

# Submit SAP (Broker)

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

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

## Create Timesheets For Mary Maryson DEMO

The screenshot shows a navigation menu with tabs: Dashboard, Outcomes, Plan Safeguards, SD Safeguards, and Timesheets. The 'Timesheets' tab is active. Below the menu is a card for 'COMHAB - [DEFAULT]'. The card displays 'Status: Draft' and 'Service Type: ComHab'. At the bottom of the card are three buttons: 'View', 'Edit', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

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

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