

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 The SD Coordinator will receive an email notification that the timesheet has been retracted.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](#)