

Record and Save Work Hours in Your UKG Timesheet

Browser / Desktop Walkthrough

This guide walks you through entering your weekly hours in UKG Ready — choosing your job code, setting your work location, entering hours, and saving your timesheet. It takes about 10 minutes.

Prefer to watch instead?

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

Timesheets are due Sunday at 6:00 PM ET

Submitting after the deadline may delay your pay. You can save your hours as you go through the week and submit once at the end.

What you'll do

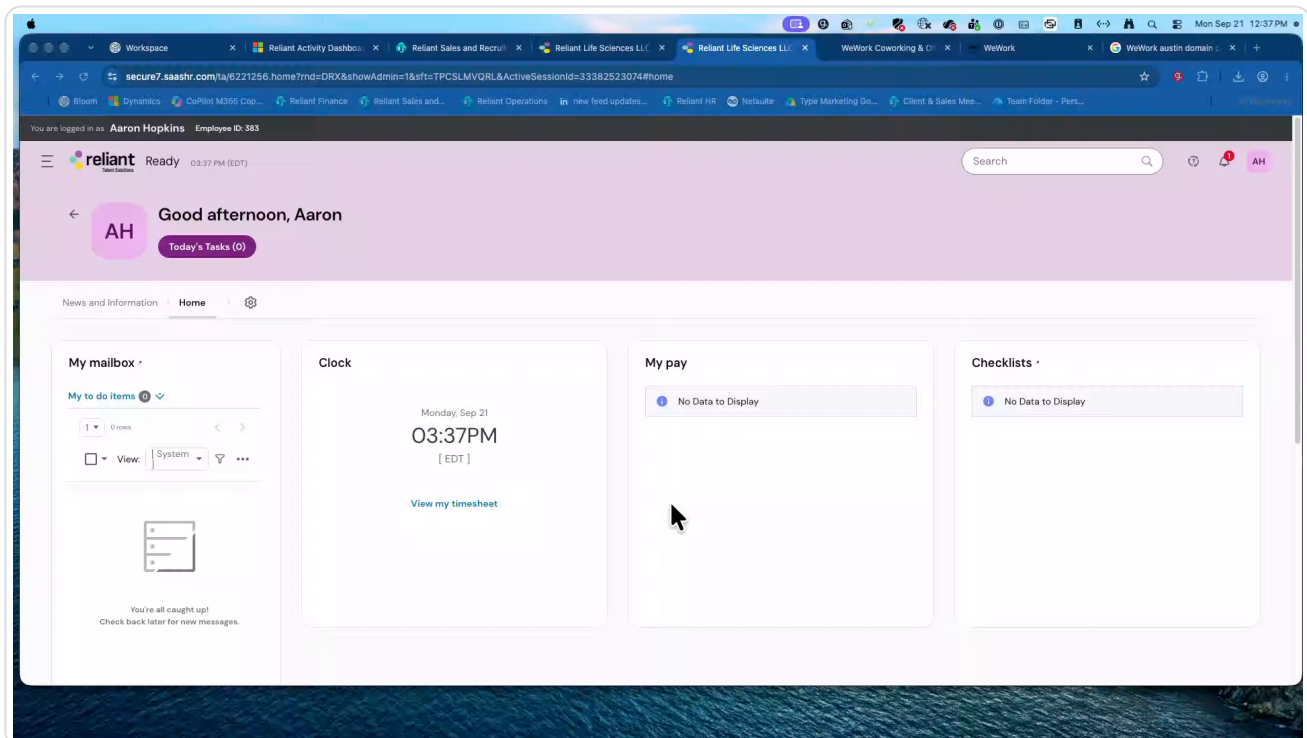
- Open your current timesheet from the homepage
- Select the job code for your assignment
- Set your work location to Onsite or Home
- Enter your hours for each day worked
- Add rows for multiple job codes or locations
- Review your totals and save

Before you start

Know your hours for each day and which assignment they belong to. If you split time between job codes or worked both onsite and from home, you'll add a separate row for each. Use a computer with Chrome or Edge.

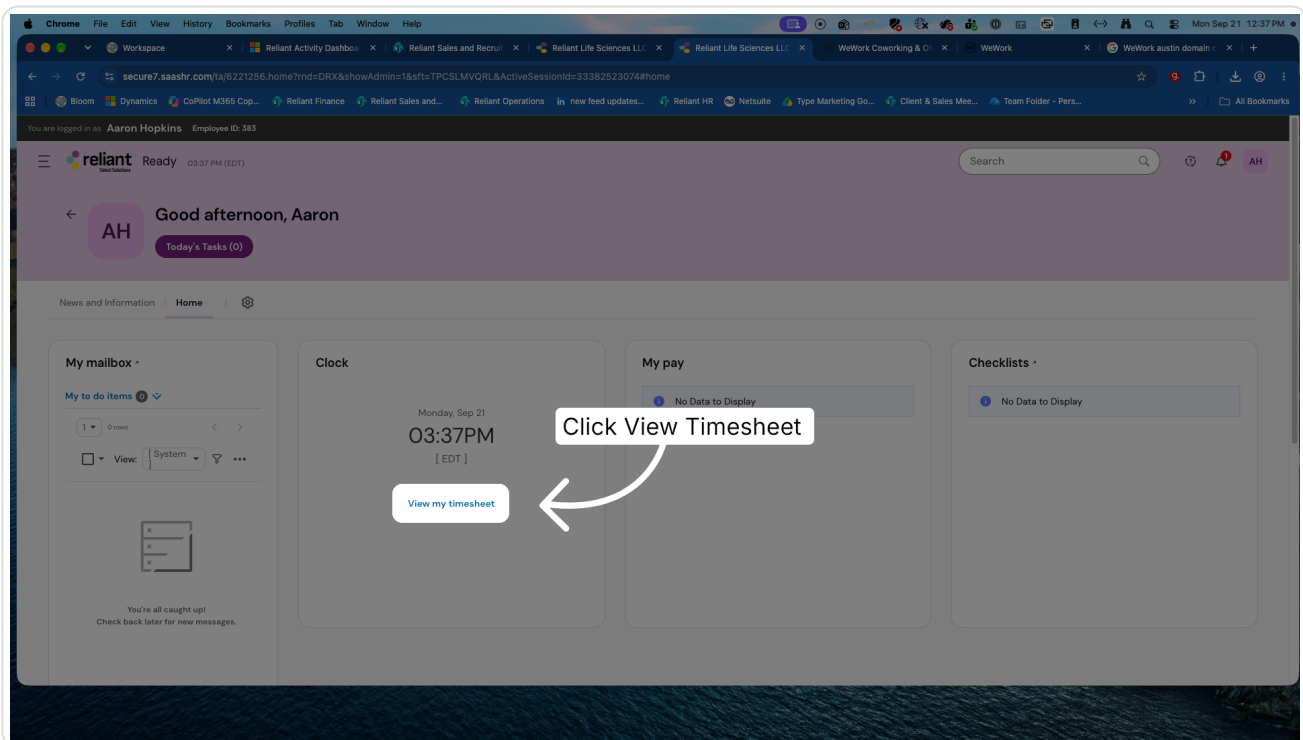
01 Start at the UKG Ready Homepage

Open a browser and go to secure7.saashr.com, then sign in. Your homepage is the starting point for everything below.



