

Hospitality wage & award auditor

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A practical collection for roster review, payroll preparation and clear team communications.

Fieldwork | findaiskills.com.au

Source-inspected workflows. Not independently run-tested. Review each output before use.

1. Payroll prep

INPUTS

- Business records or a permitted sample
- Your policies, currency, decision and desired output
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A working draft and an explicit list of missing information

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use payroll-prep for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Use Australian spelling, AUD and the correct dates where appropriate. Confirm the business facts and permissions before taking external action.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/small-business/skills/payroll-prep/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-small-business-payroll-prep/>

2. Find what needs reordering

INPUTS

- SKU-level sales history
- Stock on hand
- Supplier lead times and purchasing constraints

EXPECTED OUTPUT

A proposed reorder list with assumptions and slow-moving stock flags.

SETUP

1. In Claude Code, add the publisher's marketplace:
2. claude plugin marketplace add anthropics/knowledge-work-plugins
3. Install the full plugin so supporting files and connectors stay together:
4. claude plugin install small-business@knowledge-work-plugins
5. Start a fresh session, supply the listed inputs, and use the starter prompt. For Cowork or chat, use Customize ? Plugins and follow the current official guide. Connector access depends on your setup; uploaded files can support the selected draft workflow.

STARTER PROMPT

Use inventory-planner with these sales and stock CSVs. Use our supplied lead times and constraints. Show the basis for each reorder suggestion, flag missing data and seasonality limits, and identify slow movers. Do not order stock or contact suppliers.

REVIEW

Verify counts, lead times, working-capital limits, and demand assumptions before purchasing.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/small-business/skills/inventory-planner/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/inventory-reorder-plan/>

3. Customer escalation

INPUTS

- Business records or a permitted sample
- Your policies, currency, decision and desired output
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A working draft and an explicit list of missing information

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use customer-escalation for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Use Australian spelling, AUD and the correct dates where appropriate. Confirm the business facts and permissions before taking external action.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/customer-support/skills/customer-escalation/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-customer-support-customer-escalation/>

4. Customer research - Customer Support

INPUTS

- Business records or a permitted sample
- Your policies, currency, decision and desired output
- The complete skill folder and any required supporting files

EXPECTED OUTPUT

A working draft and an explicit list of missing information

SETUP

1. Review the linked source and the publisher's current README before installing.
2. Download or install the complete plugin/skill folder, preserving references and scripts. Do not paste a terminal command intended for another app.
3. Use the setup path for the platform you actually have; configure only the required apps and permissions.
4. Start with a permitted sample and the starter prompt. Check the first result against your own normal review process.

STARTER PROMPT

Use customer-research for [business task]. Our business is in [country and state/territory], our currency is [currency], and the intended reader is [audience]. Use only the attached authorised inputs and approved policies. First identify missing information and unavailable tools. Prepare a draft for human review; cite the supplied evidence, separate assumptions, and do not send, publish, lodge, purchase or change records.

REVIEW

Use Australian spelling, AUD and the correct dates where appropriate. Confirm the business facts and permissions before taking external action.

SOURCE

<https://github.com/anthropics/knowledge-work-plugins/blob/33eeda1e8fd856455b05479d13a0f85b5f803744/customer-support/skills/customer-research/SKILL.md>

Source revision: 33eeda1e8fd856455b05479d13a0f85b5f803744

Checked: 2026-10-18

Workflow: <https://findaiskills.com.au/skills/anthropics-customer-support-customer-research/>