# Submit Timesheets, Time Off, and Expenses in UKG Ready

CPG Field Employees | Browser / Desktop

This guide covers everything you'll do in UKG Ready each week: clock in, fix your hours, add per diem, request time off, submit your timesheet, and submit expenses.

**Your weekly routine**

Clock in and out each day. At the end of the week, add your per diem, check your hours, then click Submit.

## What's inside


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## Hour types

- Hours calculate automatically from your punches. Hours worked 6 PM–6 AM count as Night Reg.
- Regular = hourly rate | Night Reg = shift differential | OT = 1.5x hourly rate | Night OT = 1.5x shift differential
- See your hour types on your timesheet under the Calc Summary tab.

PART 1 OF 6

# Clock In and Pick Your Job Code

Browser / Desktop Walkthrough

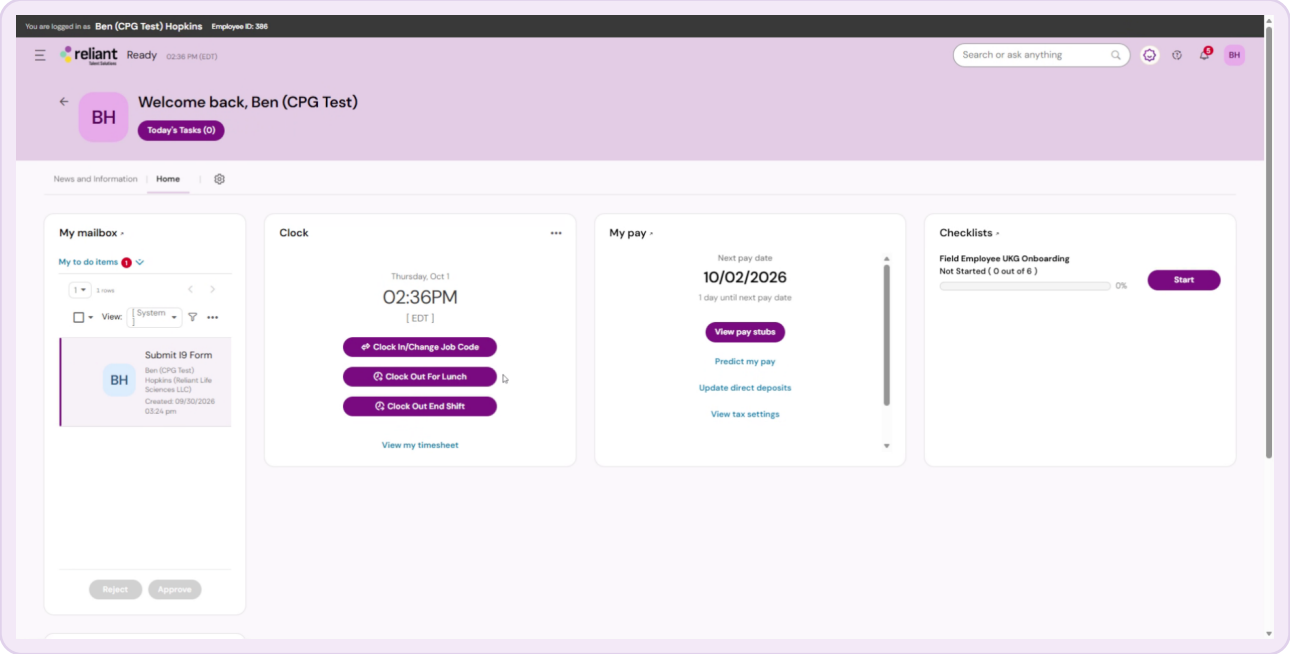
Start each workday by clocking in with the right job code so your hours go to the right site.

## What you'll do

- Click Clock In/Change Job Code on your dashboard
- Pick your job code
- Click OK to clock in

