



# Toolkit: **AI in Action**



# Introduction

Artificial intelligence (AI) is rapidly transforming industries, and human resources is no exception. As organizations adapt to new ways of working, AI provides HR teams with the tools they need to optimize every stage of the employee lifecycle, from recruiting the best talent to retaining high-performing employees. But how exactly does AI fit into the daily functions of HR, and what impact can it have on your workforce?

**In this toolkit, we'll walk through the employee lifecycle step by step, showcasing:**

**What**

AI does in each stage of the employee lifecycle.

**Why**

it's valuable to your organization and your workforce.

**How**

it works in practical terms.

Additionally, we'll cover real-world examples, like AI-powered surveys for employee feedback and sentiment analysis for gauging morale, so you can see how AI is already transforming HR.

You'll get a clear understanding of AI's role in modern HR — without the complex jargon. Think of this toolkit as your roadmap to understanding how AI can simplify your workflows, amplify your impact, and ultimately improve the employee experience.



## Smarter Hiring with AI

Recruiting the right talent can be time-consuming and challenging, but AI is helping HR teams streamline and optimize the process. AI-driven tools can automate key steps, like sourcing candidates, screening résumés, and even communicating with potential hires. These tools analyze data from job postings, résumés, and candidate profiles to identify the best matches more quickly and accurately than manual methods.

By incorporating AI, HR professionals can focus less on administrative tasks and more on building relationships with top candidates. AI's ability to identify patterns and make data-driven predictions helps reduce bias, speed up hiring, and ensure the best fit for your company. Ultimately, AI empowers HR teams to be more strategic, agile, and responsive in a competitive talent landscape.

### **What**

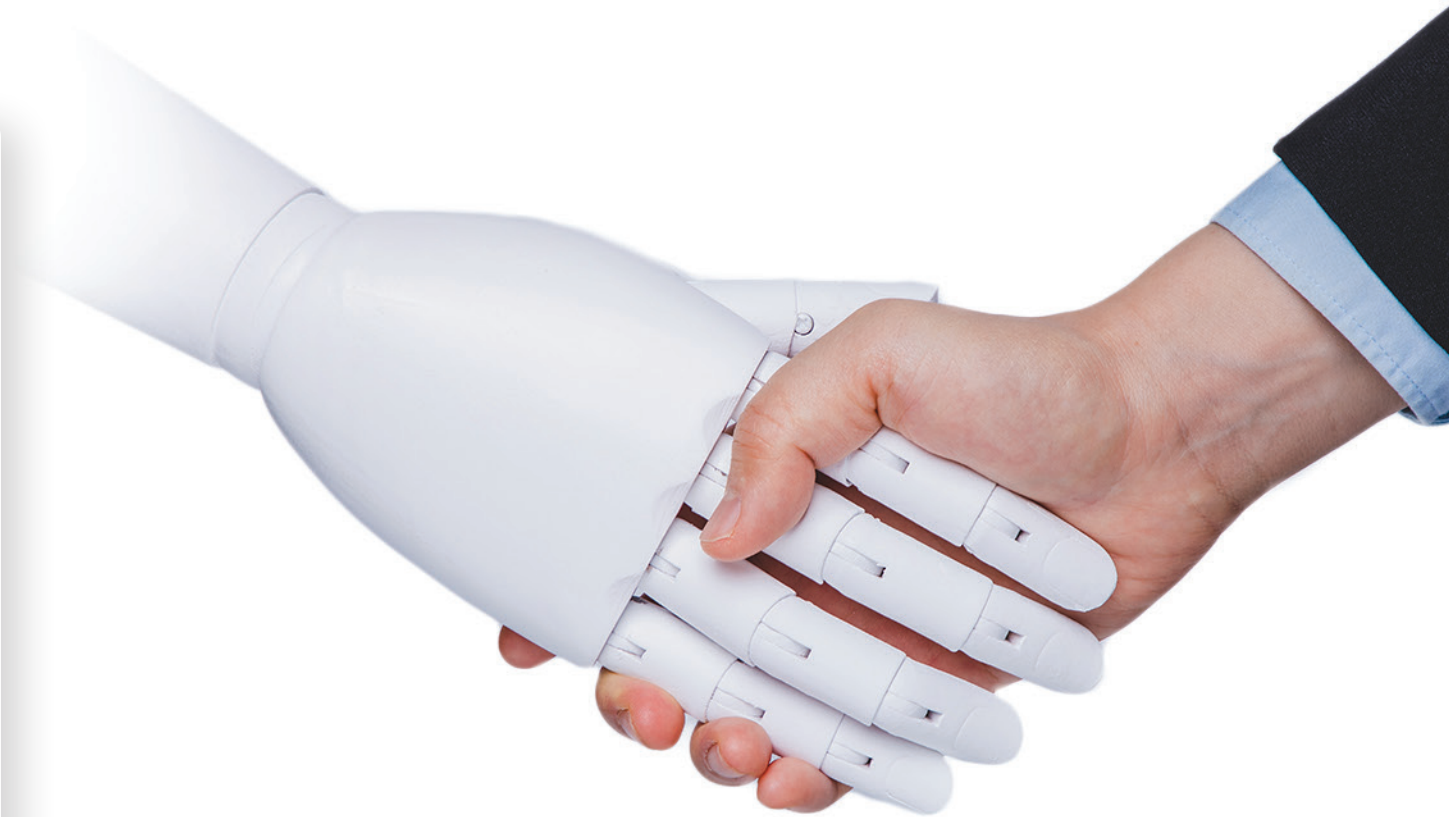
AI automates the recruiting process by sourcing, screening, and ranking candidates.

