

# Retract SAP (Broker)

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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 The SD Coordinator will receive an email notification that the timesheet has been retracted.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.

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🕒 Revision #2

★ Created Tue, Nov 24, 2020 8:48 PM by [Admin](#)

✎ Updated Sat, Dec 14, 2024 1:37 AM by [Admin](#)