



Human Resource Outsourcing

for Business Health, for Employee Well-being

Imagine your HR duties managed, running smoothly, and compliant. You and your employees have human resource experts to turn to for questions and advice. And with time-consuming HR tasks handled, you can finally focus on your core business.

We are a full-service HR team of experts providing complete HR outsourcing services from recruiting and onboarding to benefits enrollment and performance reviews. We get to know your business and your employees and tailor our services to you. We become your personal HR department.



HR Administration

Our team is available to consult on time-intensive and challenging employee tasks or can complete the tasks for you.

- ▶ Payroll processing
- ▶ Benefits administration, including online enrollment
- ▶ ACA compliance and reporting
- ▶ Annual discrimination and harassment training
- ▶ Incidence management and terminations
- ▶ FMLA, EEO-1, and VETS compliance and reporting
- ▶ Company portal for employee access to company documents, pay data, and time off balances

Strategic HR

Let us help you pull back from the day-to-day HR demands of managing a workforce. Together we will create a strategy for a successful HR program leading to long-term efficiency and compliance.

- ▶ Custom employee handbook
- ▶ Policy creation
- ▶ Compensation plan architecture
- ▶ Performance management and counseling program
- ▶ Personnel file audits

Talent Acquisition and Onboarding

Our HR experts help you attract and onboard the talent your organization needs to be successful as you grow.

- ▶ Job descriptions
- ▶ Candidate search and online applicant tracking
- ▶ First round interviews
- ▶ Background and reference checks
- ▶ Offer letters
- ▶ New hire orientation and paperwork, including E-Verify

Business Support

Inova HRexperts focuses on taking great care of you and your employees so your business is primed for success.

- Measurable improvements in business performance such as HR cost reduction and increased efficiency
- Customized services to meet the needs of your organization
- On-call HR, including an after-hours number for emergencies
- Collaboration with your team in designing HR processes and workflows that work best for your company and employees
- Our experts use insights gained from working with hundreds of employers to pinpoint solutions to today's complex HR challenges

Why our clients choose Inova HRexperts

- We're a team of HR experts who have helped hundreds of employers manage the HR function within their organizations. Our experts are certified PHR professionals led by a senior executive CPA with 20-years' experience managing a workforce as an owner and CEO. We have the experience to expertly manage your HR department and through our collaborative approach, tailor it to meet the unique needs of your organization.
- We get to know you, your business and your employees. When you have a question, we have all the background information to understand context and expertly address your needs.
- Inova offers three service plans with varying levels of HR support. Pricing is on a per-employee-per-month basis with a two-year pricing guarantee. Special projects can also be provided at a competitive hourly rate.
- Our advanced human capital management system automates a wide variety of everyday tasks through workflows and notifications. The system provides transparency into all processes and security through comprehensive audit trails. Inova HCM provides a single data point for payroll, timekeeping, paid time off as well as automated onboarding of new hires, and performance reviews.

Leave the complexities of HR administration to the professionals at Inova HRexperts and enjoy the confidence of knowing your HR function is taken care of. Contact us at **(888) 244-6106** or **info@inovapayroll.com** to begin a discussion about alleviating your HR pressure.

Why today's growing businesses outsource HR

- **COST:** As small employers grow, human resource needs increase but you may not be ready to bring an HR pro on staff. Human resource outsourcing can provide the HR support you need at a cost far less than hiring a full-time professional.
- **COMPLIANCE:** Numerous regulations affecting employers make it difficult for business owners to keep up with the requirements and remain compliant. HR outsourcing gives you access to HR pros who ensure you follow federal, state, and local employment regulations.
- **TIME INVESTMENT:** Managing people takes time. Your Inova HRExperts team can lift that burden and allow you to get out of the back-office and focus on your business.

INOVA Payroll™