

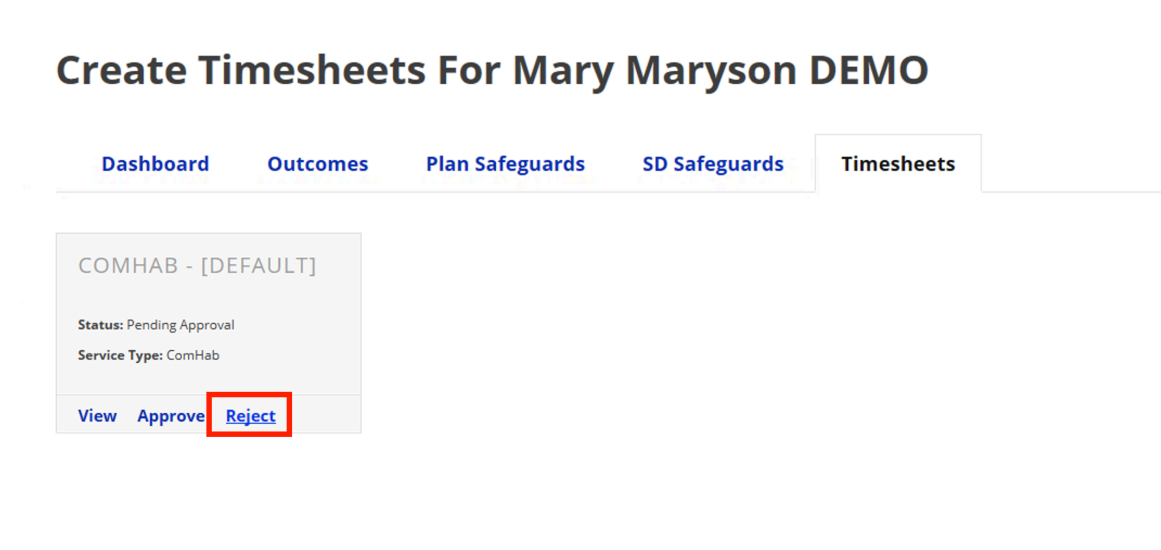
Reject SAP (SD Coordinator)

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.



The screenshot displays a web interface titled "Create Timesheets For Mary Maryson DEMO". At the top, there is a navigation bar with five tabs: "Dashboard", "Outcomes", "Plan Safeguards", "SD Safeguards", and "Timesheets". The "Timesheets" tab is currently selected. Below the navigation bar, a card is shown for a participant named "COMHAB - [DEFAULT]". The card displays the following information: "Status: Pending Approval" and "Service Type: ComHab". At the bottom of the card, there are three buttons: "View", "Approve", and "Reject". The "Reject" button is highlighted with a red rectangular border.

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.

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