

Kronos SMS Quick Fill Preparation - Employee Guide

Purpose: Allowing SMS Quick Fill text messaging

Audience: Employee / Kronos Scheduler / Manager

SMS Quick Fill is the texting feature within the Kronos scheduling module. This is a great tool used to find coverage for shifts that are unfilled. To enable this messaging from Kronos, employees must ensure that their mobile number is in self-service and text messaging is enabled.

1. In HR Connect employee self-service portal, select **My Personal Info**.



2. Select **Edit Contact Details**.



3. In the Contact Details window,
 - a. Click the + sign to add your Mobile number if it's not already there.
 - b. Select **Mobile** from the **Type** drop down list.
 - c. Check the **Receive Text** * checkbox after you read the legal consent at the bottom and agree to receive text messages from Kronos on your cell phone.
 - d. Enter your cell number in **Number** field

e. Click **Save**.

Phone Number

Type

Preferred

Receive Text*

Number

Extension

* By clicking Receive Text you consent to receive SMS messages and understand standard data and text messaging rates may apply based on your service provider.

You have now granted permission for HFHS Kronos to send you text messages on your mobile devices. Any text charges will not be charged to HFHS, nor will your time while replying to the text messages.