

4 STEPS TO IMPROVE THE FINANCES IN YOUR CONTINGENT WORKFORCE PROGRAM

Maintaining good finances is vital when working with contingent talent. Here are four steps to simplify your program and achieve optimal finances.

Step 1: Create Visibility



Healthy finances are transparent and easy to understand. The ideal would be for you to have complete payment visibility and simplify the payment process through a single procedure. To ensure this, you can:

- Implement a reduced invoicing and payment process that consolidates all approved timecards, expenses, and invoices and delivers a unified invoice to a client
- Generate a regular time and expense report that provides contractors with a quick way to discover mistakes and ensure numbers are correct

Step 2: Drive Cost Savings

Cost savings are one of the main motivations for companies that depend on contingent workforces. To achieve genuine cost savings with contingent labor, you must:

- Make sure your vendors are working in the most efficient way possible
- Investigate and reduce vendor mark-ups
- Use direct sourcing to bring in talent on your own, removing your reliance on third-party staffing and recruitment agencies



Step 3: Build a Flexible Process



Technology should give companies and their vendor community flexibility and ease of invoice adjustments while maintaining a historical tracking mechanism. Make sure to:

- Choose a VMS that gives you the flexibility to correct mistakes and make adjustments as needed
- Implement a system that tracks all working hours and generates one invoice of all approved time from all vendors

Step 4: Reviewing Vendors

The performance of your vendors can greatly impact your finances. Those vendors that fail to bring in quality talent or those that have a high turnover rate can generate costs any company would want to avoid. To ensure efficiency, you should regularly:

- Collect all the data from your vendors and create a vendor scorecard that tells your vendors where there's room for improvement
- Hold regular vendor audits to learn how often they meet their requirements before the deadlines, as well as how often their documentation is complete



This infographic is from our ebook '[4 Ways to Successfully Manage Contingent Workforce Program Finances](#)'.

Download it today from vectorvms.com/resources and learn more about developing and maintaining healthy finances in a contingent workforce program.

Need help managing your contingent workforce program? [Talk to us](#) about all your vendor management needs.