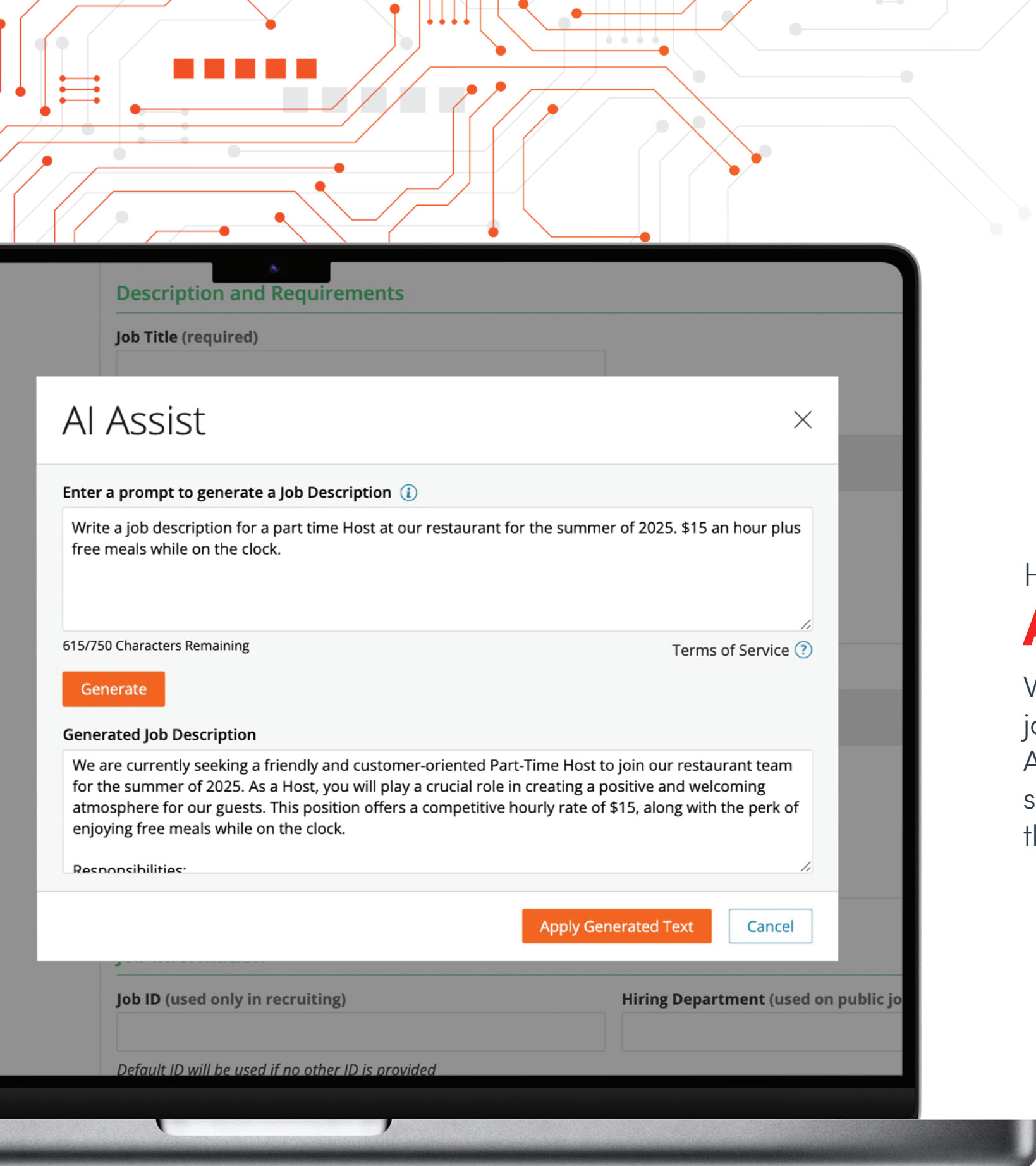
### **Why**

It accelerates hiring, reduces bias, and frees up time for HR professionals to focus on candidate relationships.

### **How**

AI tools analyze candidate data, job requirements, and company needs to provide ranked recommendations and automate communications.





## How Paylocity Uses **AI in Recruiting**

When provided details such as location, job title, or years of experience required, AI Assist generates job descriptions. Edit as you see fit to create compelling job descriptions that will inspire candidates to click and apply.

## Seamless Integration with AI Assistants

The onboarding process is a critical moment in the employee lifecycle. It sets the tone for a new hire's experience and ensures they have the tools and information needed to succeed. AI can significantly enhance onboarding by automating repetitive tasks, personalizing the experience for each new hire, and providing real-time support. With AI assistants guiding new employees through tasks like document submission, benefits enrollment, and training schedules, HR teams can focus on creating a welcoming and engaging environment.

By leveraging AI, onboarding can be tailored to individual needs and completed more efficiently. AI-driven tools provide new hires with instant access to information and ensure they don't get lost in the process. This not only improves the onboarding experience but also helps new employees ramp up faster, contributing to productivity and engagement right from the start.

### What

AI assists with onboarding by automating administrative tasks and providing personalized support for new hires.

