

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 ▾



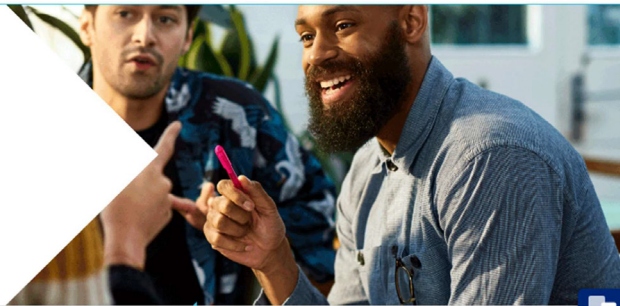
YOUR PARTNER FOR PROFESSIONALS & MANAGERS

Job title or search term

City

Contracting Permanent Temporary

Find jobs



– 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

*Mandatory field

Send

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 interface. At the top left is the HAYS logo with the tagline "Working for your tomorrow". To the right, there are navigation links for "Career with Hays", a search icon, a location pin icon, and language options "DE | EN". Below this is a horizontal menu with dropdowns for "For job seekers", "For freelancers", "For employers", "For partners", and "Insights". A user profile icon is visible in the top right corner, with a dropdown menu open showing options: "My Hays", "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".

On the main page, there is a "WELCOME PETER BEISPIEL" section with a prominent "Open MyTime by Hays" button. Below this, a list of menu items is displayed:

- 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
- Add or remove employees

Sie sind hier: [hays.de](#) / [Mein Hays](#) / [Kandidaten](#) / [Abrechnungsoptionen](#) / [Abrechnungsunterlagen hochladen](#)

UPLOAD MEINER ABRECHNUNGSUNTERLAGEN

Hinweis: Falls der Upload bei Ihnen nicht richtig funktioniert, nutzen Sie bitte den Chrome-Browser.

Bitte wählen Sie hier die Projektnummer aus und laden Sie die entsprechenden PDF-Dateien hoch. Als Leistungsperiode tragen Sie bitte den gemäß Ihren Abrechnungsunterlagen abgerechneten Leistungszeitraum ein.

▶ **BITTE KLICKEN SIE HIER, UM IHRE KREDITORENNUMMER UND PIN EINZUGEBEN.**

Sie sind hier: [hays.de](#) / [Mein Hays](#) / [Kandidaten](#) / [Abrechnungsoptionen](#) / [Kreditoren Pin](#)

VERKNÜPFEN SIE KREDITORENNUMMERN MIT IHREM LOGIN

Geben Sie bitte Ihre Kreditorennummer und PIN ein.

Kreditorennummer

PIN

Nummer verknüpfen

To see the projects of all your employees, you must first link your vendor number with your PIN number.

You should receive your PIN number before you start your first project.

If the link was successful, you will receive a corresponding success message.

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

LINK CREDITORS PIN WITH YOUR LOGIN

Please enter your vendor number and PIN.

A link was established between your login and our vendor number.

- Creditor Number [REDACTED]
- PIN [REDACTED]

You can check whether you have already made your link under “List of vendor numbers already linked”.

List of linked vendor numbers

#	Creditor	Creditor Number	Valid
1	Contracting intern	[REDACTED]	✓

[Upload invoicing documentation](#)

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.

Project number*:
60-C-214611-01 / 60C0029056003 (June 2020 - December 2024) ▼

Performance period*:
Mai, 2024 ▼

Advanced input

Please provide the following information to help us deal with your invoicing documentation faster.

Receipt date:
11 ▼ June ▼ 2024 ▼ 

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

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

Please drag and drop your documents into the appropriate fields.

- 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.

The screenshot shows a section titled "Your timesheets" with a large white box containing the text "DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)" and a download 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 "Number of hours*" with a sub-header "Please enter the number of billable hours/days that you have provided in the selected service period." Below this is a "Number" label, an input field, and two radio buttons labeled "Hours" and "Days".

The screenshot shows a section titled "Travel expenses and receipts" with an important note: "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." Below the text is a large white box with "DRAG AND DROP DOCUMENTS HERE (OR CLICK HERE)" and a download 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."

SEND INVOICING DOCUMENTATION TO HAYS NOW

To submit a request to change your bank account information, please click here.

The screenshot shows a section titled "My registered banking account data" with a help icon. It lists: Bank: Commerzbank, IBAN: DES367*****2200, Swift: COBADEFFXXX. Below the list is a "Send new account data" button.

Additional information can be provided in this field, For example "on site" and "remote" services.

The screenshot shows a section titled "Comment (optional):" with a help icon and a large empty text input field.

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

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.