

Approve Timesheets, Time Off, and Expenses in UKG Ready

CPG Approvers | Browser / Desktop

This guide shows you how to review and approve your team's timesheets, time off requests, and expense reports in UKG Ready.

Rejecting? Leave a comment

A comment is required any time you reject. Tell your employee what to fix so they can resubmit quickly.

What's inside

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Find Your To-Do Items

Browser / Desktop Walkthrough

Everything waiting on you shows up in My mailbox on your home page. Your team is listed in My team.

Using the app?

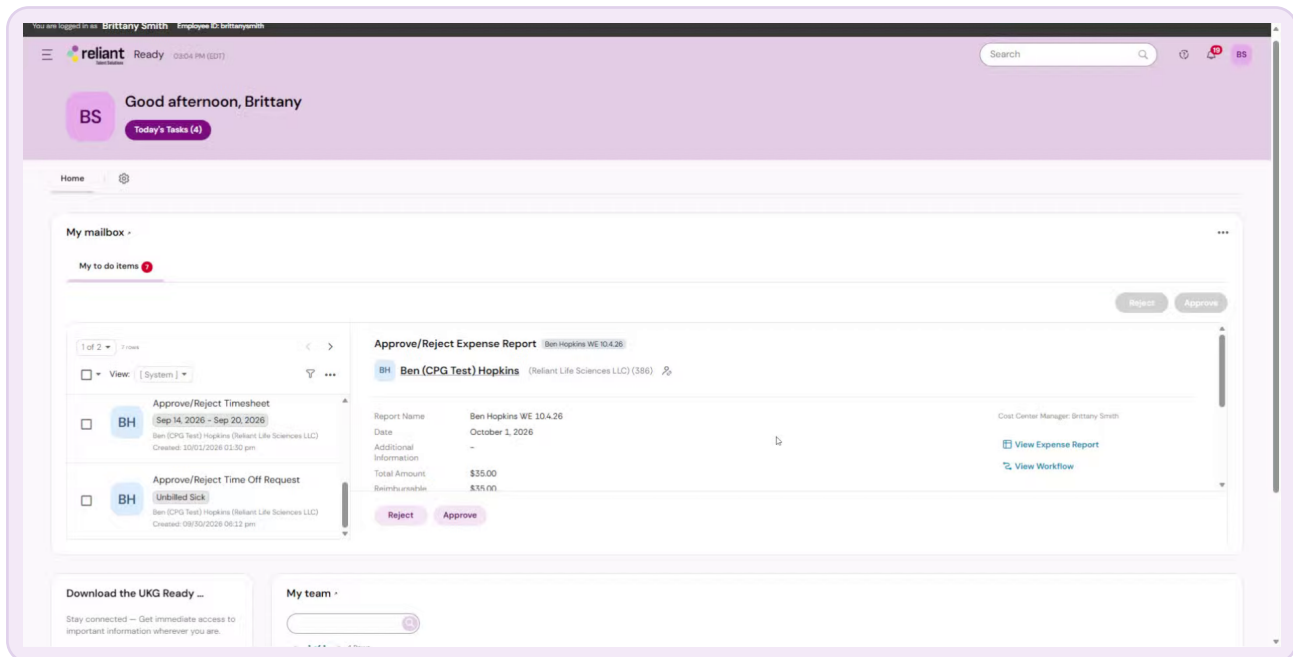
The UKG Ready app has the same items. Tap the mailbox widget to see your to-do list.

What you'll do

- Get to know My mailbox and My team
- Use the quick links to open timesheets
- Find your to-do items

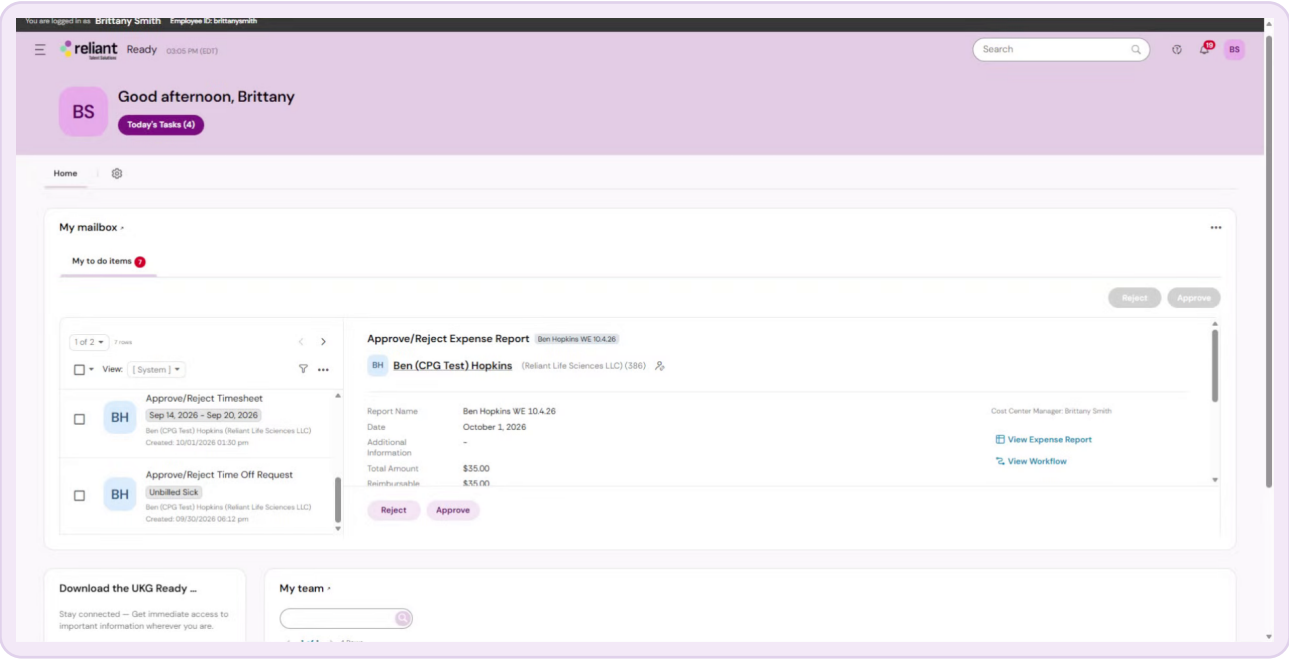
01 Start on Your Home Page

Go to secure7.saashr.com and sign in. My mailbox shows timesheets, time off requests, and expense reports waiting for you.



