HR agents on Katonic: the list

35 agents across nine areas, for an HR department in any industry

An HR department's work runs through its people system, its payroll, its recruiting and learning systems, and the policies, contracts and agreements around them. Every agent reaches them in one of four ways, all through the same tool gateway and the same approval rules:

	HOW EACH AGENT CONNECTS
01	**A file the user uploads** in the conversation: a job brief, an application, a contract, a witness statement, a survey export.
02	**A knowledge source.** The employee handbook, HR policies, collective agreements, the pay structure, role profiles and procedures are indexed in the Knowledge Engine, with each reader's permissions kept.
03	**An imported API.** The company gives Katonic the description of an API it already runs, and the operations it chooses become tools. This is the route to systems of record: employee records, leave balances, vacancies, training records.
04	**An MCP server from the catalogue,** deployed inside the company's own cluster. This is the route to the data warehouse, reporting databases and web search.

System names are left out on purpose. The company supplies the address and the sign-in. Nothing here is a tested integration with a named product.

THE NINE AREAS

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AREA 01

Employee questions

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
HR Policy Q&A Agent	Answers an employee's question from the handbook and HR policies, cites the clause, and says when they are silent	Policies as a knowledge source	It informs. Any exception or personal case goes to an HR adviser
Leave and Absence Query Agent	Answers an employee's question about their own leave from the policy and their own balance, and sets out how to apply	The policy as a knowledge source; the employee's own balance through an imported API	The manager approves leave. The agent books and approves nothing
Benefits Q&A Agent	Answers a question about benefits and enrolment from the plan documents, cites the section, and says when they are silent	Plan documents as a knowledge source	It informs. The benefits team handles any change or claim
HR Case Triage Agent	Reads an incoming HR request, proposes its category and the team it belongs to, and lists what the request is missing	The request as a ticket through an imported API; the service catalogue as a knowledge source	An HR adviser confirms the category and owns the case. Sensitive cases go straight to a person

AREA 02

Recruiting administration

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Job Description Drafting Agent	Drafts a job description from the hiring manager's brief and the role profile, and marks wording that could put off or exclude a group	The brief as an uploaded file; role profiles and the style guide as a knowledge source	The recruiter and the hiring manager edit and approve before anything is posted
Application Summary Agent	Sets out each application in the same format against the requirements the vacancy states: what the application says on each one, with the passage. It gives no score, no order and no recommendation	Applications as uploaded files or through an imported API; the vacancy as a knowledge source	A recruiter reads every application and decides who goes forward. The agent rejects no one
Interview Scheduling Agent	Proposes interview times from the panel's calendars and the candidate's stated availability, and drafts the invitation	Calendars through an imported API; availability as an uploaded file or a ticket	The coordinator confirms the time and sends the invitation
Interview Pack Agent	Prepares the interview pack: the questions for the role from the company's question bank, and a notes form that is the same for every candidate	The role profile and the question bank as a knowledge source	The interviewers ask, assess and record. The agent assesses no one

AREA 03

Joining and leaving

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Offer and Contract Drafting Agent	Drafts the offer letter and the contract from the approved template and the terms HR has approved, and lists every place it departs from the template	Templates as a knowledge source; the approved terms as an uploaded file or through an imported API	HR approves, signs and sends. The agent sets no term
Employee Onboarding Agent	Builds the joiner's checklist for the role and the site, shows what is done and what is open, and drafts the reminders	The onboarding procedure as a knowledge source; task status through an imported API	The HR coordinator sends reminders and closes each step
Joining Documents Check Agent	Checks a joiner's documents against the list the country and the role require, and lists what is missing or out of date	Documents as uploaded files; the requirements as a knowledge source	An HR officer verifies each document and confirms the right to work
Offboarding Checklist Agent	Builds the leaver's checklist: access to remove, equipment to return, final pay items, and what is still open	The procedure as a knowledge source; records through an imported API	HR and IT complete each step. The agent removes no access

AREA 04

HR records

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Employee Record Check Agent	Lists employee records with fields that are missing, out of date or inconsistent between systems	Records through an imported API or a reporting database	An HR administrator corrects each record
HR Letter Drafting Agent	Drafts a standard letter (employment confirmation, a change of terms already approved, a reference of dates and role) from the template and the record	Templates as a knowledge source; the record through an imported API	An HR officer checks, signs and sends every letter
Document Expiry Agent	Lists permits, visas, certificates and checks that expire within a set period, by team	Records through an imported API or a reporting database	The HR officer contacts each person and renews
Organisation Change Preparation Agent	For an approved reorganisation, lists every record, reporting line and cost centre that has to change, and what it found that does not fit	The approved plan as an uploaded file; records through an imported API	HR makes each change. The agent changes no record

AREA 05

Learning

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Learning Path Curator	Proposes courses and materials for a role or a skill from the company's catalogue, with the reason for each	The catalogue and role profiles as a knowledge source	The employee and the manager choose. The agent assesses no one
Training Content Agent	Drafts a short training note or a quiz from a procedure or a policy, in the company's format	The procedure as a knowledge source	The training lead approves the content
Mandatory Training Status Agent	Lists which mandatory courses are due or overdue, by team and by course	Training records through an imported API or a reporting database	Managers follow up with their teams
Training Request Check Agent	Checks a training request against the policy and the budget rules, and lists what is missing	The request as a ticket or an uploaded file; the policy as a knowledge source	The manager and the learning team approve

