

Submit and Manage Expense Reports in UKG Ready

Browser / Desktop Walkthrough

This guide walks you through creating an expense report in UKG Ready, adding your expenses, attaching receipts, and submitting it for approval. 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.

Two rules to remember

Meals can't be expensed when you're working from home. Expense reports are due Sunday at 6:00 PM ET — anything later may delay your reimbursement.

What you'll do

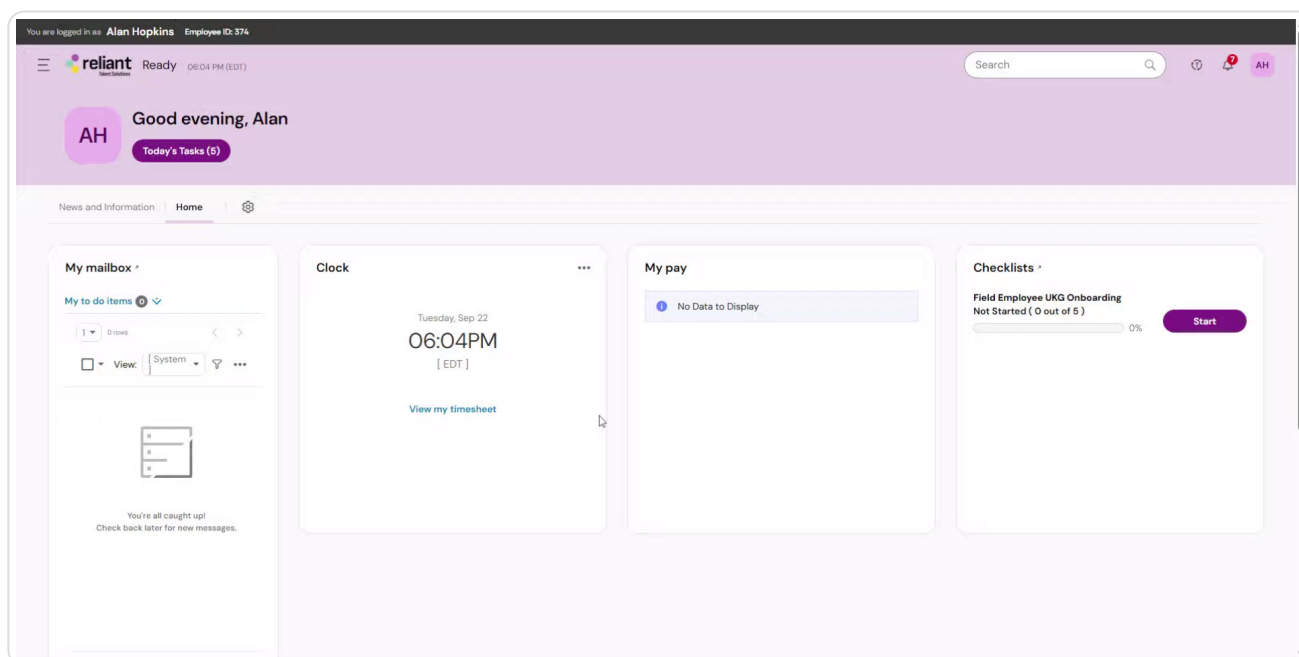
- Create and name a new expense report
- Add hotel, meal, and fuel expenses
- Set payment type to Personal on every entry
- Attach a receipt to each expense
- Review your totals and submit for approval

Before you start

Have your receipts saved on your computer or phone — you'll upload one for every expense. Know the dates and amounts for each, plus the job code for your assignment if your view requires one. Use a computer with Chrome or Edge.

01 Start at the UKG Ready Homepage

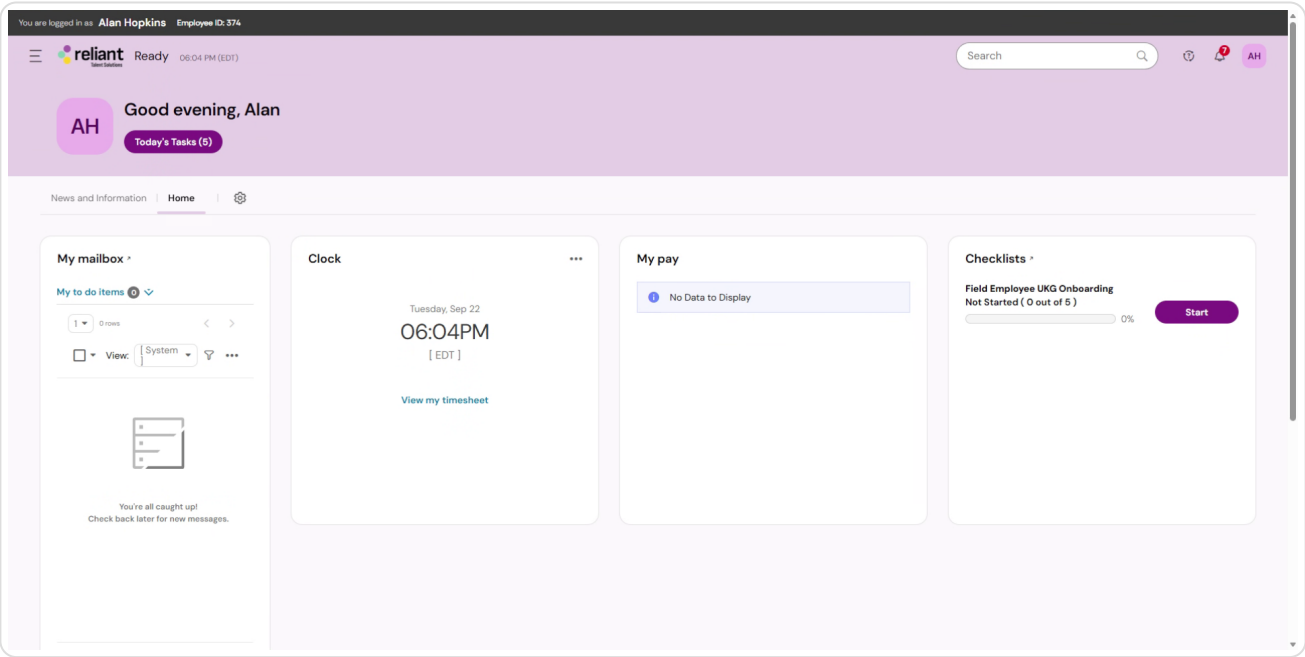
Open a browser and go to secure7.saashr.com, then sign in. Your homepage is the starting point for everything below.