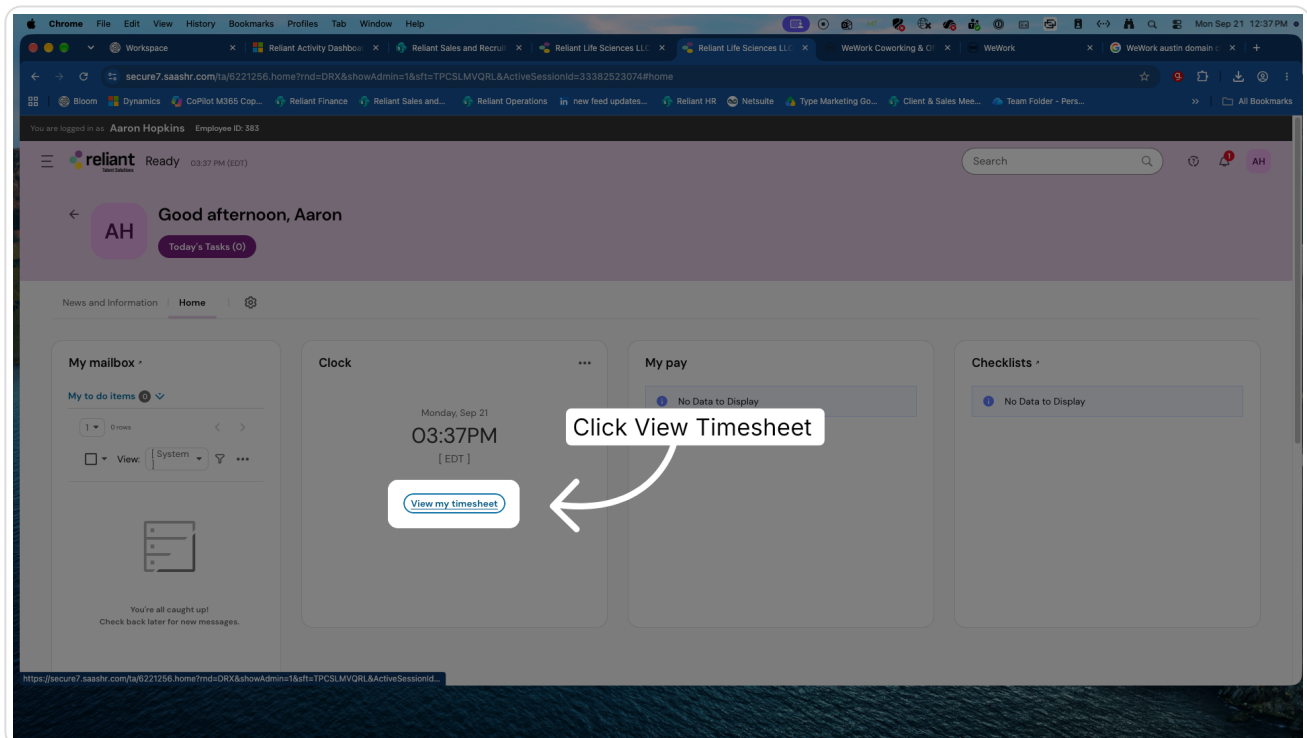
02 Open Your Timesheet

Find the Clock box on your homepage and click View my timesheet.



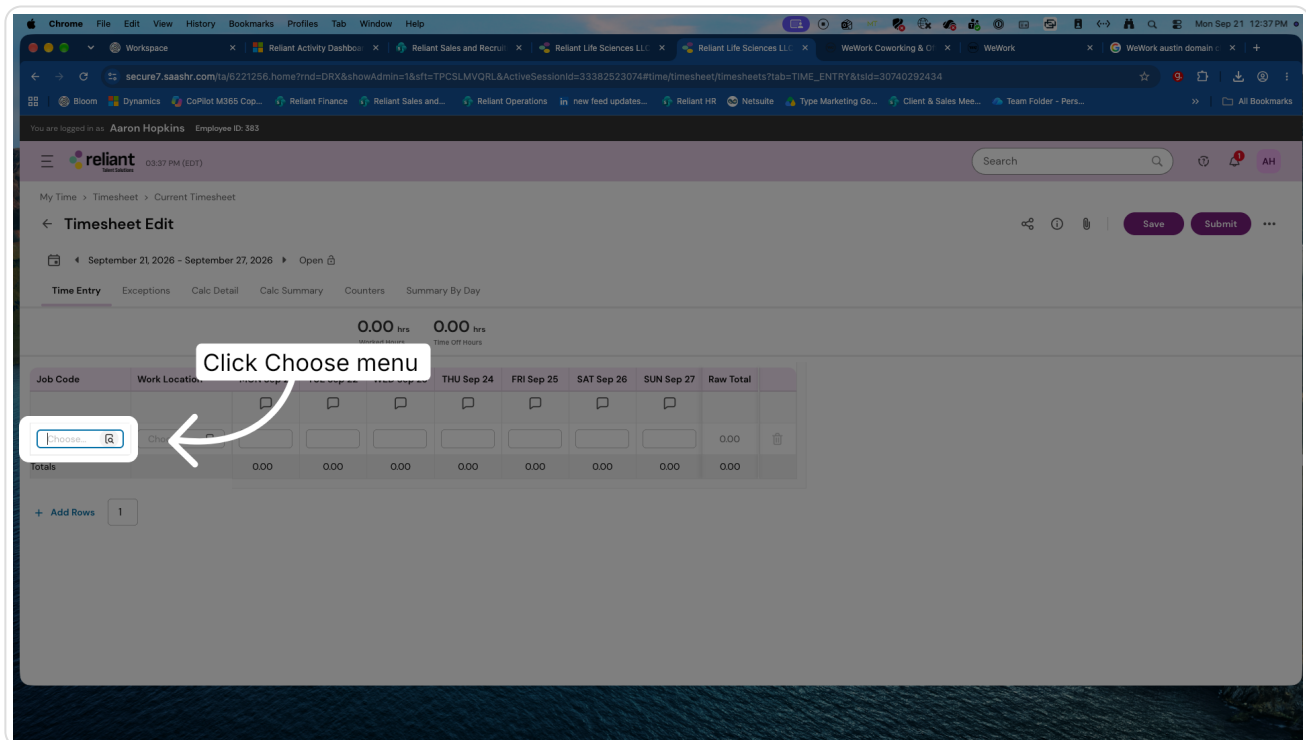
03 Open Your Current Timesheet

Click View my timesheet to open your current pay period. From here you'll add your job code, work location, and hours.



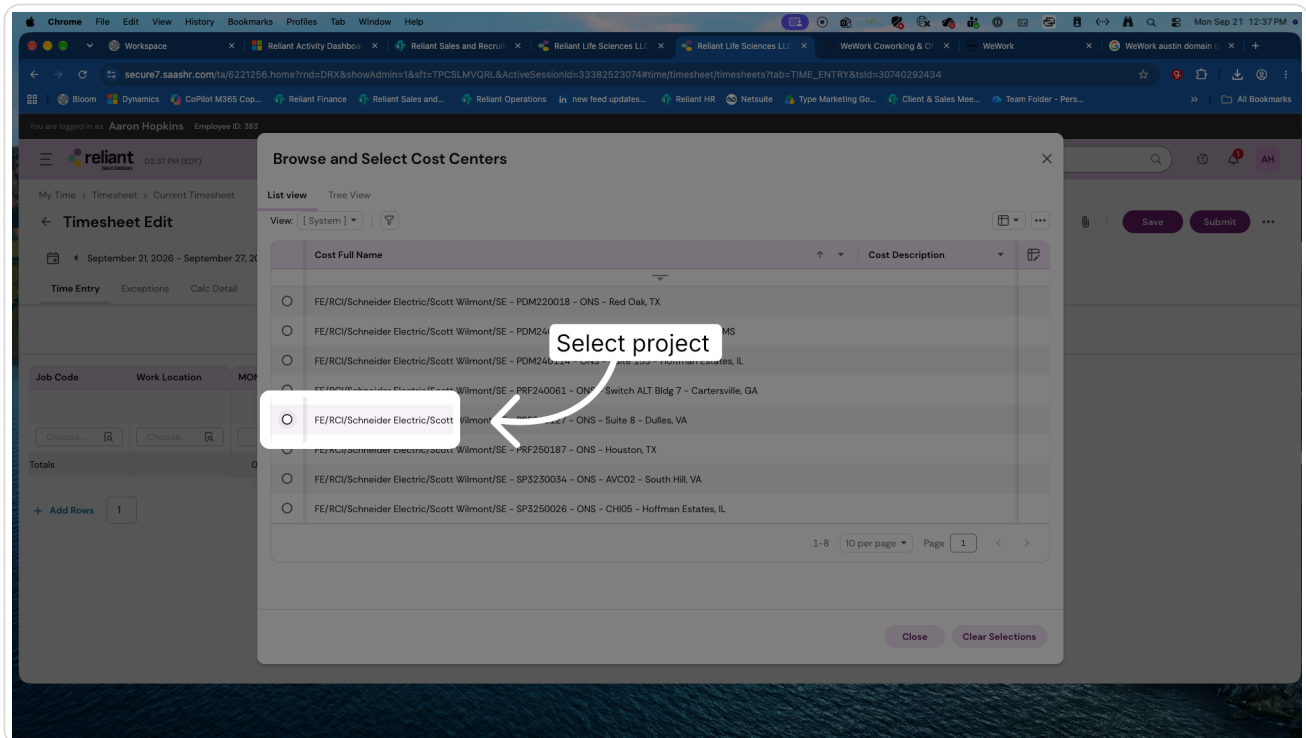
04 Open the Job Code Menu

In the Job Code column, click the magnifying glass to browse the list of job codes available to you.



