





Upload *Invoicing Documentation*

Login

HAYS Working for your tomorrow

Career with Hays |  |  |  | DE | EN

 Login

For job seekers ▾


For freelancers ▾

For employers ▾

For partners ▾

Insights ▾

About Hays ▾



YOUR PARTNER FOR
PROFESSIONALS & MANAGERS

Job title or search term


City


☐ Contracting

☐ Permanent

☐ Temporary

Find jobs



 Contact us

– Enter your username and password

– Registration is required if you should have no login data, yet.

You are here [hays.de](#) / [Login](#)

SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

SUPPORT

If you have any further questions regarding your login, please send an e-mail to login@hays.de.

If you want to change your marketing preferences and do not yet have a login or do not wish to create one, please contact service@hays.de.

[Cookie Preferences](#)

REGISTER IN JUST TWO MINUTES

[Register now](#)

You do not have an account yet?

Register now and enjoy all benefits provided by us.



Receive job offers via email



Quick and simple application



Save job offers on multiple devices and apply

Registration

You have to fill in all fields. Please tick the box to accept the privacy policy, and click the "send" button.

Your login data will be sent to your e-mail Address.

ACCOUNT CREATION

Form of address *

☐ Ms. ☐ Mr. ☐ Diverse ☐ Not stated

First name *

Last name *

Email address *

Confirm email address *

Please choose a password *

Re-enter password *


Data protection and marketing purposes

- ☐ I confirm that I have read and understood the [privacy policy](#). *
- ☐ I would like to receive information from Hays that is tailored to my requirements regarding jobs, careers, training, projects, the services which Hays provides and the company's portfolio.

Hays may also use my data for market research purposes in order to make further improvements to its services. Hays may also pass on my email address and/or telephone number in a pseudonymous manner to advertising partners, including those outside of the European Economic Area, in order to import Hays advertising that is tailored to my requirements on their websites. More information about this can be found in the [data privacy statement](#).

I am aware that I can revoke my consent at any time with effect for the future by clicking the unsubscribe link in an email, for example. We will process the data which you have entered in accordance with our [data privacy statement](#). There you will also find other information concerning your consent, your rights and a list of all Hays companies in Germany, Austria and Switzerland and our advertising partners.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) * [Terms](#)

Upload

You can access the upload area via the “Upload my invoice” button or alternatively via the “Invoice upload” in the “Contracting Services” area.

The screenshot shows the HAYS user dashboard. The top navigation bar includes the HAYS logo, the tagline 'Working for your tomorrow', and links for 'Career with Hays', search, user profile, location, and language (DE | EN). Below this is a horizontal menu with categories: 'For job seekers', 'For freelancers', 'For employers', 'For partners', and 'Insights'. The main content area is titled 'WELCOME PETER BEISPIEL' and features a button 'Open MyTime by Hays'. A list of links is provided, including 'Upload my invoice', 'Time recording with MyTime by Hays', 'Administer my profile data', 'Manage my job alerts', 'My saved jobs', 'See my history of applications', 'Change my settings', 'Delete my account', and 'Add or remove employees'. A dropdown menu for 'My Hays' is open, showing options like 'Dashboard', 'Invoicing options', 'MyTime by Hays', 'Invoice upload', 'Manage my profile data', 'Manage employees', 'Compliant Sourcing®', 'My applications', 'My job alerts', 'Create new job alert', 'Settings', 'My saved jobs (0)', and 'Logout'.

You are here: [hays.de](#) / [My Hays](#) / [Applicants](#) / [Invoicing options](#) / [Upload invoice](#)

UPLOAD OF MY INVOICING DOCUMENTATION

Please note: If the upload does not work properly for you, please use the Chrome browser.

Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.

The form is titled 'Project number*' and has a dropdown menu showing '60-C-253054-01 / 60C1449281004 (May 2022 - December 2024)'. Below this is a 'Performance period*' dropdown menu showing 'Mai, 2024'. A section titled 'Advanced input' contains a text input field for 'Receipt number:' and a 'Receipt date:' section with three dropdowns: '11', 'June', and '2024'. A calendar icon is next to the date dropdowns.

You can use the dropdown fields to select your projects and the billing month.

Enter your document number here.

Enter your document data here. Please note that the document data may NOT be in the future.

Invoice and timesheets

Please drag and drop your documents into the appropriate fields

- Invoice
- Time sheet
- Travel expenses (if available)

Please note that documents can only be uploaded and processed in PDF format.

The maximum file size is limited to 5 MB.

Number of hours

As soon as you send us a time sheet, please let us know the number of hours/days worked in advance. You can make a selection between hours/days and enter the respective number in the field provided.

Please note that this field is mandatory. This preliminary information serves to improve the further processing of your billing data.

To submit your files, click on “Send invoicing documentation to Hays now”.

Information concerning legal essentials of the invoicing process can be found [here](#).

Your invoice

DRAG AND DROP DOCUMENT HERE
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

Your timesheets

DRAG AND DROP DOCUMENTS HERE
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

Number of hours* ⓘ

Please enter the number of billable hours/days that you have provided in the selected service period.

Number

☐ Hours ☐ Days

Travel expenses and receipts

Important: Please note that a timely processing of your documents is only possible if you provide us with a fully completed [Hays travel expense sheet](#). In accordance with our [travel expenses guidelines](#), we require a corresponding proof for every cost position. Both the travel expense sheet and the guidelines can be found in our [download area](#).

DRAG AND DROP DOCUMENTS HERE
(OR CLICK HERE)



Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

SEND INVOICING DOCUMENTATION TO HAYS NOW

Confirmation after successful upload

You are here: [hays.de](#) / [My Hays](#) / [Applicants](#) / [Invoicing options](#) / [Upload invoice](#)

UPLOAD OF MY INVOICING DOCUMENTATION

Please note: If the upload does not work properly for you, please use the Chrome browser.

Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.

► [PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN.](#)

Thank you very much! Your invoicing documentation has been successfully sent.

Projectnumber: 60C21461101

Uploaded files:

- TESTDATEI.pdf

More information about invoice upload

MORE INFORMATION ABOUT INVOICE UPLOAD



[My Invoicing Data](#)



[Summary of my uploaded Files](#)



[FAQ](#)



[Documents to Download](#)

Here you will find an overview of your successfully uploaded files.

– **Summary of my uploaded Files:**

Here you can see an overview of your uploaded files, including the date of transmission.

– **My Invoicing Data:**

Here you can see an overview of your data after it has been processed by your administrator.