

# Complete Your Field Employee Checklist in the UKG Ready App

iPhone / Android Walkthrough

This guide walks you through your onboarding checklist in the UKG Ready app — confirming your personal details, tax withholdings, emergency contacts, and banking information. It takes about 15 minutes.

## Prefer to watch instead?

A companion video is attached to the same email as this guide. Save it to your device and tap to play — no login or website needed. You can watch the video, read this guide, or use both.

## Already did this on your computer?

This is the same checklist as the browser version — you only need to complete it once. Use whichever is easier for you.

## What you'll do

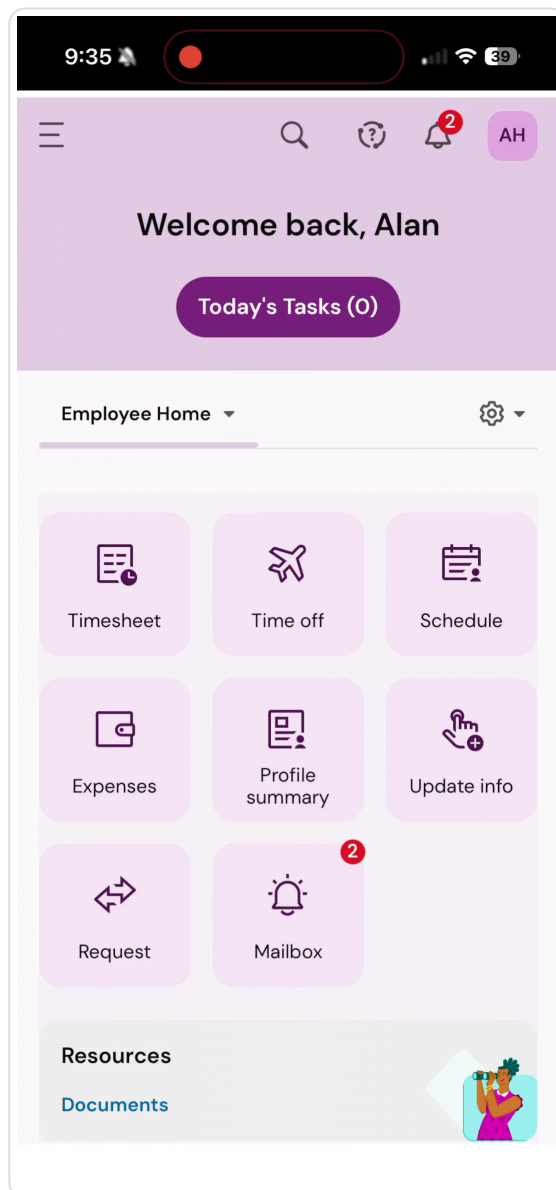
- Open your checklist from the app
- Review and update your personal information
- Add at least two emergency contacts
- Confirm your tax withholdings
- Set up direct deposit
- Download and acknowledge the handbook

## Before you start

Have your bank routing and account numbers ready, plus the name and phone number of two emergency contacts. You can save and come back — your progress is kept.