02

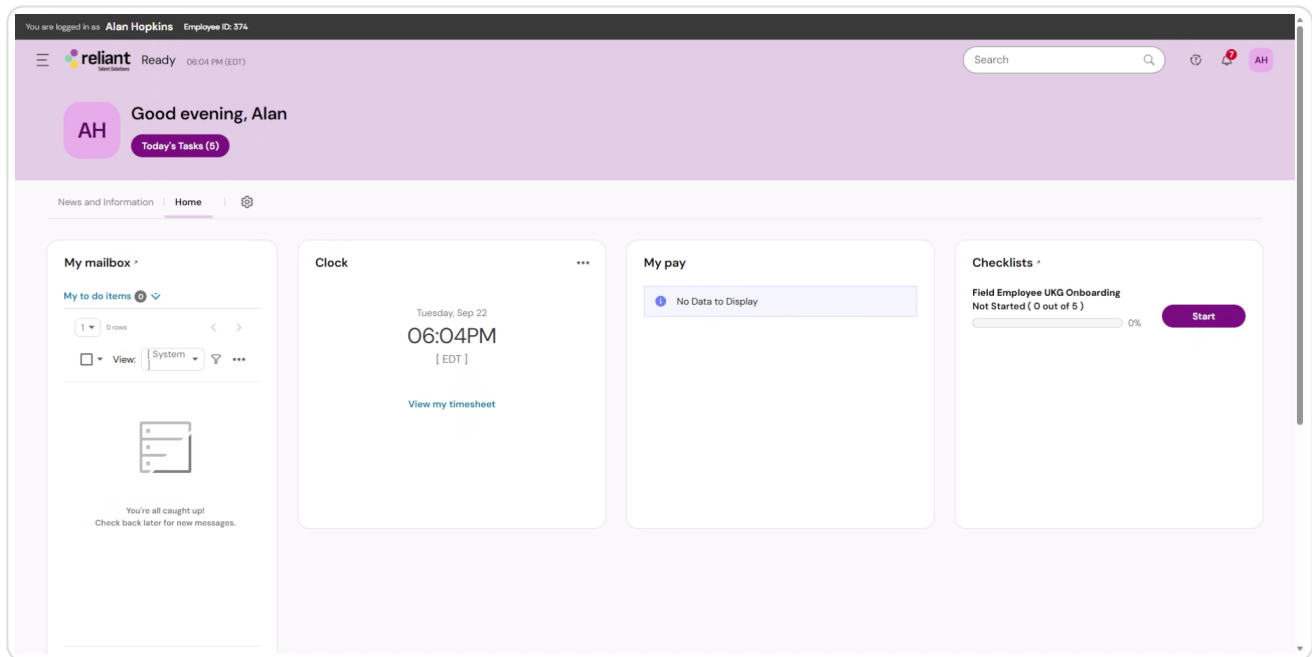
What You'll Cover in This Guide

This walkthrough shows you how to create an expense report, add your expenses, attach receipts, and submit it for approval. Accurate reports keep your reimbursement on schedule.



03 Navigate to Expense Reports

From the homepage, click the hamburger menu in the top left. Go to My Expenses, then Expense Report. Click Add New in the top right corner to start a new report.



04 Name Your Expense Report

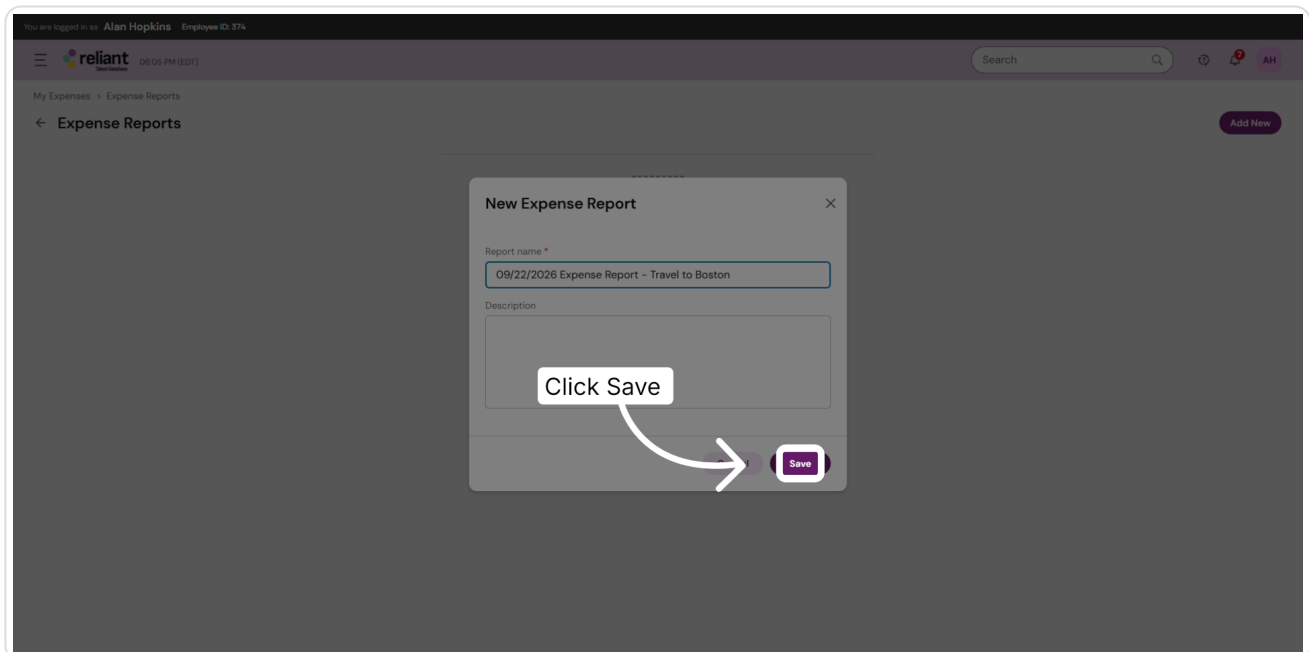
Use a consistent name so reports are easy to find later: today's date, then "Expense Report," then where you traveled. Example: 09/22/2026 Expense Report - Travel to Boston.

The screenshot shows a web application interface for Reliant Talent Solutions. At the top, a dark purple header bar contains the text "You are logged in as: Alan Hopkins Employee ID: 374" on the left, the Reliant logo in the center, and a search bar on the right. Below the header, the main content area has a breadcrumb trail "My Expenses > Expense Reports" and a back arrow labeled "Expense Reports". A modal window titled "New Expense Report" is open in the center. It contains a "Report name*" field with the text "09/22/2026 Expense Report" and a "Description" field which is empty. At the bottom of the modal are "Cancel" and "Save" buttons. The background of the main content area is a light gray.

05

Save the Report

Click Save. Save as you go so you don't lose any entries.



06

Review the Report Name and Description

Your report name shows at the top. Adding a description is optional. Scroll down to the Expenses section to start adding line items.

