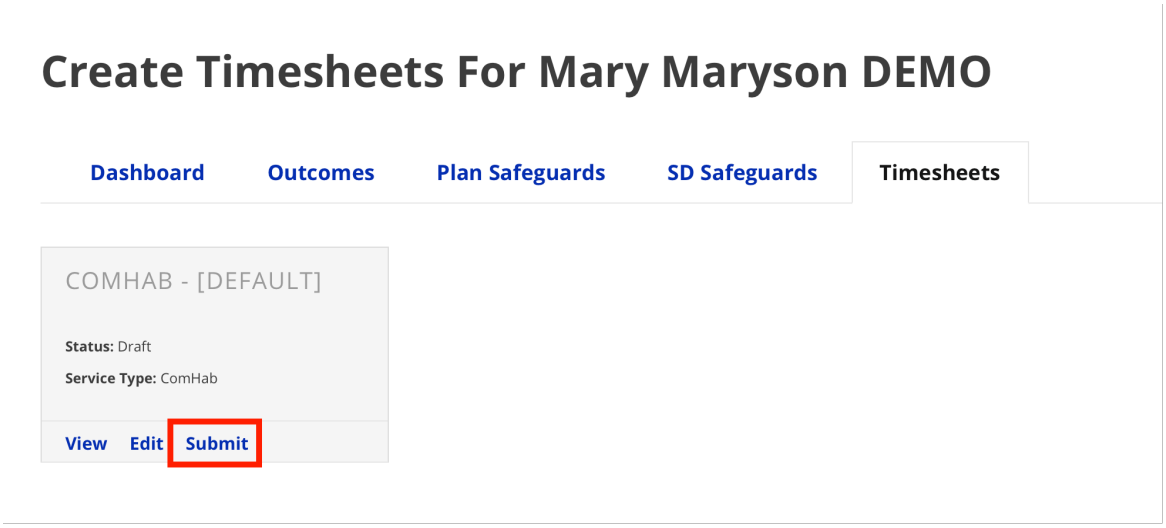
Submit SAP (Broker)

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.



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

Revision #2
★Created 2020-11-24 20:45:05 UTC by Admin
Updated 2025-10-31 19:12:26 UTC by Admin