

# Services for externals

We manage all HR processes for your external staff



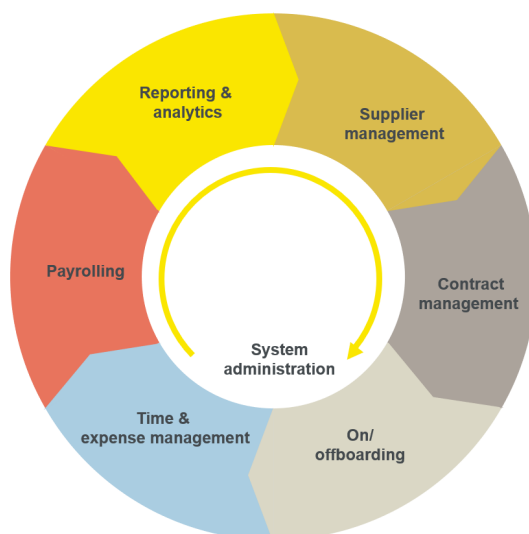
On today's job market, jobs are increasingly assigned within projects and agile forms of collaboration are on the rise. This development is leading to companies having growing external workforces. For HR departments, this means a parallel world for external staff that need support alongside their usual internal HR activities. That's where our service comes in - we're happy to take over some or all processes for the management of your external workforce on your behalf.

## Highlights

- All HR processes regarding your external staff in expert hands
- Professional support for managing your external workforce
- Creation of reports and analyses
- Service Centre in Dübendorf, Switzerland
- Languages: German and English

# An overview of our services

Just as with internal employees, the management of external staff entails various processes surrounding the employee lifecycle. We'd be happy to support you from supplier management to contract management and payroll right through to system administration. The needs of many companies are individual, so you can transfer just one or multiple processes to us. Benefit from transparency and a reduced workload in your everyday work.



# Our services in detail

## Supplier management

---

We take over all administrative aspects of vendor management, from reviews to onboarding right through to management and end-of-year appraisal preparation/implementation. Our services are based on your policies and specifications. We adopt your current requirements, providing optimisation advice if required.

- Regular supplier reviews based on your regulations
- Onboarding new suppliers using your standards
- Serving as a point of contact for your suppliers, including managing daily business

## Contract management

---

The involvement of external employees often leads to many contractual changes due to time limitations, which can result in a huge administrative workload. Outsource this to us.

- Contract management with suppliers for the relevant external staff
- Contract changes and extensions

## On/offboarding

---

On/offboarding isn't just a very important component of the employee lifecycle for internal employees, but also for external staff. We can support you in various areas here.

- Candidate reviews / background checks
- Initiation of the onboarding process and ensuring that it is upheld
- Interviewing external staff and suppliers, including evaluation and derivation of areas of action
- Offboarding and termination process

## Time & expenses management

---

Time and expenses management as well as the billing process can raise many questions and lead to corrections. We can take on these tasks for you.

- Timesheet management
- Expenses management
- Coordination and corrections within the billing process

## Payrolling

---

If your staff don't want to be self-employed, we offer you the use of our payroll service. We take on wage and HR administration in full for your external workforce.

- Administration and payroll accounting for your external staff
- Local support of your external workforce from our shared service centre in Dübendorf
- Data security thanks to ISAE and Swissdec certification

## Reporting & analytics

---

Gain transparency regarding your portfolio of external staff and receive a deeper understanding thanks to predefined KPIs. We'll support you.

- Creation of customer-specific reports
- Analysis and preparation for annual reviews
- KPI evaluation

## System administration

---

Do you use a vendor management system and want to support your external workforce internally? We'll support you with specific questions about the system.

- Taking over the 1st level of support
- Ongoing smaller optimisation projects
- For SAP Fieldglass and Beeline

*We are ready to start  
working for you at any time*

Our services reduce your workload, while you benefit directly from transparency and the simplification of your daily work. We take care of administrative tasks for your entire external staff pool, taking on the role of contact partner for all external workforce management processes. Let's get started today. We're happy to take on the management of all your external staff.