## Submit SAP (Broker)

After the broker has finished creating/editing a timesheet, it must be submitted to the SD Coordinator for approval.

1. From the timehseets section, click **Submit** on the tile of the timesheet you wish to submit.

## Create Timesheets For Mary Maryson DEMO



2. The SD Coordinator will receive an email notification to review the submitted timesheet.

ORevision #2

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✓Updated Sat, Dec 14, 2024 1:37 AM by Admin