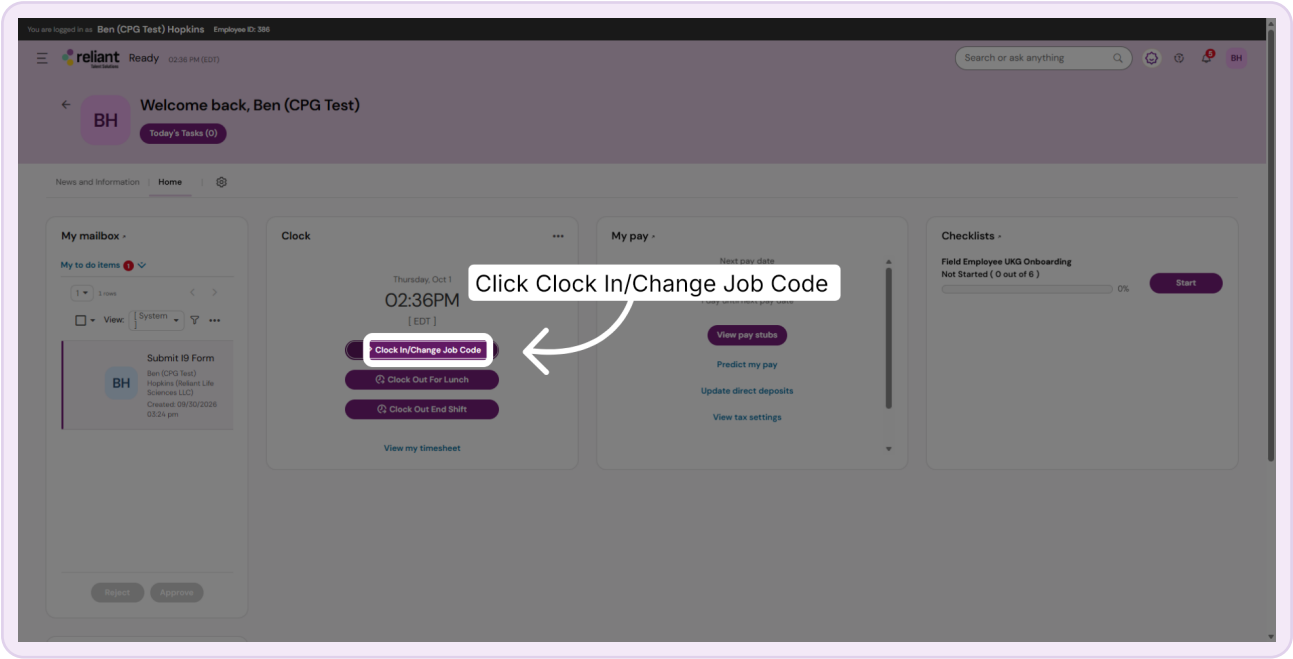
## 01 Start on Your Dashboard

Go to secure7.saashr.com and sign in. Your dashboard shows your Clock box, My pay, My mailbox, and Checklists.



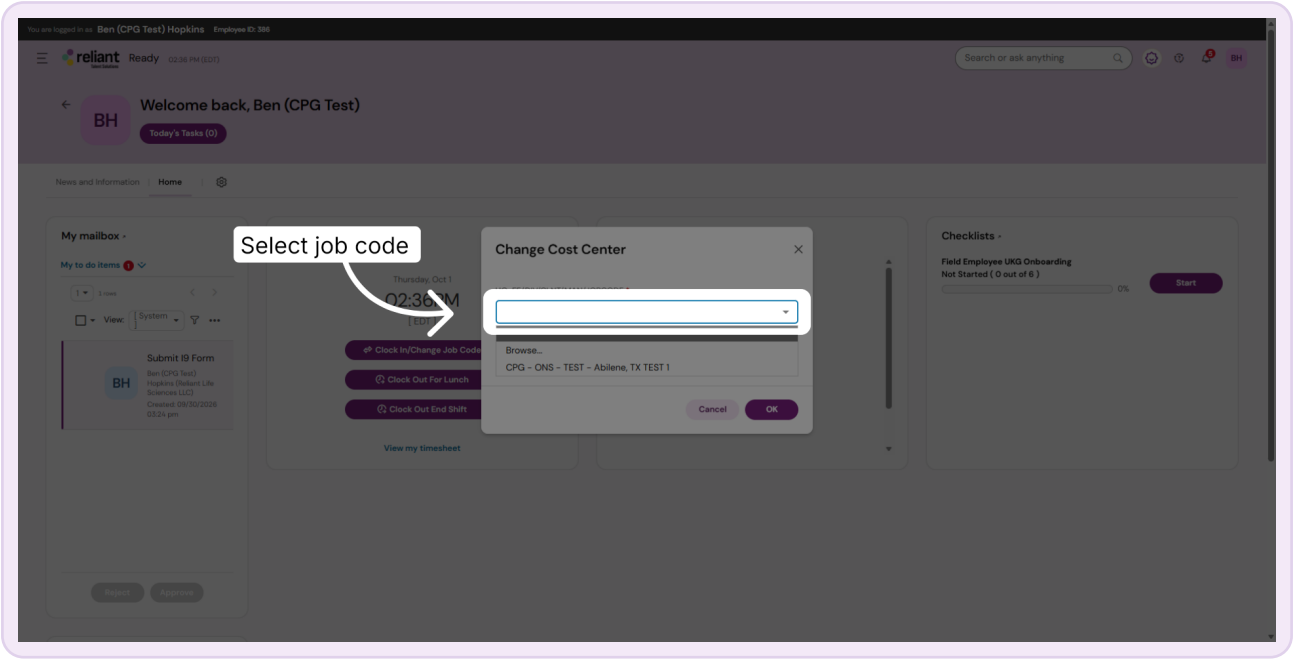
## 02 Click Clock In/Change Job Code

In the Clock box, click Clock In/Change Job Code.