### Why

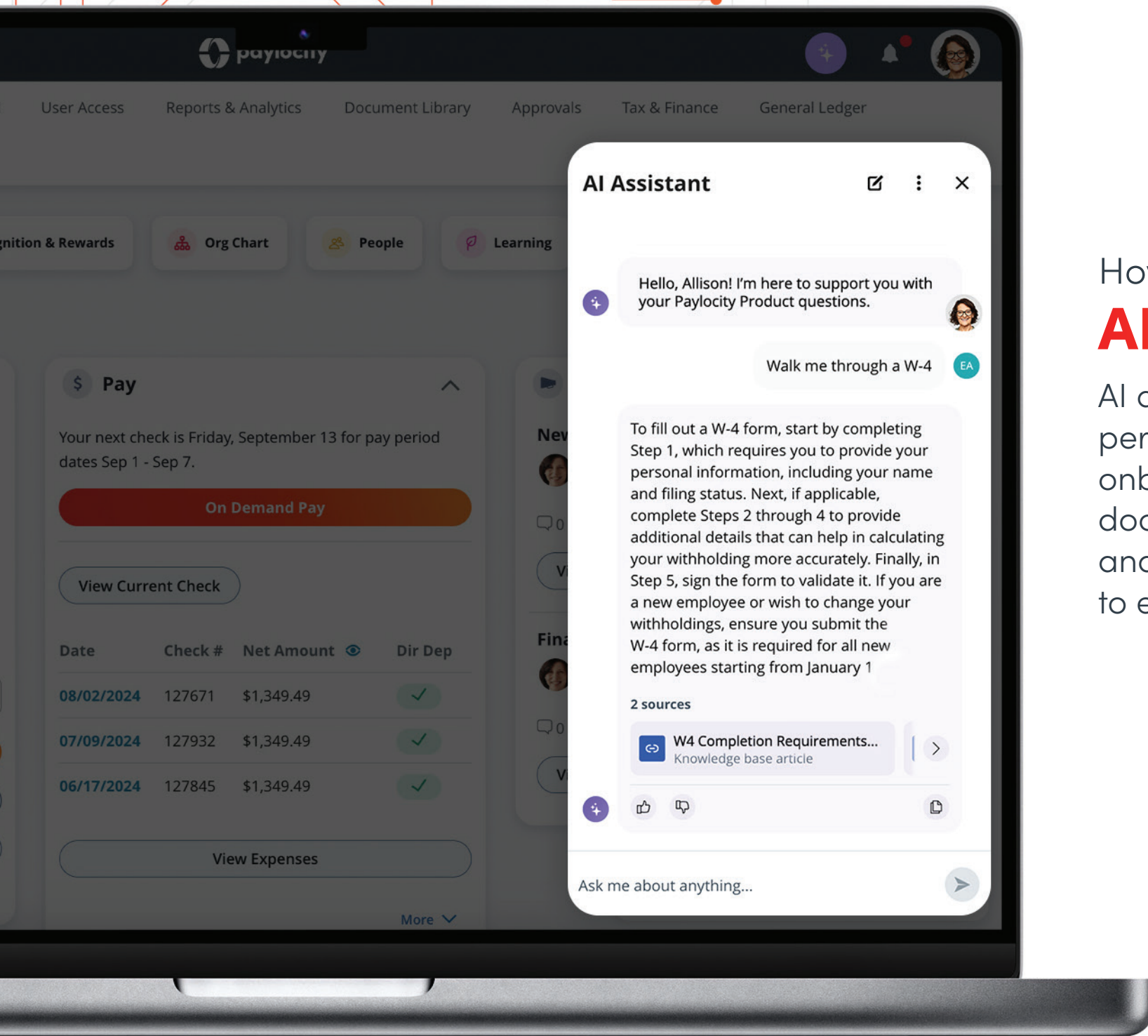
It streamlines the onboarding process, helping new employees feel supported and integrated more quickly.

### How

AI-driven workflows manage tasks like document collection, while AI assistants offer real-time answers to common questions.







## How Paylocity Uses **AI in Onboarding**

AI automates repetitive tasks and provides personalized experiences during the onboarding process. This includes managing documentation, organizing training schedules, and conducting initial employee assessments to ensure a smooth start for new hires.

# Personalized Onboarding Task Checklist

Use this checklist to streamline and personalize your onboarding process. AI tools can automate many of these tasks, making onboarding more efficient and engaging for new hires.

## 1. Pre-Start Communication

Send a welcome email with key details (start date, time, location, etc.).

**AI Tip:** Automate email personalization based on role, department, or location.

## 2. Document Submission

Collect required paperwork (contracts, tax forms, etc.).

**AI Tip:** Use AI to automate document requests and track submission status.

## 3. IT Setup

Ensure new hire has access to necessary systems and hardware.

**AI Tip:** AI-driven workflows can automatically assign IT tasks and track progress.

## 4. Benefits Enrollment

Provide information on health, retirement, and other benefits.

**AI Tip:** AI can guide employees through benefits selection based on their personal needs.

## 5. Training Schedule

Assign initial training and compliance courses.

**AI Tip:** AI tools can recommend personalized training paths based on the new hire's role and career goals.

## 6. Introduction to Team and Culture

Schedule meetings with key team members and stakeholders.

**AI Tip:** AI can automate meeting scheduling based on employee availability and team roles.

## 7. Check-in and Feedback

Set regular check-ins for the first 30, 60, and 90 days.

**AI Tip:** AI-powered surveys can gather feedback and track onboarding progress in real-time.

## Personalized Growth with AI Recommendations

As employees grow within your organization, their learning and development needs change. AI-powered tools are revolutionizing the way HR teams deliver personalized learning opportunities by analyzing performance data, career goals, and skill gaps. With AI, companies can provide targeted training suggestions tailored to each employee's current role and future aspirations.

AI enables HR to go beyond a one-size-fits-all training approach, offering individualized recommendations that help employees continuously improve. This increases employee satisfaction and engagement, and ensures your workforce remains agile and prepared for future challenges.



### What

AI personalizes learning and development by offering tailored training and career recommendations.

### Why

It ensures employees receive relevant growth opportunities, fostering continuous development and engagement.

