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

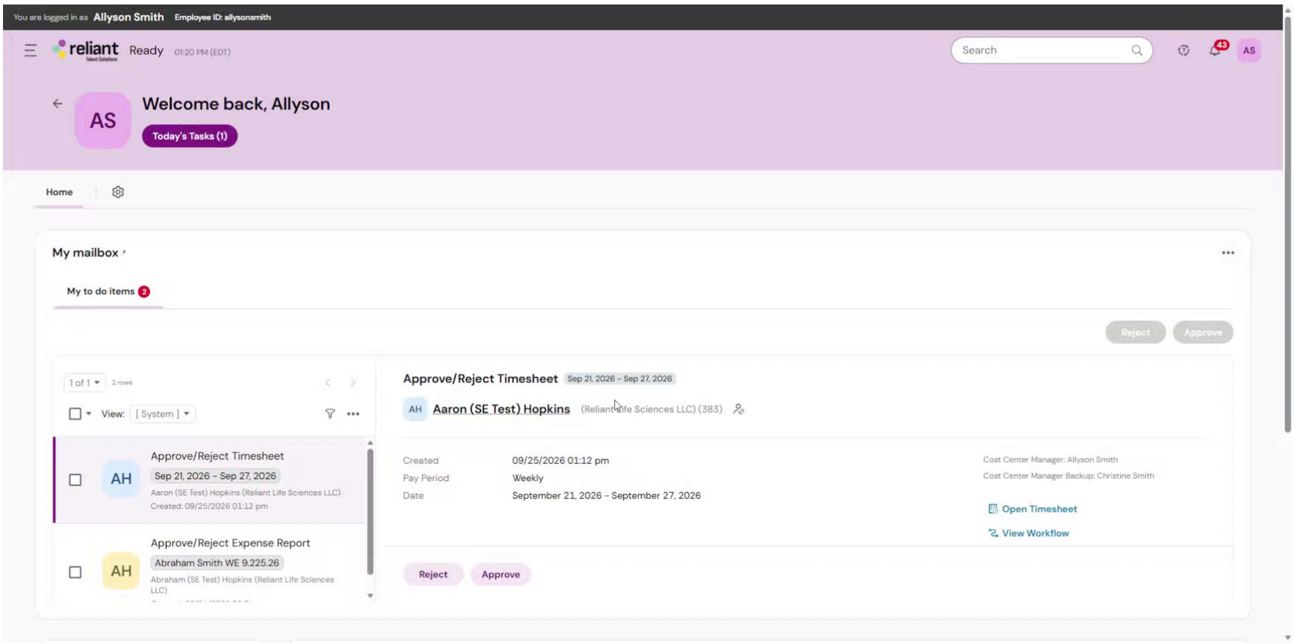
- Open the expense report task from My Mailbox
- Review the reimbursable amount and each line item
- Open each expense to check the detail and the receipt
- Reject with a clear comment, or approve the report
- Confirm the status changed before you move on

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.