You are logged in as Alan Hopkins Employee ID: 374

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Talent Solutions

06:05 PM (EDT)

Search

1

AH

My Expenses

Expense report details

Save

Submit

0Expenses

\$0.00Reimbursable Amount

\$0.00Total Amount

OpenStatus

Jump to

Expense report details

Expenses

Expense report details

Report name *

09/22/2026 Expense Report - Travel 1

Description

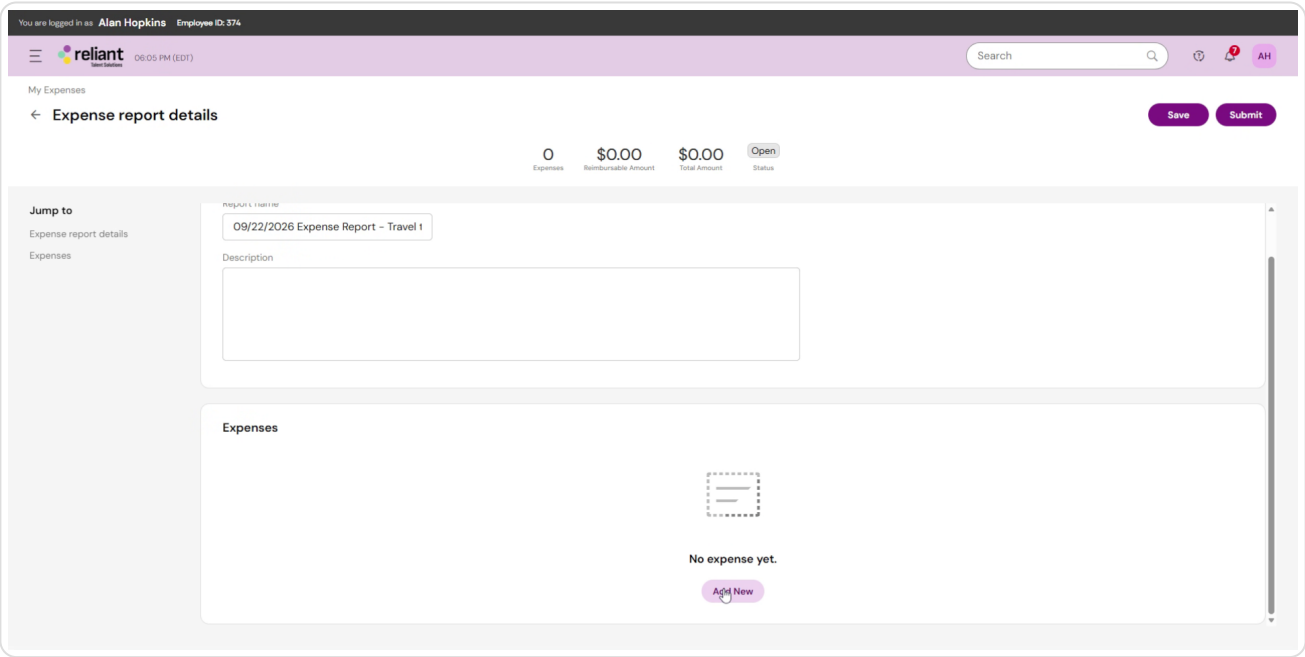
Expenses

No expense yet.

07

Open the Add New Expense Window

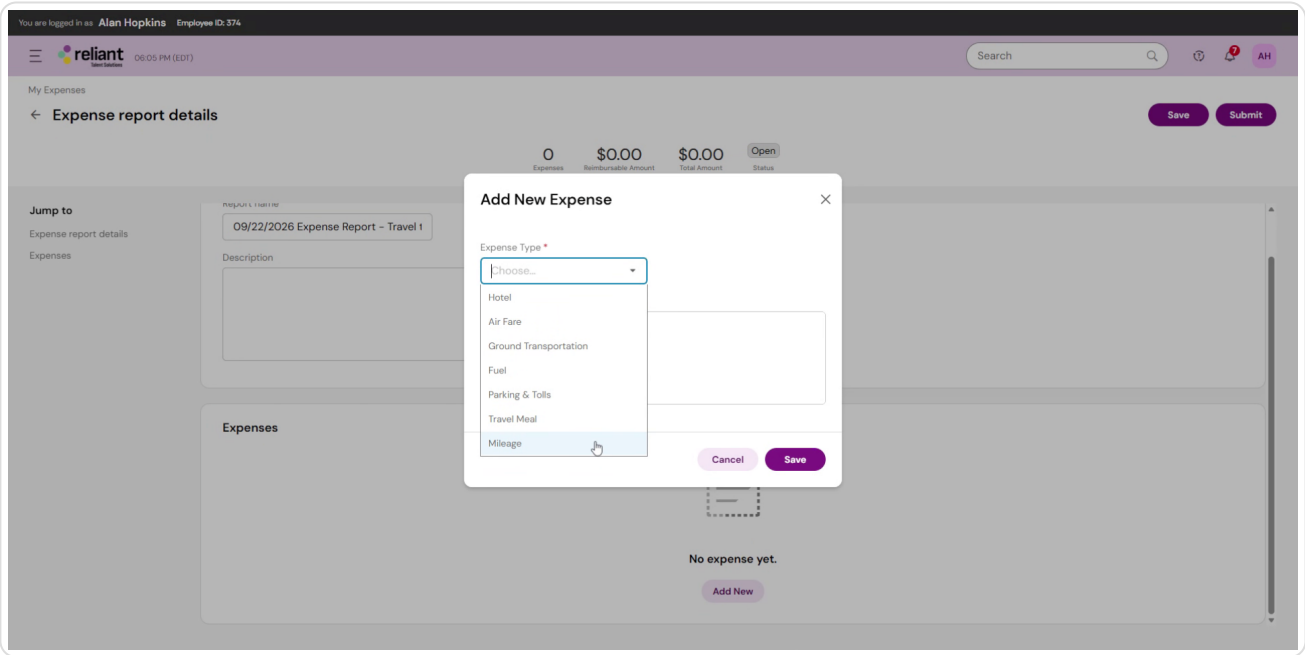
Click Add New in the Expenses section. A window opens with the list of expense types you can choose from.