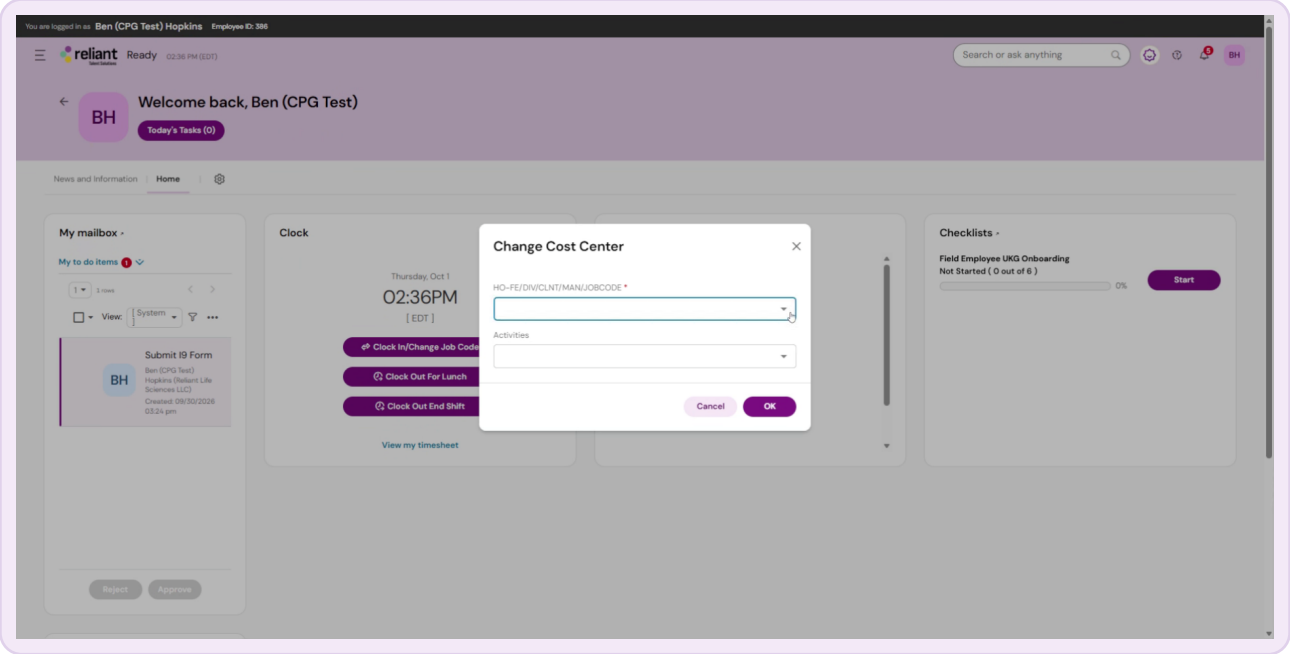
## 03 Open the Job Code List

The Change Cost Center box opens. Click the job code dropdown.



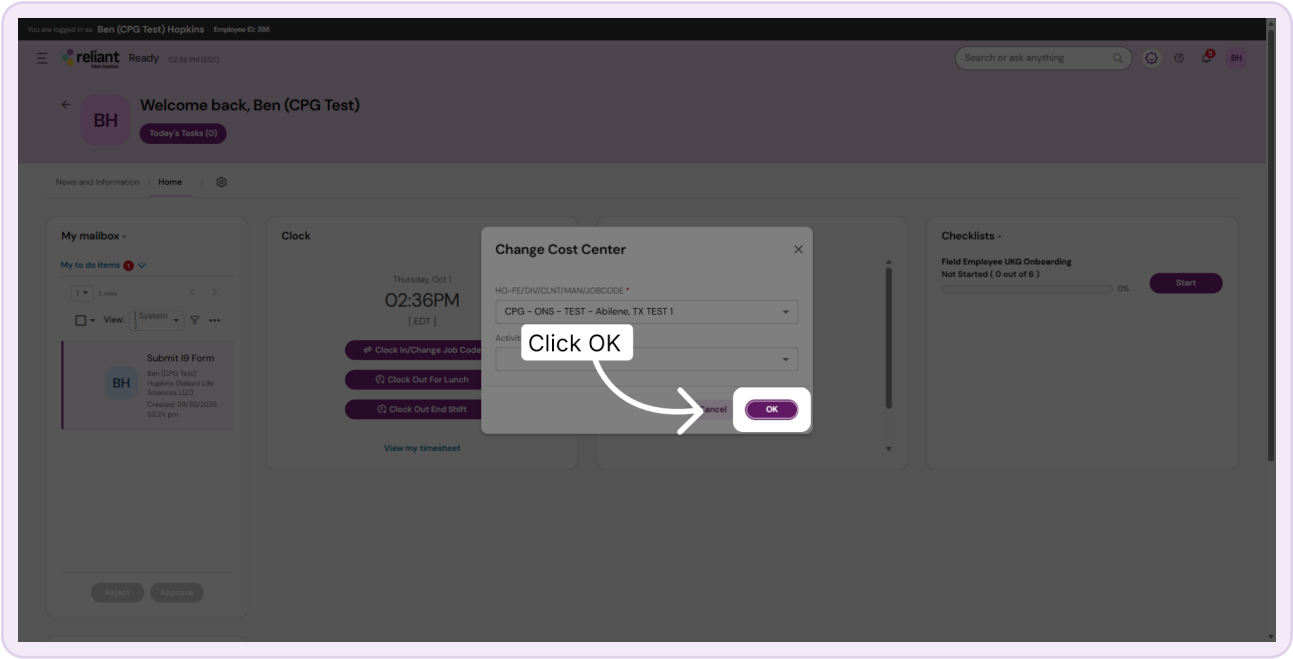
## 04 Pick Your Job Code

Choose the job code for the site you're working at today. Fields marked * are required.



