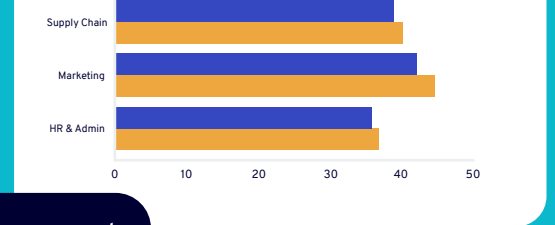


# zellis

## Streamlining payroll with AI: prompts and applications

Practical AI prompts and use cases for payroll



Generate a report on salary trends by department.

How do I adjust allowances for an employee who changed roles?



How do payroll changes get approved and processed?



Hello! I'm ELLA. How can I help you today?

**Chat with ELLA**  
Online

Can you provide a report on benefits enrolment rates?



Type message



# HR in the AI age

With 60% of HR professionals aiming to integrate AI into their processes, it's clear that the demand for smarter, more efficient recruitment solutions is on the rise. This growing interest is hardly surprising, given the potential of AI to streamline operations, enhance strategic decision-making, and tackle the challenges of modern hiring. From automating repetitive tasks to providing deeper insights, AI offers HR teams the tools they need to improve efficiency and make more informed, data-driven decisions.

In the recruitment landscape, HR professionals are tasked with finding top talent in an increasingly competitive market. As the demands of recruitment grow - requiring more data-driven insights, personalised candidate experiences, and faster decision-making - [AI is the perfect partner for streamlining the process.](#)

But the key to effective AI utilisation is how we interact with the tool - this means asking the right questions.

In this eBook, we've put together a list of prompts to help you ask an [AI tool like ELLA](#) the right questions to make your life easier. Whether you're screening candidates, assessing qualifications, analysing talent pools, or creating job descriptions, these prompts will help you take full advantage of AI for recruitment.

By using the prompts in this eBook, you can save time, reduce bias, and ensure that you're attracting and hiring the best talent for your organisation.



# Addressing data bias:

## A note from Steve Elcock, Zellis Director of Product – AI and HCM



HR professionals must develop a deep understanding of AI's potential within the HR landscape to confidently lead their organisations through the complexities of AI adoption. Within recruitment, AI offers transformative possibilities, enabling businesses to gain a competitive edge in the race for talent. However, realising this potential responsibly requires a critical focus on mitigating data bias.

Data bias, whether originating from historical hiring trends, incomplete datasets, or flawed data labelling processes, can skew AI-driven decisions. This can result in the unintentional prioritisation, or exclusion, of certain candidates, perpetuating inequalities and undermining efforts to create a fair recruitment process.

To address this, HR teams should consider implementing a “mixture of experts” system - also known as an “ensemble model” or “mixture of models”. This approach combines multiple AI-driven decision-making frameworks, each with distinct strengths, to counteract individual model limitations and deliver more balanced outcomes. By diversifying the perspectives within the system, biases embedded in training data, collection methods, or algorithms themselves can be mitigated, ensuring no single model disproportionately influences hiring decisions. The result is a more equitable evaluation process and inclusive hiring practices.

By proactively addressing data bias and embedding safeguards into their systems, organisations can ensure AI-powered recruitment processes are not only efficient but also fair and transparent. Armed with these strategies, HR professionals can leverage AI to enhance decision-making, streamline operations, and reimagine recruitment as a model of innovation and equity. ”



### Steve Elcock

Director of Product – AI and HCM, Zellis |  
Pioneering AI-in-HR Technology |  
Cambridge University | Neuroscientist

Zellis Director of Product and Cambridge University neuroscientist, Steve Elcock, is a visionary technology entrepreneur and AI expert with over 25 years' experience in industry-leading HR tech.

With a unique combination of a background in neuroscience and technology alongside a passion for AI, Steve's vision to universalise enterprise HR processes is perfectly embodied by our all-in-one cutting-edge HR solution, which has the powerfully adaptable foundation to continually evolve and embrace the latest technological advancements in AI.

Steve's ability to integrate academic research with practical AI application in HR has reshaped HR and Workforce Management across the industry, as [ELLA](#) paves the way for the future of HR technology.

# Types of AI: a quick overview

AI offers a multitude of functionalities that can be used within recruitment. Here are the 4 types and what they do:



## Content generation:

Generate content from scratch, proof-read your work, and get new ideas. Everything from drafting job adverts to translating letters and beyond!



## Company info retrieval:

Securely retrieve real-time company information. Use your AI tool to find the most up-to-date info, from company policies to announcements.



## 24/7 assistant:

Access HR support anytime, anywhere. Your 24/7 HR assistant that is always by your side, acts as the first port of call for questions about scheduling, policy guidance, and more, whether you're an employee, manager, or HR admin—delivering instant responses to help streamline your day-to-day needs.



## Workflow agents:

Automate routine tasks with multi-step agents. Reduce administrative burdens with entire processes handled such as interview scheduling, email sending, and more.

We've made you a list of AI prompts recruiters can use throughout the hiring processes. Let's start from the very beginning...



