

Approve or Reject Expense Reports in UKG Ready

Manager / Approver Walkthrough

This guide walks you through reviewing your team's expense reports in UKG Ready — finding the request in your mailbox, checking each expense and receipt, and approving or rejecting the report. It takes about 5 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.

Rejecting? Say exactly what needs to change.

Your comment is what the employee sees. Be specific — something like "missing receipt" or "dates need to be corrected" — so they can fix it and resubmit without a back-and-forth.

What you'll do

- Open the expense report task from My Mailbox
- Review the reimbursable amount and each line item
- Open each expense to check the detail and the receipt
- Reject with a clear comment, or approve the report
- Confirm the status changed before you move on

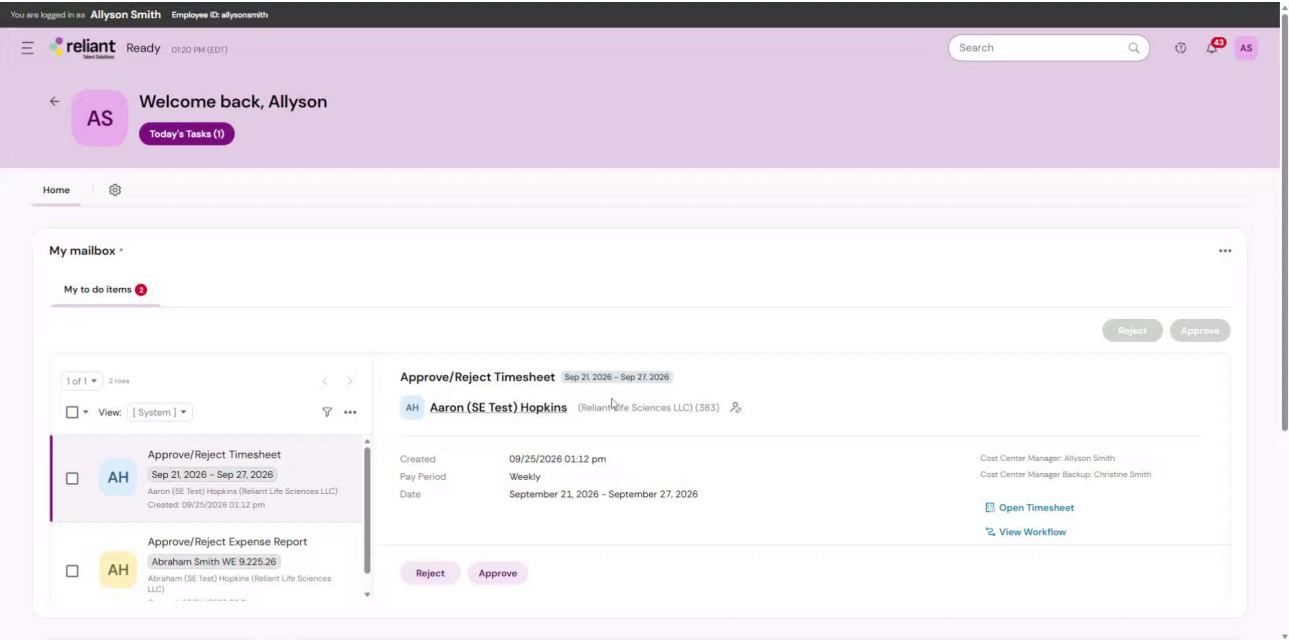
Before you start

Have a sense of what your employee was approved to spend and which receipts you expect to see. You can do this on a computer with Chrome or Edge, or from the UKG Ready mobile app — both work the same way.