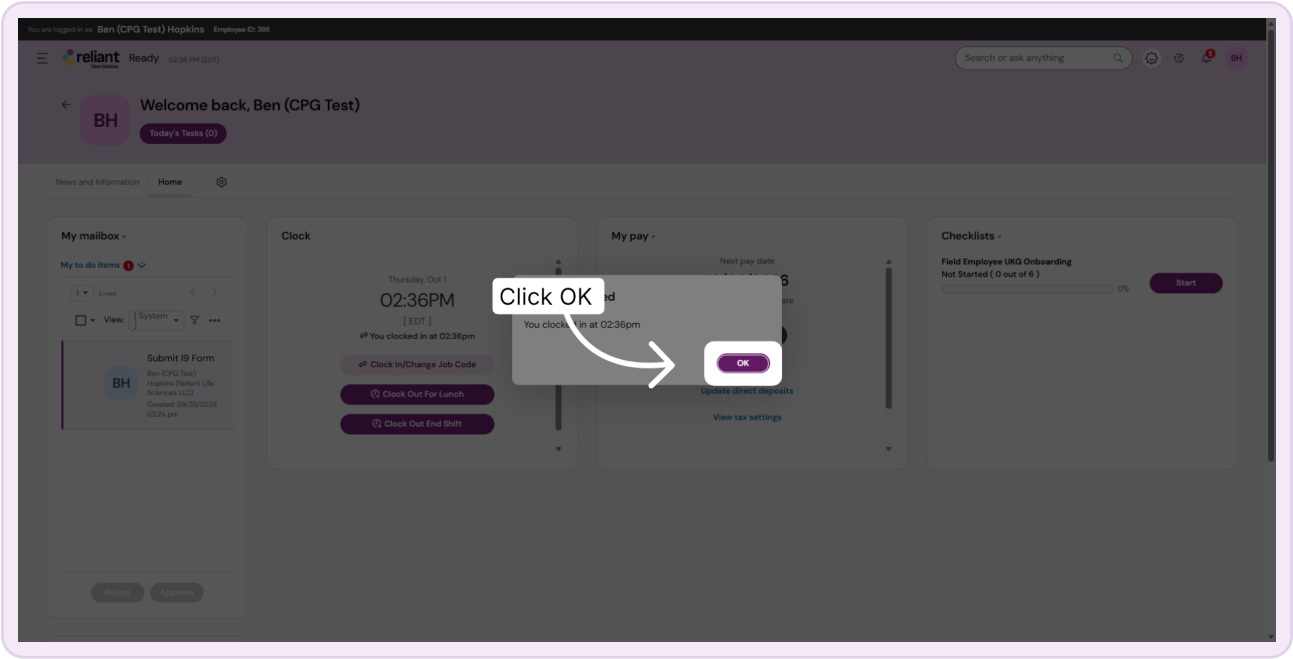
## 05 Click OK

Check your job code, then click OK.



## 06 Confirm You're Clocked In

A message confirms your clock-in time. Click OK.



PART 2 OF 6

# Fix or Add Hours on Your Timesheet

Browser / Desktop Walkthrough

Forgot to punch, or need to fix a time? Open your timesheet and type the correct From and To times.

**Watch AM and PM**

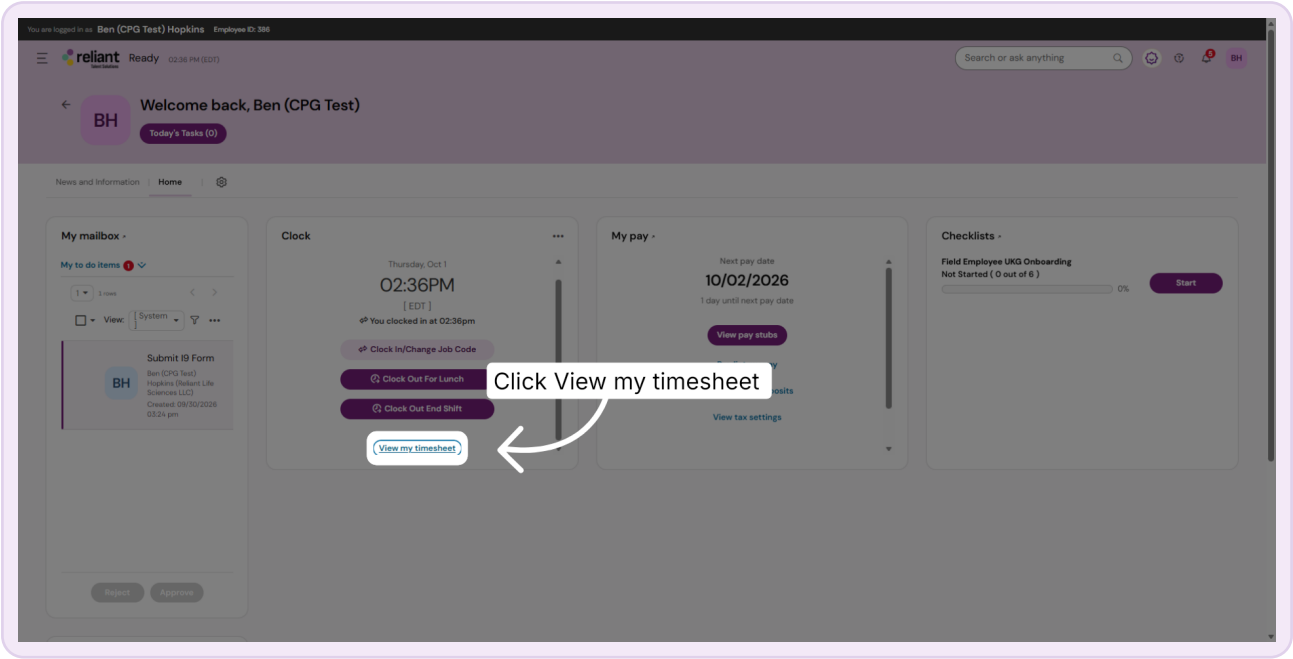
Every time has an AM/PM toggle. Check it each time you type a time — a wrong AM/PM is the most common timesheet mistake.