# 1 For employees



## Payroll questions:

“When is payday this month?”

24/7

“How do I check my payslip?”



24/7

“Why is my tax deduction higher this month?”

24/7

“Can you update my bank account details?”

24/7



“Can you estimate my next payslip based on my overtime?”



“How can I claim back overpaid tax?”



24/7

“Can you check if I’m eligible for...?”

24/7

“Can you explain the bonuses added to my payslip?”

24/7

“Why have I not received my bonus this month?”



24/7



“How do I update my bank account for salary payments?”



24/7

“What is the process for expense reimbursement?”



“What should I do if my payslip is incorrect?”



24/7

“How do I change my tax code?”



“Can you change my tax code?”



“Generate my P60 and send it to me.”



## HR/workforce questions:

“How much annual leave do I have?”



“Can I get more vacation days?”



“Can you book time off for me next month?”



**Chat with ELLA**

Online

Why is my tax deduction higher this month?

You 2 seconds ago

Hi! I've looked into your payslip for this month—here's what's likely caused the higher tax deduction:

You received a bonus payment this month, which pushed your taxable income into a higher tax bracket temporarily. HMRC calculates tax on a cumulative basis, so any additional earnings (like bonuses, overtime, or backdated pay) can trigger a larger deduction for that period.

ELLA 1 second ago

Type message



“ How do I request flexible working? ”



“ What benefits/perks am I entitled to? ”



24/7

“ Where can I find details about the company's training programs? ”



“ Update my emergency contact details ”



24/7

“ What is the process for reporting harassment? ”



“ What benefits/perks do I have that I am not using? ”



24/7

“ What is my current job grade or level? ”



24/7

“ Are there any training programs I can enrol onto? ”



24/7

“ Are there any upcoming events? ”



24/7

“ How do I apply for parental leave? ”



“ How long is my parental leave? ”



24/7



## 2

# For HR managers



## Payroll questions:

“Pre-emptively notify employees about tax code changes.”



“How do I approve payroll for my team?”



“Generate a report on salary trends by department.”



“What payroll reports are available for HR analysis?”



“Ensure all new employees are auto-enrolled into the pension scheme.”



“What’s the most common type of expense claim?”



“Are there any outstanding expense claims?”



“What is the process for handling payroll disputes?”



“How do we ensure payroll compliance with labour laws?”



“Identify employees who may be on the wrong tax code, and order them in order of likelihood.”



“How do payroll changes get approved and processed?”



“Can you show me a summary of bonuses issued this quarter?”



“Can I access a breakdown of overtime for my department?”



“Why is there a variance in this month's payroll report?”



“How do I reconcile payroll deductions with employee benefits?”



“Who has submitted claims for expenses?”



“Which employees haven't received a letter?”



**Chat with ELLA**

Online

What's the most common type of expense claim?

You 2 seconds ago

Based on company-wide data from the last 12 months, the most common type of expense claim is:

Travel & Mileage Reimbursement

Category: Business travel (excluding daily commute)

Details:

- Fuel/mileage for personal vehicle use
- Train and tube fares
- Taxi receipts (especially for client visits or after-hours travel)
- Congestion charges and parking fees

ELLA 1 second ago

Type message





## HR/workforce questions:

“What is the current headcount in each department?”



“How do I onboard a new hire into the system?”



“What are the most common employee queries this month?”



“Can you provide a report on employee turnover?”



“Generate a report on employee engagement trends.”



“Identify employees at risk of leaving based on engagement data.”



“Create a workforce diversity and inclusion report.”



“Generate an employment contract for a new hire.”



“What percentage of employees completed mandatory training?”



“Benchmark our salaries against UK industry standards.”



“Analyse gender pay gap data and suggest improvements.”



## 3

# For payroll managers



## Payroll questions:

“Have all payments been processed successfully?”



“Reconcile Payroll with PAYE and NI contributions.”



“Predict total payout for the next financial year.”



“What are the latest tax law changes affecting payroll?”



“How do I resolve a payroll error flagged by the system, can you do it for me?”



“Flag any anomalies.”



“Are there any outstanding flags?”



“How much money have we spent on overtime?”



“What's the process for auditing payroll for accuracy?”



“Can you provide a reconciliation report for this month's payroll?”



“ Which employees opted out of company benefits this year? ”



“ How do we manage retrospective pay adjustments? ”



“ What is the payroll processing schedule and deadline for submissions? ”



## **HR/workforce questions:**

“ What are the most frequent discrepancies reported by employees? ”



“ Can you provide an audit trail for changes made in the HR system? ”



“ How do I update employee records after promotions? ”



“ What policies do I need to update for a recent company merger? ”



“ Can you track attendance data across my team? ”



“ How do I track attendance data across teams? ”



4

## For team lead/ line managers



### Payroll questions:

“How do I submit overtime details for my team?”



24/7

“How can I confirm that my team’s bonuses are processed?”



24/7

“Do any of my team have outstanding expense claims?”



24/7

“How much overtime has been paid to my team this quarter?”



24/7

“How much has been spent on bonuses on my team?”



