

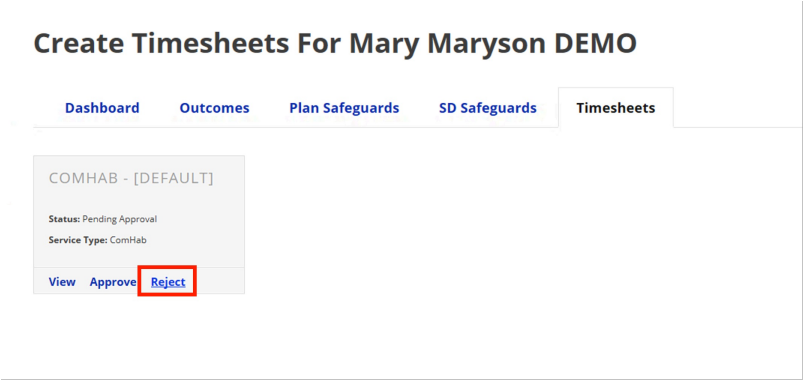
Reject SAP (SD Coordinator)

Rejecting a timesheet sets the status back to Draft. The broker can then edit the timesheet, make any necessary changes, and resubmit the timesheet.

To review a timesheet, refer to the VIEW and DOWNLOAD sections of this guide.

The following set of actions must be performed in Harmonix:

- 1. To begin, navigate to the Participant Detail layout of the participant in question and select the **Plans** tab.
- 2. From the timesheet section, click **Reject** on the tile of the timesheet you wish to decline.



- 3. The broker will receive an email notification that the timesheet has been rejected. Contact the SD Coordinator for information on why the timesheet was rejected and what needs to change.