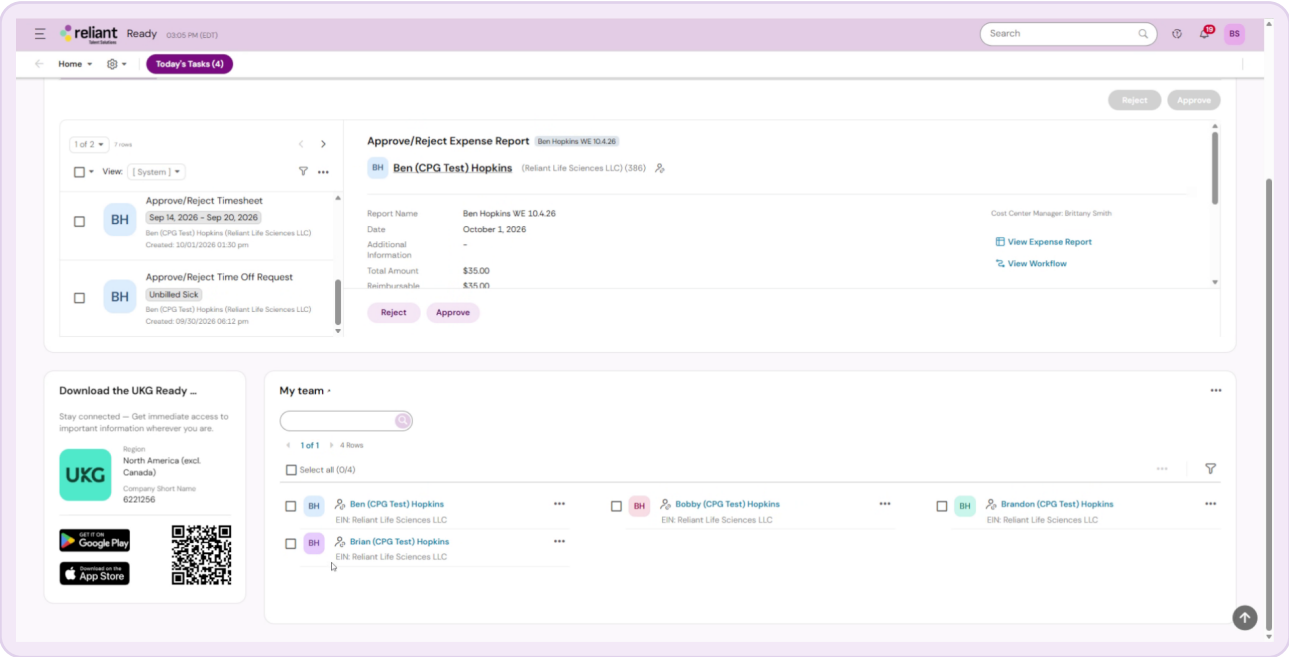
02 Desktop and App Views

On a computer, your team is in the My team box. In the app, tap the widgets to see your team members.



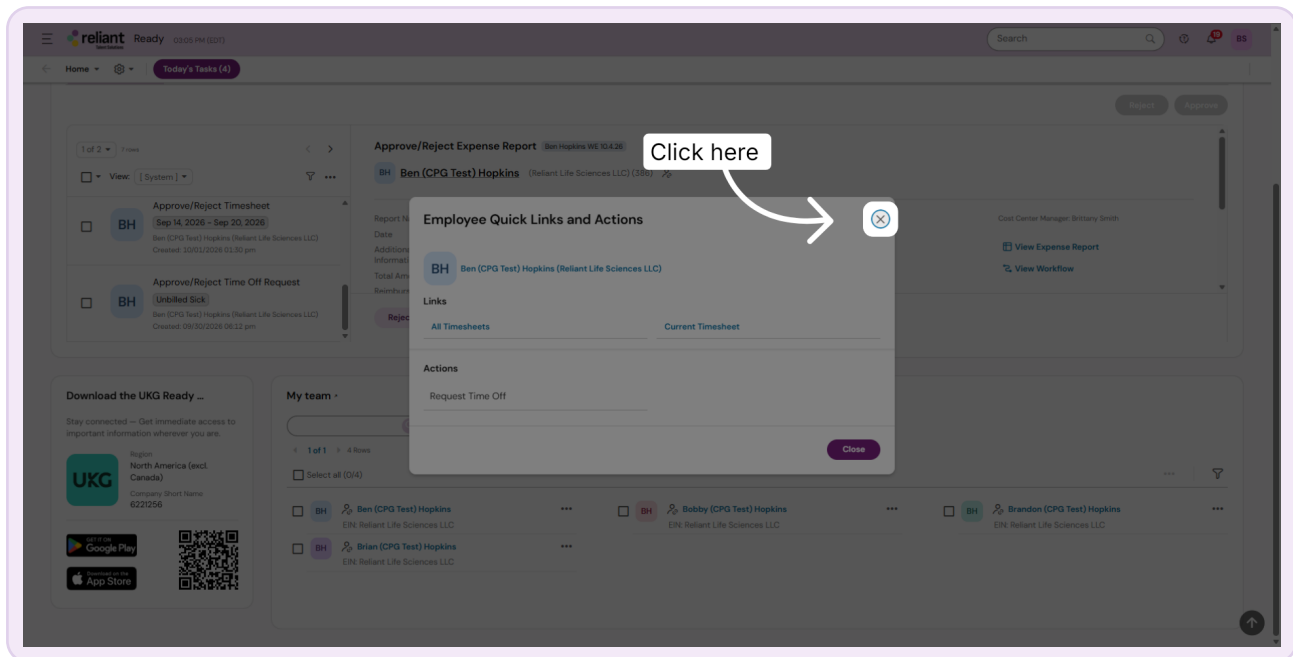
03 Use the Quick Links

In My team, click a team member's ... menu. Pick All Timesheets or Current Timesheet.



04 Close the Quick Links

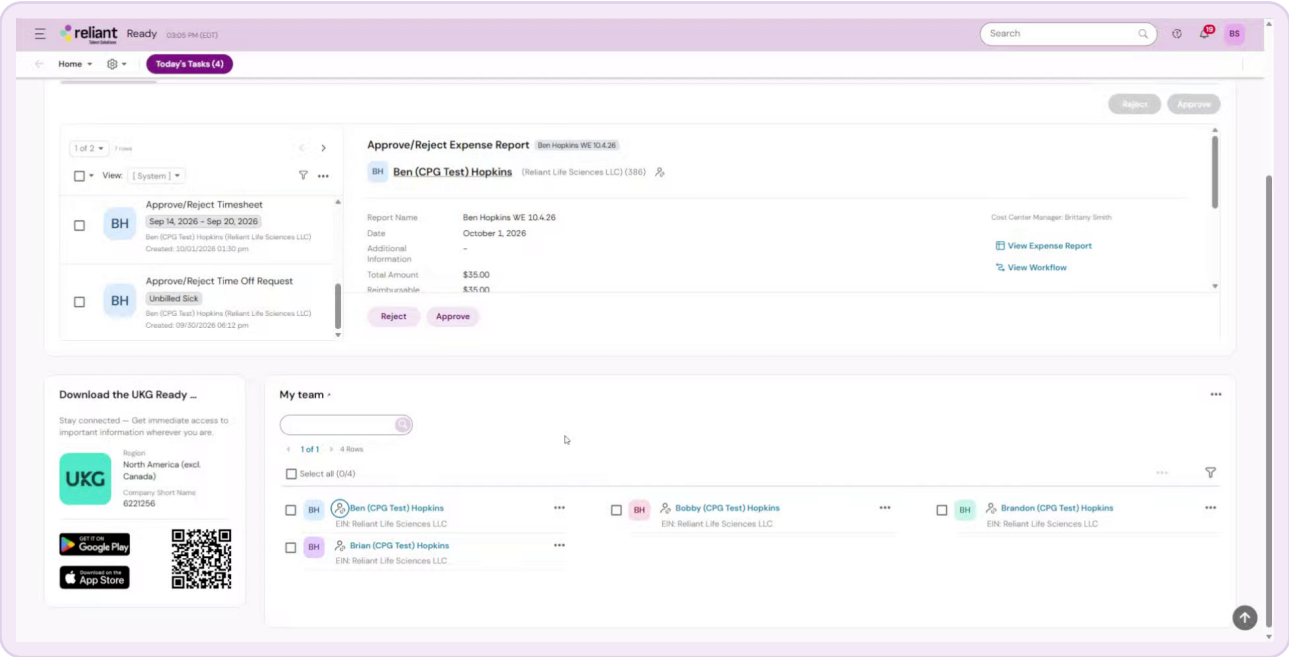
Click the X to close the Employee Quick Links and Actions box.