24/7



“Why was a team member’s salary reduced this month?”



24/7



“How do I adjust allowances for an employee who changed roles?”



“Can I access a salary comparison for my team?”



24/7



## HR/workforce questions:

“ Can I approve time-off requests through the system? ”



“ How old is...? ”



“ When is the next birthday within my team? ”



“ Draft me a performance improvement plan for...? ”



“ What's the correct process for handling a disciplinary issue. ”



“ Remind me when my team's appraisals are due? ”



“ How do I nominate someone for an employee recognition award? ”



“ What resources are available for employee conflict resolution? ”



“ Can you help me schedule appraisals for my team? ”



“ How do I track performance metrics for my team? ”



“ Who has had the most time off in my team? ”





5

## For C-level executives (e.g., CEO, CFO)



### Payroll questions:

“What is the total payroll expense for the last quarter?””

24/7



“Can you provide a breakdown of payroll costs across departments?””

24/7



“What percentage of total compensation is spent on bonuses?””

24/7



“Are there any trends in payroll anomalies I should be aware of?””

24/7



“What is the impact of headcount changes on the budget?””

24/7



## HR/workforce questions:

“What is the current diversity breakdown of the company?”

24/7

“How do employee engagement levels compare to last year?”

24/7

“What is the turnover rate across regions?”

24/7

“Can you provide a summary of hiring trends over the past six months?”

24/7

“What are the key takeaways from recent employee satisfaction surveys?”

24/7





# 6 For contractors/freelancers



## Payroll questions:

“When will my invoice be processed?”



24/7

“How do I update my tax details?”



24/7

“Can I view a summary of my payments this year?”

24/7

“What is the process for submitting expenses?”



24/7

“Why was my payment delayed?”

24/7



## HR/workforce questions:

“ How do I access training materials for contractors? ”

24/7

“ Who do I contact regarding project assignments? ”

24/7

“ What benefits am I eligible for as a contractor? ”



24/7

“ How do I renew my contract with the company? ”



24/7

“ What policies apply to contractors? ”



24/7



**Chat with ELLA**

Online

Who do I contact regarding project assignments?

You 2 seconds ago

Your Line Manager – They're the first person to speak to regarding current or upcoming project allocations. They usually coordinate with the Project Management Office (PMO) and Resource Planning team to ensure your workload aligns with business needs and development goals.

ELLA 1 second ago

Type message





## 7 For recruitment managers



### Payroll questions:

“ How do I calculate salary packages for new hires? ”



24/7

“ Are there salary benchmarking tools available? ”



“ What is the budget allocation for recruitment incentives? ”



“ Can you show me the cost breakdown of the recent hiring campaign? ”



24/7



## HR/workforce questions:

“ How do I track candidate feedback from hiring managers? ”

24/7

“ Can you provide diversity metrics for incoming candidates? ”

24/7



“ What are the most common reasons for offer rejections? ”

24/7

“ How do I schedule onboarding sessions for new employees? ”

24/7



Chat with ELLA

Online

Can you show me the cost breakdown of the recent hiring campaign?

You 2 seconds ago

Pulling up the cost breakdown for the most recent hiring campaign—Q1 Talent Acquisition Drive. Here's a detailed summary:

Total Spend: £38,250

- Job Ads: £12,000  
(LinkedIn, Indeed, niche boards, social media)
- Agency Fees: £16,000  
(3 hires via external recruiters)
- Assessment Tools: £3,750  
(e.g. Codility, profiling tools)
- Referral Bonuses: £4,500  
(3 successful internal referrals)
- Miscellaneous: £2,000  
(travel, interview hospitality, branding)

Let me know if you want it by department or role, or exported to a file.

ELLA 1 second ago

Type message



## 8

# For benefits specialists



## Payroll questions:

“Which employees opted into new benefit plans this year?”

24/7

“What is the tax impact of specific employee benefits?”

24/7

“How do I reconcile benefit deductions with payroll?”



24/7

“Can you provide a report on benefits enrolment rates?”



24/7

“How do I handle retrospective adjustments to benefits?”



24/7





## HR/workforce questions:

“What feedback are employees giving about benefit offerings?”



“How do I update benefit plans in the system?”



“What is the utilisation rate of wellness programs?”



“How do I communicate changes in benefits policies?”

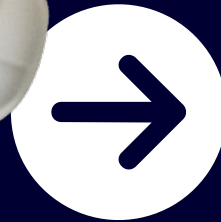


“Can you analyse trends in benefits claims, and create a report for me?”





As HR professionals continue to embrace AI, it's clear that the future of recruitment is intertwined with technology. AI has the potential to revolutionise how we approach hiring, making operations more efficient and enabling a faster, more personalised recruitment process. By leveraging these prompts, you can save time, reduce bias, and ensure that you attract and hire the most qualified candidates. As AI continues to evolve, using it thoughtfully and strategically will empower you to stay competitive in a fast-paced talent market, building a workforce that meets your organisation's needs both today and in the future.



**Book a demo of ELLA  
today to see AI for HR  
live in action.**



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