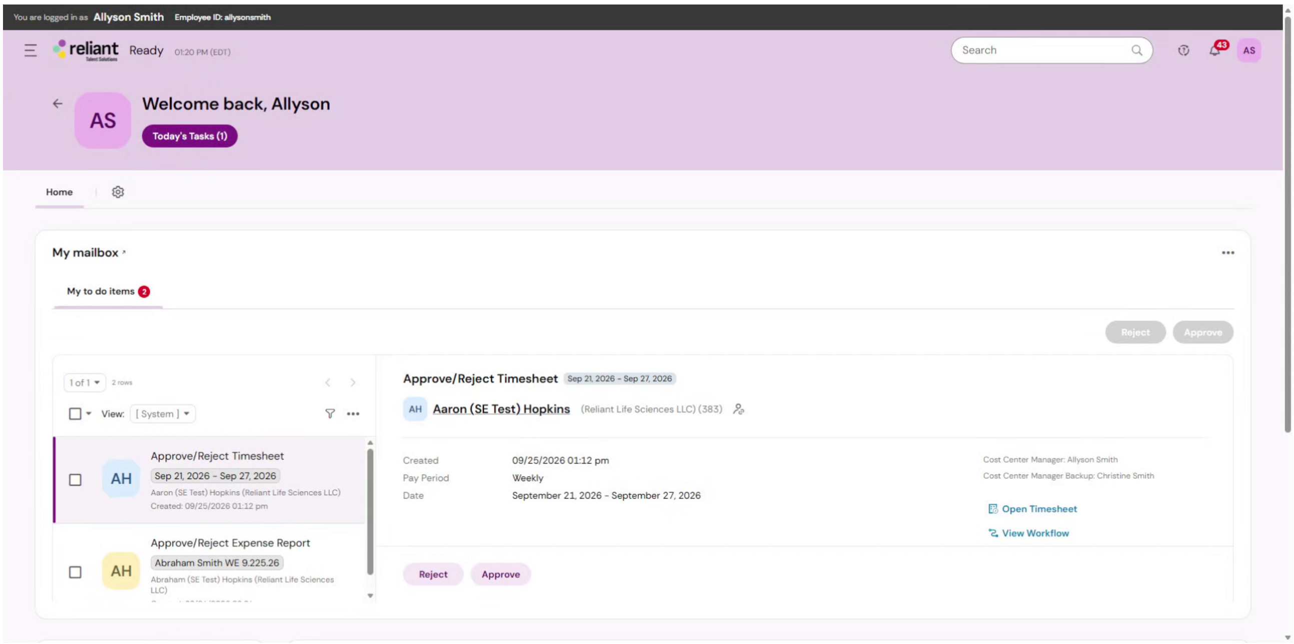
01 Start in UKG Ready

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.



