

QUICK GUIDE PORTAL UPLOAD

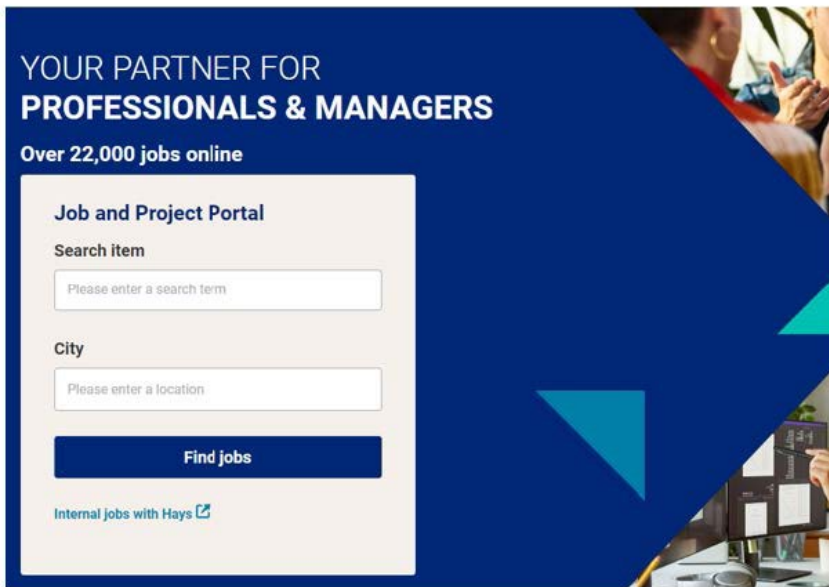
**Upload your proof of performance
via the Hays portal in just a few steps.**



PORTAL LOGIN

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

[For job seekers](#) [For freelancers](#) [For employers](#) [For partners](#) [News](#) [About Hays](#)



YOUR PARTNER FOR
PROFESSIONALS & MANAGERS

Over 22,000 jobs online

Job and Project Portal

Search item

City

Find jobs

[Internal jobs with Hays](#)

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".

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

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

MY REGISTRATION

Form of address *

Ms. Mr.

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.

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

SIGN IN

Email address

Password

[Password reset](#)

Sign in

SUPPORT

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UPLOAD INVOICING DOCUMENTATION

In order to upload invoicing documents, navigate to 'Contracting services' in the 'For Specialists' section.

The screenshot shows the Hays portal user interface. At the top left is the Hays logo and tagline 'Working for your tomorrow'. To the right are navigation links for 'Career with Hays', a search icon, a user profile icon, and location/language settings 'DE | EN'. Below this is a horizontal navigation bar with dropdown menus for 'For job seekers', 'For freelancers', 'For employers', 'For partners', and 'New'. A 'My Hays' dropdown menu is open, listing options: Welcome, Settings, My welcome page, Contracting services, Manage my profile data, Manage employees, Compliant Sourcing®, My applications, My job alerts, Settings, My saved jobs (0), and a Logout button. On the main page, it says 'WELCOME PETER BEISPIEL' and features a button 'Open MyTime by Hays'. Below this is the section 'WHAT DO YOU WANT TO DO?' with a list of options: 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, and Delete my account. At the bottom of this section is a link 'Add or remove employees'.

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

You are here: [hays.de](#) / [My Hays](#) / [Applicants](#) / [Contracting services](#)

CONTRACTING SERVICES

Here you will find all the documents and information on your service recording and invoicing that you need for your projects at Hays.



AUTOMATED INVOICING

- If your project is approved for the use of "MyTime by Hays", you will automatically receive an information by email after the conclusion of the contract
- You record your activity times digitally via our "MyTime by Hays" web tool
- Your customer company releases the project report digitally by mouse click
- The transmission of the service times/approval to Hays takes place automatically

[Open MyTime by Hays](#)

[Information about MyTime by Hays](#)



MANUAL INVOICING

- You have your service hours approved by your client company
- You upload the signed project report via the upload function
- If you do not participate in the **self-billing process**, please upload your invoice as well

[Open invoice upload](#)

[More information about the upload](#)

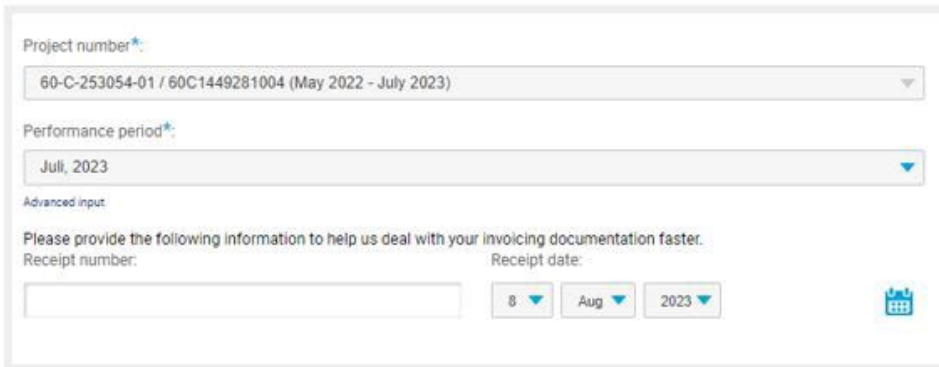
First select your project number and performance period.