08

Choose an Expense Type

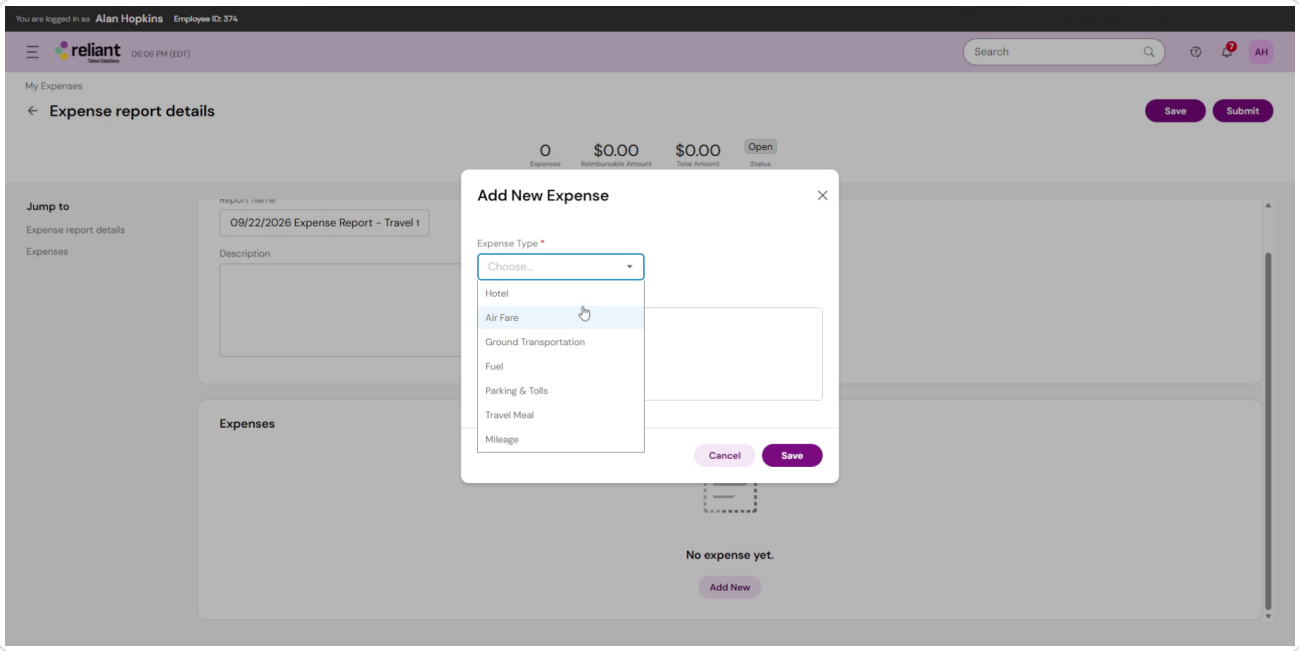
Your list may look slightly different depending on your assignment, but the steps are the same either way. Pick the type that matches your receipt.



09

Start a Hotel Expense

We'll start with a hotel expense. Select Hotel, then fill in every required field — anything marked with an asterisk. Missing details are the most common reason a report gets sent back.



10 Open the Expense Details

Click here to open the fields for your hotel entry.

The screenshot displays the Reliant Expense Report interface. A modal form titled "Add New Expense" is open, overlaying the main application. The modal contains the following fields:

- Expense Type * (Dropdown menu with "Hotel" selected)
- Transaction Date * (Date field with "09/21/2026" and a calendar icon)
- Amount * (Text field with "600.00")
- Payment Type * (Dropdown menu with "Choose..." and a plus icon)
- Vendor Name * (Text field)
- Location * (Text field)
- Check In Date * (Date field with "mm/dd/yyyy" and a calendar icon)
- Check Out Date * (Date field with "mm/dd/yyyy" and a calendar icon)
- Number Of Nights * (Text field)
- Attach receipt(s) for item * (Section with a "Drag and drop or browse files" instruction and a note: "A maximum of 5 file(s) are allowed to be selected per upload.")
- Employee Comment (Text area)

At the bottom of the modal are "Cancel" and "Save" buttons. A white callout bubble with the text "Click here" and an arrow points to the plus icon in the Payment Type dropdown menu.

11

Set Payment Type to Personal

Always choose Personal as the payment type. That tells UKG this is money you spent and need reimbursed.

You are logged in as Alan Hopkins Employee ID: 374

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06:06 PM (EDT)

My Expenses

Expense report details

Jump to

Expense report details

Expenses

09/22/2026 Expense Report - Travel 1

Description

Expenses

Add New Expense

X

Expense Type *

Hotel

Transaction Date *

09/21/2026

Amount *

600.00

\$

Payment Type *

Choose...

Personal

Vendor Name *

Check In Date *

mm/dd/yyyy

Check Out Date *

mm/dd/yyyy

Number Of Nights *

Attach receipt(s) for item *

Drag and drop or [browse files](#)

A maximum of 5 file(s) are allowed to be selected per upload.

Employee Comment

Cancel

Save

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

Reliant Talent Solutions | Field Employee Resources

12 Watch for a Job Code Field

Depending on your assignment, you may also see a required Job Code field that isn't shown on this screen. If it appears, you'll need to fill it in before you can save.

The screenshot displays the Reliant Expense Report interface. A modal window titled "Add New Expense" is open, allowing a user to add a new expense entry. The background shows the "Expense report details" page with a sidebar for navigation and a main area for the report details.

Add New Expense Form Fields:

- Expense Type * (Dropdown menu): Hotel
- Transaction Date * (Date picker): 09/21/2026
- Amount * (Text input): 600.00
- Payment Type * (Dropdown menu): Personal
- Vendor Name * (Text input): Harbot H
- Location * (Text input):
- Check In Date * (Date picker): mm/dd/yyyy
- Check Out Date * (Date picker): mm/dd/yyyy
- Number Of Nights * (Text input):
- Attach receipt(s) for item * (File upload area): Drag and drop or [browse files](#). A maximum of 5 file(s) are allowed to be selected per upload.
- Employee Comment (Text area):

The modal includes "Cancel" and "Save" buttons at the bottom right.

13

Select Your Job Code

If you see a Job Code field, click the magnifying glass, then click Browse. Pick the job code that matches the assignment you traveled for.

You are logged in as **Alan Hopkins** Employee ID: 374

 06:06 PM (EDT)

My Expenses

Expense report details

Expenses

Jump to

Expense report details

Expenses

09/22/2026 Expense Report - Travel 1

Description

Expenses

Add New Expense

Expense Type *

Hotel

Transaction Date *

09/21/2026

Amount *

600.00

Payment Type *

Personal

Vendor Name *

Harbot Hotels

Location *

Boston, MA

Check In Date *

mm/dd/yyyy

Check Out Date *

mm/dd/yyyy

Number Of Nights *

Attach receipt(s) for item *

Drag and drop or [browse files](#)

A maximum of 5 file(s) are allowed to be selected per upload.

Employee Comment

Cancel

Save

14

Click Browse Files to upload your receipt, or drag and drop it into the box. Then click Save. Every expense needs a receipt attached.

You are logged in as **Alan Hopkins** Employee ID: 374

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Solutions

06:07 PM (EDT)

My Expenses

Expense report details

Jump to

Expense report details

Expenses

09/22/2026 Expense Report - Travel 1

Description

Expenses

Add New Expense

Transaction Date *

09/21/2026

Amount *

600.00

Payment Type *

Personal

Vendor Name *

Harbot Hotels

Location *

Boston, MA

Check In Date *

09/21/2026

Check Out Date *

09/25/2026

Number Of Nights *

4

Attach receipt(s) for item *

Drag and drop or [browse files](#)

A maximum of 5 file(s) are allowed to be selected per upload.

