

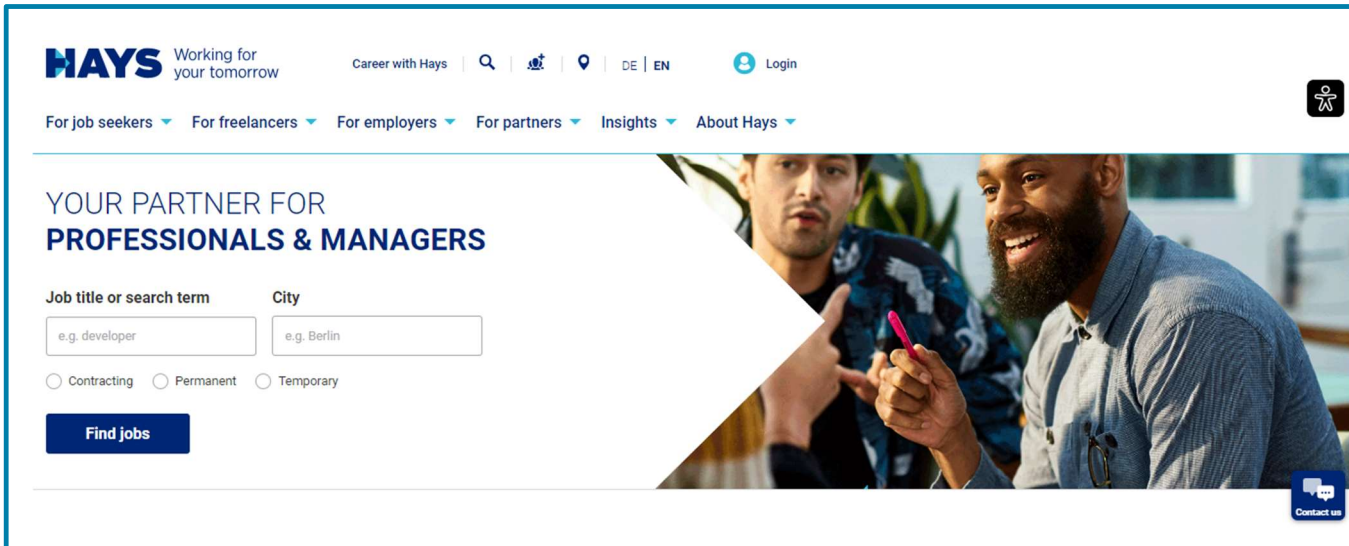
# QUICK GUIDE PORTAL UPLOAD

Version: Juni/2024 1, QG ENG

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

# PORTAL LOGIN

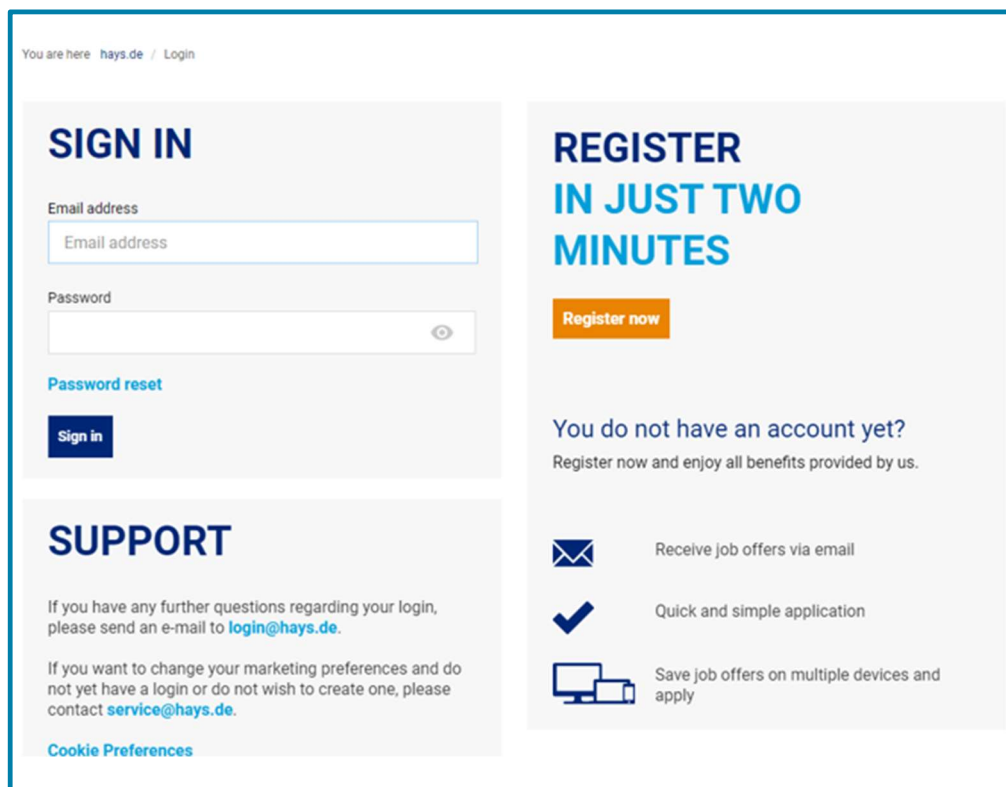
The Hays portal is available at [www.hays.de](http://www.hays.de) and [www.hays.at](http://www.hays.at). Click “Login” to access the portal.



