



HR Assist



Free your HR Staff for More Critical and Strategic Initiatives

HR Assist functions as an extension of your HR department, serving your organization and employees with core HR functions performed by fully-trained Inova HCM experts who keep your business running and in compliance.

Perfect when you're, acquiring new units, expanding into new markets, hiring staff at rapid rate or just need additional help!

Invest your time elsewhere while we do the heavy lifting!

Support your needs without hiring full-time professionals

HR pros with knowledge of compliance laws

To learn more, contact us today!



Onboarding

- New hire checklist
- Benefits enrollment
- i9s and E-Verify
- Background check



Benefits Admin

- Update benefit charges/costs
- Update employee deductions
- Approve/process change events



Offboarding

- Separation notices
- Terminate benefits
- COBRA