AREA 06

The review cycle

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Review Preparation Agent	Gathers what the employee and the manager have already written (goals, the self-review, feedback the manager asked for) into the review form. It writes no assessment and proposes no rating	The documents through an imported API or as uploaded files; the form as a knowledge source	The manager writes the review and gives the rating
Goal Wording Check Agent	Checks a draft goal against the company's guidance: is it specific, dated, measurable. It comments on the wording, never on the person	The draft as text or an uploaded file; the guidance as a knowledge source	The employee and the manager agree the goal
Calibration Pack Agent	Assembles the pack for a calibration meeting from the ratings managers have already given: the spread by team and grade. It proposes no change	Ratings from a reporting database, read only	The calibration panel discusses and decides

AREA 07

Pay, benefits and time

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Pay Review Pack Agent	Prepares the pay review pack for each manager from the pay bands, the budget and current pay. It proposes no individual award	Pay data from a reporting database, read only; the bands and rules as a knowledge source	Managers propose and the reward team approves every award
Pay Gap Report Agent	Works out pay gap figures by category of worker, in the format the law asks for, and shows the method	Pay data from a reporting database, read only	The reward lead reviews and publishes the report
Timesheet Exception Agent	Lists timesheets that are missing, incomplete or outside working-time rules, by team	Time records through an imported API or a reporting database	Managers and payroll resolve each one
Benefits Enrolment Check Agent	Checks an enrolment or a change against the plan rules and lists what is missing or not allowed	The form as an uploaded file or through an imported API; plan rules as a knowledge source	The benefits team accepts or returns it

AREA 08

Employee relations and reporting

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
Investigation File Agent	Puts the documents of a grievance or a disciplinary case in date order, with a neutral summary of each and the gaps. It draws no conclusion	Statements and records as uploaded files; the procedure as a knowledge source	The investigator investigates and the decision-maker decides
Exit Feedback Summary Agent	Summarises exit interview notes and leaver surveys into themes by department and period, leaving out any group too small to hide a person	Notes and survey exports as uploaded files or from a reporting database	The HR business partner reads and acts. A person holds every exit interview
Survey Comment Summary Agent	Groups free-text survey comments into themes with examples, by group, and removes names	The survey export as an uploaded file	The people team owns the findings
Workforce Report Agent	Drafts the monthly workforce report (headcount, joiners, leavers, absence) by group, with each figure traced to its source	HR data from a reporting database, read only	The head of HR reviews and issues the report

AREA 09

Compliance, safety and consultation

AGENT	WHAT IT DOES	READS FROM	WHERE IT STOPS FOR A PERSON
HR Policy Update Agent	Compares a new law, regulation or guidance document with the company's HR policies, and lists the clauses to review	The new text as an uploaded file or from web search; policies as a knowledge source	The policy owner and counsel decide every change
Works Council Pack Agent	Prepares the information pack for a consultation with staff representatives: what is proposed, who is affected, and the documents	The proposal as an uploaded file; agreements as a knowledge source; figures from a reporting database	HR and management approve the pack and hold the consultation
Data Request Agent	For an employee's request for their own data, lists where that person's data is held and gathers the documents for review	Records through an imported API; the procedure as a knowledge source	The privacy officer reviews, redacts and releases
Incident Report Drafting Agent	Drafts a workplace incident report from the incident form and the statements, in the required format, and lists what is missing	The form and statements as uploaded files; the procedure as a knowledge source	The safety officer completes, signs and files the report

WHAT EVERY AGENT HAS IN COMMON

01 **It runs on the company's own infrastructure or private cloud,** with a model the company serves. Employee, candidate and pay data stay there.

02 **Every tool call passes the company's policy.** A policy can allow a tool, record its use, hold it for a person's approval, or block it, for the whole company or for one country or team.

03 **A tool that changes something waits for approval** unless the company has decided otherwise for that tool. That is how no record, letter, offer or invitation changes or leaves unapproved.

04 **No agent decides about a person.** It gives no score, no rank and no recommendation on a candidate or an employee. What reaches a candidate or an employee has been read and sent by a person.

05 **The agent acts as the person using it.** Where the company's API checks the caller, Katonic passes the signed-in user's identity, so an employee sees their own record and a manager sees their own team.

06 **Every call is recorded,** with who asked, which tool, and what was decided, and an agent, a tool or a whole server can be switched off at once.

WHERE TO START

Pick work where reading is slow, the decision stays with a person, and nothing about one person is judged.

THREE PLACES THAT FIT

HR Policy Q&A

Employees ask what the handbook says and get the answer with the clause cited. No record is touched, so it can run on day one.

HR Letter Drafting

The agent drafts the standard letter from the template and the record. An HR officer signs every one.

Job Description Drafting

The agent drafts and marks excluding wording. The recruiter and the hiring manager approve.

One country, one process, invented data first. Then beside the manual process, measured against it.

Each one prepares the work. A named person decides.

About Katonic AI

Katonic AI builds the platform that organisations use to build, run and govern AI agents on their own infrastructure: in their own data centre, in a private or sovereign cloud, or with no connection to the internet at all. The platform is in production with governments, banks, telecom operators and utilities. Katonic is certified to ISO 27001.

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