





UPLOAD INVOICING DOCUMENTATION

Select language


Login

 Working for
your tomorrow

Career with Hays

DE | EN

 Login

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YOUR PARTNER FOR PROFESSIONALS & MANAGERS


Over 22,000 jobs online

Job and Project Portal

Search item

City

Find jobs

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

SIGN IN

Email address

Password



[Password reset](#)

Sign in

Enter your
username and
password

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

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

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

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


reCAPTCHA
Privacy - Terms

*Mandatory field

Send

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.

The screenshot shows the HAYS website interface. At the top, the HAYS logo and tagline 'Working for your tomorrow' are on the left. To the right, there's a navigation bar with 'Career with Hays', search, user, and location icons, and language options 'DE' and 'EN'. Below this is a horizontal menu with links: 'For job seekers', 'For freelancers', 'For employers', 'For partners', and 'New'. The main content area is titled 'WELCOME PETER BEISPIEL' and features a blue button 'Open MyTime by Hays'. Below this, a section 'WHAT DO YOU WANT TO DO?' contains 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 list is 'Add or remove employees'. On the right side, a dropdown menu for 'My Hays' is open, listing: '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 at the bottom.

HAYS Working for
your tomorrow

Career with Hays

For job seekers For freelancers For employers For partners New

WELCOME
PETER BEISPIEL

Open MyTime by Hays

WHAT DO YOU WANT TO DO?

- 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

My Hays

- 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)
- Logout

You can access the upload area via the „Upload billing documents“ button or alternatively via the „Contracting Services“ area.



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.

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

Project number*:

601310 / 53L6P5 / 01.01.2020 - 31.12.2020

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LINK CREDITORS PIN WITH YOUR LOGIN

Please enter your vendor number and PIN.

Creditor Number

PIN

123456

123456

Link number

You are here: [hays.de](#) / [My Hays](#) / [Applicants](#) / [Contracting services](#) / [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: 601310
- PIN: 53L6P5

Creditor Number

PIN

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

You should have already received the PIN number before starting the first project.



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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.](#)

Project number*:

60-C-214611-01 / 60C0029056003 (June 2020 - December 2023)

Performance period*:

Jul, 2023

Advanced input

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

Receipt date:

\$ Aug 2023

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

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

Please drag your documents into the appropriate fields

- time sheet
- Travel expense receipts (if available)

Please note that documents can only be uploaded and processed as PDF files.

Maximum file size 2 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.

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.

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

Additional information can be provided in this field. For example „On site“ and „Remote“ services

My registered banking account data ?

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

Send new account data

Comment (optional): ?

SEND INVOICING DOCUMENTATION TO HAYS NOW

To submit your files, click on „Send billing documents to Hays now“.

SEND INVOICING DOCUMENTATION TO HAYS NOW

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

Projectnumber: **60C21461101**

Uploaded files:

- **TESTDATEI.pdf**

Confirmation after successful upload

MORE INFORMATION ABOUT INVOICE UPLOAD



My Invoicing Data



Summary of my uploaded Files



FAQ



Documents to Download

Here you get an overview of your
successfully uploaded files.

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What job are you looking for?

Find Jobs now

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

SUMMARY OF MY UPLOADED FILES

Here you'll find a summary of your uploaded files of the last 12 weeks.

For general inquiries regarding the self-billing process, please don't hesitate to contact your person in charge or write an e-mail to GSV-Datenerfassung@hays.de.

Uploaded	Receipt no.	Receipt date	File name	Contact person
08/08/2023		08/08/2023	TESTDATEI.pdf	

Overview of uploaded files