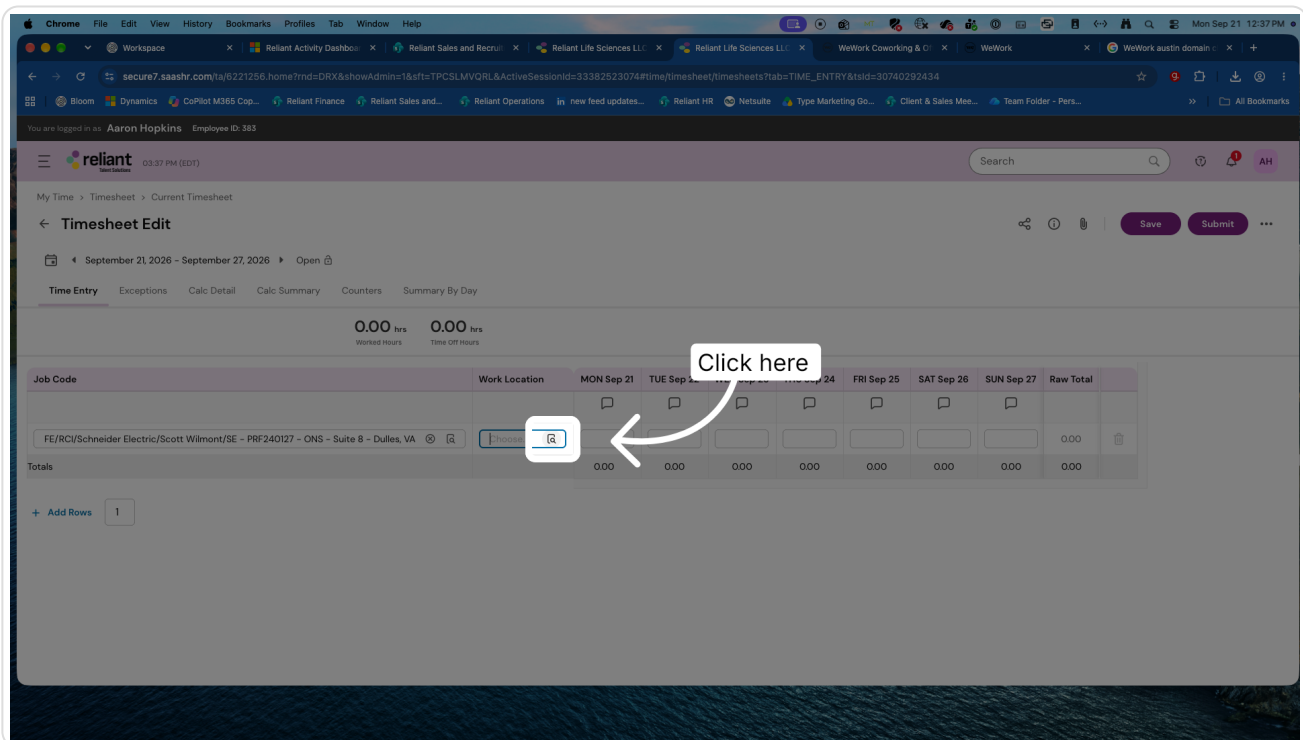
05 Select Your Job Code

Pick the job code that matches the assignment you worked. Getting this right is what routes your hours to the correct client and project.



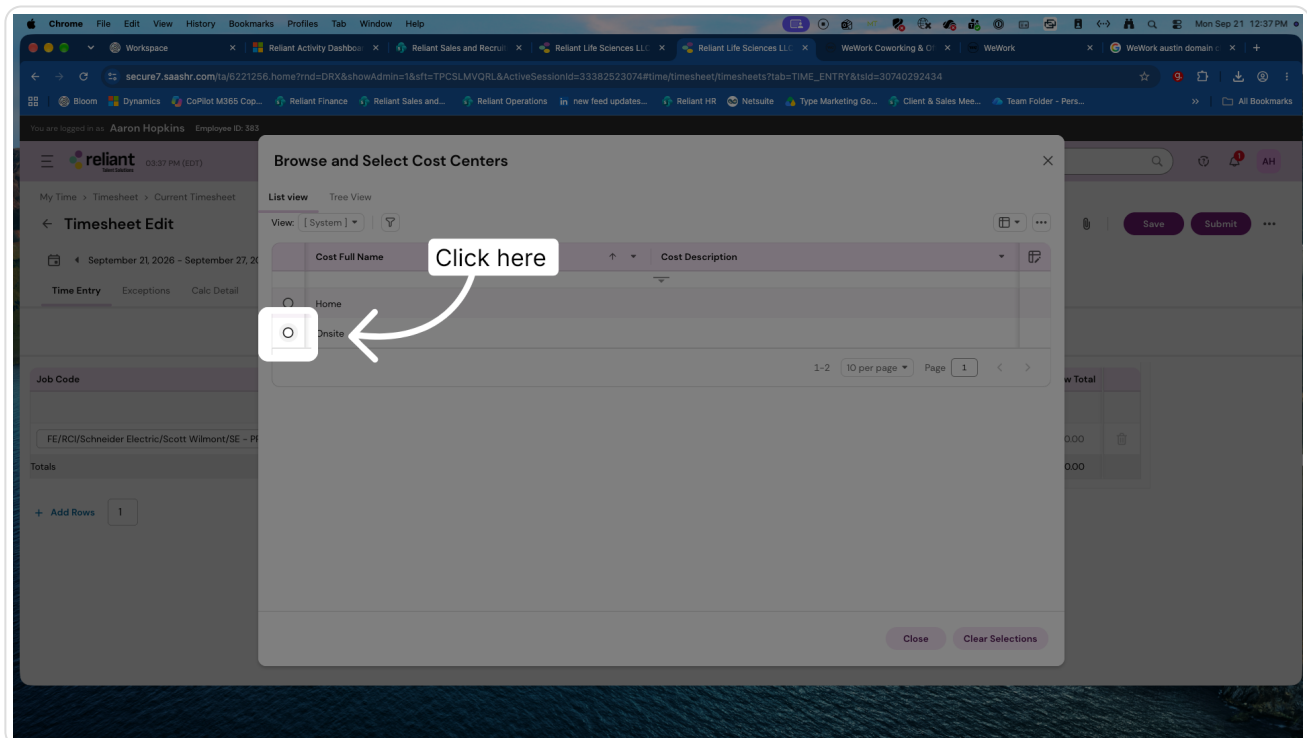
06 Open the Work Location Menu

Move to the Work Location column and click the magnifying glass to choose where you worked.



07 Select Onsite or Home

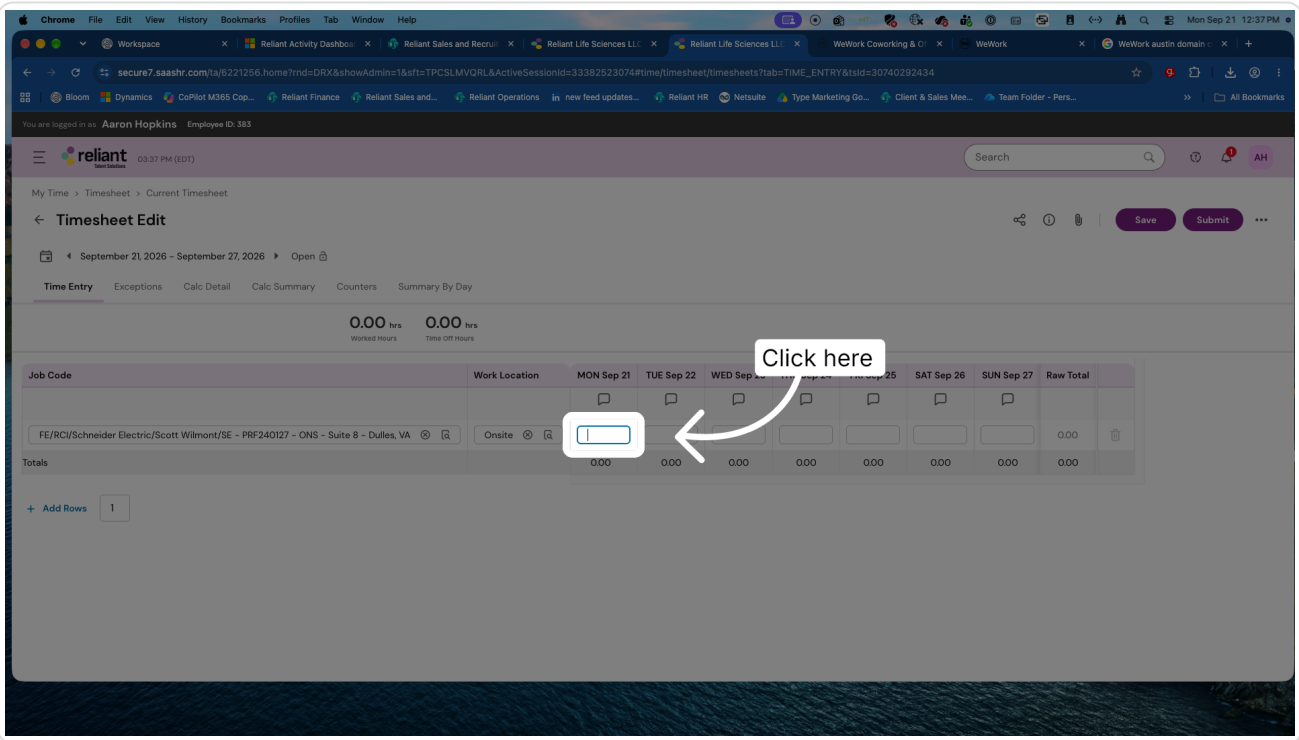
Choose Onsite if you worked at the client site, or Home if you worked remotely. Pick the one that matches where you actually were.