## What you'll do

- Open View my timesheet
- Click into a From or To time
- Type the time and set AM or PM
- Click Save

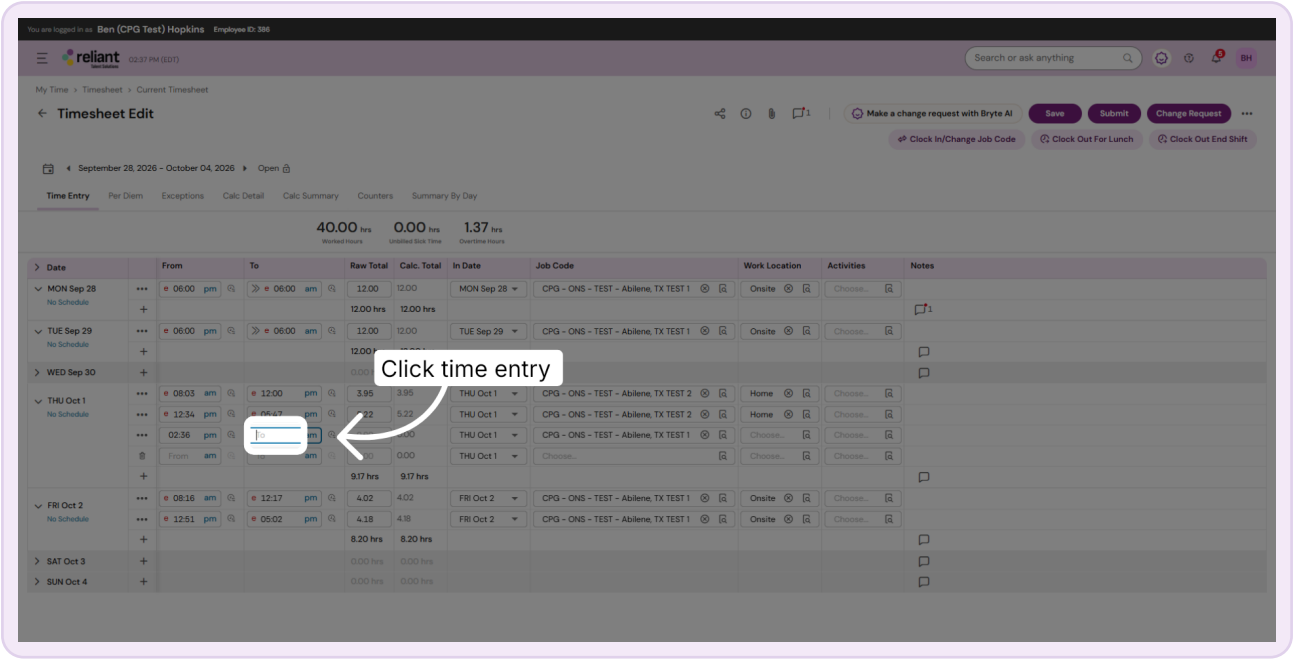
## 07 Open Your Timesheet

In the Clock box, click View my timesheet.