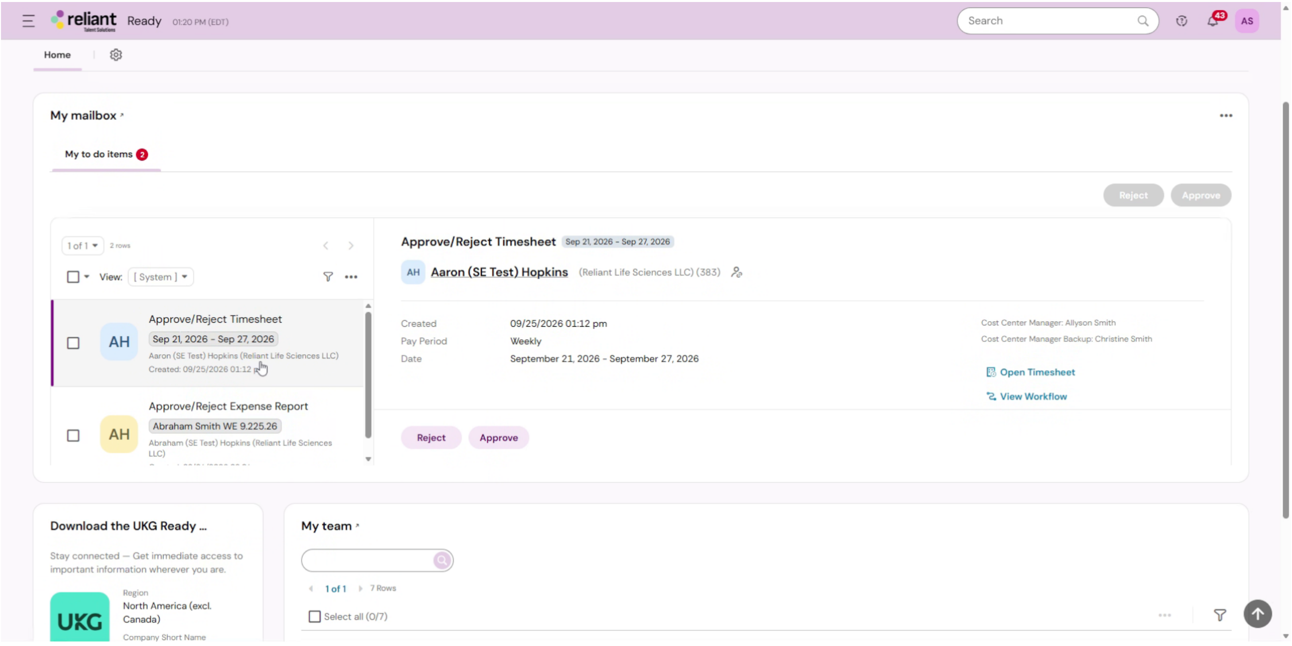
02 Open My Mailbox

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.



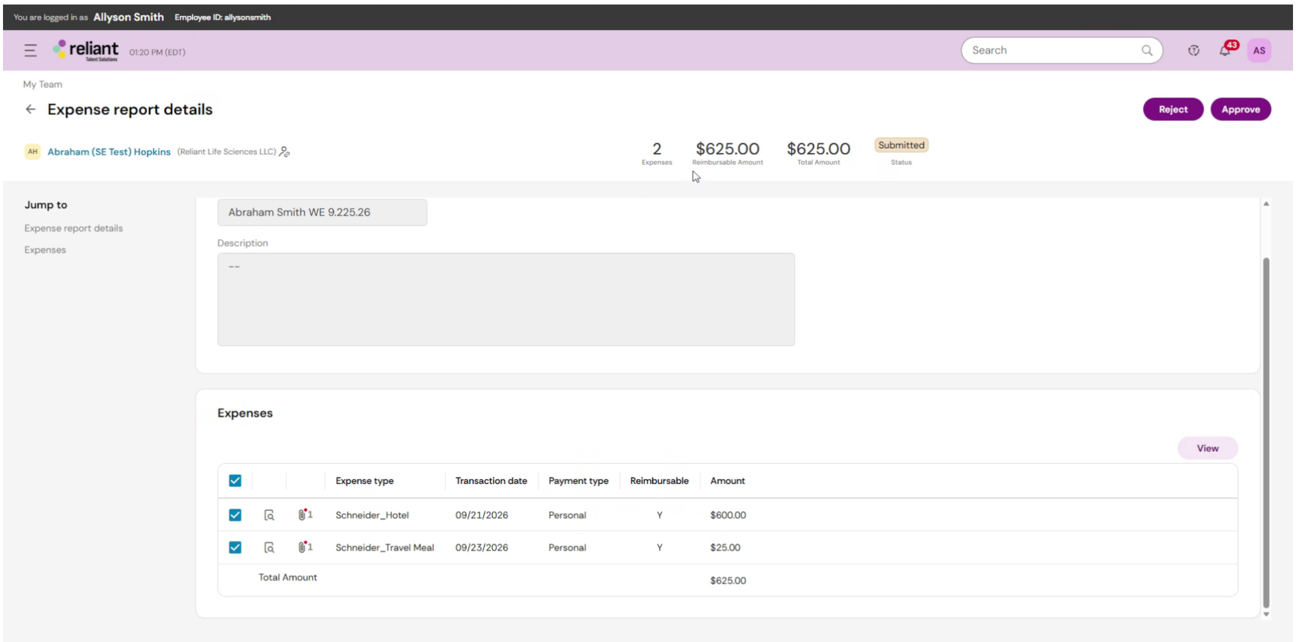
03 Find the Expense Report Task

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



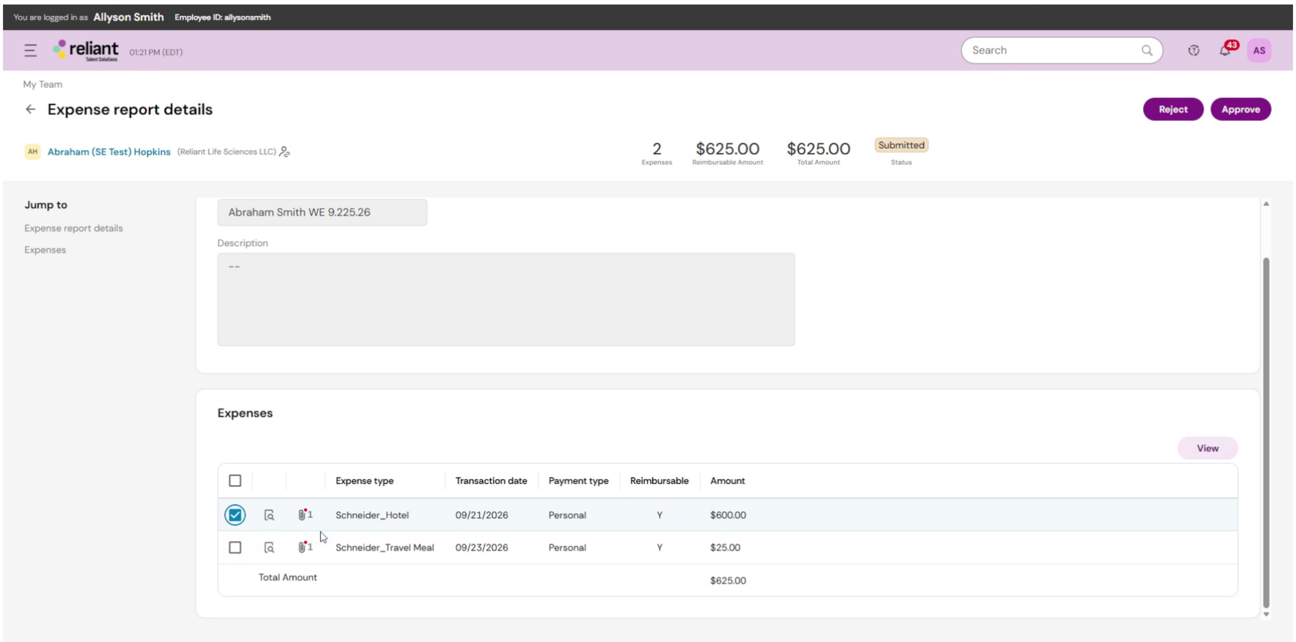
04 Review the Report Overview

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



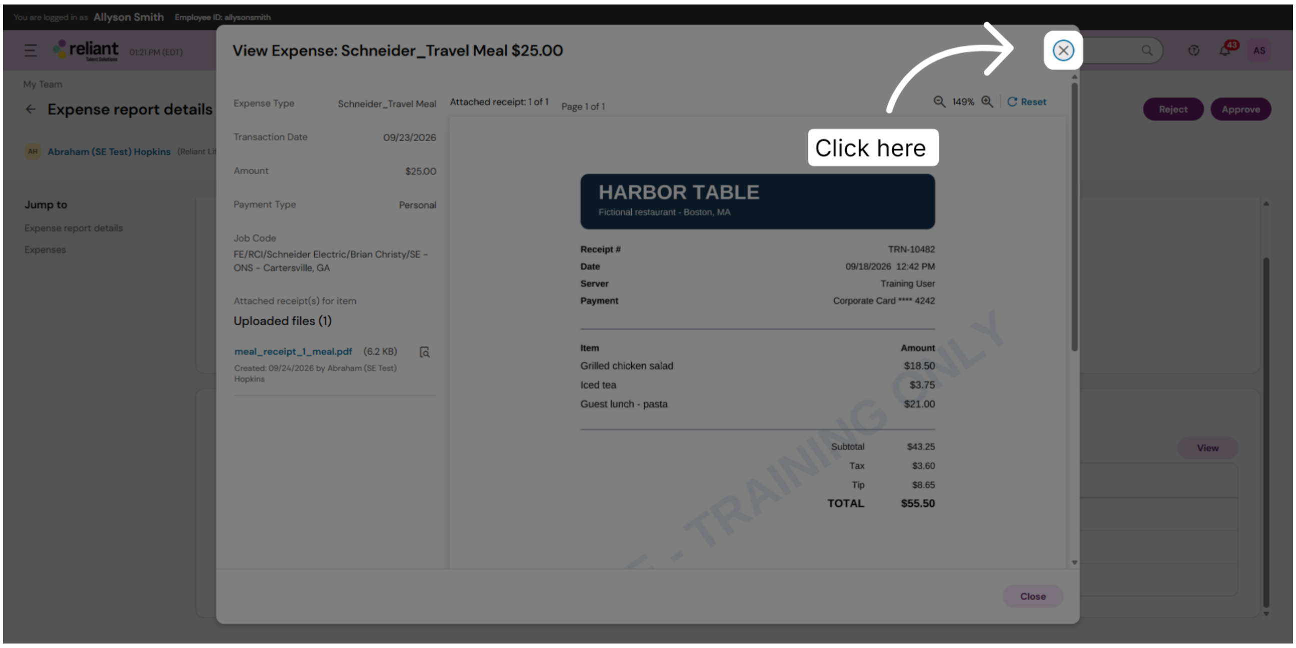
05 View Each Expense

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.



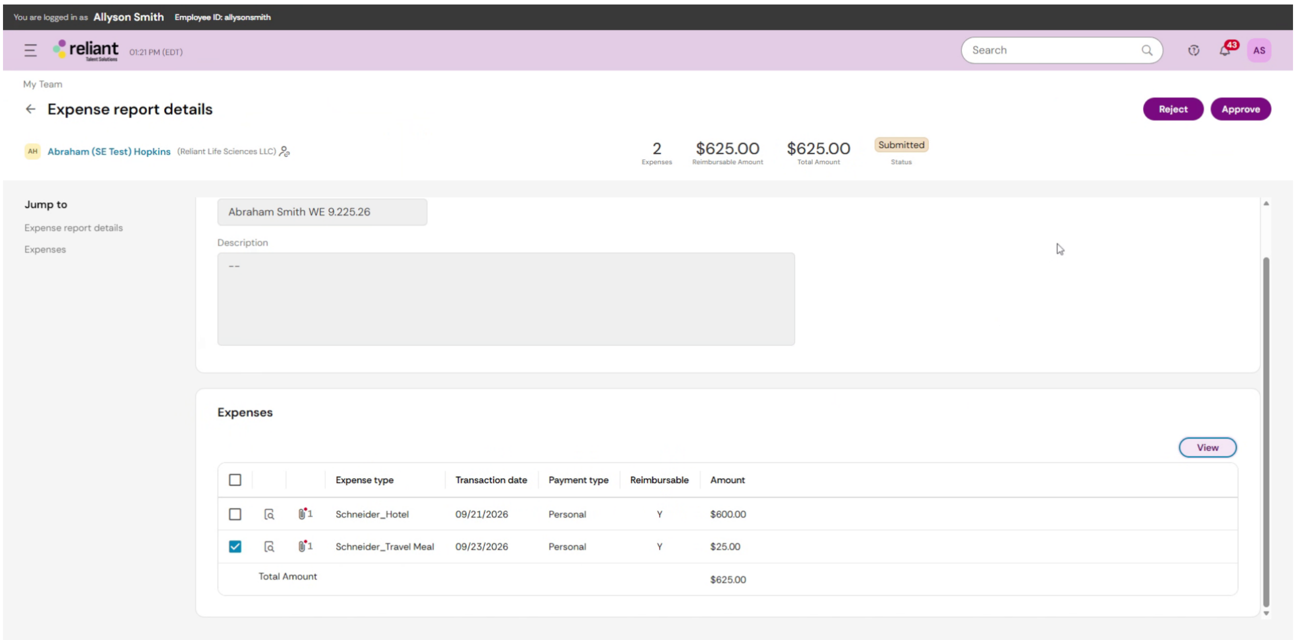
06 Open the Report Actions

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



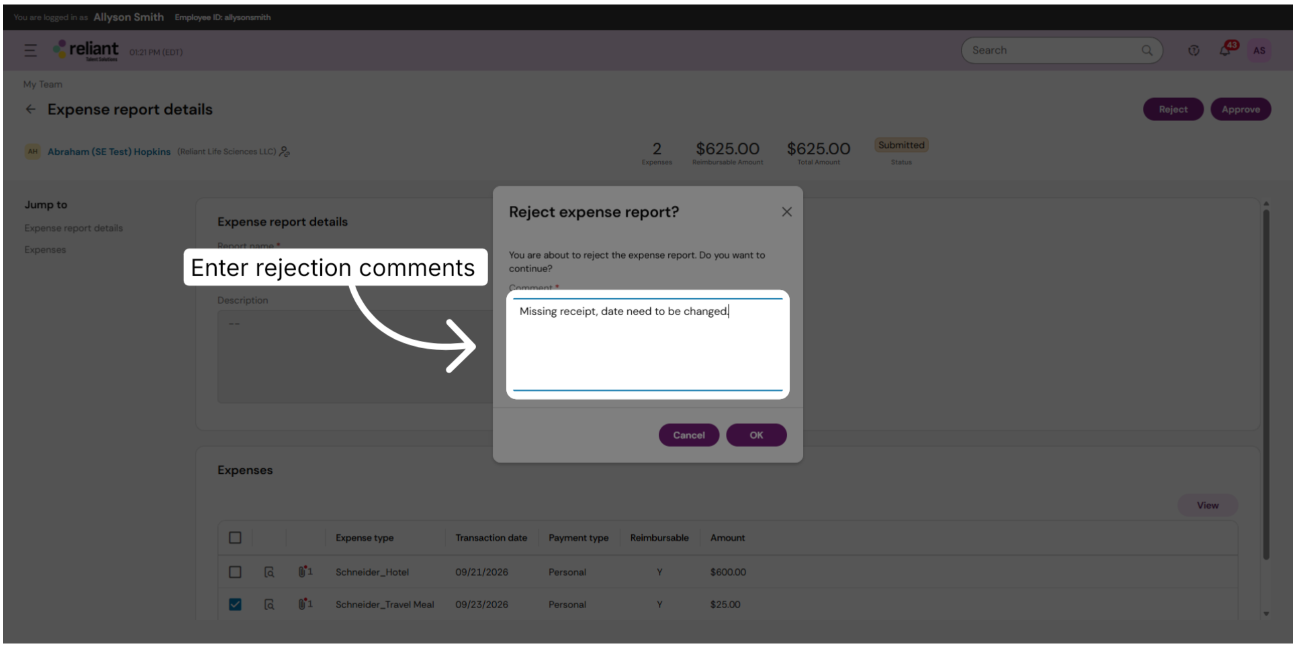
07 Decide: Approve or Reject

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.



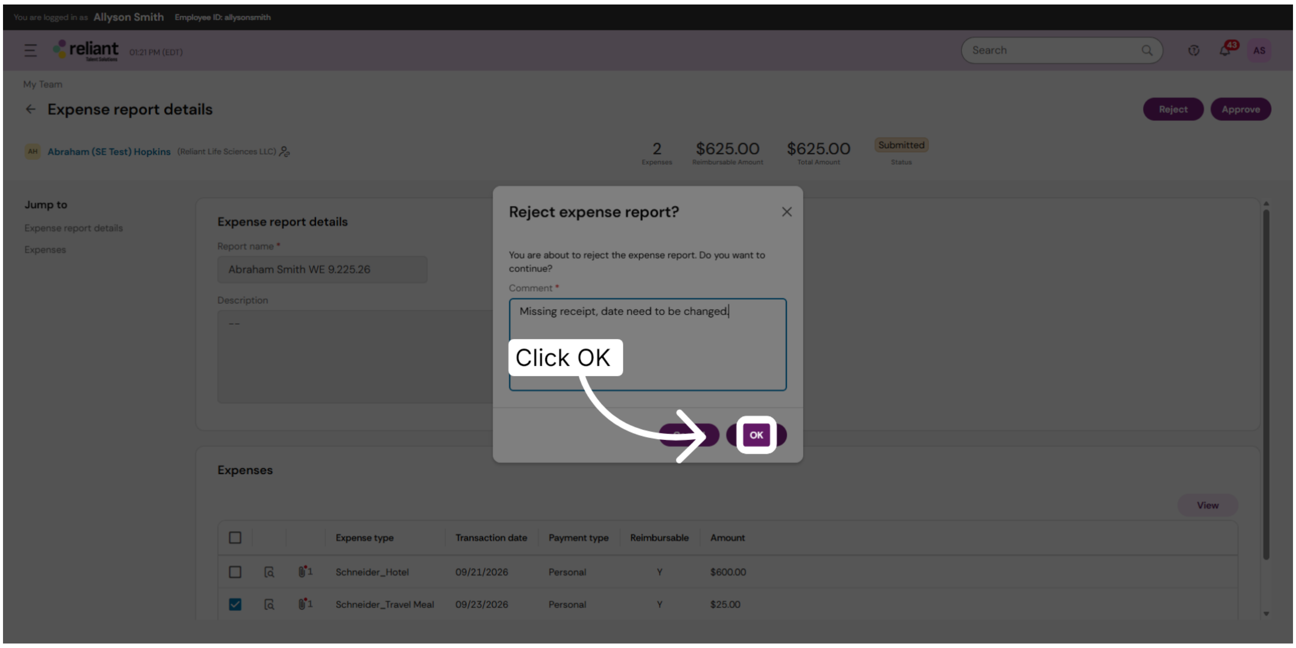
08 Enter Your Rejection Comment

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



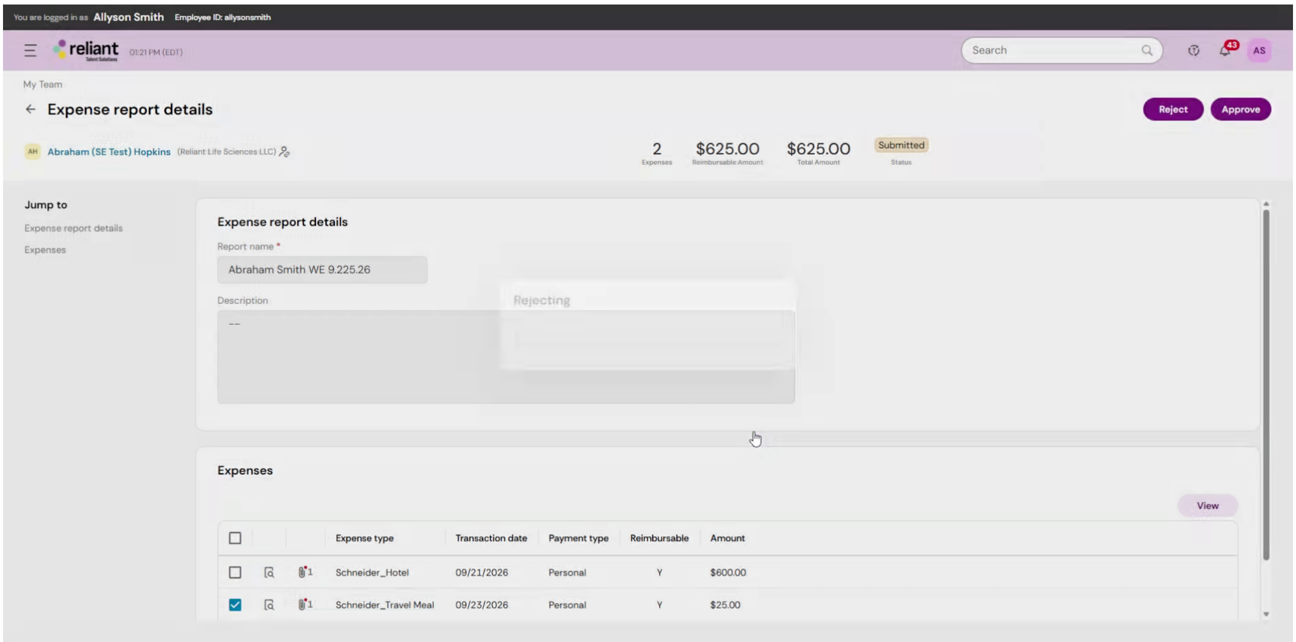
09 Confirm the Rejection

Click OK to confirm the rejection.



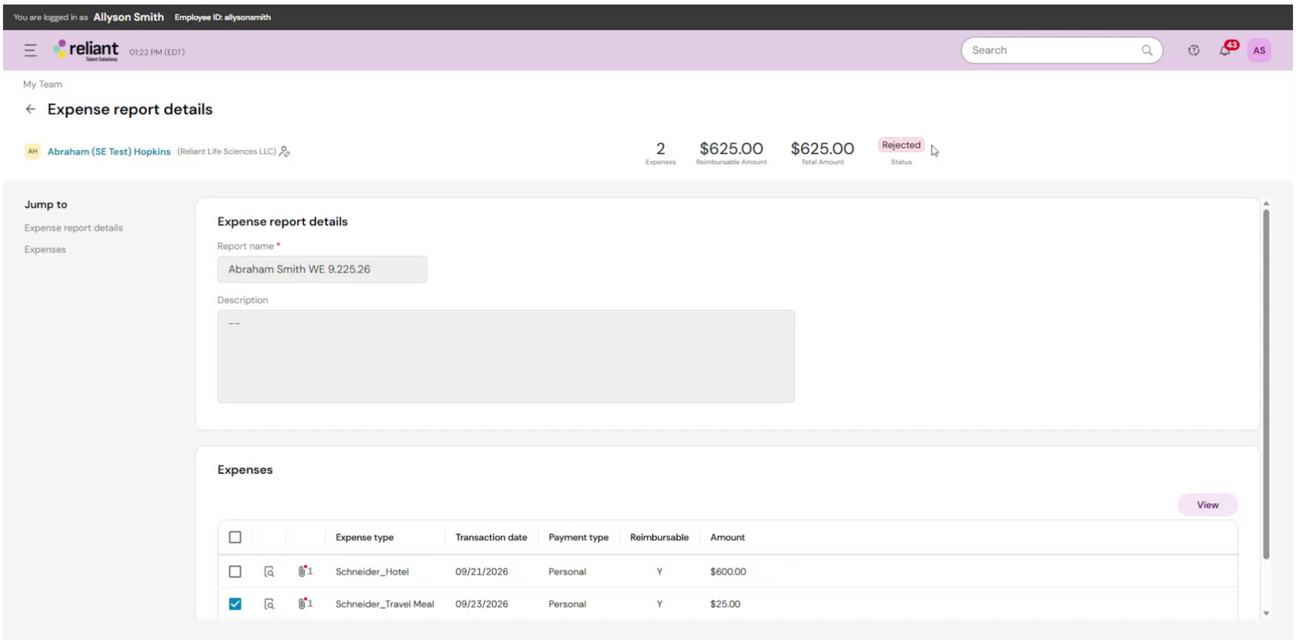
10 Check the Status

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



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.



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.