

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 The SD Coordinator will receive an email notification that the timesheet has been retracted.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 24 November 2020 20:48:39 by Admin

✎Updated 31 October 2025 19:12:26 by Admin