

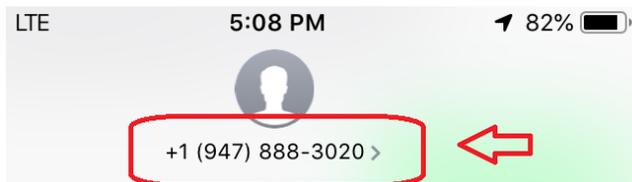
Kronos SMS Quick Fill Text Message - Employee Guide

Purpose: How to use SMS Quick Fill Texting tool

Audience: Employee / Kronos scheduler / manager

When your manager offers an open shift via SMS Quick Fill, the text message you will receive on your mobile device will look like this:

Text messages will come from several numbers where the Kronos cloud server is located. For example, with the area code (947) it will look like this:



1 Open Shift(s) at .../HFMG/
Dermatology/353010/MA from
8:30am to 1:00pm on Fri, 1/18.
Reply FOS Yes/No 4149 to
claim the shift.

Text message from Kronos offering a shift

FOS yes 4149

You have successfully claimed
the open shift at .../HFMG/
Dermatology/353010/MA, from
08:30 AM to 01:00 PM, on Fri,
1/18.

To accept the shift type **FOS YES**
and the number from the text
message > **Send**

When the shift is assigned to you a
confirmation text is sent:

Kronos' reply. shift auto assigned to
employee in schedule manager

If an employee mistypes the response, this message will display.

Thanks for contacting
WFC. Please resubmit
your response in the
proper format: FOS Yes/
No Passcode (FOS Yes/
No Passcode Note:
Passcode that was
originally sent with SMS)

If an employee does not want the shift, there is no need to reply to the message.

If the shift is **not** awarded to the employee, Kronos will reply that the open shift is no longer available.