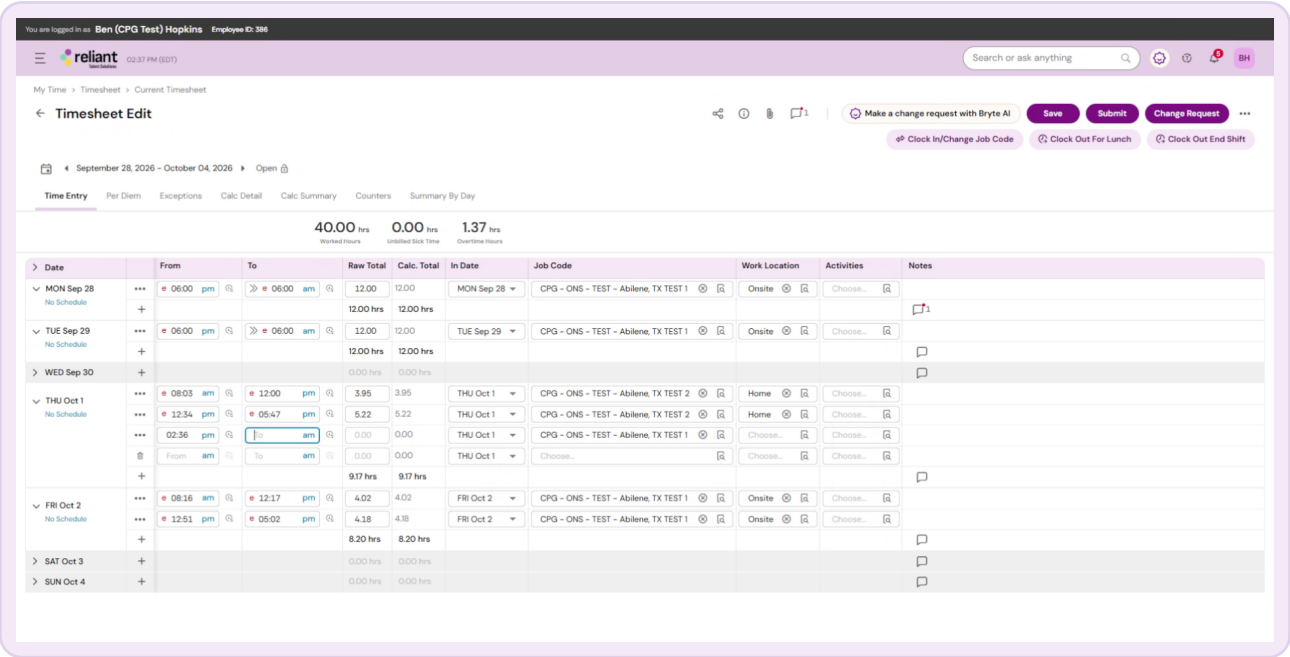
## 08 Click a Time Entry

Your Timesheet Edit page opens. Click the time you want to add or fix.



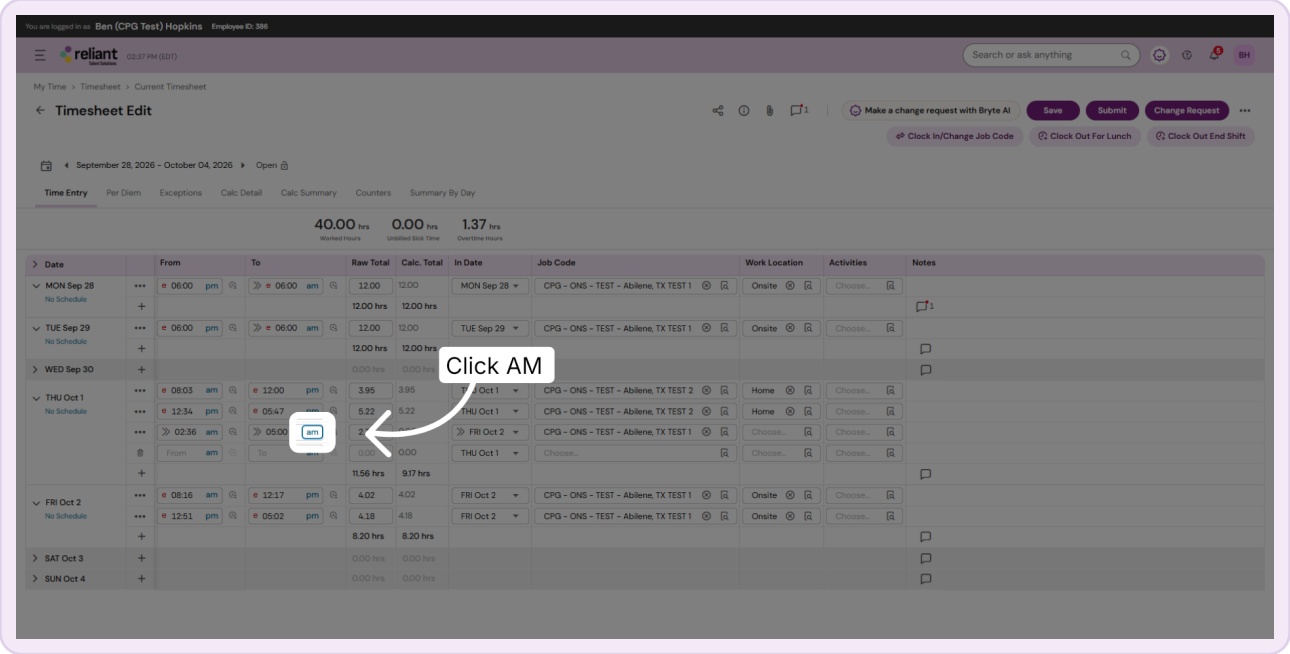
## 09 Type the Start Time

Type the start time in the From box.



