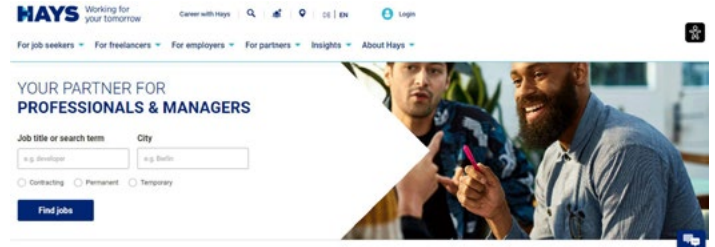


Hays Quickguide *Portal Upload*

Upload your proof of performance
via the Hays portal in just a few steps.

Portal Login

The Hays portal is available at www.hays.de and www.hays.at. Click “Login” to access the portal.



Requesting new login details for the portal

If you do not yet have login details for the Hays portal, follow the instructions under “Register now”.

Now enter the necessary data and request a login via ‘Send’.

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

SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

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

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](#)

ACCOUNT CREATION

Form of address *

Mr. Ms. Dr. Other Not stated

First name *

Last name *

Email address *

Confirm email address *

Please choose a password *

Re-enter password *

Sub-promotion and marketing purpose

I confirm that I have read and understand 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 share my email address and/or telephone number in a non-exclusive manner to advertising partners, including those outside of the European Economic Area, in order to expand their advertising that is tailored to the 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, the information I have entered is associated with our data privacy statement. There you will also find other information concerning our security, our rights and a list of all Hays companies in Germany, Austria and Switzerland and our advertising partners.

We are not a robot

Login details available

If you already have login details, enter your user name and password

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

SIGN IN

Email address

Password

[Password reset](#)

[Sign in](#)

REGISTER IN JUST TWO MINUTES

[Register now](#)

You do not have an account yet?
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[Cookie Preferences](#)

Upload Invoicing Documentation

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

Here you can upload your proofs of performance and travel expense receipts under ‘Information regarding my invoicing documentation.’

First select your project number and performance period.

The screenshot shows the HAYS user dashboard for Peter Beispiel. The top navigation bar includes the HAYS logo, the tagline "Working for your tomorrow", and user options for language (DE | EN) and profile. Below the navigation, there are tabs for "For job seekers", "For freelancers", "For employers", "For partners", and "Insights". The main content area is titled "WELCOME PETER BEISPIEL" and features a prominent "Open MyTime by Hays" button. A list of menu items is displayed, 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 "My Hays" dropdown menu is open on the right, 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", and "My saved jobs (0)". A "Logout" button is also visible.

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 screenshot shows the "Upload of my Invoicing Documentation" form. It features a "Project number*" dropdown menu with the selected value "60-C-214611-01 / 60C0029056003 (June 2020 - December 2024)". Below this is a "Performance period*" dropdown menu with the selected value "Mai, 2024". There is an "Advanced input" section with a "Receipt date:" label and three date pickers for "11", "June", and "2024". A calendar icon is also present. The form includes a note: "Please provide the following information to help us deal with your invoicing documentation faster."

Upload the respective time sheet and travel expense receipts (where applicable) as PDF files in the intended fields. You can add the files via drag & drop or upload them by clicking the upload icon.

Please note the maximum file size of 5 MB

In the Number of hours field, please let us know the number of hours/days worked in advance. You can make a selection hours/day 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.


You will also receive information about the banking details most recently stored in your master data. If this information is not correct or has changed, you can inform us of this via „Specify other banking details“.

You also have the option of providing us with additional information about your claim using the comments field supplied.

Send your receipts by clicking the “Send invoice documentation to Hays now” button and you will receive a notification that your documentation has been successfully sent.

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

My registered banking account data [?]

Bank:	Commerzbank
IBAN:	DES367*****2200
Swift:	COBADEFFXXX

[Send new account data](#)

Comment (optional): [?]

[SEND INVOICING DOCUMENTATION TO HAYS NOW](#)

You are here: [hays.de](#) / [My Hays](#) / [Applications](#) / [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:

- TESTDATE1.pdf