05

Check My Mailbox

Scroll up to My mailbox to see your to-do items.



Approve or Reject a Time Off Request

Browser / Desktop Walkthrough

Review time off requests, like sick time, and approve or reject them.

A comment is required to reject

If you reject a request, add a comment explaining why.

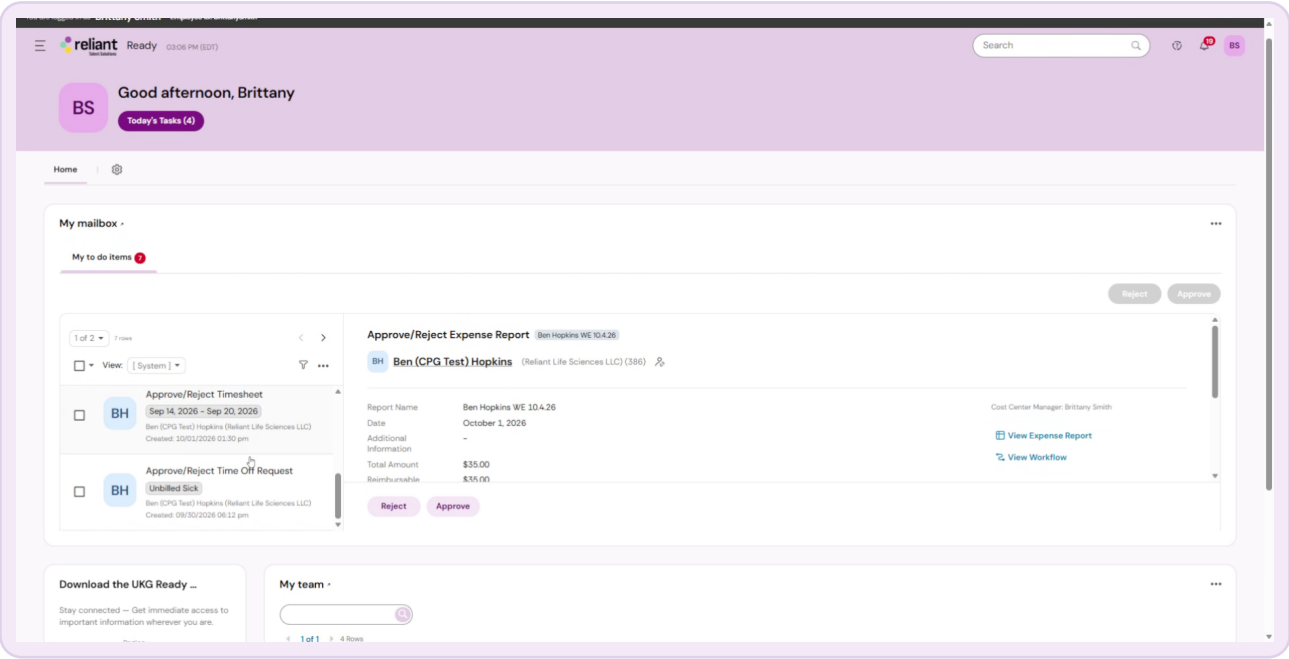
What you'll do

- Open the request in My mailbox
- Check the type, date, and hours
- Click Approve — or Reject with a comment

06

Open the Request

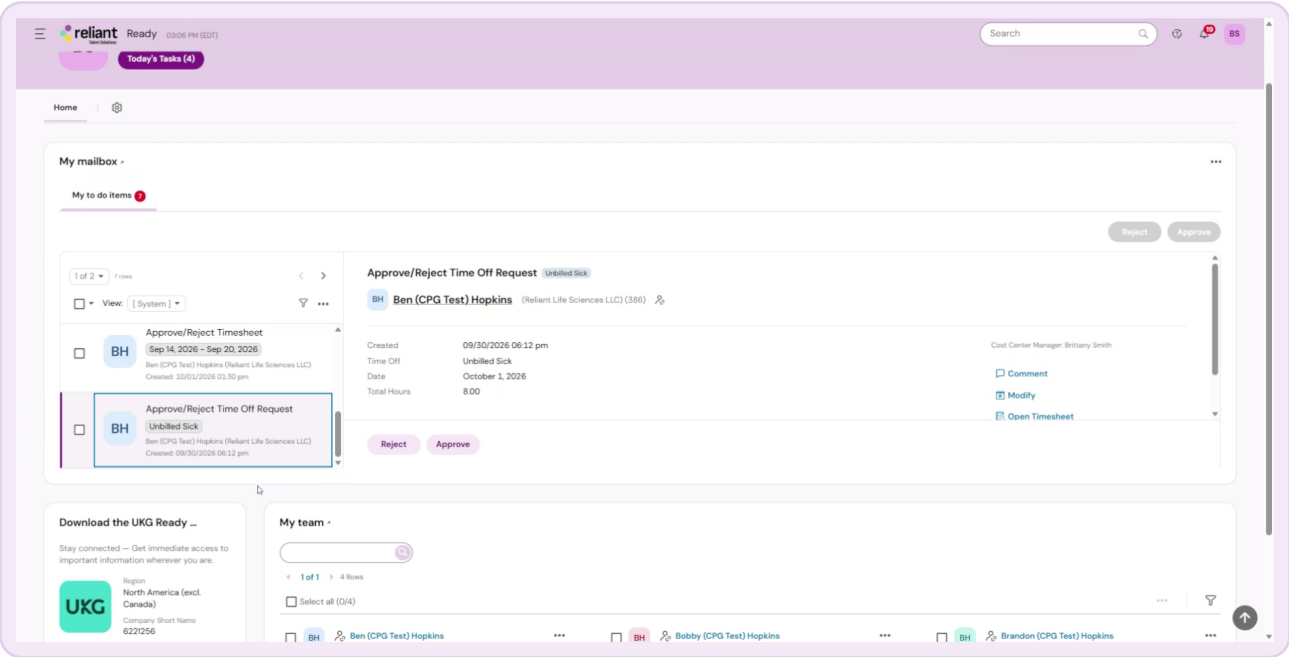
In My mailbox, click the Approve/Reject Time Off Request.



