



FOR CONSTRUCTION PAYROLL MANAGERS

Vyki Prompt Library

26 prompts to try with Vyki, your new AI payroll assistant

Use these prompts to get started with Vyki. Each one works on any Time Tracking page in hh2. Copy/Paste them exactly or adapt them to your pay period, project, or crew.

GETTING THE LAY OF THE LAND	
Try This Prompt	What Vyki Does
<i>What Time Sheets do I still need to review this week?</i>	Returns a summary of all open Time Sheets in your current pay period, grouped by status: missing time, pending approval, compliance flags.
<i>Which employees haven't submitted any time yet this pay period?</i>	Pulls a list of active employees with zero time entered. Offers to send them a reminder notification in the same step.
<i>Show me everyone on Crew 12 with less than 32 hours logged.</i>	Narrows the search to a specific crew and filters by hours threshold. Useful for spotting short weeks before the pay period closes.
<i>Summarize compliance issues on this week's Time Sheets.</i>	Returns a grouped summary of every compliance flag across all open Time Sheets: overtime, double time, and state-level rule violations.
<i>What's the total regular and overtime hours for the week, broken out by project?</i>	Summarizes hours across all Time Sheets you have access to, organized by project. Useful for a quick pre-payroll check before approvals close.

CHASING DOWN MISSING TIME	
Try This Prompt	What Vyki Does
<i>Send a reminder to everyone who still needs to enter time.</i>	Identifies every active employee with no time submitted for the current pay period and sends them a notification. Skips anyone who has already entered time.

CHASING DOWN MISSING TIME PROMPTS CONT...

<i>How many Time Sheets are still pending approval this week?</i>	Returns a count and a list of all Time Sheets sitting at each approval level. Lets you see where the bottleneck is before following up.
<i>Send approval reminders to everyone with a Time Sheet waiting on them.</i>	Sends an SMS or email nudge to each approver who still has a pending Time Sheet at their level. Only sends if action is still needed.
<i>Text every foreman who has a Time Sheet missing daily comments and ask them to fill in the gaps by 5pm.</i>	Sends outbound SMS notifications to the right supervisors. Shows you the recipient list first and waits for your confirmation before anything goes out.
<i>Who on Crew 4 is missing time for Monday?</i>	Narrows the search to a specific crew and day. Returns a list of employees with no entry for that date, along with their contact info so you can follow up.

FIXING TIMESHEET ERRORS	
Try This Prompt	What Vyki Does
<i>For everyone on the Hillsdale project, change Friday's cost code from 03-100 to 03-150.</i>	Proposes the batch change, lists the Time Sheets it affects, and waits for your confirmation. Nothing is updated until you say go.
<i>Add a daily comment to Jose Ramirez's Tuesday entry. Crew shifted to roofing scope per RFI 14.</i>	Updates the daily comment field on that specific entry. Confirms the change was made and logs the action.
<i>Show me everyone who is over 8 hours on Wednesday but doesn't have overtime flagged.</i>	Surfaces entries where hours exceed the threshold without the corresponding OT code. Lets you decide how to handle each one before approving.
<i>Move 4 hours of regular time on Maria's Wednesday entry to overtime.</i>	Proposes the specific time entry change, confirms the before/after, and applies it once you approve. Checks your permissions before acting.

APPROVING TIME	
Try This Prompt	What Vyki Does
<i>Approve every Time Sheet that has no compliance issues.</i>	Runs a compliance check on all pending Time Sheets, then summarizes what it found. Approves the clean ones in bulk once you confirm the list.

APPROVING TIME PROMPTS CONT...

<i>Approve the Northgate project Time Sheets through Wednesday.</i>	Scopes the batch approval to a specific project and date range. Summarizes what is in scope before acting.
<i>Show me what's blocking approval on the remaining Time Sheets.</i>	Returns each open Time Sheet with the specific reason it has not been approved: missing entry, compliance flag, pending approver, or permission issue.
<i>What's still blocking payroll from running?</i>	Gives you a single view of every outstanding issue across all Time Sheets: what is approved, what is flagged, and what still needs action before payroll can run.

STAYING COMPLIANT

Try This Prompt	What Vyki Does
<i>Which Time Sheets have overtime flagged but no manager note explaining it?</i>	Finds entries where OT was triggered but the daily comment field is blank. Surfaces them so you can document before approving.
<i>Summarize compliance issues on this week's Time Sheets and tell me which rule triggered each one.</i>	Returns a plain-language breakdown of every compliance flag, with the specific Federal, State, or Local rule cited for each one.
<i>Give me a summary of all time entered to the prevailing wage cost code this pay period.</i>	Pulls all Time Sheet entries coded to that pay code and summarizes hours by employee and project. Useful for prevailing wage documentation.
<i>What's the total regular and overtime hours for the Northgate job this pay period?</i>	Summarizes all hours logged to a specific job, broken out by type. Helps you catch job-level OT patterns before they become a problem.

MANAGING AUTOMATIONS

Try This Prompt	What Vyki Does
<i>Enable automatic notifications.</i>	Turns on Vyki's automated notification schedule so employees and managers start receiving reminders at the standard points in each pay cycle. Walks you through the setting.
<i>Turn on automated compliance review.</i>	Enables Vyki to automatically review Time Sheets for compliance once they reach the Payroll Manager's approval level. Vyki summarizes every change she makes before Payroll runs.

REVIEWING WHAT VYKI DID

Try This Prompt	What Vyki Does
<i>What changes did you make this pay period?</i>	Returns a log of every action Vyki took during the current period: approvals, time entry updates, daily comments added, notifications sent.
<i>Undo the last change you made.</i>	Reverses the most recent action if you have the permissions to do so. Tells you exactly what it is reverting before it acts.

Tips for Better Results

1. Be specific about the time window.

Say "the week of June 9" instead of "this week" so Vyki pulls the right pay period.

2. Always read the summary before bulk actions.

For large approvals, Vyki shows you what is in scope before it acts.

3. Ask Vyki to explain itself.

If something looks off, ask: "Why didn't you approve that?" or "Where did those numbers come from?"

4. Use plain language.

You don't need special commands. Talk to Vyki the way you would talk to a colleague.