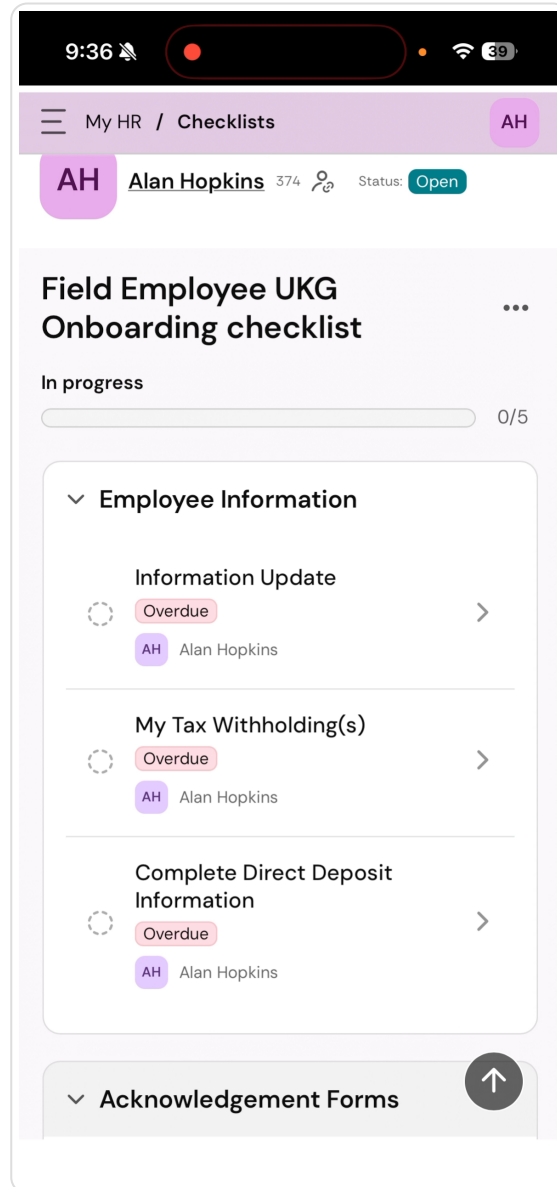
## 01 Open Your Checklist

Sign in to the UKG Ready app and tap the bell icon at the top. Scroll over to the My Checklists tab, tap Field Employee UKG Onboarding, then tap Open Checklist at the bottom of the screen.



## 02 Start with Information Update

Your checklist has five items. Tap Information Update first. Scroll through and confirm your personal details are correct — some fields are pre-filled, others are required and marked with an asterisk. Tap into any field to change it.



03

## Complete Voluntary Self-Identification

These fields are optional. Fill out whatever you're comfortable sharing, then tap Continue.

9:37

39

move to the next section. Once completed, click **Submit**.

Once finished; the item will show as complete.

### New Hire Information Update

Effective From\*

Sep 22, 2026

#### Use this to review and update your information

**Here's what you need to do on this page:**

1. Review and enter missing information.
2. Tap "Continue" to move to the next section
3. Tap the "Submit" button

Voluntary Self-Identification

Actual Marital Status

Single

Gender

Undefined

Save

Continue

04

## Add Your Emergency Contacts

Tap Add, then check off Emergency and enter the details. We need a name, phone number, and relationship — the rest is optional. Please add at least two contacts, then tap Submit.

9:37

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New Hire Information Update

Effective From\*

Sep 22, 2026

Use this to review and update your information

Here's what you need to do on this page:

1. Review and enter missing information.

2. Tap "Continue" to move to the next section

3. Tap the "Submit" button

Emergency Contacts (Please add at least 2 emergency contacts)

Account Contacts

1 of 1

0 Rows

Active | All contact types | + Add

| Name                             | Actions |
|----------------------------------|---------|
| <div><div></div>No results</div> |         |

Save

Submit

05

## Review Your Tax Withholdings

Go back to the checklist and tap My Tax Withholding(s). Tap through each form and confirm the information is accurate. Filing status is required, so you'll need to complete it before you can move on. If you have more than one form, check them all. When you're done, tap Mark as Complete in the top right.

9:38

My HR / Checklists AH

AH Alan Hopkins 374 Status: Open

### Field Employee UKG Onboarding checklist

In progress

0/5

Employee Information

Information Update

Overdue

AH Alan Hopkins

My Tax Withholding(s)

Overdue

AH Alan Hopkins

Complete Direct Deposit Information

Overdue

AH Alan Hopkins

Acknowledgement Forms

06

## Set Up Direct Deposit

Tap Complete Direct Deposit Information. Tap the plus to enter your bank account details, or connect an account through one of UKG's banking partners. Tap Save, then Submit.

