

Monthly Timesheet Submission



HSRC
INTERNSHIP
PROGRAMME



Log in to the HSRC Intern Portal

<https://internportal.hsrc.ac.za>

Use your credentials to access the portal.

2



Navigate to 'Manage Monthly Timesheet' from left-hand menu

On your dashboard, click on "Add Timesheet" tab.

3



Select the Relevant Month

Create a new timesheet for the current month (e.g. July). You can still go back to previous month to capture any outstanding days.

4



Complete Required Information

Fill in your daily attendance and any other required details for the month

5



Review and Submit

Double-check all entered details for accuracy, and then click 'Submit'.

6



Mentor/Supervisor Approval

Your Mentor/Supervisor will be notified to review and approve/reject your submission.