

Getting Started with the Arcoro AI Assistant

Example prompts for Arcoro Time

The Arcoro AI Assistant in the Arcoro Hub answers questions about your Arcoro Time (formerly ExakTime) data in plain language, so your administrators and supervisors can get to an answer without building a report. This guide covers the basics and gives example prompts to try, grouped by the task they help with. Copy any prompt as it is, or change the dates, locations, and names to fit your team.

The basics

What is the Arcoro AI Assistant?

An assistant built into the Arcoro Hub that answers questions about your organization, including employees, locations, and your Arcoro Time data. You ask in everyday language and it returns the answer, so there is no need to know which report or filter holds it.

Where do I find it?

The AI Assistant panel sits on the Arcoro Hub home page. Type your question in the message box and select Send. To give it more room, select the icon at the top right of the panel to open the Assistant in a separate window.



Figure 1 | The AI Assistant panel on the Arcoro Hub home page.

What Arcoro Time data can it answer questions about?

Time records and punches, geofence results, meal break violations, pay periods and approval status, locations, cost codes, and equipment. Schedules and time off are included when your company uses the Scheduler and Time Off features in Arcoro Time.

What does an answer look like?

The Assistant replies in plain language and uses a table when the answer is a list, such as employees and the number of days each is missing punches. Below the answer it suggests follow-up questions you can select to dig deeper, without typing anything.

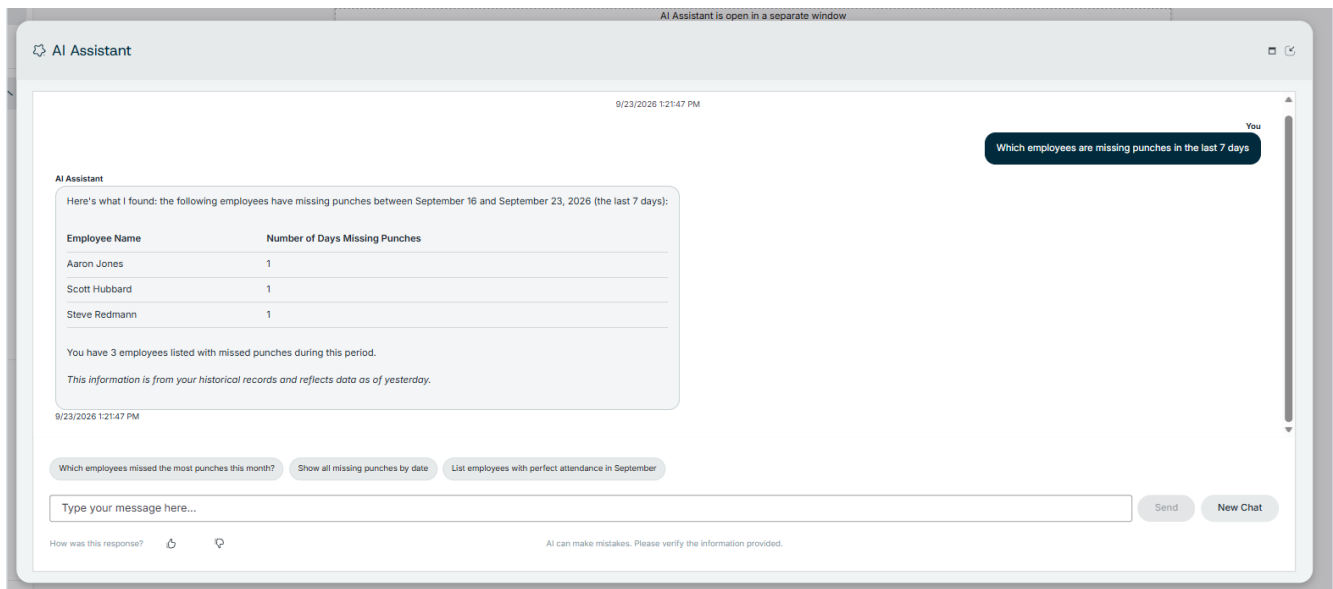


Figure 2 | An answer to a missing punches question, with suggested follow-up questions underneath.

How current is the data?

Answers come from your historical records and reflect data as of yesterday, and the Assistant says so on its answers. Punches recorded today will not appear until the next day.