The screenshot shows a mobile app interface for setting up direct deposit. At the top, there's a status bar with the time 9:39 and battery level 39%. Below the status bar is a navigation bar with a back arrow and the text "Back". The main content area has a header with a pink circle containing "AH", the name "Alan Hopkins", and a green "Open" button. Below this is an "Instruction" section with an information icon, text explaining the steps, and a "Show more" link. The main section is titled "Direct Deposit/Banking Details Update" and includes an "Effective From" date picker set to "Sep 22, 2026". Below this is a section with a computer icon and the text "Use this to add your direct deposit". A list of instructions follows: "Here's what you need to do on this page" with steps 1-4. At the bottom, there are two buttons: "Save" (pink) and "Submit" (purple), with a speech bubble icon to the left of the "Save" button.

9:39 39%

← Back

AH Alan Hopkins Open

**i Instruction**

Click the "+ Add" button. A popup will appear. Provide direct deposit information and click "Save" when complete. Repeat steps to add additional accounts if needed. Click "Submit" once completed; the item will show as

Show more ▾

**Direct Deposit/Banking Details Update**

Effective From\*  
Sep 22, 2026

 **Use this to add your direct deposit**

**Here's what you need to do on this page**

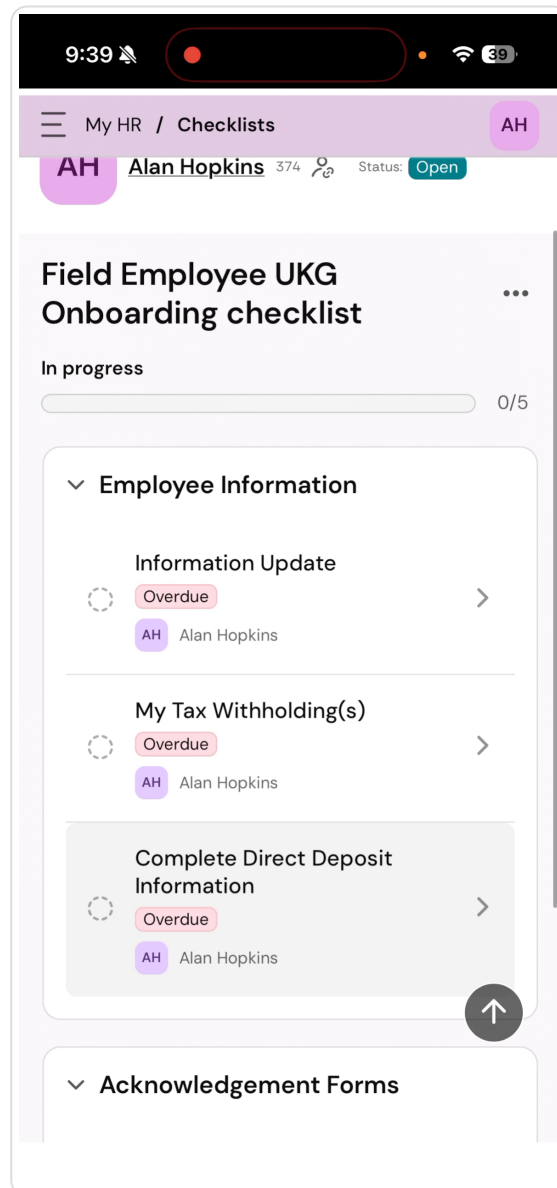
1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit

Save Submit

07

## Download and Acknowledge the Handbook

Last step: tap to download the Field Employee Handbook, then come back and sign the acknowledgment form confirming you received it.



# That's it — you're all set.

Once all five checklist items show Complete, your personal, tax, and banking details are confirmed and your pay will process correctly. Nothing else is needed from you right now.

## Quick recap

- Opened the checklist from the bell icon
- Validated your personal information
- Added at least two emergency contacts
- Confirmed tax withholdings and filing status
- Set up direct deposit
- Downloaded and acknowledged the handbook

### Need help?

If a screen doesn't look like this guide, a field won't save, or something won't submit, email [UKGsupport@hirereliant.com](mailto:UKGsupport@hirereliant.com) and we'll walk you through it. Include your name and a screenshot if you can — it helps us sort things out faster.