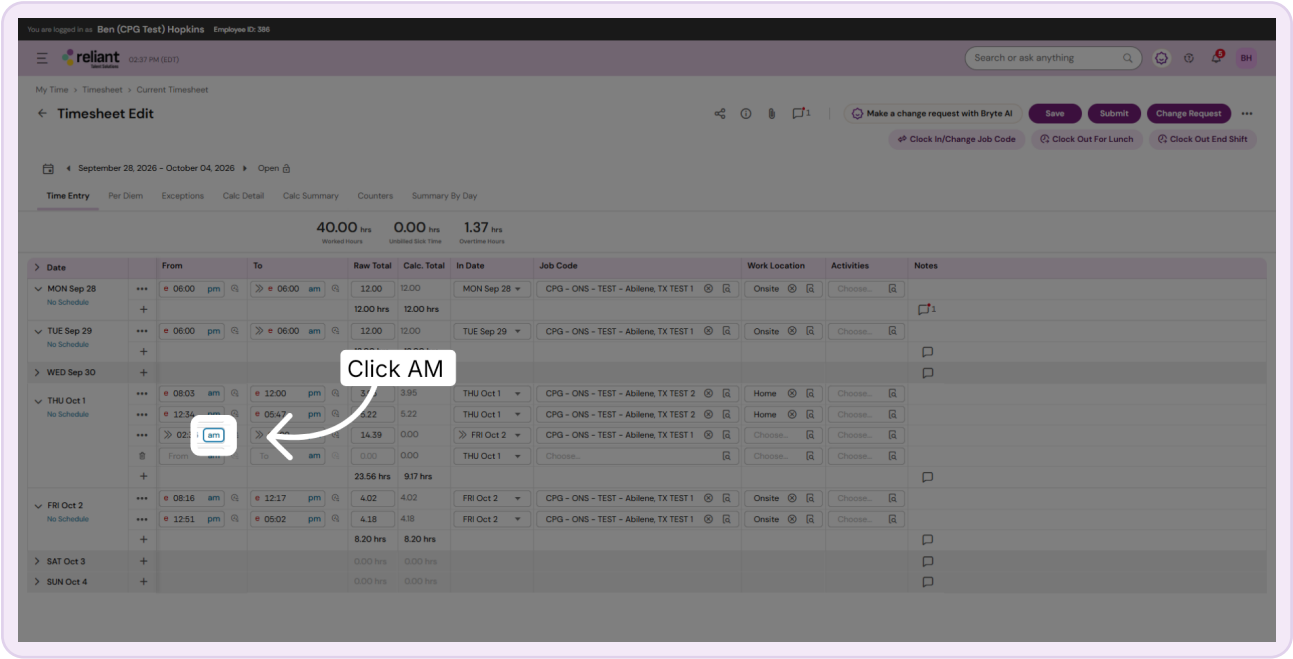
## 10 Set AM or PM

Click the AM/PM toggle next to the start time so it's correct.



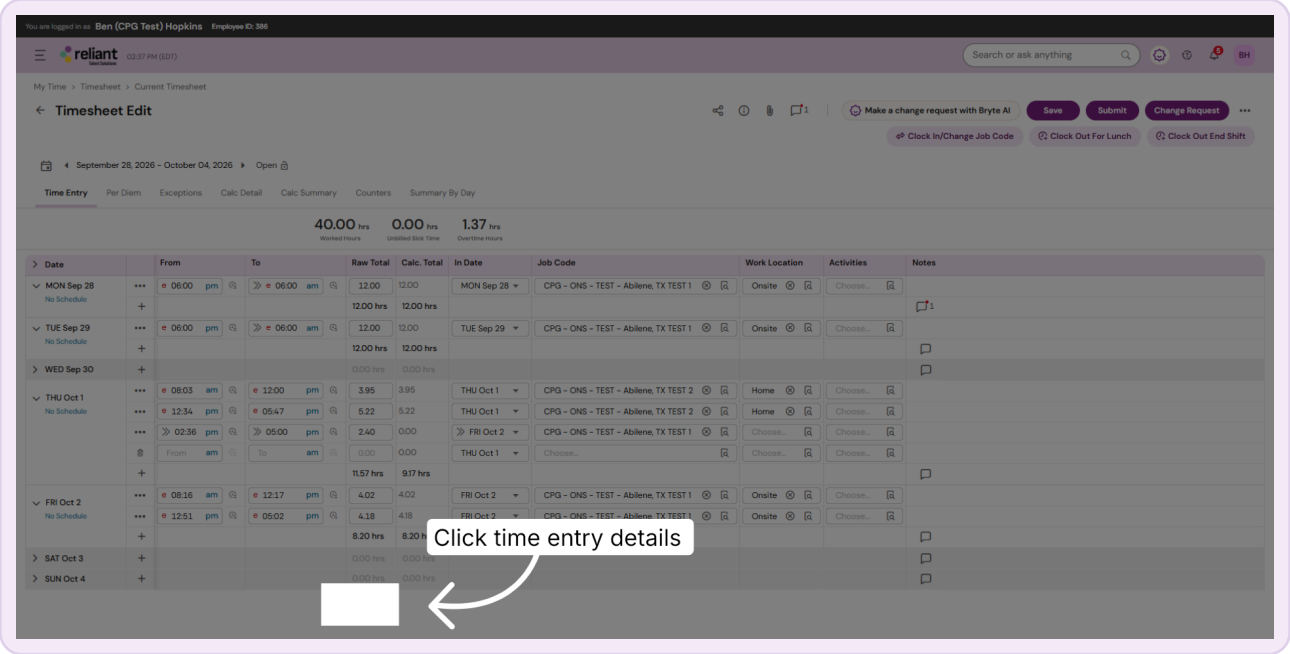
## 11 Set AM or PM for the End Time

Click the AM/PM toggle next to the end time so it's correct.