The screenshot shows the Hays portal homepage. At the top, there is a navigation bar with the Hays logo, the tagline "Working for your tomorrow", and links for "Career with Hays", "DE", "EN", and "Login". Below the navigation bar, there are dropdown menus for "For job seekers", "For freelancers", "For employers", "For partners", "Insights", and "About Hays". The main content area features a large banner with the text "YOUR PARTNER FOR PROFESSIONALS & MANAGERS". Below the banner, there is a search form with fields for "Job title or search term" (e.g., developer) and "City" (e.g., Berlin). There are also radio buttons for "Contracting", "Permanent", and "Temporary". A "Find jobs" button is located below the search form. On the right side of the banner, there is a "Contact us" button.

## 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”.



The screenshot shows the Hays portal login and registration page. At the top, there is a breadcrumb trail: "You are here hays.de / Login". The page is divided into three main sections: "SIGN IN", "REGISTER IN JUST TWO MINUTES", and "SUPPORT". The "SIGN IN" section contains fields for "Email address" and "Password", a "Password reset" link, and a "Sign in" button. The "REGISTER IN JUST TWO MINUTES" section features a "Register now" button and a message: "You do not have an account yet? Register now and enjoy all benefits provided by us." Below this, there are three icons with corresponding text: an envelope icon for "Receive job offers via email", a checkmark icon for "Quick and simple application", and a laptop icon for "Save job offers on multiple devices and apply". The "SUPPORT" section provides contact information: "If you have any further questions regarding your login, please send an e-mail to [login@hays.de](mailto:login@hays.de)." and "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](mailto:service@hays.de)." A "Cookie Preferences" link is located at the bottom of the "SUPPORT" section.

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

## 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 

\*Mandatory field

Send

## Login details available

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

## MEIN LOGIN

E-MAIL-ADRESSE

PASSWORT

[Passwort vergessen](#)

Jetzt einloggen

## SUPPORT

Bei Fragen zum Login wenden Sie sich bitte an [login@hays.de](mailto:login@hays.de).

Wenn Sie Ihre Marketingeinstellungen ändern möchten, aber noch keinen Login haben oder keinen Login erstellen möchten, wenden Sie sich bitte an [service@hays.de](mailto:service@hays.de).




[Cookie-Präferenzen](#)

## REGISTRIEREN IN NUR 2 MINUTEN

Jetzt registrieren

Sie haben noch keinen Account?

Dann registrieren Sie sich jetzt und nutzen Sie alle Vorteile.

-  Jobs per E-Mail erhalten
-  Schnelle und einfache Bewerbung
-  Geräteübergreifend Jobs speichern und bewerben

# 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.

The screenshot shows the HAYS user dashboard for Peter Beispiel. The header includes the HAYS logo, the tagline "Working for your tomorrow", and navigation links for "Career with Hays", search, notifications, location, and language (DE | EN). A user profile icon is in the top right. Below the header, there are tabs for "For job seekers", "For freelancers", "For employers", "For partners", and "Insights". The main content area welcomes Peter Beispiel and features a button "Open MyTime by Hays". A list of actions 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".

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 "UPLOAD OF MY INVOICING DOCUMENTATION" form. At the top, it says "You are here: hays.de / My Hays / Applicants / Invoicing options / Upload invoice". The title is "UPLOAD OF MY INVOICING DOCUMENTATION". A note states: "Please note: If the upload does not work properly for you, please use the Chrome browser." Below this, it says: "Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation." The form has two dropdown menus: "Project number\*" with the selected value "60-C-214611-01 / 60C0029056003 (June 2020 - December 2024)" and "Performance period\*" with the selected value "Mai, 2024". Below these is an "Advanced input" section with the text: "Please provide the following information to help us deal with your invoicing documentation faster." and "Receipt date:". The receipt date is set to "11 June 2024" with a calendar icon.

