

# Record and Save Work Hours in the UKG Ready App

iPhone / Android Walkthrough

This guide walks you through entering your weekly hours in the UKG Ready app — setting your job code and work location, adding notes, and submitting 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 device and tap 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

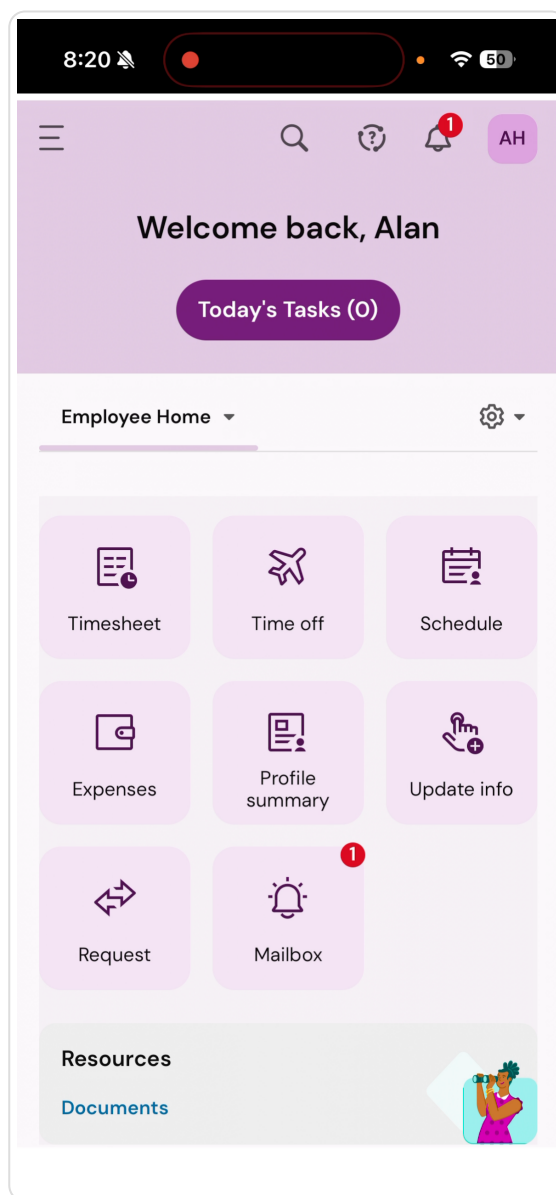
- Open your current timesheet from the app
- Enter hours for each day you worked
- Set the job code and work location on every entry
- Add notes to any day that needs explanation
- Save your hours and submit for approval

## Before you start

Know your hours for each day and which assignment they belong to. If your work location changed during the week — some days onsite, some from home — make sure you know which days were which.

## 01 Open Your Timesheet

From the app home screen, tap the Timesheet icon, then tap View current timesheet.



02

Review Your Current Pay Period

Your current pay period opens with each day of the week listed. Tap a day to expand it and enter your hours.

8:20

My Time / Timesheet

AH

Worked HoursTime Off Hours

| > Date                                                                                     | Day Total | Actions |
|--------------------------------------------------------------------------------------------|-----------|---------|
| > MON Sep 21                                                                               | 0.00      | +       |
| ▼ TUE Sep 22                                                                               | 0.00      | +       |
| <div>0</div> <div>Hours</div> <div>Job Code</div> <div>Work Location</div> <div>Save</div> |           |         |
| > WED Sep 23                                                                               | 0.00      | +       |
| > THU Sep 24                                                                               | 0.00      | +       |
| > FRI Sep 25                                                                               | 0.00      | +       |
| > SAT Sep 26                                                                               | 0.00      | +       |
| > SUN Sep 27                                                                               | 0.00      | ↑       |

03

Enter Your Hours for the First Day

Tap the first day you worked and enter your hours. Then tap the magnifying glass next to Job Code to pick the assignment those hours belong to, and do the same for Work Location — Onsite or Home.