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

UPLOAD OF MY INVOICING DOCUMENTATION

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

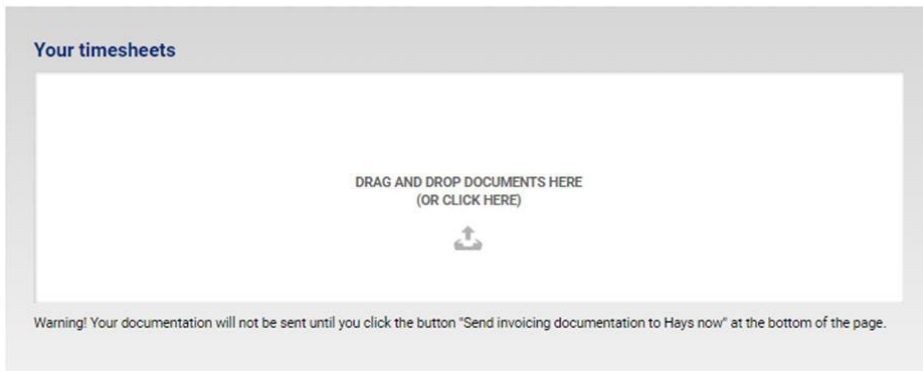
Please select the desired project number and upload the suitable PDF files. Please also enter the performance period of your invoicing documentation.



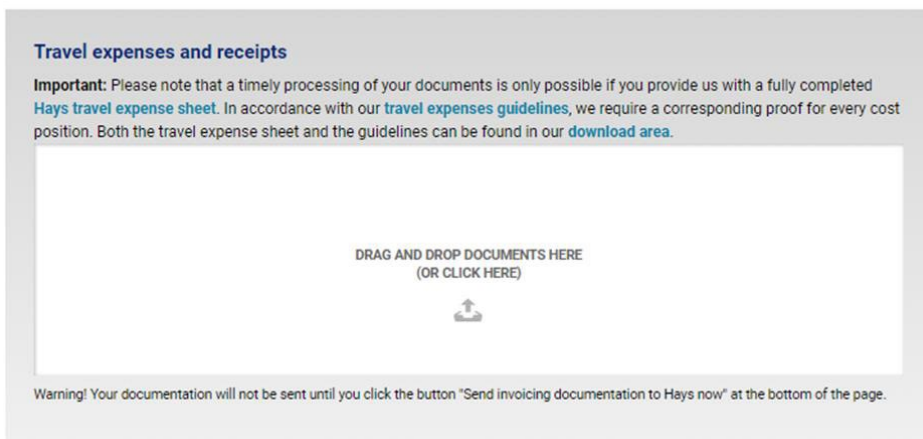
The screenshot shows a web form for uploading invoicing documentation. It includes a dropdown menu for 'Project number*' with the selected value '60-C-253054-01 / 60C1449281004 (May 2022 - July 2023)'. Below it is a dropdown for 'Performance period*' with 'Juli, 2023' selected. There is an 'Advanced input' section with a heading 'Please provide the following information to help us deal with your invoicing documentation faster.' It contains two input fields: 'Receipt number:' and 'Receipt date:'. The 'Receipt date' field has dropdowns for '8', 'Aug', and '2023', and a calendar icon to its right.

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 2 MB



The screenshot shows a section titled 'Your timesheets'. It features a large white box with the text 'DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)' and a small upload icon. Below the box is a warning: 'Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.'



The screenshot shows a section titled 'Travel expenses and receipts'. It includes an 'Important' note: '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](#).' Below the text is a large white box with the text 'DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)' and an upload icon. A warning at the bottom states: 'Warning! Your documentation will not be sent until you click the button "Send invoicing documentation to Hays now" at the bottom of the page.'

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.

My registered banking account data ?

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

Send new account data

Comment (optional): ?

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.

SEND INVOICING DOCUMENTATION TO HAYS NOW

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

Projectnumber: **60C21461101**

Uploaded files:

- **TESTDATEI.pdf**