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

### 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)

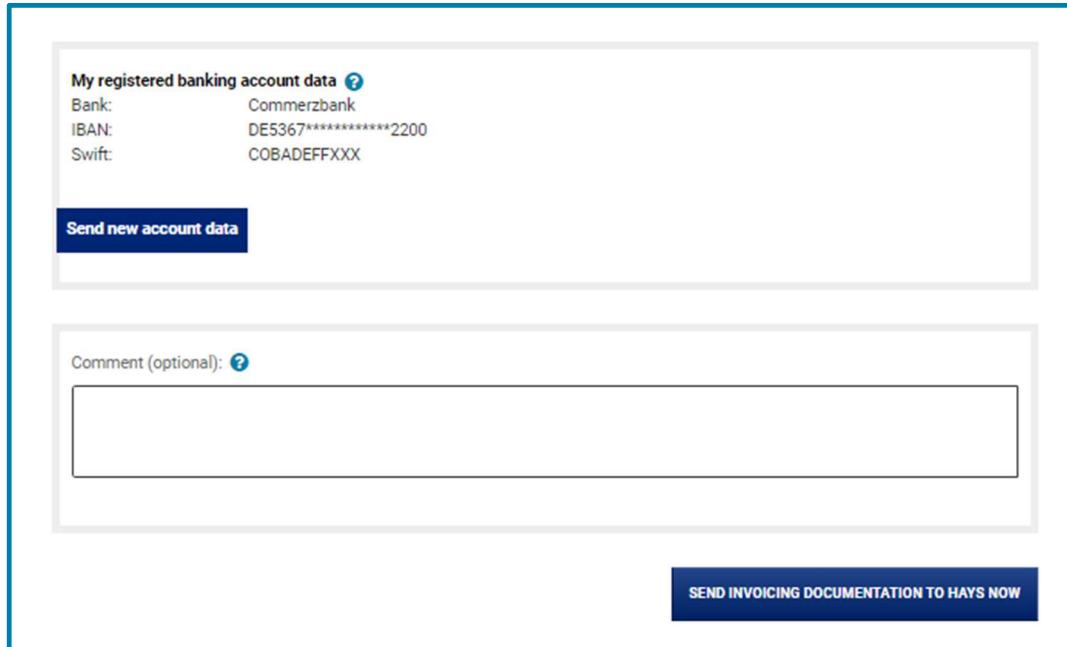


Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.

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.



The screenshot shows a web form titled "My registered banking account data" with a help icon. It contains the following information:

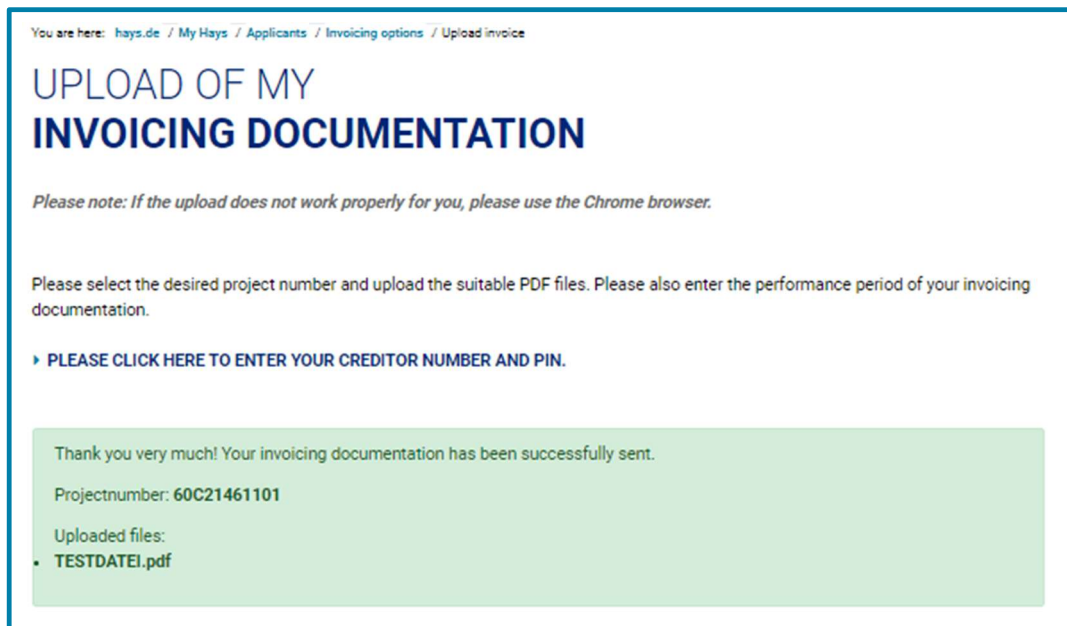
Bank:	Commerzbank
IBAN:	DE5367*****2200
Swift:	COBADEFFXXX

Below the table is a blue button labeled "Send new account data".

Below the button is a section titled "Comment (optional):" with a help icon and a large empty text box.

At the bottom right of the form is a blue button labeled "SEND INVOICING DOCUMENTATION TO HAYS NOW".

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.



The screenshot shows a web page titled "UPLOAD OF MY INVOICING DOCUMENTATION". At the top, it says "You are here: hays.de / My Hays / Applicants / Invoicing options / Upload invoice".

Below the title is a note: "Please note: If the upload does not work properly for you, please use the Chrome browser."

Below the note is a paragraph: "Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation."

Below the paragraph is a link: "▶ PLEASE CLICK HERE TO ENTER YOUR CREDITOR NUMBER AND PIN."

Below the link is a green box containing the following text:

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

Projectnumber: 60C21461101

Uploaded files:

- TESTDATEI.pdf