

# Retract SAP (Broker)

To retract a submitted timesheet, do the following.

1. From the timesheet section, click Retract on the tile of the timesheet you wish to retract.

## Create Timesheets For Mary Maryson DEMO

Dashboard

Outcomes

Plan Safeguards

SD Safeguards

Timesheets

COMHAB - [DEFAULT]

Status: Pending Approval

Service Type: ComHab

View

Retract

2. The SD Coordinator will receive an email notification that the timesheet has been retracted. No action needs to be taken by the SD Coordinator.

You can now edit and/or resubmit the timesheet.

🕒Revision #2  
★Created Tue, Nov 24, 2020 8:48 PM by [Admin](#)  
✎Updated Sat, Dec 14, 2024 1:37 AM by [Admin](#)