08

Click Into the First Day

Click the box under the first day you worked to start entering hours.



09

Enter Your Hours

Type the total hours you worked that day. Repeat across each day of the week on this row.

Chrome

File Edit View History Bookmarks Profiles Tab Window Help

Workspace

Reliant Activity Dashbo...

Reliant Sales and Recrui...

Reliant Life Sciences LLC

Reliant Life Sciences LLC

WeWork Coworking & O...

WeWork

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CoPilot M365 Cop...

Reliant Finance

Reliant Sales and...

Reliant Operations

new feed updates...

Reliant HR

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Type Marketing Go...

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Team Folder - Pers...

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All Bookmarks

You are logged in as: **Aaron Hopkins** Employee ID: 383

reliant

03:37 PM (EDT)

Search

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AH

My Time > Timesheet > Current Timesheet

← Timesheet Edit

🔗 ⓘ 📄

Save Submit ...

📅 September 21, 2026 – September 27, 2026 Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Job Code	Work Location	MON Sep 21	TUE Sep 22	WED Sep 23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total	
FE/RCI/Schneider Electric/Scott Wilmont/SE - PRF240127 - ONS - Suite 8 - Dulles, VA ⓘ ⓘ ⓘ	Onsite ⓘ ⓘ ⓘ								0.00	🗑
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

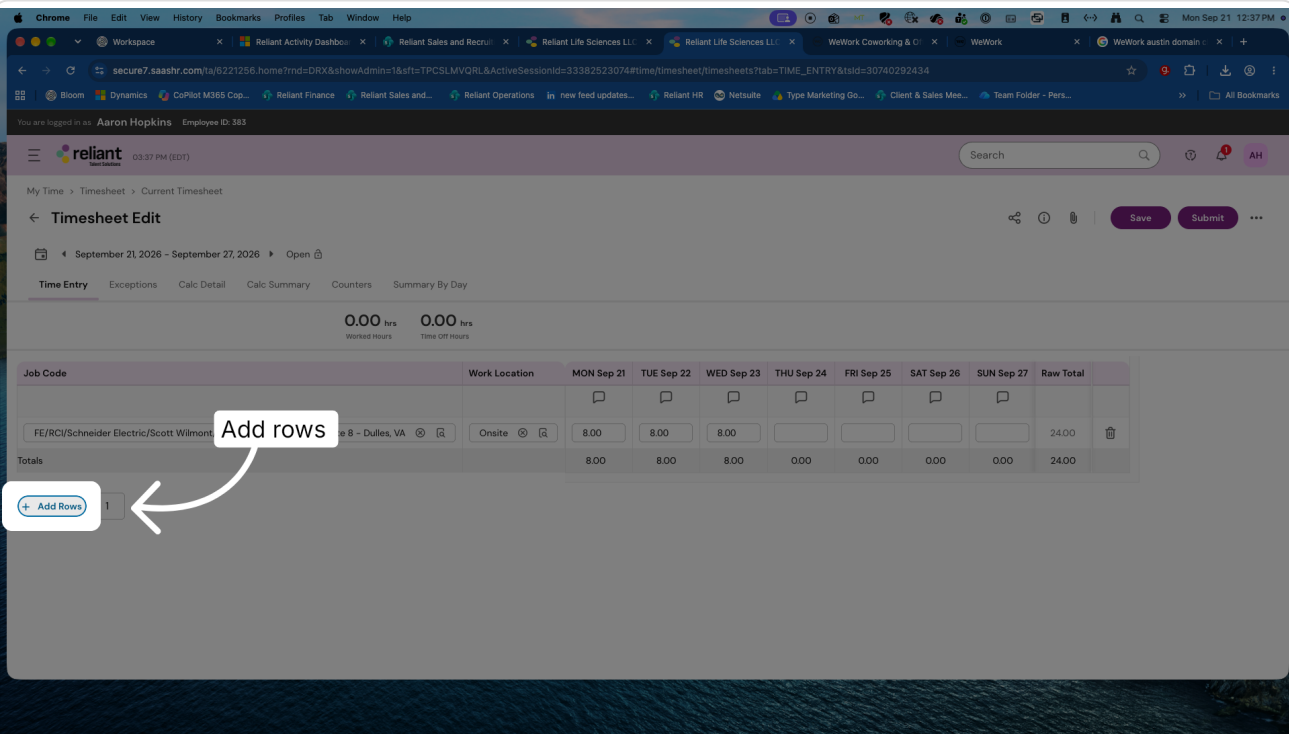
+ Add Rows

1

10

Add a Row for a Second Job Code

Worked more than one assignment or location this week? Click Add Rows to create another line.



11 Open the Job Code Menu on the New Row

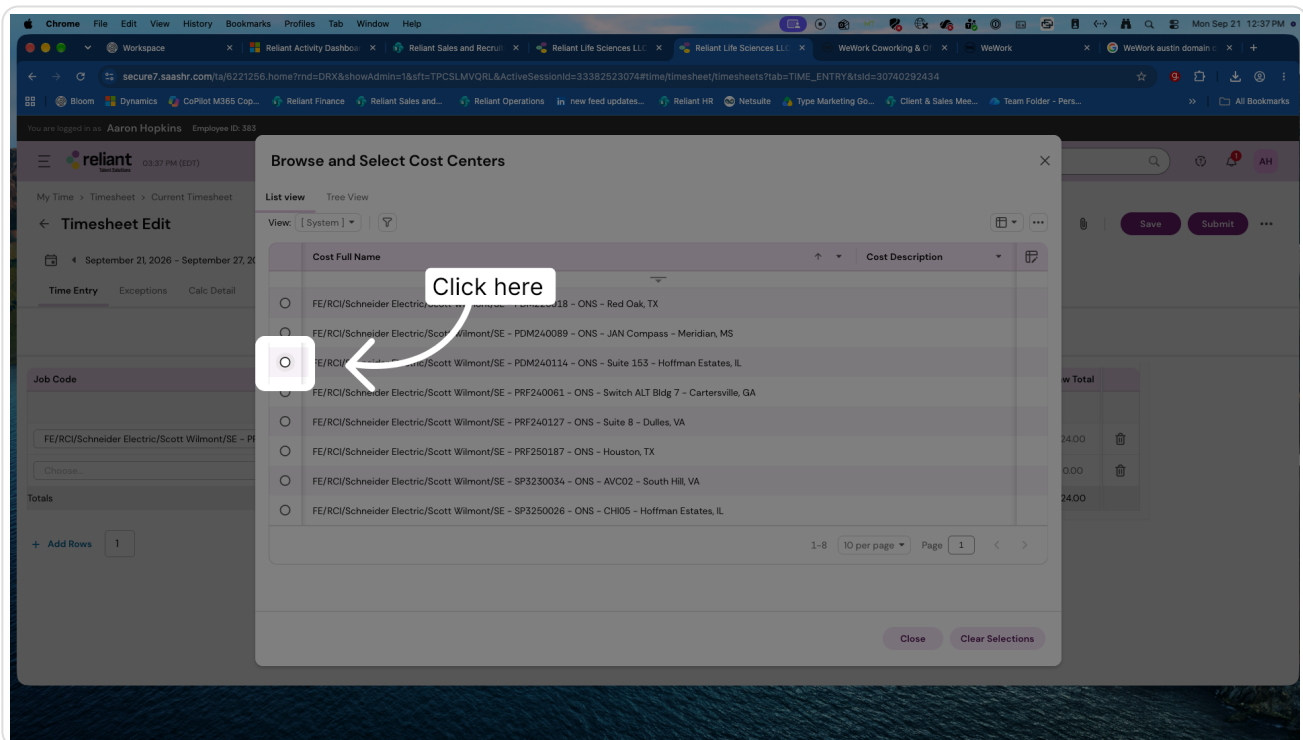
Click the magnifying glass on your new row to choose its job code.