Employee Comment

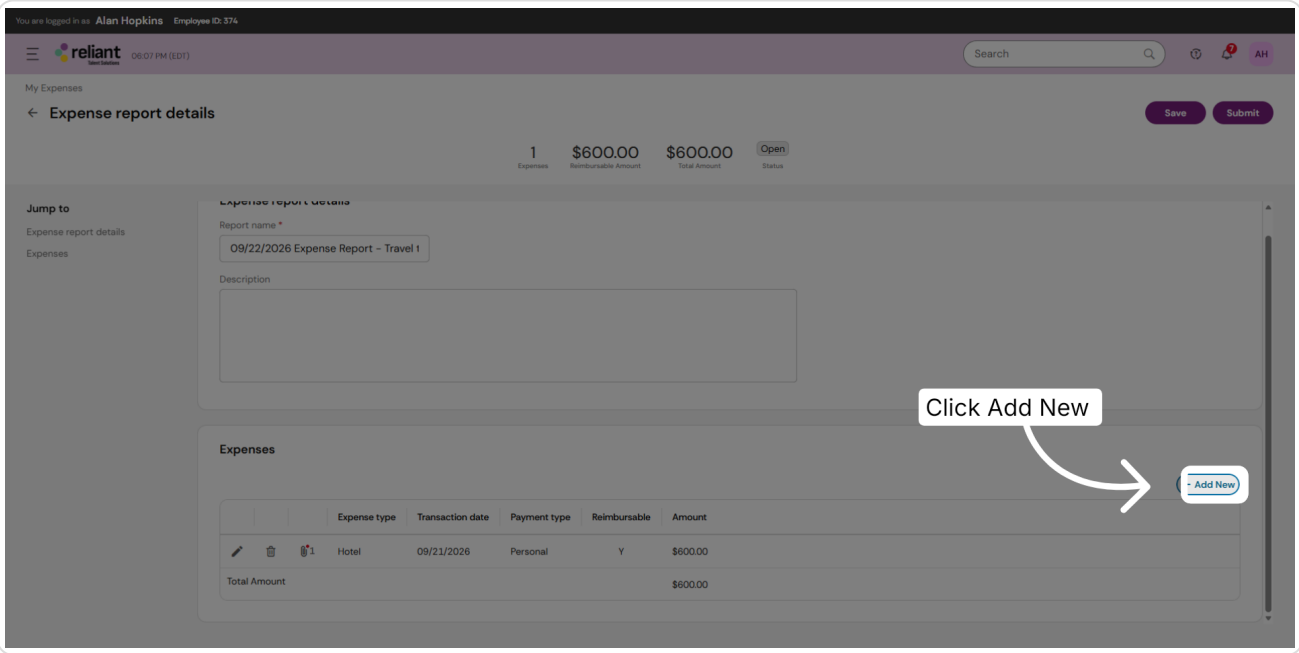
Cancel

Save

15

Add Your Next Expense

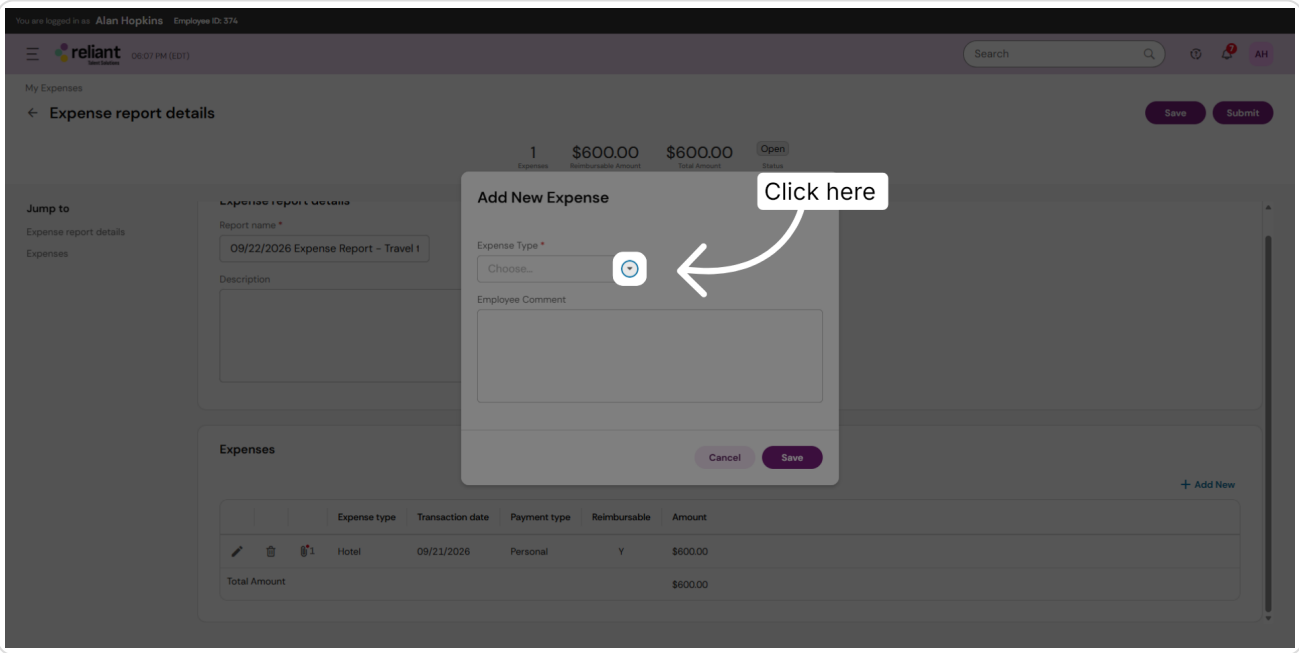
Click Add New to record another expense on the same report.



16

Open the Expense Details

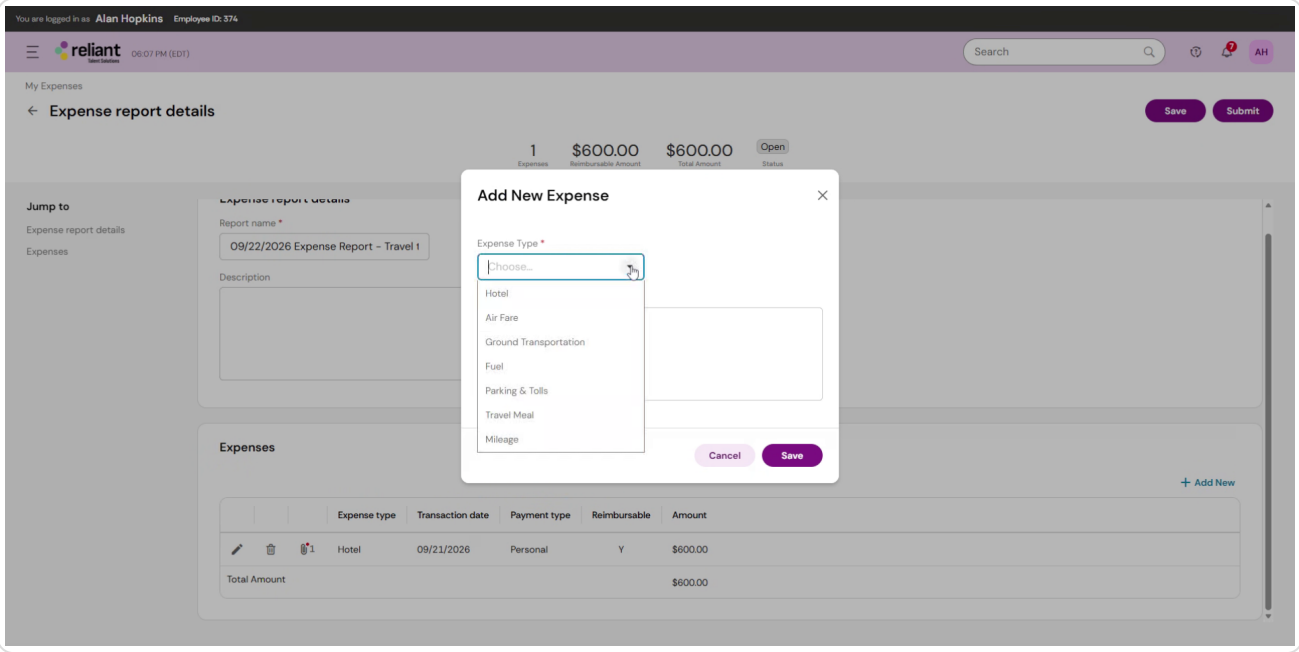
Click here to open the fields for your next entry.