Will it show me data I do not normally have access to?

No. Results are automatically filtered to what the signed in user is permitted to see. Two administrators asking the same question can get different answers if they hold different permissions.

Why do some prompts in this guide not work for us?

Prompts about schedules or late clock ins need the Scheduler feature in Arcoro Time, and prompts about time off need the Time Off feature. They are marked in this guide. If your company does not use those features, those prompts will not return results.

Can I attach files, download results, or generate images?

Not in this version. Attaching or downloading files and generating images are not supported yet.

How do I start a new question on a different topic?

Select New Chat to clear the conversation and start fresh.

Should I double check what it tells me?

Yes. AI can make mistakes, so verify the information before you act on it, especially before making changes to time or running payroll.

How do I tell Arcoro whether an answer was helpful?

Use the thumbs up or thumbs down beside How was this response? under the message box. That feedback helps us improve the answers.

Overtime and labor cost control

Spot overtime early, while there is still time to adjust the schedule.

“Which employees have overtime hours this pay period, and how many?”

A list of employees with OT or OT2 hours in the current pay period and the hours for each.

“Show me total regular vs. overtime hours by location for the last 30 days.”

Reg and OT totals side by side for each location, so you can see which locations are running long.

“Which location or cost code drove the most labor hours last week?”

The locations or cost codes ranked by hours recorded against them last week.

Compliance and risk

Catch the issues that create exposure before payroll is processed.

“Did anyone clock in or out outside their assigned location geofence this week?”

Punches recorded outside the geofence for their location this week, by employee.

“Show me any meal break violations from the current pay period.”

Meal break violations in the current pay period, with the employee and the day each one happened.

“Which employees are missing punches in the last 7 days?”

Employees with missing punches in the last 7 days and the number of days affected, so you can correct them before the pay period closes.

Attendance and punctuality

See who is working how much, and when.

“Show me total hours worked per employee for last week, sorted highest to lowest.”

Total hours for each employee last week, with the highest at the top.

“Who was late clocking in more than twice this pay period?”

Employees who clocked in late against their schedule more than twice in the current pay period.

Requires the Scheduler feature in Arcoro Time.

“Which shifts had the largest gap between scheduled and actual start time?”

The shifts where the actual start was furthest from the scheduled start.

Requires the Scheduler feature in Arcoro Time.

Location and cost code tracking

Understand where labor hours are going at each location.

“Break down hours worked by cost code for [location] this month.”

Hours recorded against each cost code at that location so far this month. Replace [location] with the location name.

“Which cost codes have the highest labor cost so far this pay period?”

Cost codes ranked by labor cost for the current pay period.

Payroll prep

Confirm time is ready before you run payroll.

“Are there any unapproved time records for the current pay period?”

Time records in the current pay period that still need approval.

“Show me pay period approval status by location.”

Approval status for the current pay period, grouped by location, so you know which locations are still outstanding.

“List any time records that have not been exported yet.”

Time records that have not yet been exported to payroll.

Time off

These prompts require the Time Off feature in Arcoro Time.

“Which employees have pending time off requests?”

Time off requests waiting on a decision, by employee.

Requires the Time Off feature in Arcoro Time.

“Show me PTO balances for my team.”

Current PTO balances for the employees you are permitted to see.

Requires the Time Off feature in Arcoro Time.

“Who is close to exceeding their maximum PTO balance?”

Employees whose balance is nearing the maximum set in their leave plan.

Requires the Time Off feature in Arcoro Time.

Equipment tracking

“Which pieces of equipment were used at [location] this week?”

Equipment recorded with time at that location this week. Replace [location] with the location name.

Tips for better answers

- Name the timeframe. This pay period, last week, and the last 30 days all work, and they keep the answer focused.
- Be specific about the location, cost code, or employee when you have one in mind.
- Use the names your team already uses in Arcoro Time, so the Assistant matches the right location or cost code.
- Select a suggested follow-up under an answer to go one level deeper without retyping.
- If an answer looks narrower than you expected, check which locations and employees you have permission to see.

If you still need help

- For questions about your setup or permissions, your Arcoro contact is the fastest route.
- For an issue with the Assistant, use the Support link in your navigation.
- When you report something, include the prompt you used and roughly when you asked it. Those two details get you an answer quickest.