The screenshot shows the Reliant Timesheet Edit interface. The user is logged in as Aaron Hopkins (Employee ID: 383). The interface displays a table for time entry with columns for Job Code, Work Location, and dates from Thursday, September 23 to Sunday, September 27, along with a Raw Total column. The first row shows a job code of 'FE/RCI/Schneider Electric/Scott Wilmont/SE - PRF240127 - ONS - Suite 8 - Dulles, VA' with a work location of 'Onsite' and a total of 8.00 hours. A new row is being added, and a callout box points to the magnifying glass icon in the Job Code field, with the text 'Choose task code'.

Job Code	Work Location	23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total
FE/RCI/Schneider Electric/Scott Wilmont/SE - PRF240127 - ONS - Suite 8 - Dulles, VA	Onsite	8.00	8.00				24.00
Choose...							0.00
Totals		8.00	8.00	8.00	0.00	0.00	24.00

12 Select the Job Code

Pick the job code for this second assignment, the same way you did on the first row.



13 Open the Work Location Menu

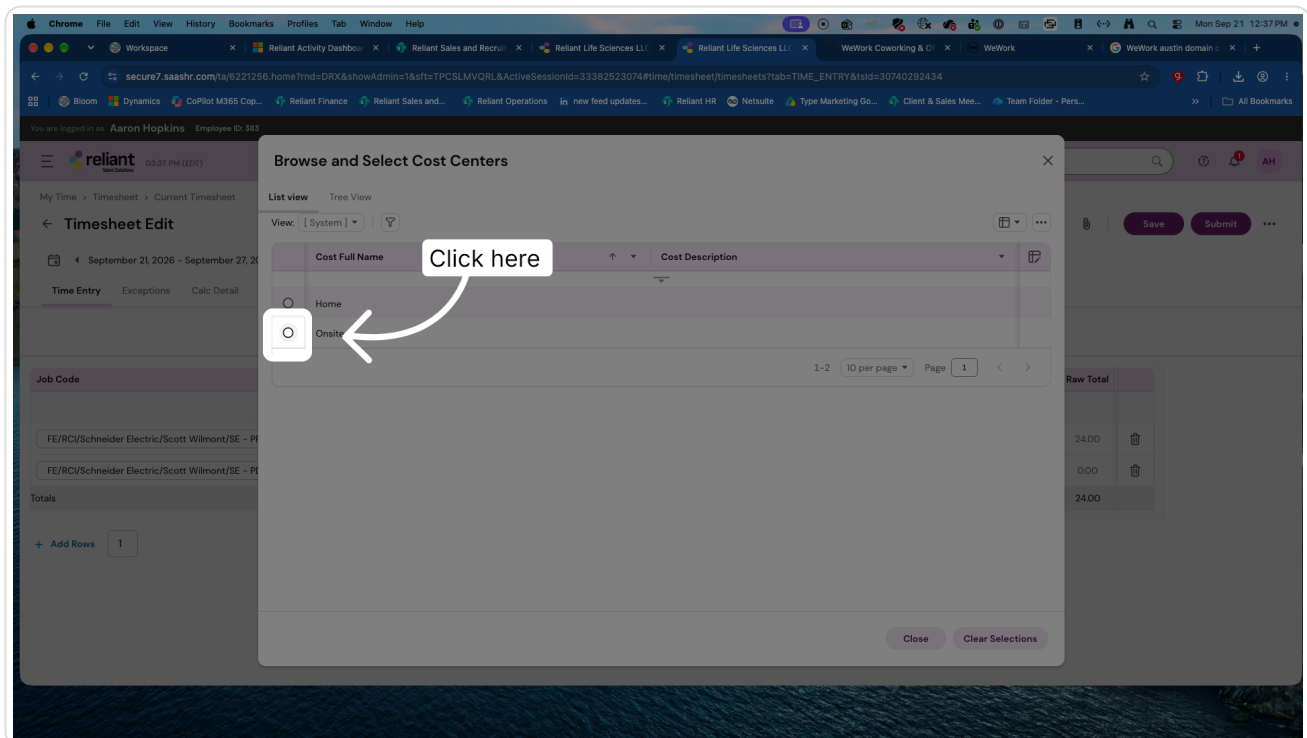
Click the magnifying glass in the Work Location column on the new row.

The screenshot shows the Reliant Timesheet Edit interface. The user is logged in as Aaron Hopkins (Employee ID: 383). The interface displays a table for time entry with columns for Job Code, Work Location, and dates from Monday, September 21st to Sunday, September 27th, along with a Raw Total column. The Work Location column for the first row is highlighted, and a magnifying glass icon is visible in the cell. A callout box with the text "Click Choose menu" points to the magnifying glass icon. The table shows 8.00 hours worked on Monday, September 21st, and 0.00 hours for the rest of the week, totaling 8.00 hours.

Job Code	Work Location	MON Sep 21	TUE Sep 22	WED Sep 23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total
FE/RCI/Schneider Electric/Scott Wilmont/SE - PRF240127 - ONS - Suite 8 - Dulles, VA	Onsite	8.00	8.00	8.00					24.00
FE/RCI/Schneider Electric/Scott Wilmont/SE - PDM240114 - ONS - Suite 153 - Hoffman E	Choose...								0.00
Totals		8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00

14 Select Onsite or Home

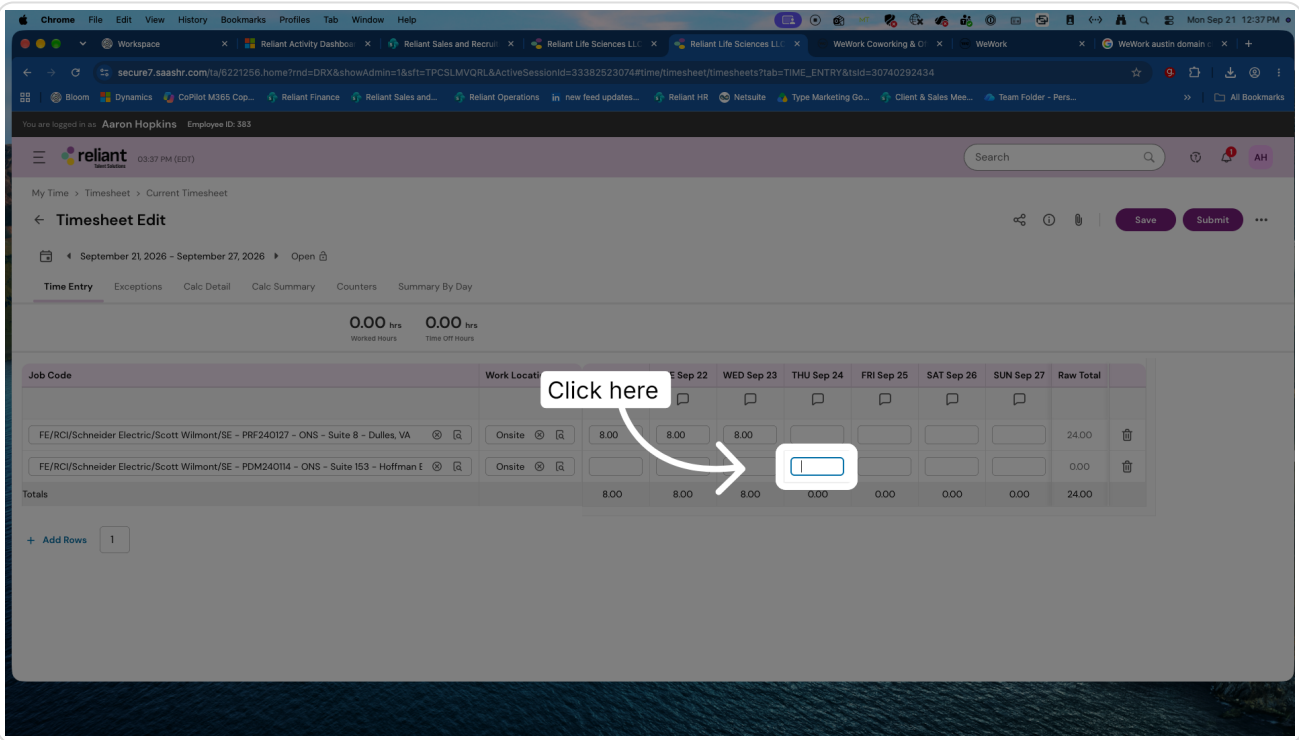
Choose the work location for this row. Each row tracks its own job code and location, so they can be different.