17

Add a Meal Expense

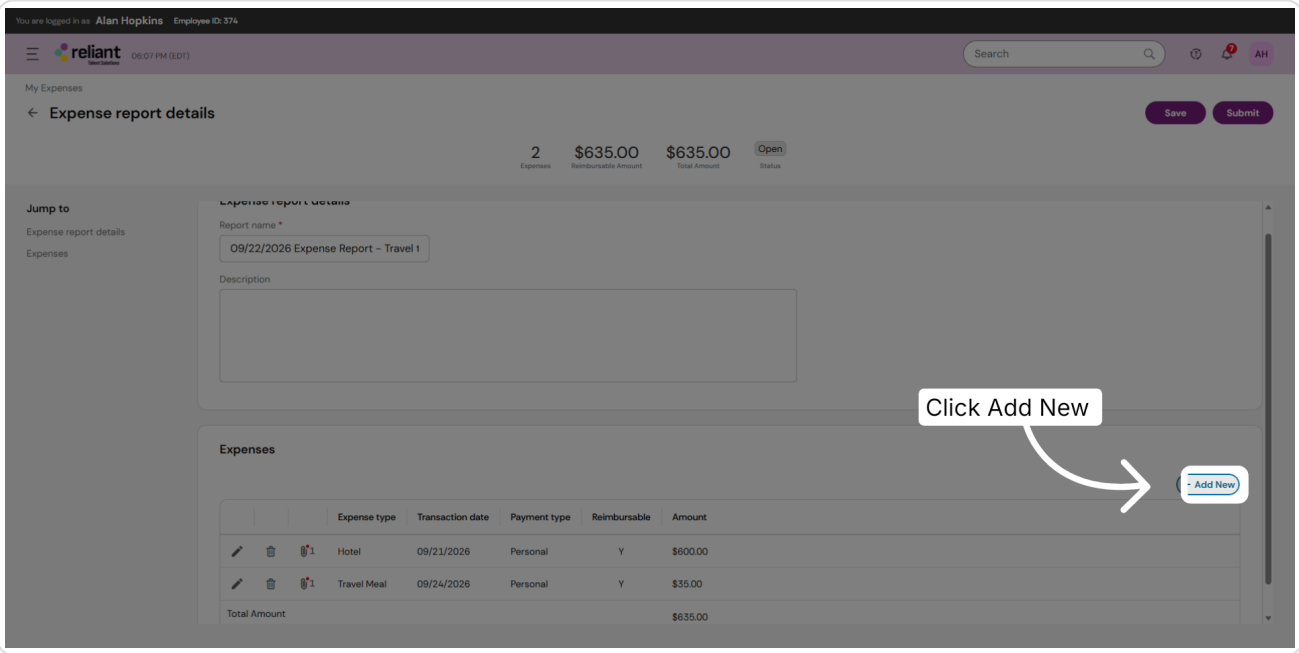
Select Travel Meal, then enter the date, the amount, and the meal type. Set payment type to Personal, upload your receipt, and click Save. Reminder: meals can't be expensed when you're working from home.



18

Add Another Expense

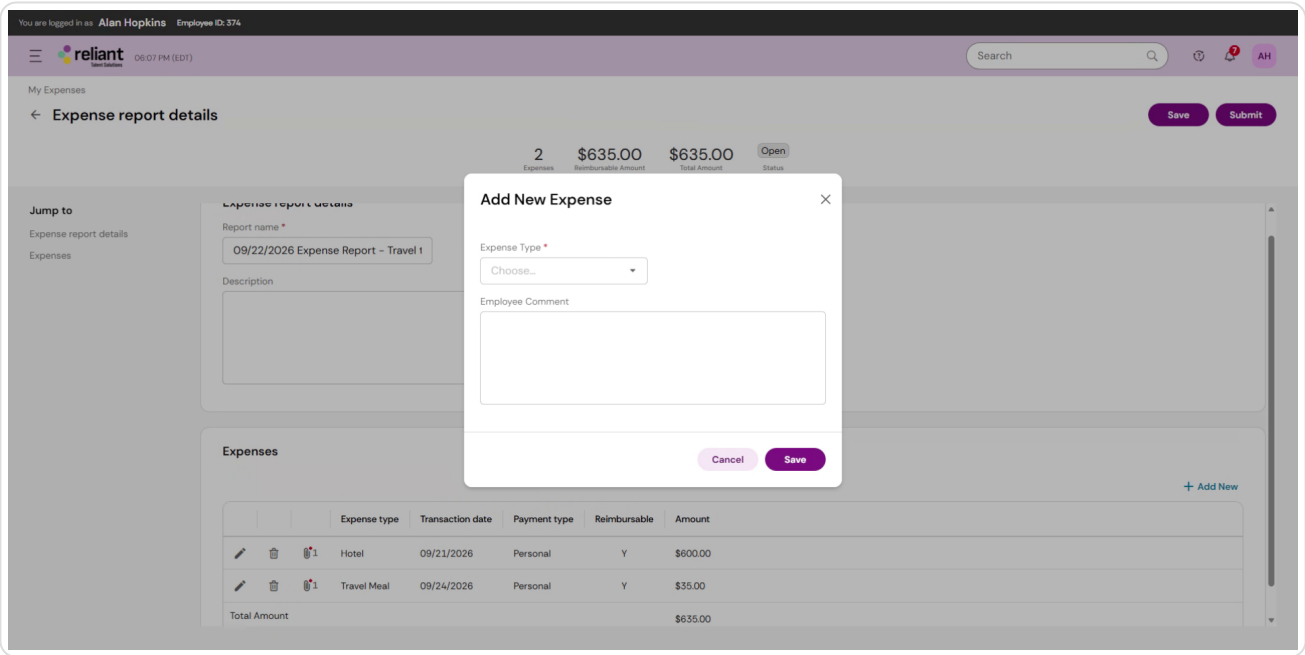
Click Add New again to add your next expense.



19

Start a Fuel Expense

Next we'll add fuel. Select Fuel from the expense type list.



20 Open the Fuel Expense Details

Click here to open the fields for your fuel entry.

The screenshot displays the Reliant Expense Report interface. A modal titled "Add New Expense" is open, allowing a user to enter details for a new expense. The modal includes the following fields:

- Expense Type ***: A dropdown menu with "Fuel" selected.
- Transaction Date ***: A date input field showing "mm/dd/yyyy".
- Amount ***: A numeric input field with a dollar sign (\$) symbol.
- Payment Type ***: A dropdown menu with "Choose..." selected.
- Vendor Name ***: A text input field.
- Attach receipt(s) for item ***: A section with a "Drag and drop or browse files" instruction and a note: "A maximum of 5 file(s) are allowed to be selected per upload."
- Employee Comment**: A text area for additional notes.

At the bottom of the modal are "Cancel" and "Save" buttons. A callout bubble with the text "Click here" and an arrow points to the "Amount" field. The background interface shows the "Expense report details" page with a sidebar for "Jump to" (Expense report details, Expenses) and a table of existing expenses.

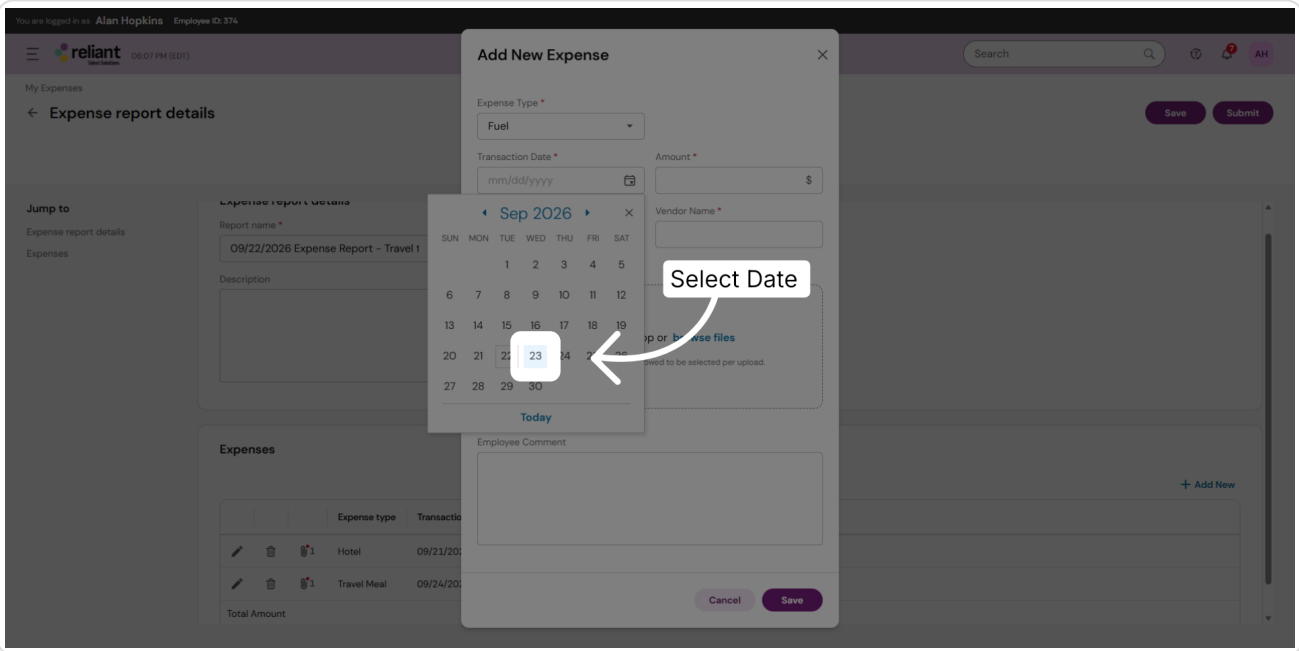
	Expense type	Transaction
	Hotel	09/21/20...
	Travel Meal	09/24/20...

Total Amount

21

Select the Expense Date

Click the date field and choose the date on your receipt.



22 Click the Amount Field

Click the Amount field to enter what you spent.

The screenshot shows the Reliant Expense Report interface. A modal titled "Add New Expense" is open, allowing a user to add a new expense item. The modal contains the following fields and options:

- Amount**: A text input field with a currency symbol (USD) and a dropdown arrow, highlighted by a callout box labeled "Select Amount".
- Transaction Date**: A date picker set to 09/23/2026.
- Payment Type**: A dropdown menu with "Choose..." selected.
- Vendor Name**: A text input field.
- Attach receipt(s) for item**: A section with a "Drag and drop or browse files" instruction and a note that a maximum of 5 file(s) are allowed.
- Employee Comment**: A text area for additional notes.
- Buttons**: "Cancel" and "Save" buttons at the bottom of the modal.

The background interface shows the "Expense report details" page with a table of existing expenses:

	Expense type	Transaction
	Hotel	09/21/2026
	Travel Meal	09/24/2026

The "Total Amount" is displayed at the bottom of the table.

23 Enter the Amount

Type the amount from your fuel receipt.

The screenshot displays the 'Add New Expense' modal in the Reliant system. A callout box labeled 'Enter Amount' points to the 'Amount' input field, which contains the value '24'. The background shows the 'Expense report details' page with a table of expenses.

Expense type	Transaction
Hotel	09/21/2026
Travel Meal	09/24/2026

Total Amount

24 Open the Payment Type Dropdown

Click the Payment Type dropdown.

The screenshot shows the 'Add New Expense' modal in the Reliant system. The modal is open, and the 'Payment Type' dropdown is highlighted with a callout box that says 'Open Payment Type'. The background shows the 'Expense report details' page with a table of expenses.

Expense type	Transaction
Hotel	09/21/2026
Travel Meal	09/24/2026

25

Select Personal

Choose Personal so the expense is flagged for reimbursement.

The screenshot shows the Reliant Expense Report interface. A modal titled "Add New Expense" is open, allowing a user to add a new expense. The modal contains the following fields:

- Expense Type ***: A dropdown menu with "Fuel" selected.
- Transaction Date ***: A date picker showing "09/23/2026".
- Amount ***: A text input field showing "25.00" with a dollar sign.
- Payment Type ***: A dropdown menu with "Personal" selected. A callout box labeled "Select Payment Type" with an arrow points to this field.
- Vendor Name ***: A text input field.
- Description**: A text area.
- Employee Comment**: A text area.

Below the fields, there is a section for file uploads with the text "Drag and drop or browse files" and a note "A maximum of 5 file(s) are allowed to be selected per upload." At the bottom of the modal are "Cancel" and "Save" buttons.

In the background, the "Expense report details" page is visible, showing a list of expenses with columns for "Expense type" and "Transaction". The list includes entries for "Hotel" and "Travel Meal".

26 Click the Vendor Name Field

Click Vendor Name and enter where you bought the fuel.

The screenshot shows the Reliant Expense Report interface. A modal titled "Add New Expense" is open. The modal contains the following fields:

- Expense Type * (Dropdown menu showing "Fuel")
- Amount * (Text input field showing "25.00")
- Payment Method * (Dropdown menu showing "Personal")
- Attach receipt(s) for item * (Text input field with a placeholder "Drag and drop or browse files")
- Employee Comment (Text input field)

A callout box with the text "Select Vendor Name" and an arrow points to the "Payment Method" dropdown menu, which is currently set to "Personal".

The background interface shows the "Expense report details" page with a table of expenses:

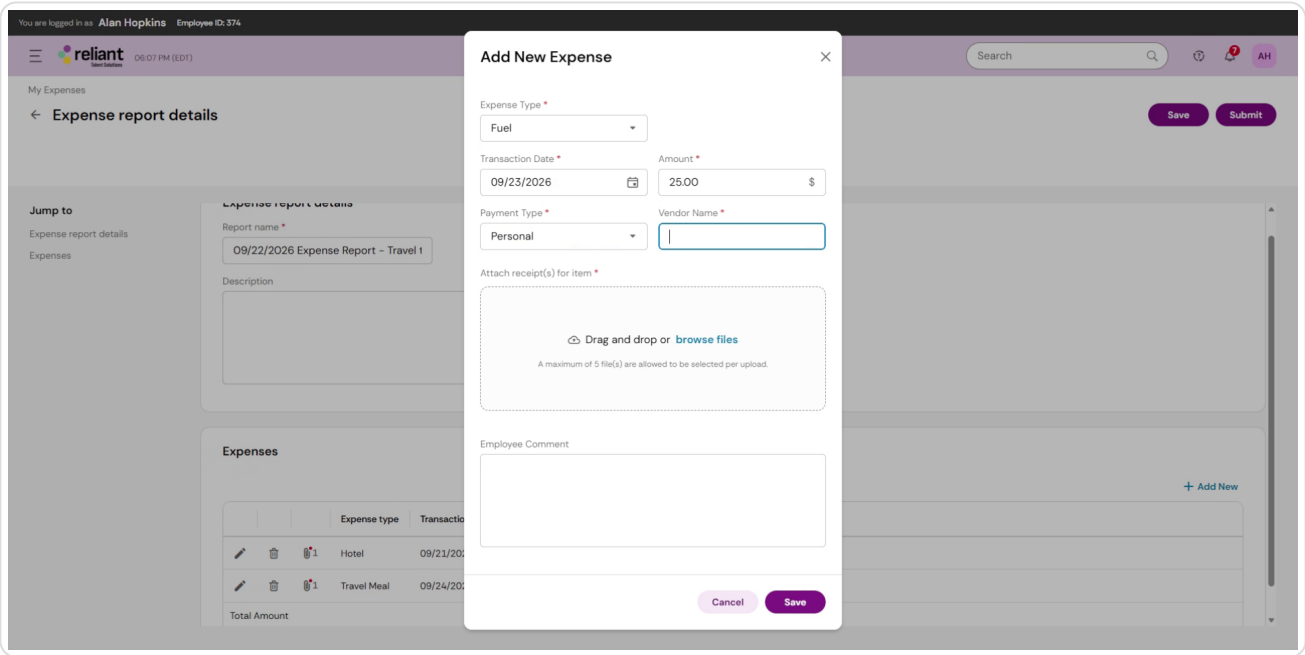
Expense type	Transaction
Hotel	09/21/2026
Travel Meal	09/24/2026

The table also includes a "Total Amount" row.

27

Finish the Entry and Upload Your Receipt

Fill in any remaining required fields, upload your receipt, and click Save.



28

Review Your Expenses

All three expenses now show in the Expenses list so you can check them before submitting.

You are logged in as **Alan Hopkins** Employee ID: 374

reliant

06:08 PM (EDT)

Search

AH

My Expenses

Expense report details

3

Expenses

\$660.00

Reimbursable Amount

\$660.00

Total Amount

Open

Status

Save

Submit

Jump to

Expense report details

Expenses

Description

Expenses

+ Add New

			Expense type	Transaction date	Payment type	Reimbursable	Amount
			Hotel	09/21/2026	Personal	Y	\$600.00
			Travel Meal	09/24/2026	Personal	Y	\$35.00
			Fuel	09/23/2026	Personal	Y	\$25.00
Total Amount							\$660.00

29

Edit or Delete an Expense

Need to fix something? Click the pencil icon to edit a line, or the trash can icon to delete it.

You are logged in as **Alan Hopkins** Employee ID: 374

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06:08 PM (EDT)

Search

AH

My Expenses

Expense report details

Save

Submit

3

\$660.00

\$660.00

Open

Expenses

Reimbursable Amount

Total Amount

Status

Jump to

Expense report details

Expenses

Description

Expenses

+ Add New

			Expense type	Transaction date	Payment type	Reimbursable	Amount
			Hotel	09/21/2026	Personal	Y	\$600.00
			Travel Meal	09/24/2026	Personal	Y	\$35.00
			Fuel	09/23/2026	Personal	Y	\$25.00
Total Amount							\$660.00

30

Check Your Totals and Status

The top of the report shows your expense count, reimbursable amount, and status. It reads Open until you submit. After that it changes to Submitted, then to Approved or Rejected once your manager reviews it.

You are logged in as Alan Hopkins Employee ID: 374

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06:08 PM (EDT)

Search

AH

My Expenses

Expense report details

Save Submit

3

\$660.00

\$660.00

Open

ExpensesReimbursable AmountTotal AmountStatus

Jump to

Expense report details

Expenses

Expense report details

Report name *

09/22/2026 Expense Report - Travel 1

Description

Expenses

+ Add New

			Expense type	Transaction date	Payment type	Reimbursable	Amount
			Hotel	09/21/2026	Personal	Y	\$600.00
			Travel Meal	09/24/2026	Personal	Y	\$35.00

31

Save, Submit, and Await Approval

Click Save, then Submit. Your manager takes it from there. Submit your expense report by 6:00 PM ET Sunday — anything later may delay your reimbursement.

You are logged in as Alan Hopkins Employee ID: 374

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06:08 PM (EDT)

Search

🔔

AH

My Expenses

Expense report details

3

\$660.00

\$660.00

Open

Jump to

Expense report details

Expenses

Expense report details

Report name *

09/22/2026 Expense Report - Travel 1

Description

Expenses

+ Add New

			Expense type	Transaction date	Payment type	Reimbursable	Amount
			Hotel	09/21/2026	Personal	Y	\$600.00
			Travel Meal	09/24/2026	Personal	Y	\$35.00

That's it — your report is submitted.

Your expense report is now with your manager for approval. You'll see the status change from Submitted to Approved or Rejected. If anything is rejected, you can edit and resubmit it.

Quick recap

- Create the report and name it date + Expense Report + location
- Add each expense and set payment type to Personal
- Attach a receipt to every line item
- Fill in the job code if your view requires it
- Review your totals, then Save and Submit
- 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.