01

Start in UKG Ready

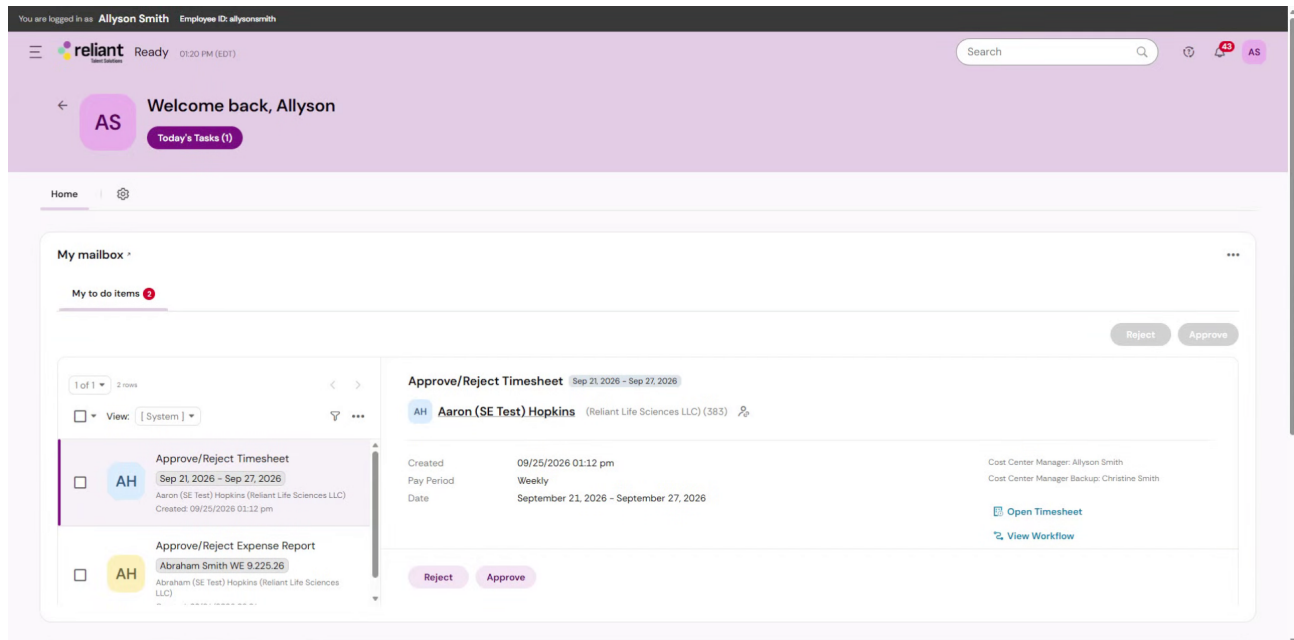
You can approve or reject an expense report from the UKG Ready website or the UKG Ready mobile app. Go to secure7.saashr.com and sign in.



02

Open My Mailbox

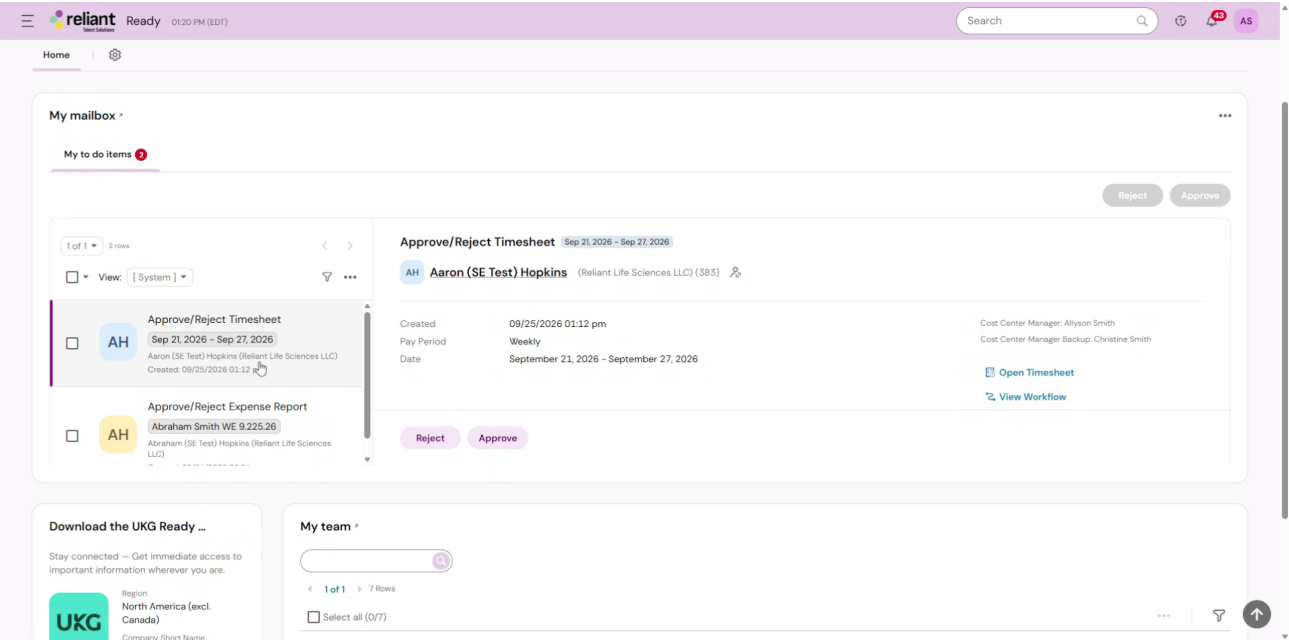
On either platform, go to My Mailbox — it's on your homepage on the desktop, or an icon in the mobile app. From there, open the My To Do Items tab.