15

Enter Hours on the New Row

Click into the day you worked under this job code and enter your hours.



16

Check Your Daily and Weekly Totals

Your totals update at the bottom of each column and in the Row Total on the right. Use these to confirm your week adds up.

Chrome

File Edit View History Bookmarks Profiles Tab Window Help

Workspace

Reliant Activity Dashbo...

Reliant Sales and Recru...

Reliant Life Sciences LL...

Reliant Life Sciences LL...

WeWork Coworking & O...

WeWork

WeWork austin domain...

secure7.saashr.com/ta/6221266.home?rnd=DRX&showAdmin=1&ft=TPCSLMVQRL&ActiveSessionId=33382523074#time/timesheet/timesheets?tab=TIME_ENTRY&tsId=30740292434

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Dynamics

CoPilot M365 Cop...

Reliant Finance

Reliant Sales and...

Reliant Operations

new feed updates...

Reliant HR

NetSuite

Type Marketing Go...

Client & Sales Mee...

Team Folder - Pers...

You are logged in as: Aaron Hopkins Employee ID: 383

03:37 PM (EDT)

Search

AH

My Time > Timesheet > Current Timesheet

← Timesheet Edit

🔍 ⓘ 📄

Save Submit ...

📅

September 21, 2026 – September 27, 2026

Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Job Code	Work Location	MON Sep 21	TUE Sep 22	WED Sep 23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total	
FE/RCI/Schneider Electric/Scott Wilmont/SE – PRF240127 – ONS – Suite 8 – Dulles, VA ⓘ	Onsite ⓘ	8.00	8.00	8.00					24.00	🗑️
FE/RCI/Schneider Electric/Scott Wilmont/SE – PDM240114 – ONS – Suite 153 – Hoffman E ⓘ	Onsite ⓘ								0.00	🗑️
Totals		8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00	

+ Add Rows

1

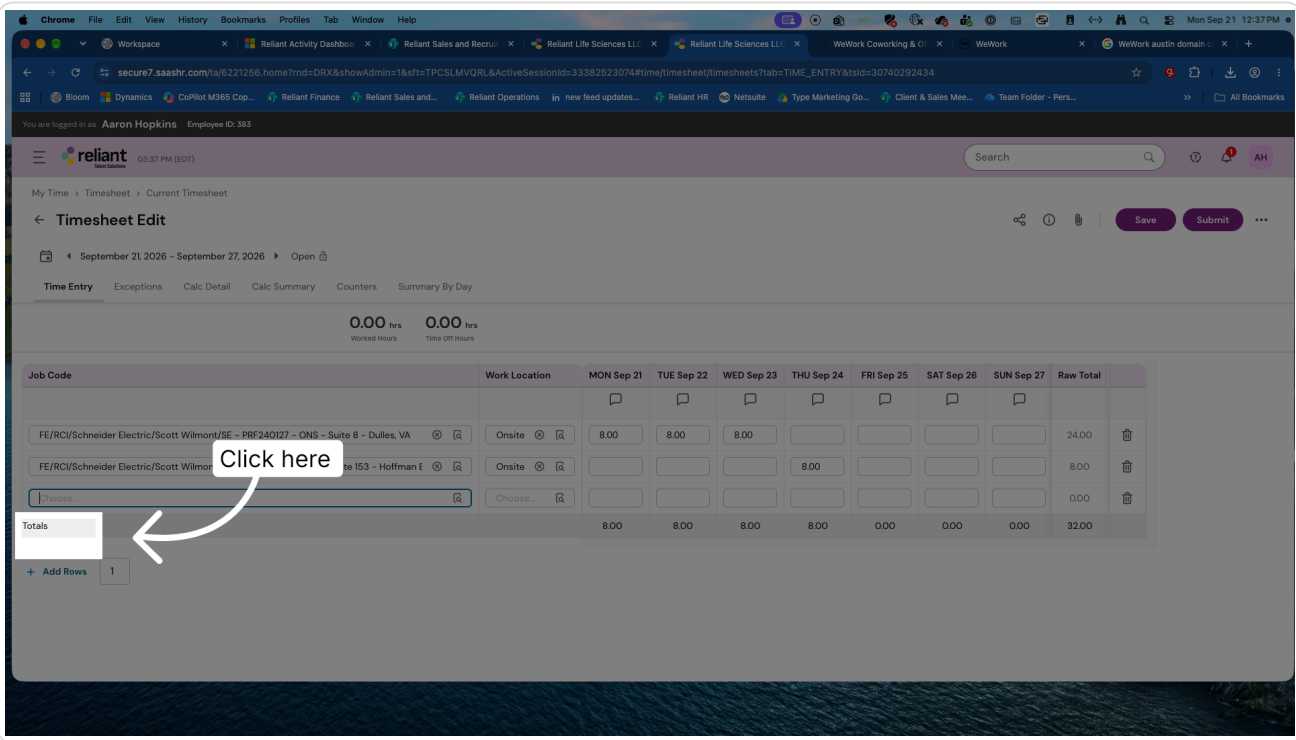
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17

Add Another Row if You Need One

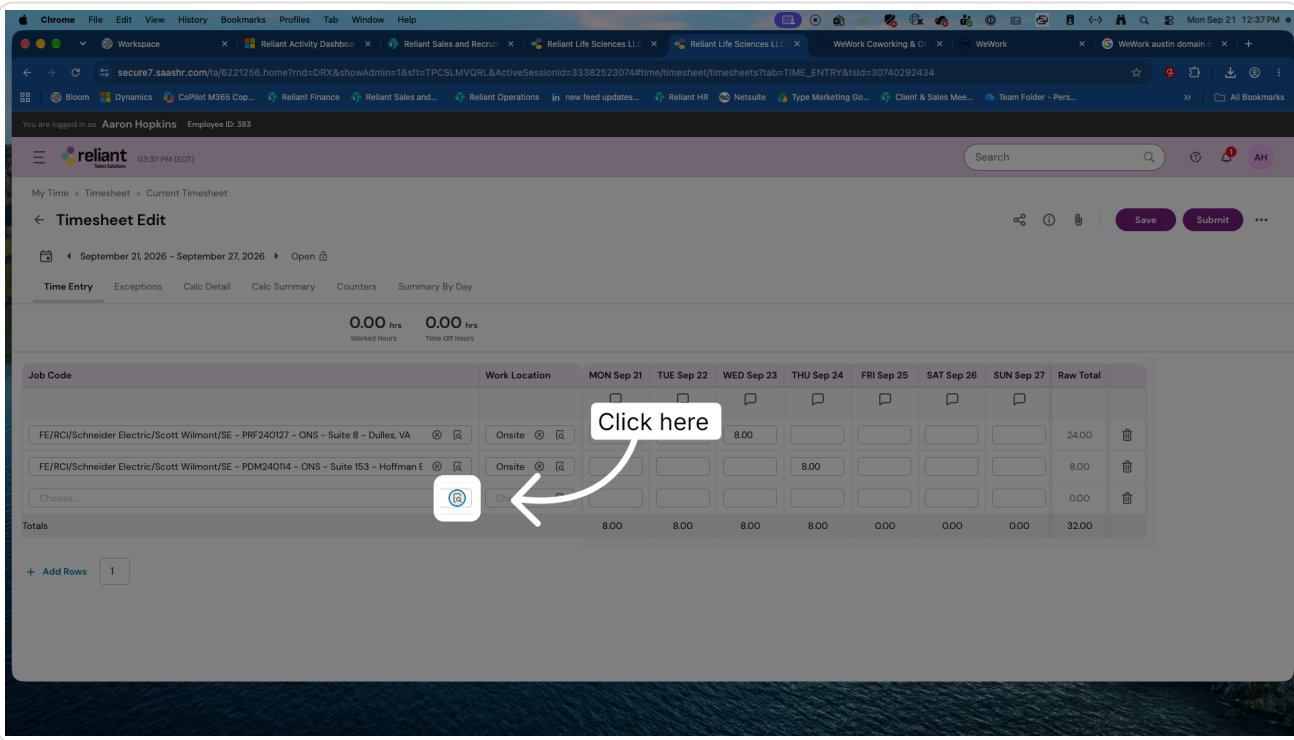
Click Add Rows again if you have a third job code or location to record.