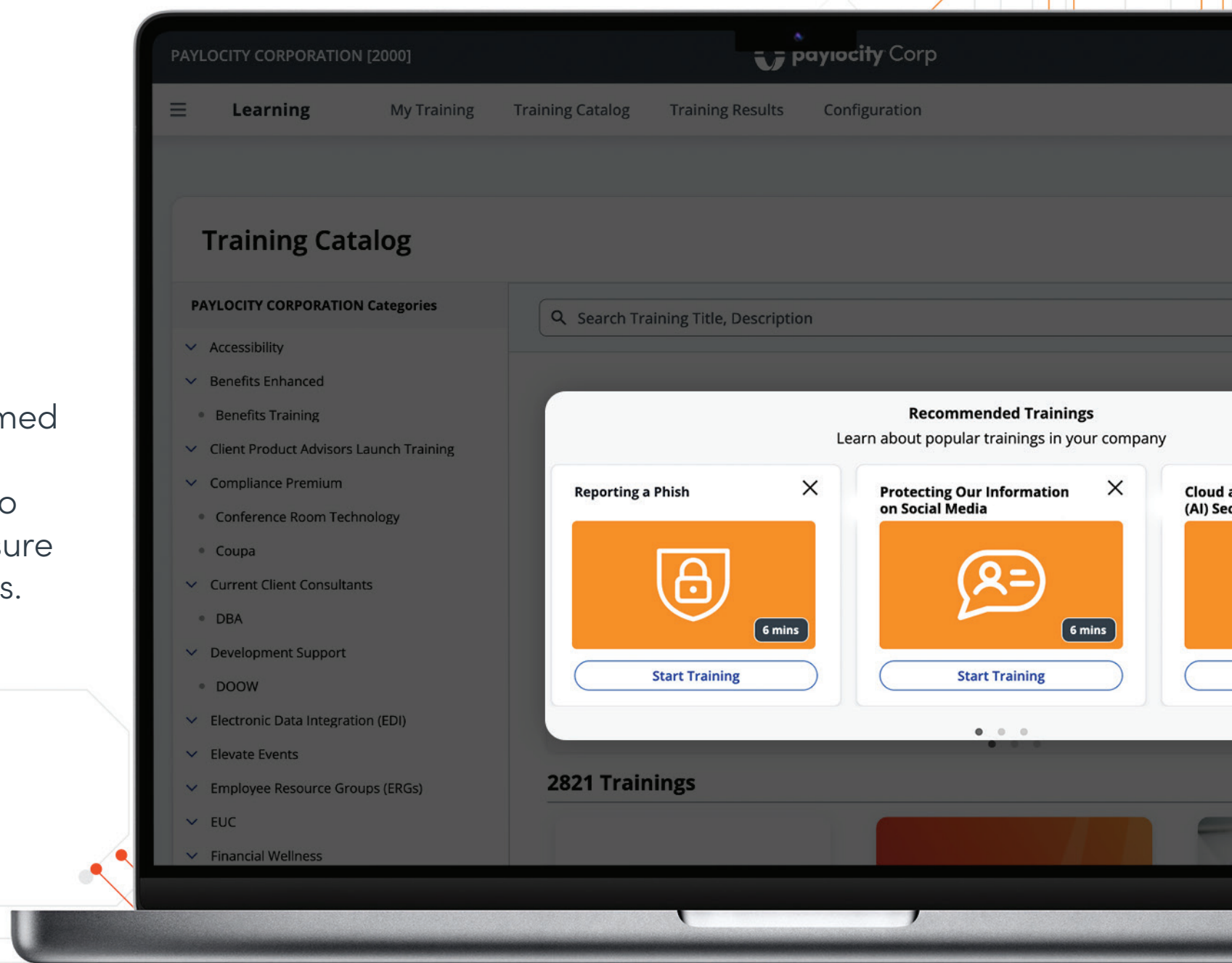
### How

AI analyzes performance data and career goals to suggest training programs, courses, or mentors.



## How Paylocity Uses **AI in Learning and Development**

Paylocity continues to improve our acclaimed Learning Management System (LMS) by introducing AI-driven recommendations to enhance the learning experience and ensure training aligns with individual career goals.



## Improving Feedback with Sentiment Analysis

Traditional performance reviews can often feel one-sided, relying on metrics that don't capture the full employee experience. AI is changing this by using sentiment analysis to provide deeper insights into how employees feel about their roles and the organization overall. By analyzing written feedback, surveys, and even communication patterns, AI offers a more comprehensive view of performance and employee sentiment, allowing managers to provide more tailored and meaningful feedback.

AI-driven performance management helps leaders identify trends over time, uncover potential issues early, and foster a more transparent and supportive work environment. This ensures performance discussions are not just about numbers, but also about employee engagement and morale, leading to higher retention and job satisfaction.

### What

AI enhances performance management by analyzing feedback and providing sentiment-based insights.

### Why

It offers a clearer, real-time understanding of employee performance and morale.