03

Find the Expense Report Task

Click the Approve/Reject Expense Report task, then select View Expense Report to see what was submitted.



04

Review the Report Overview

The reimbursable amount and a Submitted status show at the top. Scroll down to see the detail behind the report.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

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Talent Solutions

01:20 PM (EDT)

Search

43

AS

My Team

←

Expense report details

Reject

Approve

AH

Abraham (SE Test) Hopkins

(Reliant Life Sciences LLC)

2

Expenses

\$625.00

Reimbursable Amount

\$625.00

Total Amount

Submitted

Status

Jump to

Expense report details

Expenses

Abraham Smith WE 9.225.26

Description

Expenses

View

☒		Expense type	Transaction date	Payment type	Reimbursable	Amount	
☒		1	Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
☒		1	Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00
Total Amount							\$625.00

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

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05

View Each Expense

Click the expense you want to review and select View. You'll see the details and the receipt. Repeat for each expense on the report.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reliant

Talent Solutions

01:21 PM (EDT)

Search

43

AS

My Team

←

Expense report details

Reject

Approve

AH

Abraham (SE Test) Hopkins

(Reliant Life Sciences LLC)

2

Expenses

\$625.00

Reimbursable Amount

\$625.00

Total Amount

Submitted

Status

Jump to

Expense report details

Expenses

Abraham Smith WE 9.225.26

Description

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Expenses

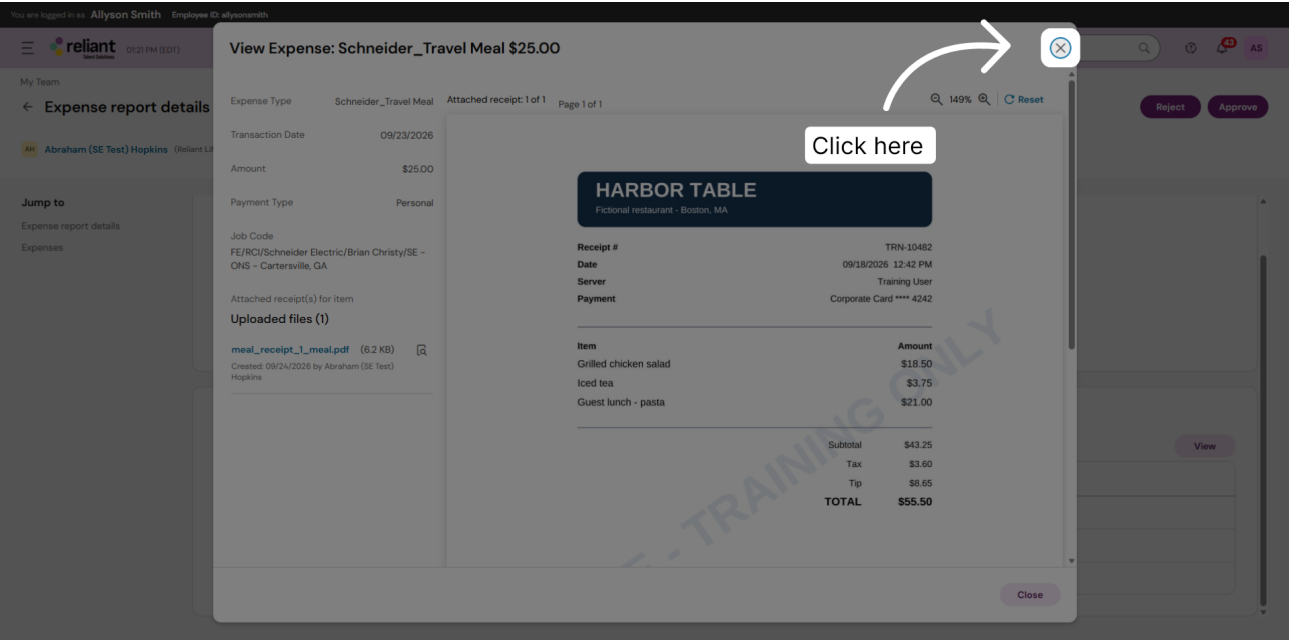
View

☐		Expense type	Transaction date	Payment type	Reimbursable	Amount
☒		1 Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
☐		1 Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00
Total Amount						\$625.00

06

Open the Report Actions

Click here to move on to approving or rejecting the report.