18

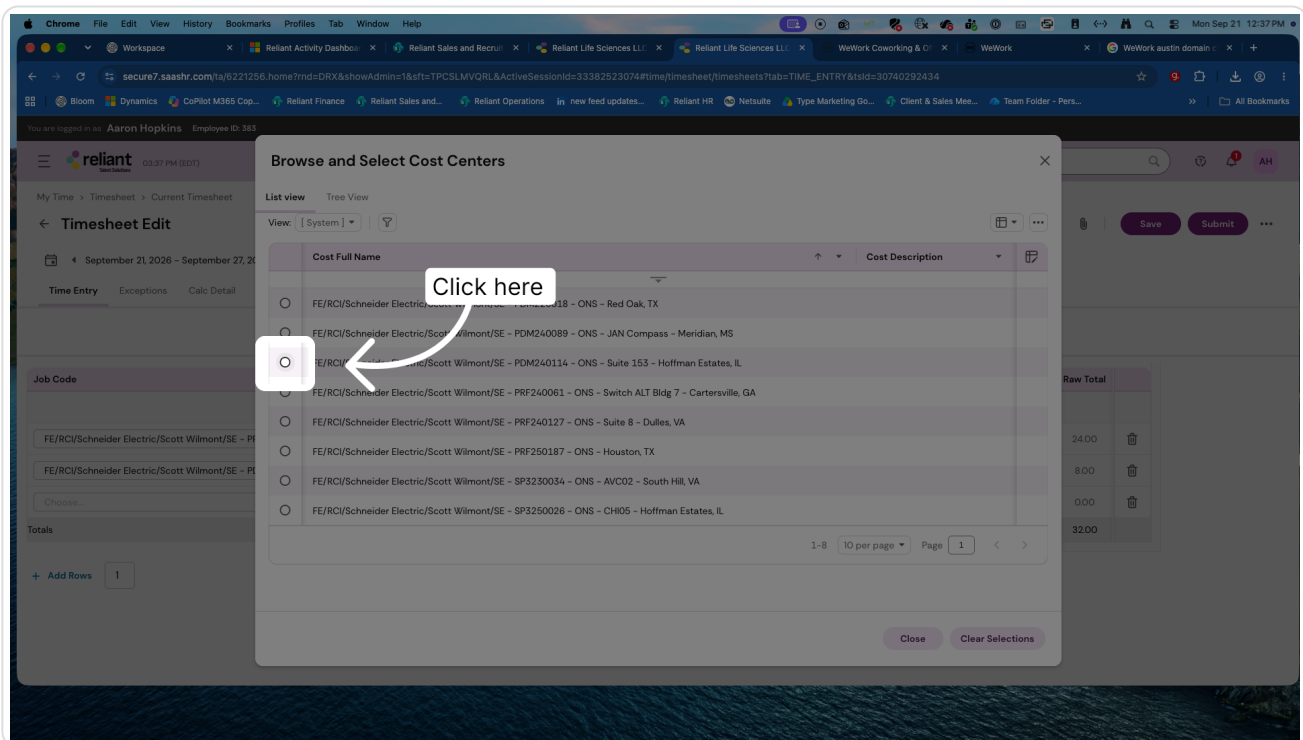
Open the Job Code Menu

Click the magnifying glass on the new row to open the job code list.



19 Select the Job Code

Choose the job code for this row.



20 Open the Work Location Menu

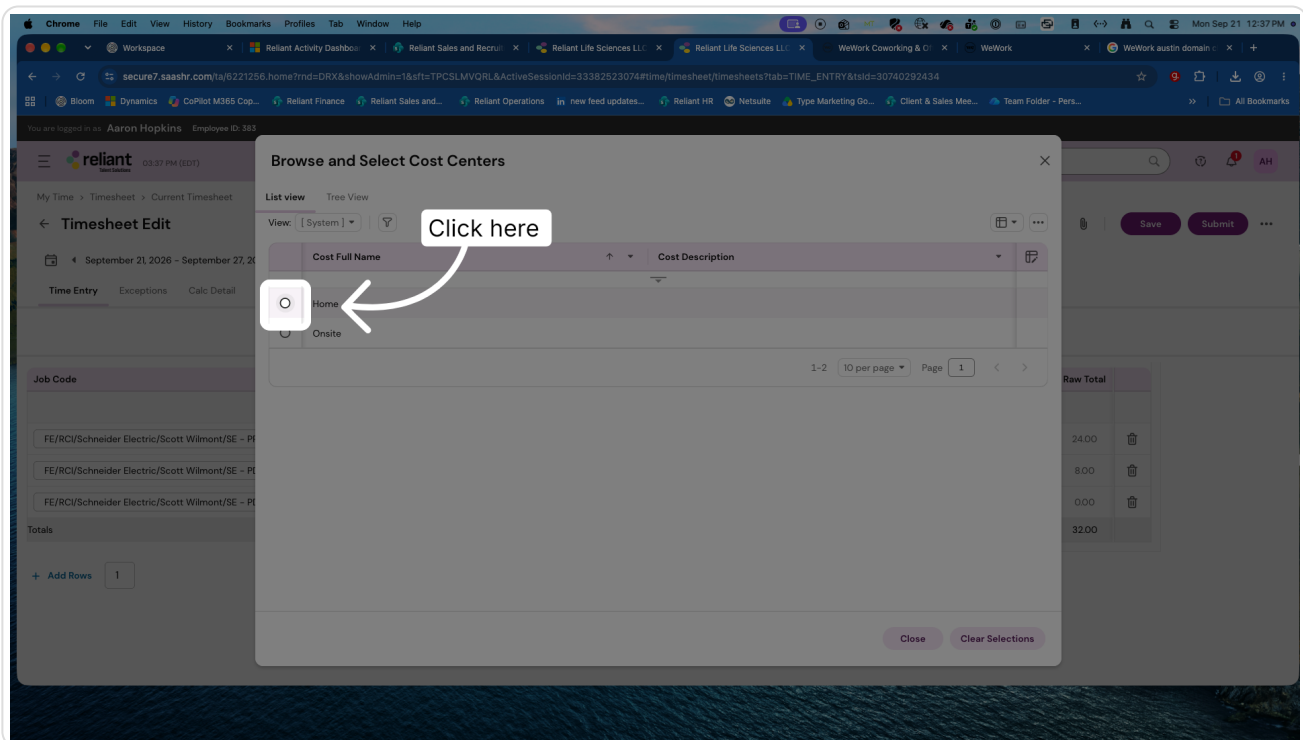
Click the magnifying glass in the Work Location column.

The screenshot displays the Reliant Timesheet Edit interface. The top navigation bar shows the user is logged in as Aaron Hopkins (Employee ID: 383) at 03:37 PM (EDT). The main header indicates the current timesheet is for the period September 21, 2026, to September 27, 2026. The interface is divided into several tabs: Time Entry, Exceptions, Calc Detail, Calc Summary, Counters, and Summary By Day. The Time Entry tab is active, showing a table with columns for Job Code, Work Location, and dates from Monday, September 21, to Sunday, September 27, 2026, along with a Raw Total column. The Work Location column contains a magnifying glass icon and a dropdown menu labeled 'Choose...'. A callout box with the text 'Click Choose menu' points to this dropdown. The table shows three rows of job codes, each with a 'Choose...' dropdown in the Work Location column. The Totals row shows 8.00 hours for each day and a total of 32.00 hours. The bottom of the interface has an 'Add Rows' button and a counter showing '1'.