### How

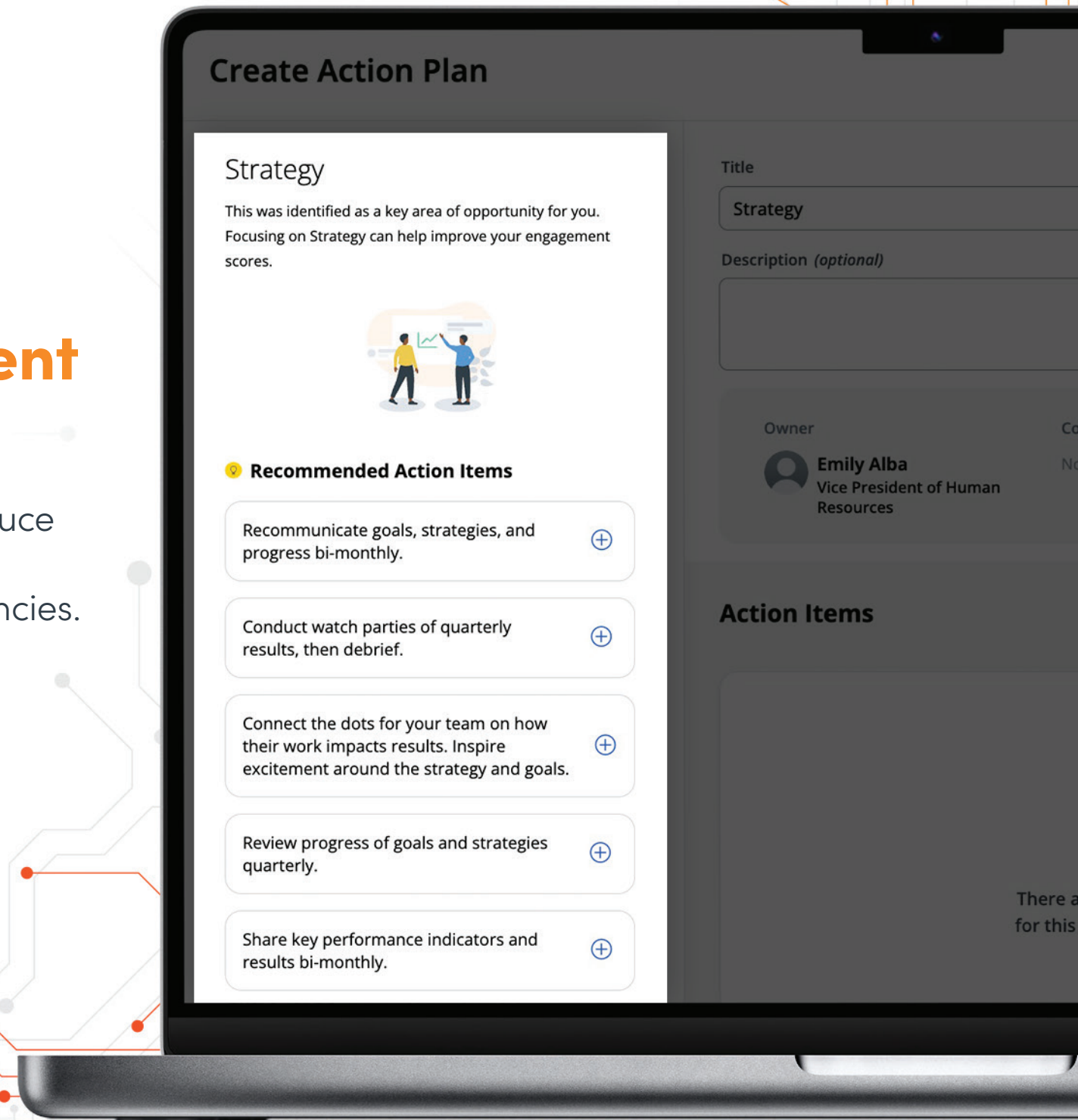
AI tools evaluate written feedback, communication patterns, and performance metrics to provide actionable insights.



How Paylocity Uses

## AI in Performance Management

AI is used to create objective and data-driven performance evaluations. It analyzes productivity metrics, project outcomes, and peer feedback to produce fairer and more accurate assessments of employee performance, helping to reduce biases and inconsistencies.





# Sentiment Analysis Interpretation Guide

Use this guide to better understand and interpret the results from AI-driven sentiment analysis, so you can provide more insightful feedback and address key concerns.

## 1. Identify Sentiment Trends

Look for patterns in employee feedback over time. Are there consistent positive or negative sentiments?

**AI Tip:** AI can detect shifts in tone and mood over time, providing a trendline that highlights areas of growth or concern.

## 2. Address Negative Feedback Early

Pinpoint areas where employees feel disengaged or frustrated and take proactive steps to address these concerns before they escalate.

**AI Tip:** AI tools often highlight key phrases that indicate dissatisfaction, helping you prioritize actions.

## 3. Celebrate Positive Feedback

Use positive sentiment trends to recognize and reward high performers or successful initiatives.

**AI Tip:** AI can identify recurring themes in positive feedback, helping you understand what's working well and build on it.

## 4. Focus on Actionable Insights

Translate feedback into clear, actionable steps for employees and teams. Avoid vague generalizations and focus on specific behaviors or achievements.

**AI Tip:** AI tools provide suggestions for improvement based on employee feedback, helping you create customized development plans.

## 5. Use Feedback for Continuous Improvement

Encourage an ongoing dialogue between managers and employees, rather than limiting feedback to annual reviews.

**AI Tip:** AI-powered tools can automate pulse surveys and real-time feedback, ensuring you always have fresh insights.

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## Employee Engagement

### Listening and Responding in Real Time with AI

Employee engagement is crucial for retaining talent and maintaining a productive workforce. AI tools are transforming how HR teams measure and improve engagement by offering real-time insights through pulse surveys, polls, and feedback platforms. With AI-powered surveys, HR can continuously monitor employee sentiment, providing a clear picture of what's working and what needs attention. More importantly, AI can help predict issues before they become major problems by analyzing engagement trends and employee behaviors.

By acting on these insights quickly, organizations can create a more responsive and supportive workplace, addressing concerns before they escalate. AI-driven tools ensure feedback is not only collected but also analyzed and acted upon, fostering a culture of continuous improvement and open communication.

#### What

AI captures and analyzes real-time feedback to gauge employee sentiment and engagement.

#### Why

It enables HR to act quickly on feedback and create a more responsive workplace culture.

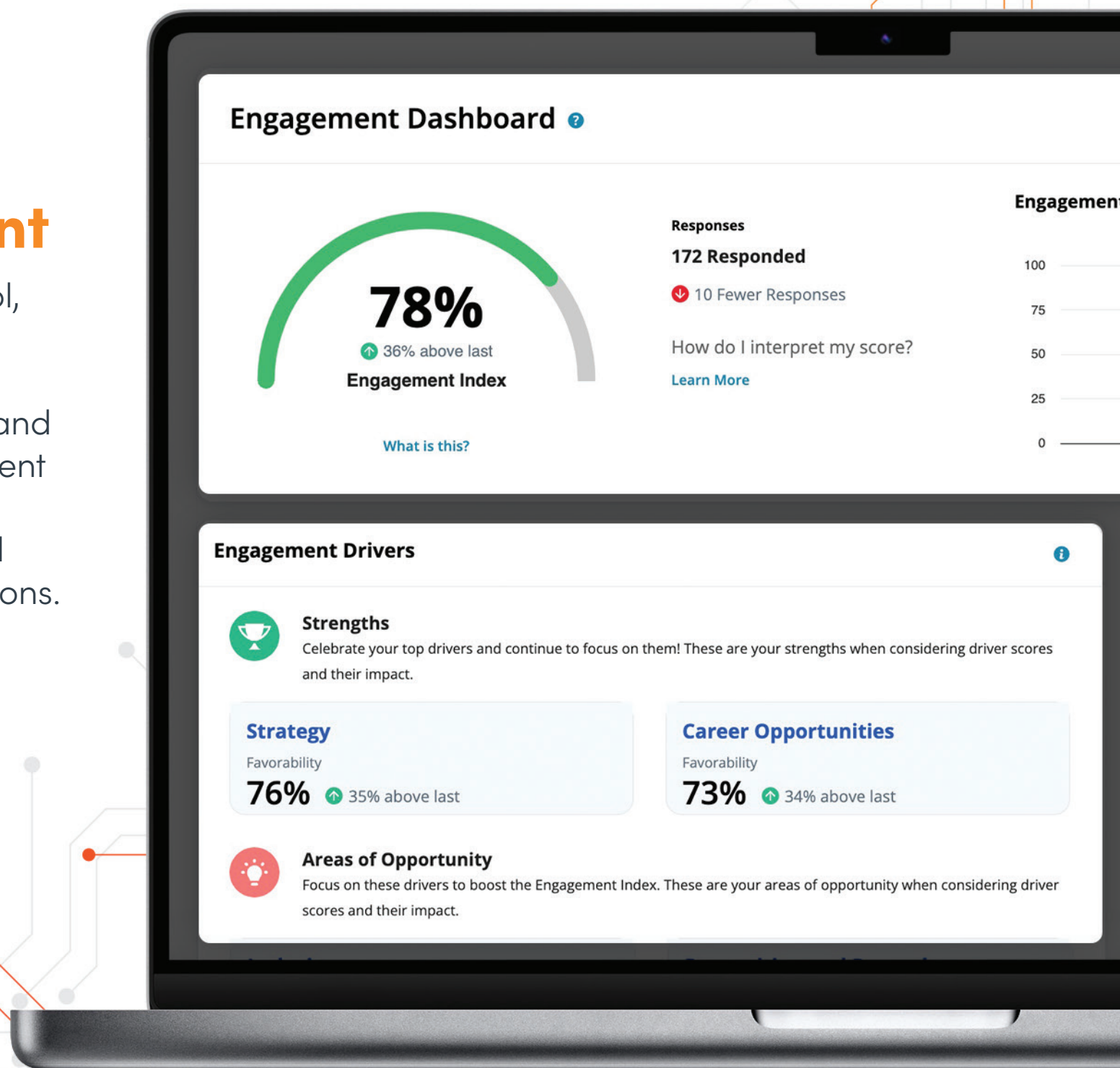
#### How

AI surveys and pulse polls collect data, which is then analyzed to uncover trends and areas of concern.

How Paylocity Uses

## AI in Employee Engagement

Employee Voice, Paylocity's employee survey tool, leverages AI to go beyond traditional surveys by helping organizations continuously collect and analyze feedback, transparently share insights, and strategically act to improve employee engagement and retention. It delves into employee sentiment, translating survey data into statistically validated engagement scores and tailored recommendations.





# How to Get Better Engagement Pulse Survey Insights

Use this exercise to create effective pulse surveys that can be analyzed by AI to provide real-time insights into employee engagement and sentiment.

## 1. Pulse Survey Frequency

How often will the survey be sent (weekly, bi-weekly, monthly)?

**AI Tip:** AI tools can suggest optimal survey frequency based on employee responses and trends.

## 2. Survey Questions

Sample Questions:

- “How satisfied are you with your current workload?”
- “Do you feel recognized for your contributions?”
- “How supported do you feel in achieving your career goals?”

**AI Tip:** AI can analyze open-ended responses and identify patterns, helping HR teams understand deeper sentiments.

## 3. Feedback Channels

Allow employees to provide both quantitative ratings and open-ended feedback.

**AI Tip:** AI can categorize and analyze open-text feedback to detect themes and issues.

## 4. Actionable Insights

Ensure each survey result leads to a clear action plan. What changes will be made based on the feedback?

**AI Tip:** AI provides data-driven recommendations on how to address the most pressing engagement issues.

## 5. Follow-Up

Plan regular follow-ups to measure the impact of changes made based on feedback.

**AI Tip:** AI tools can track changes in sentiment and provide updated insights on engagement trends.

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# Workforce Management

Managing time and labor can be a complex and time-consuming task, especially for large teams with varying schedules and roles. AI tools can streamline workforce management by predicting staffing needs, optimizing shift schedules, and ensuring compliance with labor laws. By analyzing past data and using predictive analytics, AI tools help HR teams allocate resources efficiently, balance employee preferences, and reduce unnecessary overtime.

AI-driven scheduling not only improves operational efficiency but also enhances employee satisfaction by offering more flexible and balanced work schedules. Employees are more likely to stay engaged when they feel their needs are considered in scheduling, leading to better retention and overall productivity.

### What

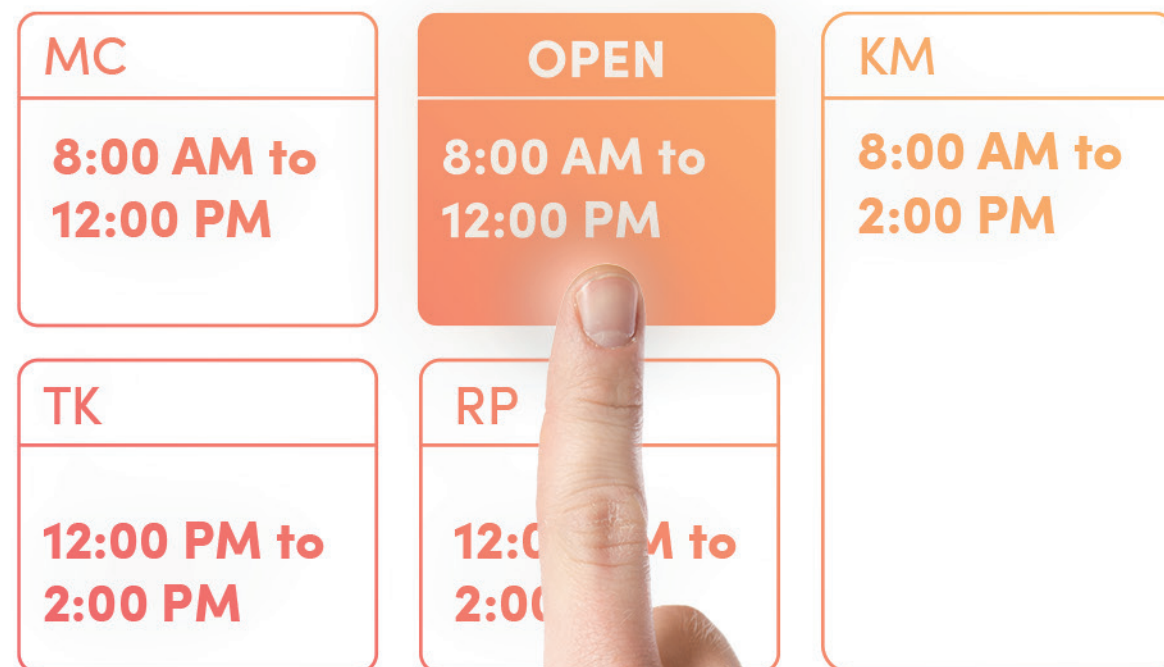
AI optimizes workforce scheduling and time management by predicting staffing needs and preferences.

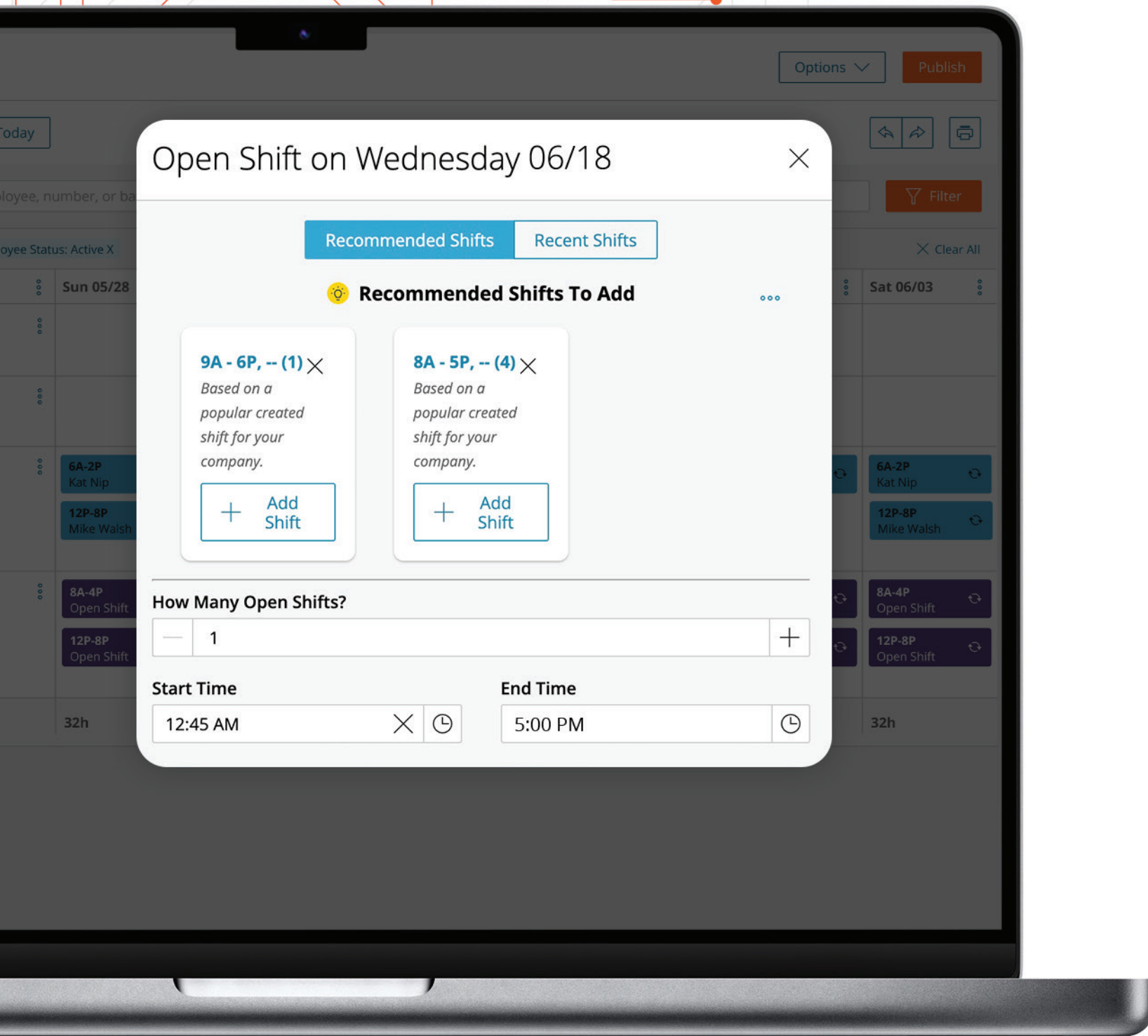
### Why

It increases operational efficiency, reduces labor costs, and improves employee satisfaction with schedules.

### How

AI uses historical data and predictive analytics to generate optimized schedules and manage time-off requests.





## How Paylocity Uses **AI in Workforce Management**

AI-powered shift scheduling intelligently recommends and optimizes employee schedules to streamline the scheduling process and take both organizational needs and employee preferences into account.



## Supporting Employee Well-Being with AI

Employee benefits play a critical role in retention and overall job satisfaction. However, navigating complex benefits options can often be overwhelming for employees. AI simplifies this process by offering personalized benefits recommendations based on individual employee needs, usage patterns, and life events. From health insurance to retirement planning, AI-driven decision support tools help employees make informed choices, leading to greater satisfaction and engagement.

AI also helps HR teams identify early signs of disengagement or turnover risks by analyzing benefits utilization data, engagement metrics, and employee feedback. With this insight, HR can proactively address issues, provide targeted retention strategies, and create a benefits package that keeps employees.

### What

AI helps employees navigate and choose benefits by offering personalized recommendations.

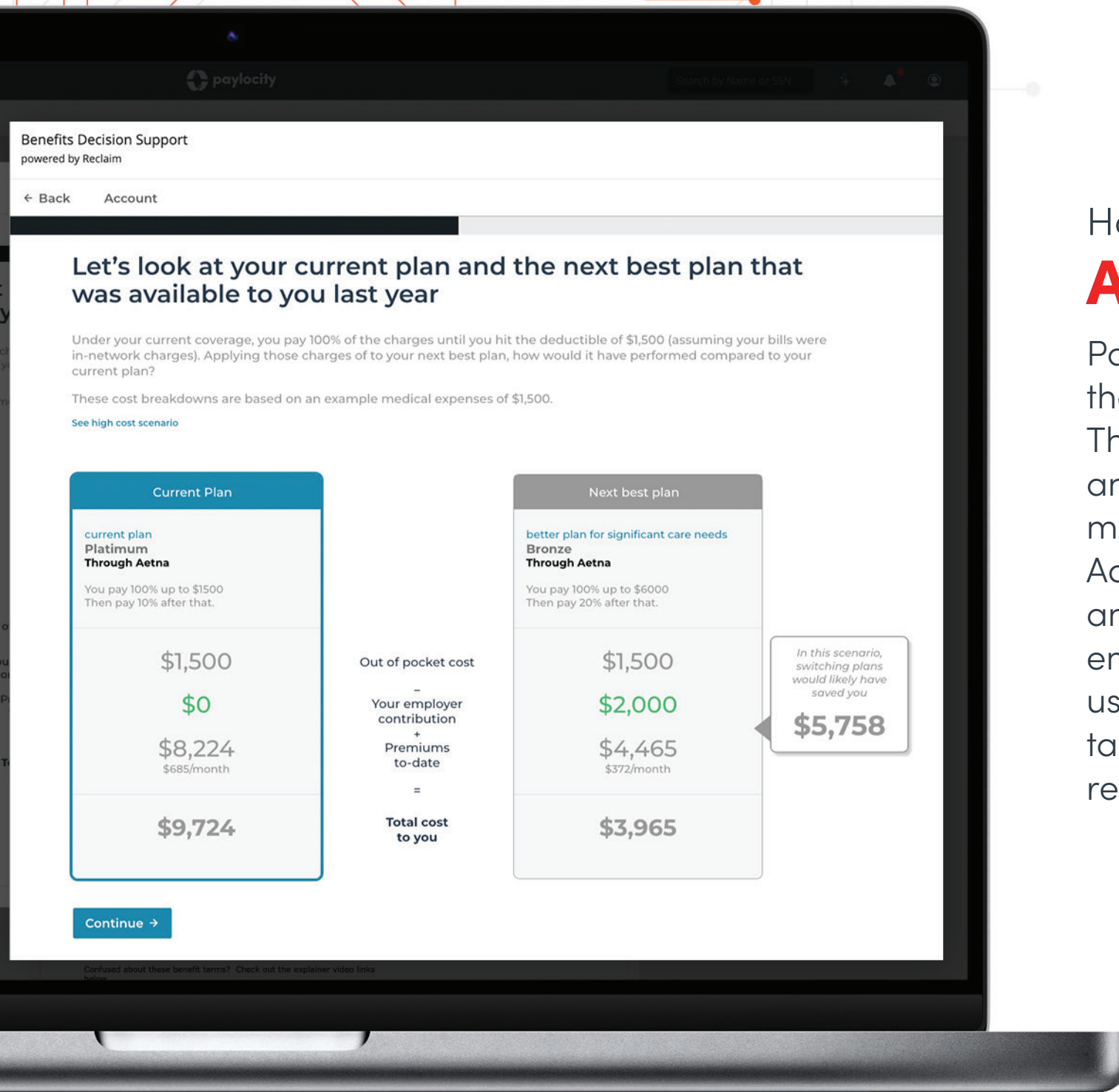
### Why

It improves employee satisfaction and retention by making benefits decisions easier and more tailored.

### How

AI evaluates personal data, past usage, and life events to recommend benefits packages that fit individual needs.





## How Paylocity Uses **AI in Benefits and Retention**

Paylocity leverages AI to personalize benefits that align with employee preferences and needs. This tailored approach enhances satisfaction and retention by supporting employees in making informed decisions about their benefits. Additionally, Paylocity's AI-driven sentiment analysis and predictive analytics provide deep insights into employee satisfaction and engagement, helping users identify retention risks and implement targeted interventions to boost engagement and reduce turnover.



# Paylocity and AI

Paylocity weaves AI into every stage of the employee lifecycle, making work experiences easier and more personalized.

In **recruiting**, AI steps in to handle time-consuming tasks like sorting through résumés and conducting initial candidate assessments. This not only speeds up the hiring process but also helps ensure you're finding the best talent faster.

During **onboarding**, AI adds a personal touch by customizing the experience for each new hire, making the transition into their new role smoother and more engaging. **Learning and development** gets a boost as well, with AI tailoring programs to fit each employee's unique learning style and goals, so everyone can learn in a way that suits them best.

**Performance management** is another area where AI shines, providing data-driven insights and unbiased feedback that leads to fairer, more accurate evaluations. And when it comes to **employee engagement**, AI takes it a step further by analyzing employee sentiment and even predicting potential retention risks, helping you keep your team happy and engaged.

**Workforce management** also benefits from AI's strategic forecasting abilities, allowing businesses to plan more effectively for the future. When looking at **benefits and retention**, AI helps craft personalized career development opportunities, which not only boosts job satisfaction but also reduces turnover, helping businesses retain their top talent.

Request a demo or reach out to your Paylocity representative.