07

Decide: Approve or Reject

If everything is accurate, click Approve. If you need the employee to change something, click Reject — and make your comment specific, like a missing receipt or dates that need correcting.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reiliant

01:21 PM (EDT)

Search

43

AS

My Team

Expense report details

Reject Approve

AH

Abraham (SE Test) Hopkins

(Reliant Life Sciences LLC)

2

Expenses

\$625.00

Reimbursable Amount

\$625.00

Total Amount

Submitted

Status

Jump to

Expense report details

Expenses

Abraham Smith WE 9.225.26

Description

--

Expenses

View

☐		Expense type	Transaction date	Payment type	Reimbursable	Amount
☐	1	Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
☒	1	Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00
Total Amount						\$625.00

08

Enter Your Rejection Comment

Type exactly what needs to change, such as a missing receipt or a date correction. This is what your employee will see.

The screenshot shows the Reliant Expense report details page for Abraham (SE Test) Hopkins. A modal dialog box titled "Reject expense report?" is open, prompting the user to enter a rejection comment. The dialog box contains the text "You are about to reject the expense report. Do you want to continue?" and a text input field with the placeholder text "Missing receipt, date need to be changed". The background page shows the expense report details, including a summary table and a list of expenses.

Expense report details

Abraham (SE Test) Hopkins (Reliant Life Sciences LLC) **Submitted**

2 Expenses \$625.00 Reimbursable Amount \$625.00 Total Amount

Reject expense report?

You are about to reject the expense report. Do you want to continue?

Enter rejection comments

Missing receipt, date need to be changed

Cancel OK

Expenses

	Expense type	Transaction date	Payment type	Reimbursable	Amount
☐	Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
☒	Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00

09

Confirm the Rejection

Click OK to confirm the rejection.

The screenshot shows the Reliant Expense report details page for Abraham Smith. A modal dialog titled "Reject expense report?" is open, asking for confirmation to reject the report. The dialog includes a comment field with the text "Missing receipt, date need to be changed". A callout box with the text "Click OK" points to the "OK" button in the dialog. The background shows the expense report details for Abraham Smith, including a table of expenses.

Expense report details

Report name: Abraham Smith WE 9.225.26

Description: --

Expenses

	Expense type	Transaction date	Payment type	Reimbursable	Amount
☐	Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
☒	Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00

10

Check the Status

The status at the top changes to Rejected. If you had approved it, that status would show a green Approved instead.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

 01:21 PM (EDT)

Search

 43 **AS**

My Team

Expense report details

Abraham (SE Test) Hopkins (Reliant Life Sciences LLC)

2 Expenses \$625.00 Reimbursable Amount \$625.00 Total Amount Submitted Status

Jump to

Expense report details

Expenses

Expense report details

Report name *
Abraham Smith WE 9.225.26

Description
--

Rejecting

Expenses

☐

☐

☒

Expense type	Transaction date	Payment type	Reimbursable	Amount
Schneider_Hotel	09/21/2026	Personal	Y	\$600.00
Schneider_Travel Meal	09/23/2026	Personal	Y	\$25.00

View

11

Your Employee Gets Notified

Your notes land in your employee's inbox. They can reopen the expense report, make the fix, and resubmit it for approval.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

 01:22 PM (EDT)

Search

 43 AS

My Team

Expense report details

Abraham (SE Test) Hopkins (Reliant Life Sciences LLC)

2 Expenses\$625.00 Reimbursable Amount\$625.00 Total AmountRejected Status

Jump to

Expense report details

Expenses

Expense report details

Report name *
Abraham Smith WE 9.225.26

Description
--

Expenses

☐





Expense type

Transaction date

Payment type

Reimbursable

Amount

☐





Schneider_Hotel

09/21/2026

Personal

Y

\$600.00

☒





Schneider_Travel Meal

09/23/2026

Personal

Y

\$25.00

View

That's it — the expense report is handled.

An approved report moves on for reimbursement. A rejected one goes back to your employee with your comment so they can correct it and resubmit.

Quick recap

- Sign in at secure7.saashr.com and open My Mailbox
- Open the Approve/Reject Expense Report task in My To Do Items
- Review the total, then open each expense and its receipt
- Reject with a specific comment, or click Approve
- Confirm the status changed to Rejected or Approved

Need help?

If a screen doesn't look like this guide, a receipt won't open, or an approval won't go through, 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.