Job Code	Work Location	MON Sep 21	TUE Sep 22	WED Sep 23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total
FE/RCI/Schneider Electric/Scott Wilmont/SE - PRF240127 - ONS - Suite 8 - Dulles, VA	Onsite	8.00							24.00
FE/RCI/Schneider Electric/Scott Wilmont/SE - PDM240114 - ONS - Suite 153 - Hoffman E	Onsite				8.00				8.00
FE/RCI/Schneider Electric/Scott Wilmont/SE - PDM240114 - ONS - Suite 153 - Hoffman E	Choose...								0.00
Totals		8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00

21 Select Onsite or Home

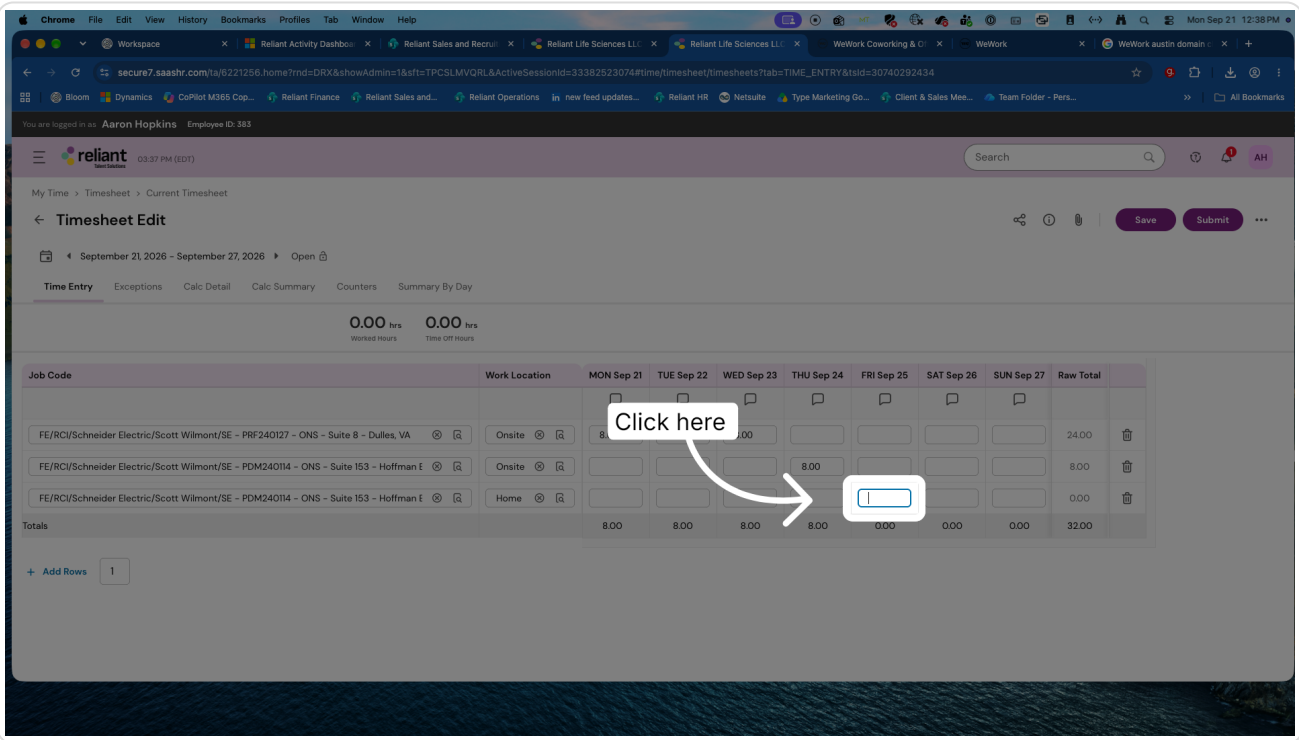
Choose where you worked for these hours.



22

Enter Your Remaining Hours

Click into the correct day and enter your hours for this row.



23

Review Your Full Timesheet

Check every row before you save: correct job code, correct work location, and hours on the right days. This is the step that prevents pay corrections later.

Chrome

File Edit View History Bookmarks Profiles Tab Window Help

Workspace

Reliant Activity Dashbo...

Reliant Sales and Recrui...

Reliant Life Sciences LL...

Reliant Life Sciences LL...

WeWork Coworking & O...

WeWork

WeWork austin domain...

secure7.saashr.com/ta/6221266.home?rnd=DRX&showAdmin=1&ft=TPCSLMVQRL&ActiveSessionId=33382523074#time/timesheet/timesheets?tab=TIME_ENTRY&tsId=30740292434

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Reliant Finance

Reliant Sales and...

Reliant Operations

new feed updates...

Reliant HR

NetSuite

Type Marketing Go...

Client & Sales Mee...

Team Folder - Pers...

You are logged in as: Aaron Hopkins Employee ID: 383

03:37 PM (EDT)

Search

AH

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit

September 21 2026 – September 27, 2026

Open

Time Entry

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Summary By Day

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Job Code	Work Location	MON Sep 21	TUE Sep 22	WED Sep 23	THU Sep 24	FRI Sep 25	SAT Sep 26	SUN Sep 27	Raw Total	
FE/RCI/Schneider Electric/Scott Wilmont/SE – PRF240127 – ONS – Suite 8 – Dulles, VA	Onsite	8.00	8.00	8.00					24.00	
FE/RCI/Schneider Electric/Scott Wilmont/SE – PDM240114 – ONS – Suite 153 – Hoffman E	Onsite				8.00				8.00	
FE/RCI/Schneider Electric/Scott Wilmont/SE – PDM240114 – ONS – Suite 153 – Hoffman E	Home								0.00	
Totals		8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00	

+ Add Rows

1

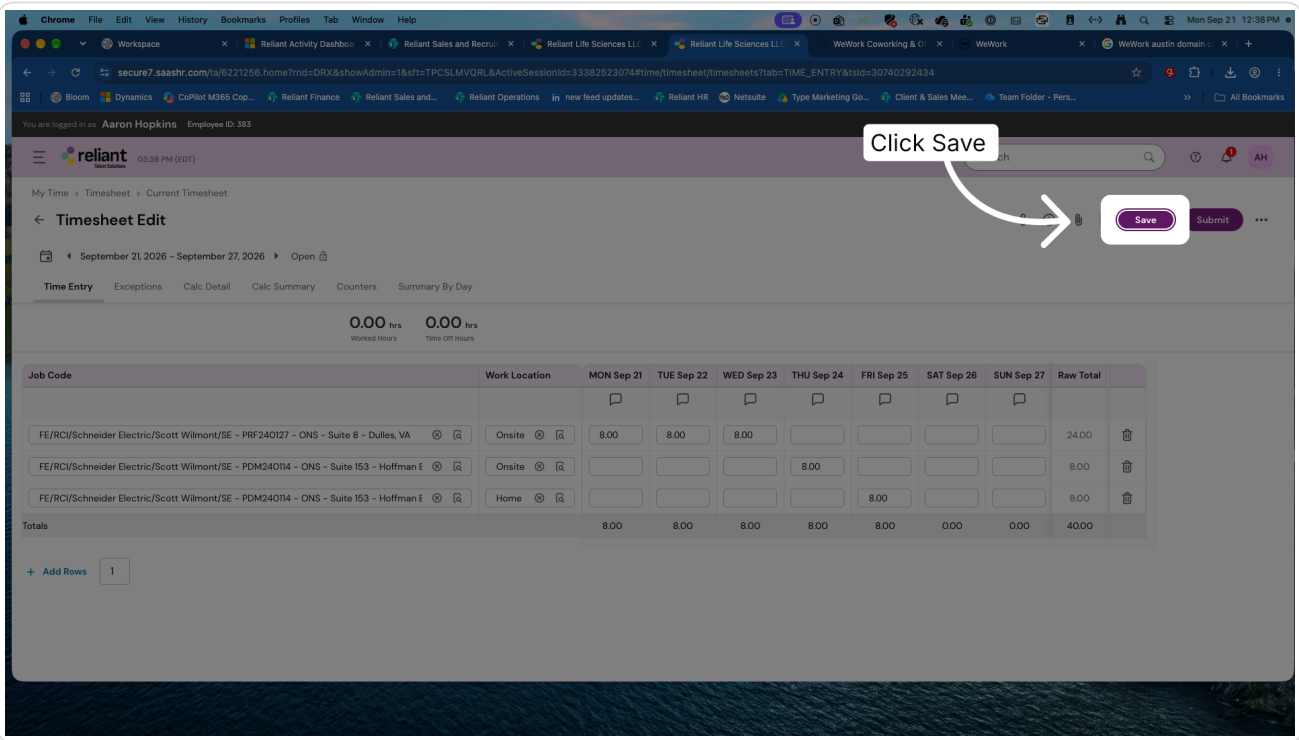
Questions? Email UKGsupport@hirereliant.com — we're here to help.

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24

Save Your Timesheet

Click Save. Submit your timesheet by 6:00 PM ET Sunday — anything later may delay your pay.



That's it — your hours are saved.

Your timesheet is recorded and ready for approval. You can come back and update it any time before the Sunday deadline — just remember to save again after any change.

Quick recap

- Open your timesheet from the Clock box on the homepage
- Select the job code for each assignment
- Set work location to Onsite or Home on every row
- Add a row for each additional job code or location
- Enter hours on the correct days and check your totals
- Save and submit by 6:00 PM ET Sunday to stay on the pay cycle

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 and we'll walk you through it. Include your name and a screenshot if you can — it helps us sort things out faster.