07

Review and Approve

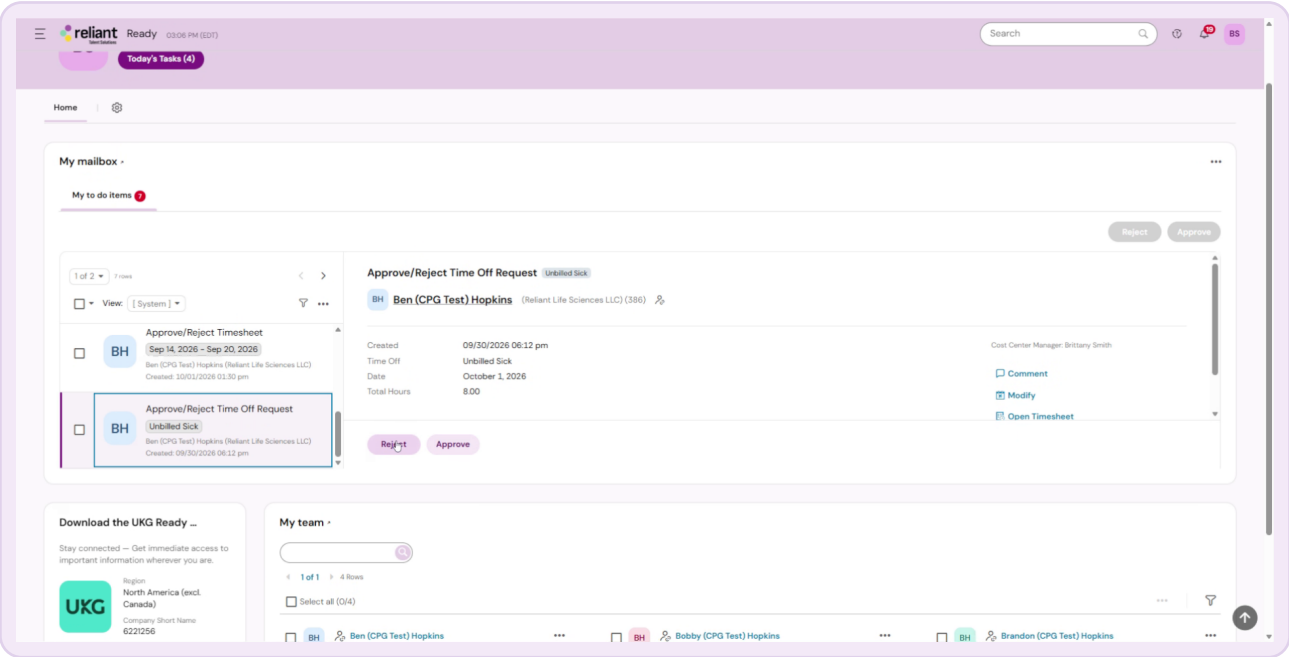
Check the created date, time off type, date, and hours. Looks right? Click Approve.



08

Or Reject with a Comment

Need to reject it? Add a comment, then click Reject.



Approve or Reject a Timesheet

Browser / Desktop Walkthrough

Review your team member's hours, job codes, and pay types, then approve or send it back.

Approved timesheets are locked

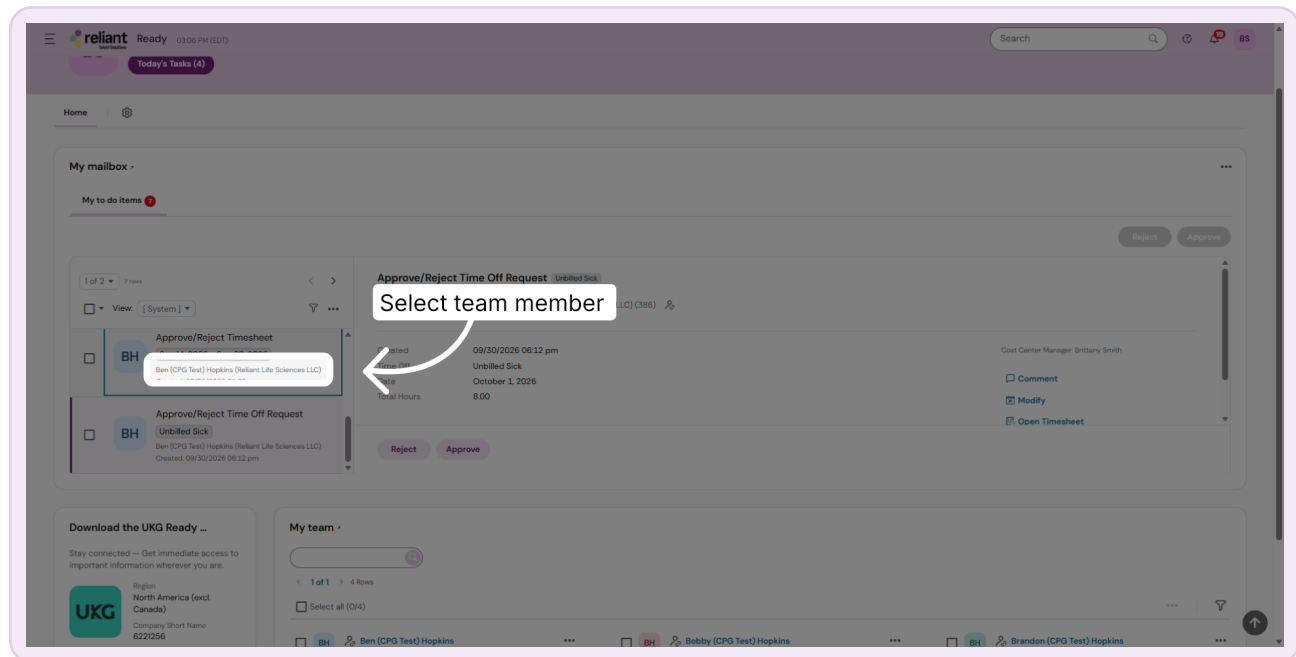
Once approved, no changes can be made. Check everything first.

What you'll do

- Open the timesheet from My mailbox
- Check hours, job codes, and work locations
- Review the Calc Summary and Calc Detail tabs
- Click Approve — or add a note and Reject

09 Pick the Timesheet

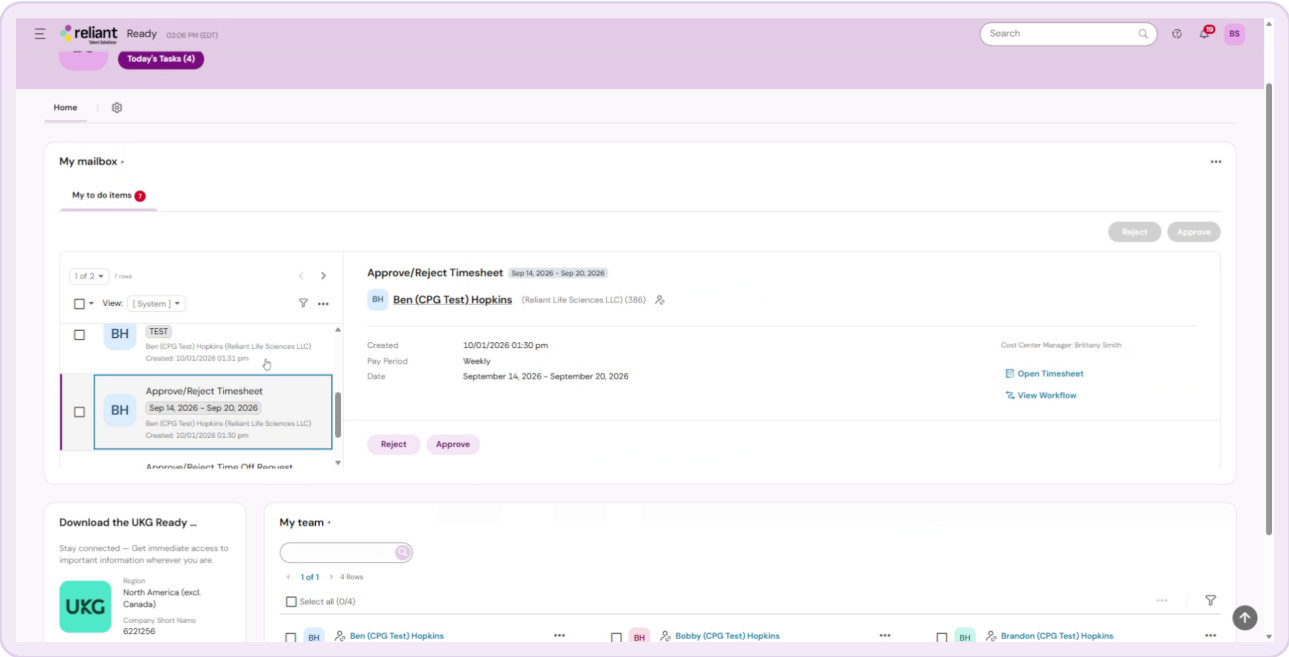
In My mailbox, click the team member's Approve/Reject Timesheet item.



