How to Approve Time in OrgSync

Community partners with posted projects will approve student’s involvement through OrgSync. You will get an email notification each time one of the students registered for your project submits hours.

Approving time through email:

- You will receive an email from the student who submitted the time entry (see image for example).
- Click the green button to “View Details of Participation”.

You will see a “Request for Approval” which lists information (your organization, a description of the service, the number of hours submitted, and the date) about the entry.

You can Approve or Deny the time submission.

Approving time in OS:

1. On your organization home page, select “Involvement” from the top toolbar.
2. Under the student showing “Pending Hours”, select “View Details”
3. Review event/activity entered and number of hours submitted (Time should be entered in quarters, example 3.5 hours or .25 hour)
4. Select either “Approve” or “Deny” for each submission.

For an example of what the screen might look like, see the image to the right: