



PAYLOCITY CASE STUDY **IMPLEMENTING PAYLOCITY®** **ONBOARDING & PERFORMANCE** **MODULES FOR A MULTI-STATE** **HEALTHCARE WORKFORCE**

CONFIDENTIAL HEALTHCARE CLIENT
200 EMPLOYEES

COMPANY OVERVIEW

A healthcare company with 200 employees needed to enhance its HR processes by implementing Paylocity®'s Onboarding and Performance modules. With a significant number of remote employees across different states, the goal was to streamline administrative tasks, ensure compliance, and improve overall HR efficiency using Paylocity®'s automation tools and customizable features.

SITUATION

The company needed a smooth, compliant onboarding experience for remote employees across multiple states, and a clear, organized way to manage performance reviews for both employees and administrators.

SPECIFIC ISSUES

- Remote employees across multiple states, each with different legal and compliance requirements
- Ensuring a smooth onboarding experience that met company and state-specific requirements
- Keeping performance management tasks organized, clear, and easy to manage

SYSSERO APPROACH

• State-Specific Event Packets

Built tailored onboarding packets per state, integrated Paylocity® with e-Verify for online I-9 processing, and required electronic sign-off on handbooks and policies before day one.

• Task Management for Admins & Employees

Configured guided tasks for both audiences — document signing, direct deposit, ID upload for employees; data entry and packet review for admins — with automated reminders.

• Performance Review Process

Built annual review, written warning, and Performance Improvement Plan (PIP) templates for consistent, fair, legally sound documentation.

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The implementation of the Paylocity® Onboarding and Performance modules delivered a comprehensive HR solution — reducing administrative overhead, mitigating legal risk, and positioning the company for future growth.

IMPACTS



Document signing, I-9 processing, and performance reviews all handled electronically, reducing paperwork and administrative burden



State-specific event packets and e-Verify integration ensured compliance with state and federal regulations



Employees completed a seamless, self-guided onboarding experience at their own pace



Structured performance review & PIP process for monitoring progress and documenting issues



Significant time savings for HR administrators and employees alike

SERVICES LOGISTICS

Onboarding Module Implementation

State-specific event packets, electronic handbook sign-off, and e-Verify/Form I-9 integration.

Performance Module Implementation

- Annual performance review forms
- Written warning templates
- Performance Improvement Plan (PIP) templates

Automated reminders and notifications kept both HR admins and employees on track through every step.

CONCLUSION & OUTCOME

The company now runs a comprehensive, automated Paylocity® Onboarding and Performance solution. Compliance is built into every state-specific hire, document handling is fully electronic, and performance issues are tracked with clear, actionable plans. Syssero's implementation reduced administrative overhead, mitigated legal risk, and positioned the company for future growth.



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