10

Open the Timesheet

Check the dates submitted, then click the link to open the timesheet.



11

Check Each Day

Review the hours entered for each day.

You are logged in as **Brittany Smith** Employee ID: brittanysmith

reliant

03:07 PM (EDT)

Search

BS

Time > Timesheets

← Timesheet Edit

Ben (CPG Test) Hopkins

September 14, 2026 – September 20, 2026

Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked hours

Unbilled Sick Time

Overtime hours

Date	From	To	Raw Total	Calc. Total	In Date	Unbilled Sick Time	Job Code	Work Location	Activities	Notes
MON Sep 14			0.00 hrs	0.00 hrs						
TUE Sep 15			0.00 hrs	0.00 hrs						
WED Sep 16			0.00 hrs	0.00 hrs						
THU Sep 17			0.00 hrs	0.00 hrs						
FRI Sep 18	07:00 am	03:00 pm	8.00	8.00	FRI Sep 18		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
SAT Sep 19	05:00 am	07:00 am	2.00	2.00	SAT Sep 19		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
SUN Sep 20			0.00 hrs	0.00 hrs						

12

Review Hours and Codes

Check clocked hours, total hours, job codes, and work locations.

You are logged in as **Brittany Smith** Employee ID: brittanysmith

 03:07 PM (EDT)

Search 

  BS

Time > Timesheets

← Timesheet Edit

  Save Approve Reject ...

Ben (CPG Test) Hopkins

September 14, 2026 - September 20, 2026

Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked Hours

Unbilled Sick Time

Overtime Hours

Date	From	To	Raw Total	Calc. Total	In Date	Unbilled Sick Time	Job Code	Work Location	Activities	Notes
MON Sep 14	+		0.00 hrs	0.00 hrs						
TUE Sep 15	+		0.00 hrs	0.00 hrs						
WED Sep 16	+		0.00 hrs	0.00 hrs						
THU Sep 17	+		0.00 hrs	0.00 hrs						
FRI Sep 18	*** 07:00 am	03:00 pm	8.00	8.00	FRI Sep 18		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
SAT Sep 19	*** 05:00 am	07:00 am	2.00	2.00	SAT Sep 19		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
SUN Sep 20	+		0.00 hrs	0.00 hrs						

13

Check the Calc Summary

Click the Calc Summary tab to see hour types like Regular and Night Reg (shift differential).

You are logged in as **Brittany Smith** Employee ID: brittanysmith

reliant

03:07 PM (EDT)

Search

BS

Time > Timesheets

← Timesheet Edit

Ben (CPG Test) Hopkins

September 14, 2026 – September 20, 2026

Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked hours

Unbilled Sick Time

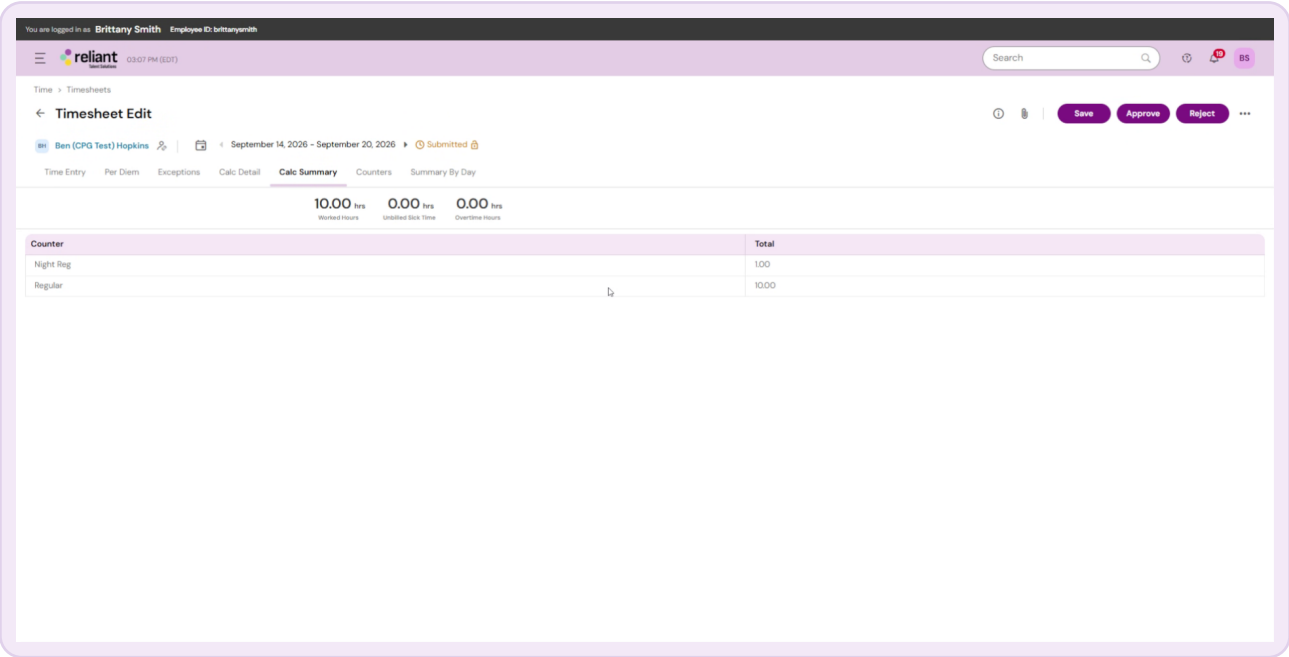
Overtime hours

Date	From	To	Raw Total	Calc. Total	In Date	Unbilled Sick Time	Job Code	Work Location	Activities	Notes
MON Sep 14	+		0.00 hrs	0.00 hrs						
TUE Sep 15	+		0.00 hrs	0.00 hrs						
WED Sep 16	+		0.00 hrs	0.00 hrs						
THU Sep 17	+		0.00 hrs	0.00 hrs						
FRI Sep 18	***	07:00 am	03:00 pm	8.00	FRI Sep 18		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
	+			8.00 hrs						
SAT Sep 19	***	05:00 am	07:00 am	2.00	SAT Sep 19		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...	
	+			2.00 hrs						
SUN Sep 20	+		0.00 hrs	0.00 hrs						

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Check the Calc Detail

Click the Calc Detail tab for a full breakdown of the week.



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Review Punches and Codes

Check clock-in and clock-out times, shift premiums, job codes, and work locations.

You are logged in as **Brittany Smith** Employee ID: brittanyrsmith

reliant

03:08 PM (EDT)

Search

BS

Time > Timesheets

← Timesheet Edit

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Ben (CPG Test) Hopkins

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September 14, 2026 – September 20, 2026

🏷️ Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked hours

Unworked Sick Time

Overtime hours

Date	Raw From	Raw To	Raw Total	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Shift Premium	Job Code	Work Location	Night Reg	Regular	Notes
MON Sep 14			0.00			0.00	0.00	0.00	0.00				-	-	
TUE Sep 15			0.00			0.00	0.00	0.00	0.00				-	-	
WED Sep 16			0.00			0.00	0.00	0.00	0.00				-	-	
THU Sep 17			0.00			0.00	0.00	0.00	0.00				-	-	
FRI Sep 18	07:00 am	03:00 pm	8.00	07:00 am	03:00 pm	-	8.00	8.00	8.00		FE/RC/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			
			8.00			0.00	8.00	8.00	8.00				-	8.00	
SAT Sep 19	05:00 am	07:00 am	2.00	05:00 am	06:00 am	-	1.00	9.00	9.00	Night CPG	FE/RC/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			
				06:00 am	07:00 am	-	1.00	10.00	10.00		FE/RC/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			
			2.00			0.00	2.00	10.00	10.00				100	2.00	
SUN Sep 20			0.00			0.00	0.00	0.00	0.00				-	-	

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

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Approve

Everything looks right? Click Approve in the top-right corner.

You are logged in as **Brittany Smith** Employee ID: brittanysmith

reliant

03:08 PM (EDT)

Search

BS

Time > Timesheets

← Timesheet Edit

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Ben (CPG Test) Hopkins

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September 14, 2026 – September 20, 2026

🏷️ Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked hours

Unapproved Sick Time

Overtime hours

▼ Date	Raw From	Raw To	Raw Total	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Shift Premium	Job Code	Work Location	Night Reg	Regular	Notes
▼ MON Sep 14			0.00			0.00	0.00	0.00	0.00				-	-	
▼ TUE Sep 15			0.00			0.00	0.00	0.00	0.00				-	-	
▼ WED Sep 16			0.00			0.00	0.00	0.00	0.00				-	-	
▼ THU Sep 17			0.00			0.00	0.00	0.00	0.00				-	-	
▼ FRI Sep 18	🕒 07:00 am	🕒 03:00 pm	8.00	07:00 am	03:00 pm	-	8.00	8.00	8.00		FE/RCI/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			📝
			8.00			0.00	8.00	8.00	8.00				-	8.00	
▼ SAT Sep 19	🕒 05:00 am	🕒 07:00 am	2.00	05:00 am	06:00 am	-	1.00	9.00	9.00	Night CPG	FE/RCI/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			📝
				06:00 am	07:00 am	-	1.00	10.00	10.00		FE/RCI/CPG/Brittany Smith [TEST]/CPG - ONS - TEST - Abilene, TX TEST 1	Home			📝
			2.00			0.00	2.00	10.00	10.00				100	2.00	
▼ SUN Sep 20			0.00			0.00	0.00	0.00	0.00				-	-	

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

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Or Reject with a Note

Wrong job code or hours? Click the notes icon on that day, add a note like "Please change job code," and click Save. Then click Reject and add a comment like "Please see timesheet."

You are logged in as **Brittany Smith** Employee ID: brittanysmith

reliant

03:08 PM (EDT)

Search

BS

Time > Timesheets

← Timesheet Edit

🔍

🗑️

Save

Approve

Reject

⋮

Ben (CPG Test) Hopkins

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September 14, 2026 - September 20, 2026

🏷️ Submitted

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked Hours

Unbilled Sick Time

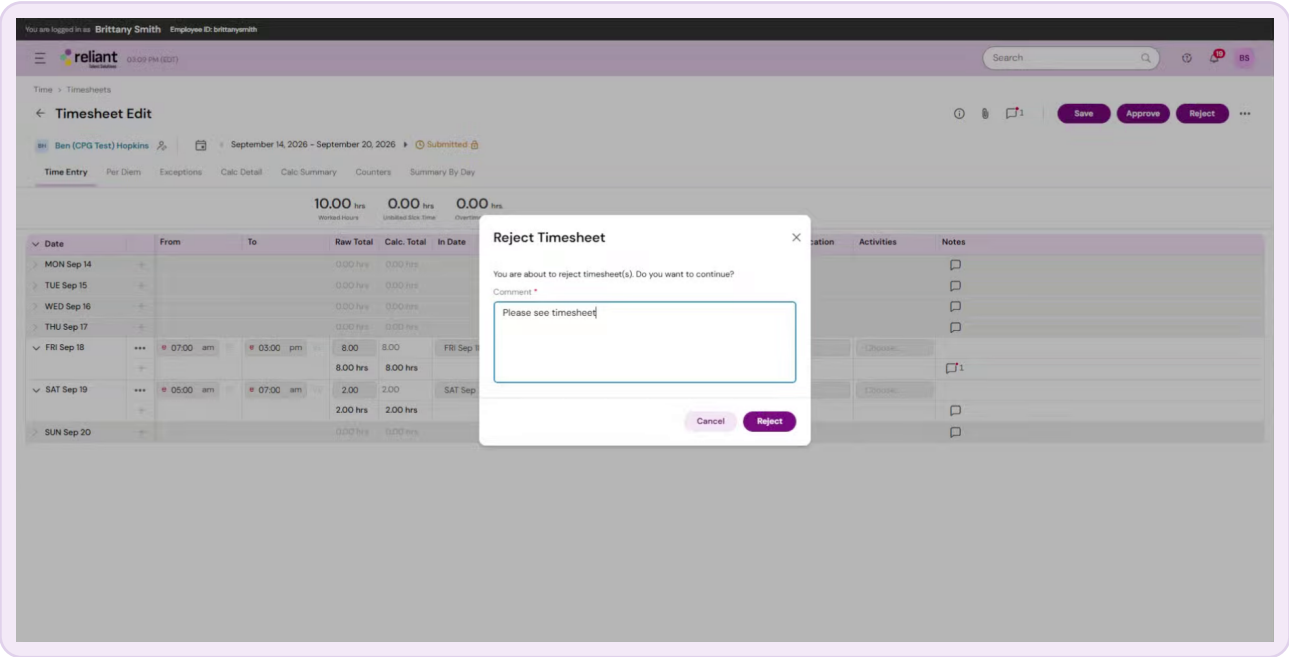
Overtime Hours

▼ Date	From	To	Raw Total	Calc. Total	In Date	Unbilled Sick Time	Job Code	Work Location	Activities	Notes
> MON Sep 14	+		0.00 hrs	0.00 hrs						📝
> TUE Sep 15	+		0.00 hrs	0.00 hrs						📝
> WED Sep 16	+		0.00 hrs	0.00 hrs						📝
> THU Sep 17	+		0.00 hrs	0.00 hrs						📝
▼ FRI Sep 18	***	07:00 am	03:00 pm	8.00	8.00	FRI Sep 18		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...
	+		8.00 hrs	8.00 hrs						📝
▼ SAT Sep 19	***	05:00 am	07:00 am	2.00	2.00	SAT Sep 19		CPG - ONS - TEST - Abilene, TX TEST 1	Home	Choose...
	+		2.00 hrs	2.00 hrs						📝
> SUN Sep 20	+		0.00 hrs	0.00 hrs						📝

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Your Employee Gets Notified

Your employee sees the rejection in their mailbox, reads your note, and can fix and resubmit.



Approve or Reject an Expense Report

Browser / Desktop Walkthrough

Review expense reports and receipts, then approve or reject them.

What you'll do

- Open the expense report from My mailbox
- Click View Expense Report
- Check each expense and receipt
- Click Approve — or Reject with a comment

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Go back to My mailbox and click the Approve/Reject Expense Report.

You are logged in as **Brittany Smith** Employees ID: brittanysmith

reliant

03:09 PM (EST)

Time

Ready

BS

Search

← Timesheet Edit

Ben (CPG Test) Hopkins

September 14, 2026 - September 20, 2026

Rejected

Time Entry

Per Diem

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

10.00 hrs

0.00 hrs

0.00 hrs

Worked Hours

Unbilled Sick Time

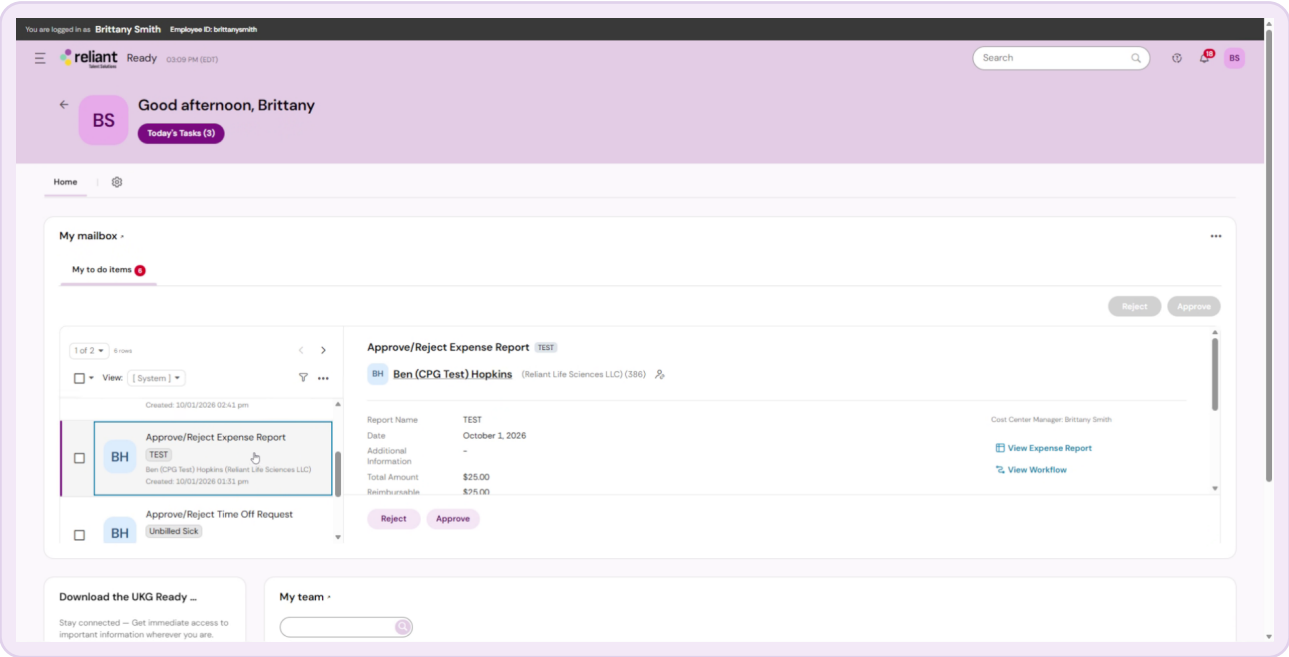
Overtime Hours

Date	From	To	Raw Total	Calc. Total	In Date	Unbilled Sick Time	Job Code	Work Location	Activities	Notes
MON Sep 14			0.00 hrs	0.00 hrs						
TUE Sep 15			0.00 hrs	0.00 hrs						
WED Sep 16			0.00 hrs	0.00 hrs						
THU Sep 17			0.00 hrs	0.00 hrs						
FRI Sep 18	07:00 am	03:00 pm	8.00	8.00	FRI Sep 18		CPG - QNS - TEST - Abilene, TX TEST 1	Home	Choose...	
			8.00 hrs	8.00 hrs						
SAT Sep 19	05:00 am	07:00 am	2.00	2.00	SAT Sep 19		CPG - QNS - TEST - Abilene, TX TEST 1	Home	Choose...	
			2.00 hrs	2.00 hrs						
SUN Sep 20			0.00 hrs	0.00 hrs						

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Click View Expense Report

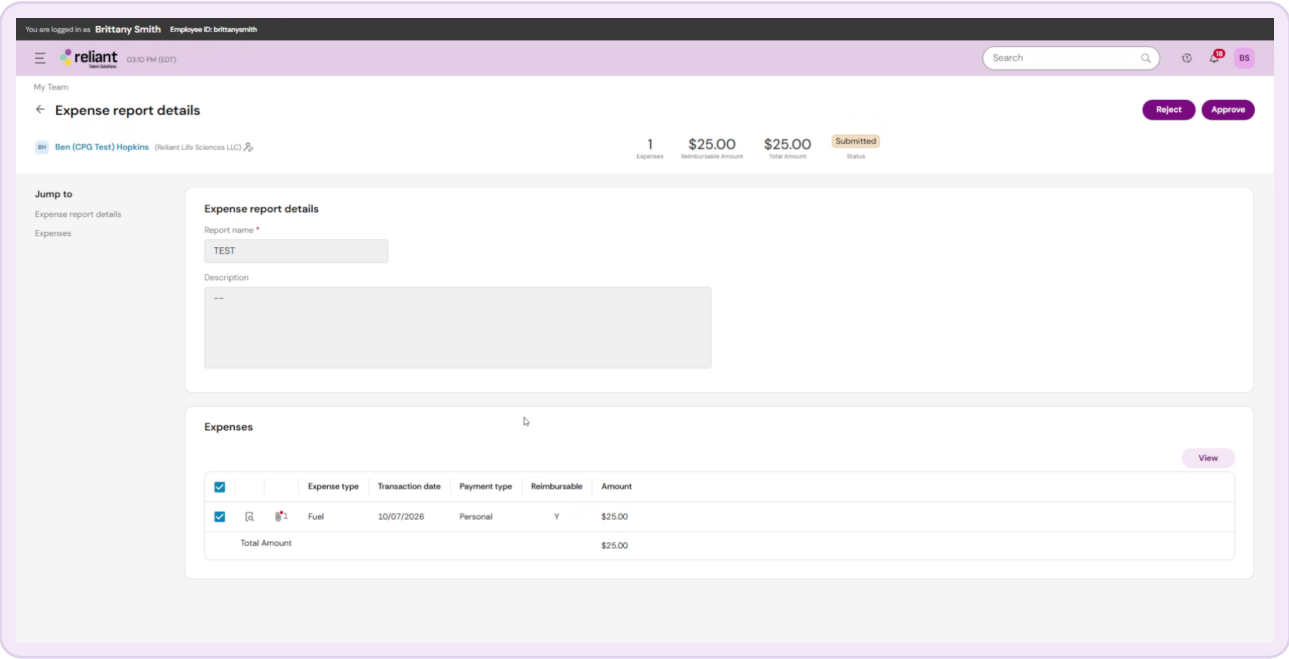
See the number of expenses, reimbursable amount, total, and status. Status shows Submitted until you act.



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View the Details

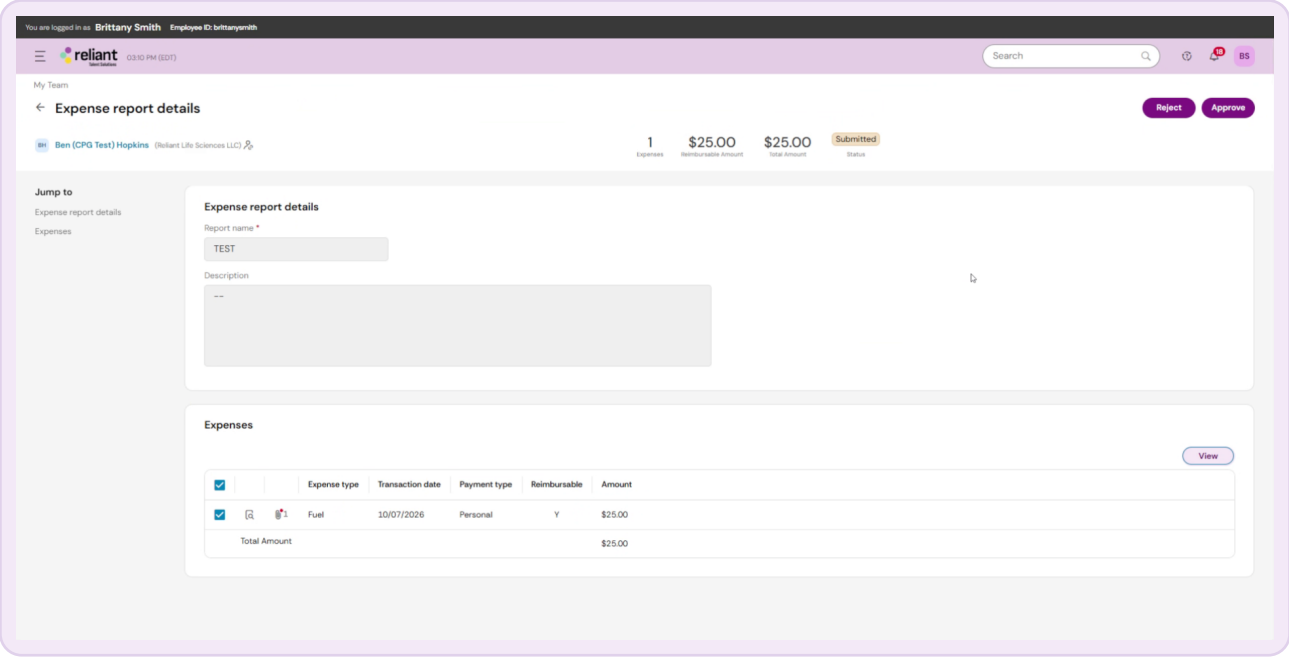
Click into an expense and click View to see the receipt and details.



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Approve or Reject

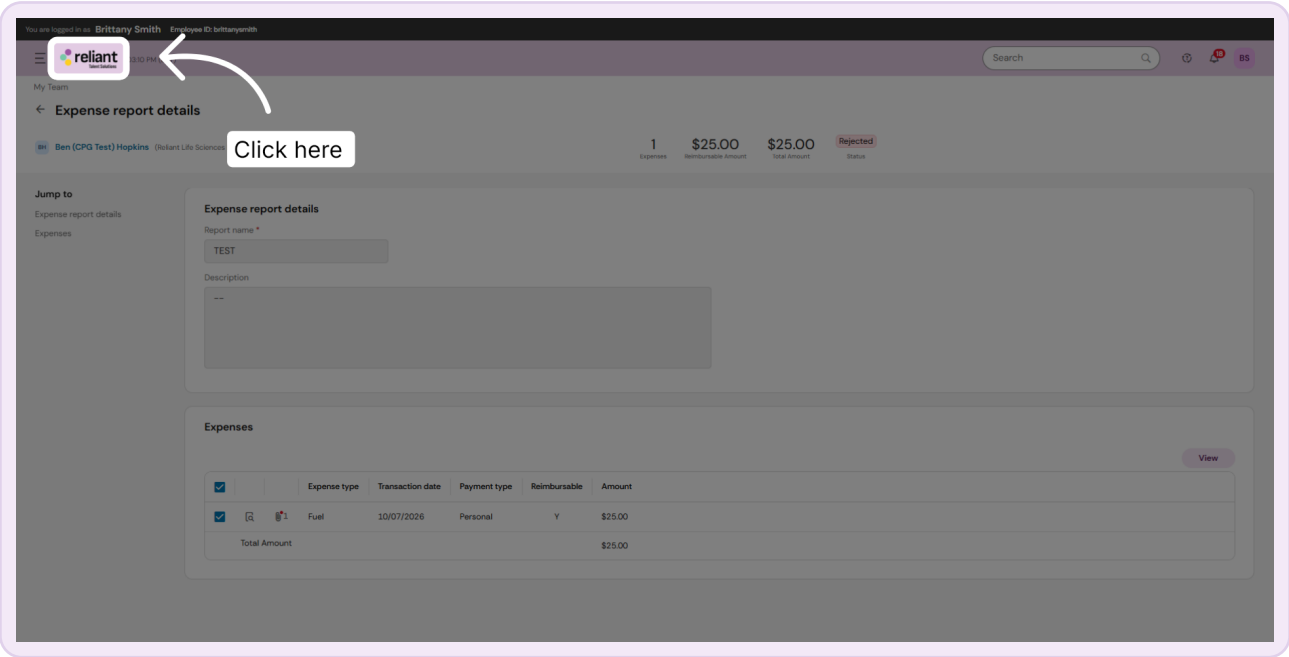
Looks right? Click Approve. Need a fix? Click Reject, add a comment like "Attach correct receipt," and click Save. Your employee can fix and resubmit.



23

Open My Team

Click My team to see and manage your team members.



That's it — you're all caught up.

Check My mailbox regularly for new items

Quick recap

- Find everything waiting on you in My mailbox
- Time off: review type, date, and hours, then Approve or Reject
- Timesheets: check hours, job codes, and Calc Summary, then Approve or Reject with a note
- Expenses: View Expense Report, check receipts, then Approve or Reject
- Always add a comment when you reject

Need help?

If a screen doesn't look like this guide or you approved something by mistake, email UKGsupport@hirereliant.com and we'll help.