8:20

AH

My Time > Timesheet > Current Timesheet

Timesheet Edit

September 21, 2026 - September 27, 2026

Open

Time Entry

0.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

| Date       | Day Total | Actions |
|------------|-----------|---------|
| MON Sep 21 | 0.00      | +       |

Hours

Job Code

Work Location

Choose...

Choose...

Save

04

Set Job Code and Work Location for Each Day

Repeat for every day you worked. If your work location changes during the week, change it on the timesheet for those hours too — don't leave it set to the previous day's location.

8:21

My Time / Timesheet

AH

|              |      |   |
|--------------|------|---|
| ▼ TUE Sep 22 | 8.00 | + |
|              |      |   |
| ▼ WED Sep 23 | 8.00 | + |
|              |      |   |

FE/RCI/Schneider Electric/Allyson

▼ Smith – TEST/SE – TEST – ONS – TEST 2, CA, Onsite

8.00

Hours

8.00

Job Code

FE/RCI/Sc

Work Location

Onsite

|              |      |   |
|--------------|------|---|
| > THU Sep 24 | 0.00 | + |
| > FRI Sep 25 | 0.00 | + |
| > SAT Sep 26 | 0.00 | + |
| > SUN Sep 27 | 0.00 | ↑ |

Share

Info

Attach

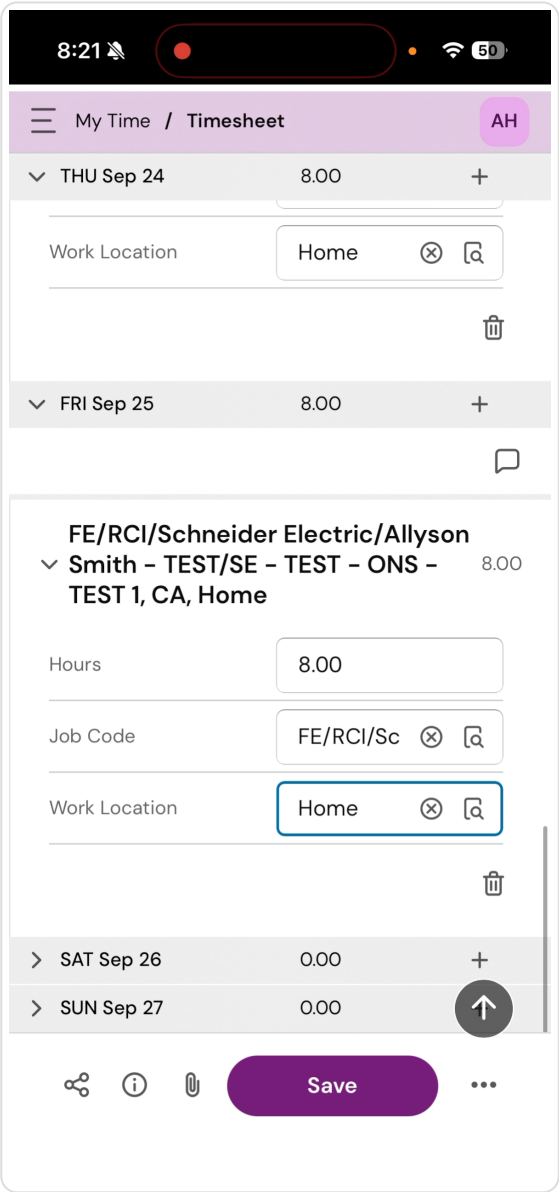
Save

More

05

Save Your Hours

Once you've entered all your hours for the week, tap Save.



06

Add a Note to Any Day

Need to explain something about a day's hours? Tap the note icon, type your comment, and tap Save. A note indicator appears on that day so your approver knows to read it.

8:21

50

Timesheet Edit

September 21, 2026 – September 27, 2026

Open

Time Entry

40.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

| Date       | Day Total | Actions |
|------------|-----------|---------|
| MON Sep 21 | 8.00      | +       |
| TUE Sep 22 | 8.00      | +       |

FE/RCI/Schneider Electric/Allyson

Smith – TEST/SE – TEST – ONS – TEST 2, CA, Onsite

8.00

|            |      |   |
|------------|------|---|
| WED Sep 23 | 8.00 | + |
| THU Sep 24 | 8.00 | + |
| FRI Sep 25 | 8.00 | + |
| SAT Sep 26 | 0.00 | + |
| SUN Sep 27 | 0.00 | + |

Save

07

Submit Your Timesheet

When your week is complete, tap the three dots at the bottom right and tap Submit. Submit by 6:00 PM ET Sunday — anything later may delay your pay.

8:22

50

1

AH

←

My Time > Timesheet > Current Timesheet

Timesheet Edit

September 21, 2026 - September 27, 2026

Open

Time Entry

40.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

| > Date       | Day Total | Actions |
|--------------|-----------|---------|
| > MON Sep 21 | 8.00      | +       |
| > TUE Sep 22 | 8.00      | +       |
| > WED Sep 23 | 8.00      | +       |
| > THU Sep 24 | 8.00      | +       |
| > FRI Sep 25 | 8.00      | +       |
| > SAT Sep 26 | 0.00      | +       |
| > SUN Sep 27 | 0.00      | +       |

1

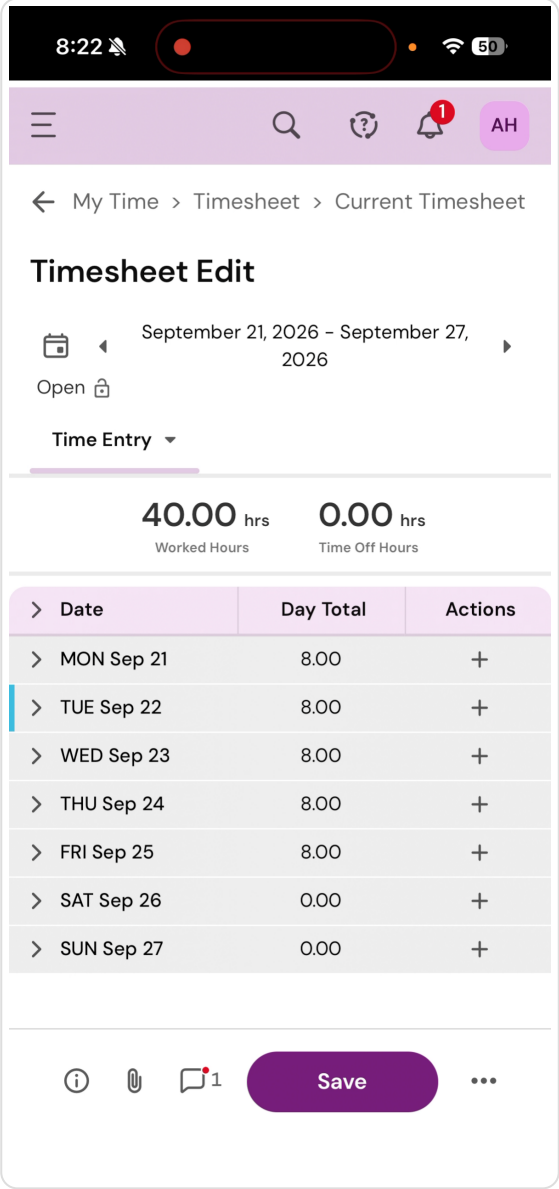
Save

...

08

Attach Supporting Documents

You can also attach supporting documents to your hours using the paperclip icon. This is optional — use it if your assignment requires backup for the time you're claiming.



# That's it — your timesheet is submitted.

Your hours are recorded and your approver has been notified. You can open your timesheet any time before the Sunday deadline to make changes — just remember to save again after any edit.

## Quick recap

- Open your timesheet from the Timesheet icon
- Enter hours for each day you worked
- Set job code and work location on every entry
- Update work location if it changed during the week
- Add notes or attach documents if needed
- Save, then submit by 6:00 PM ET Sunday

### 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.