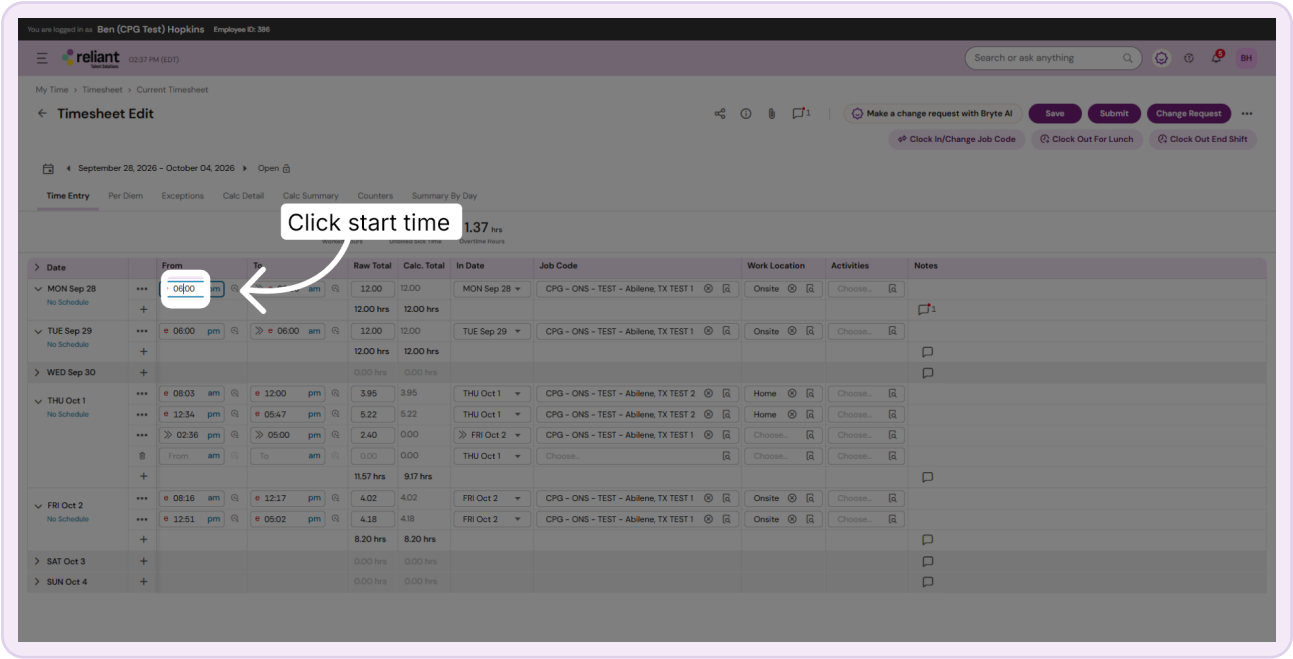
## 12 Review the Entry

Check the date, job code, and work location for that row.



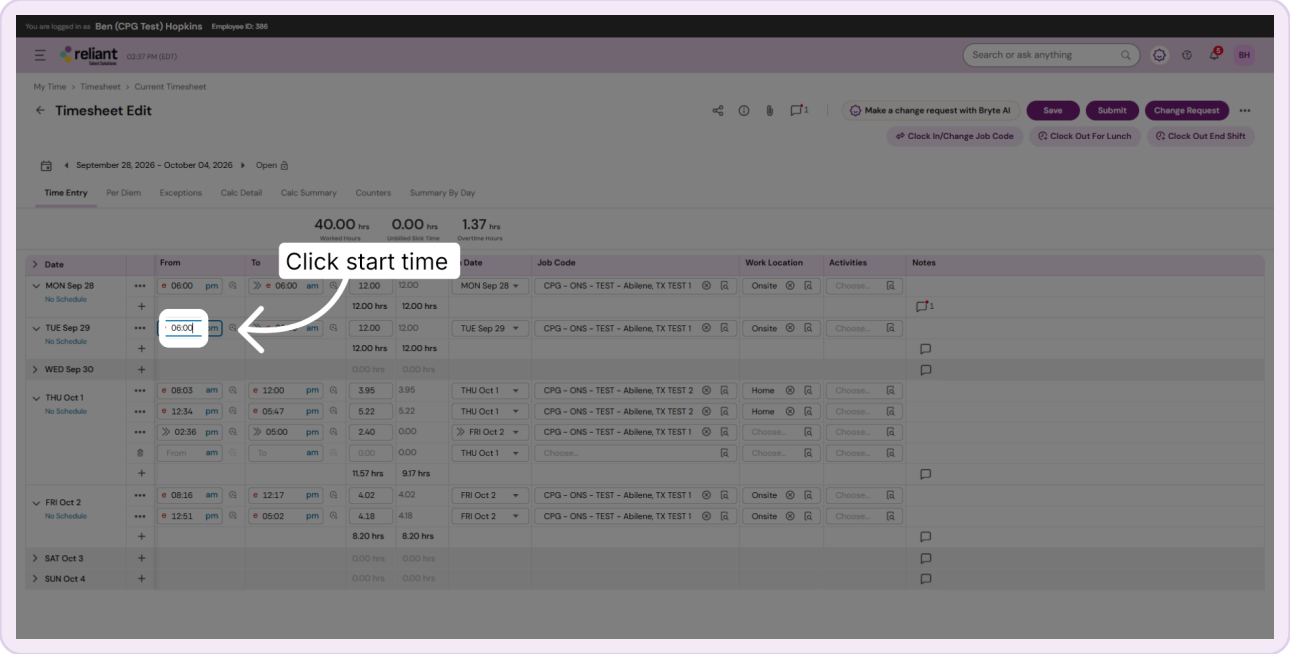
## 13 Click the Start Time

Need to change a time? Click into the From box.



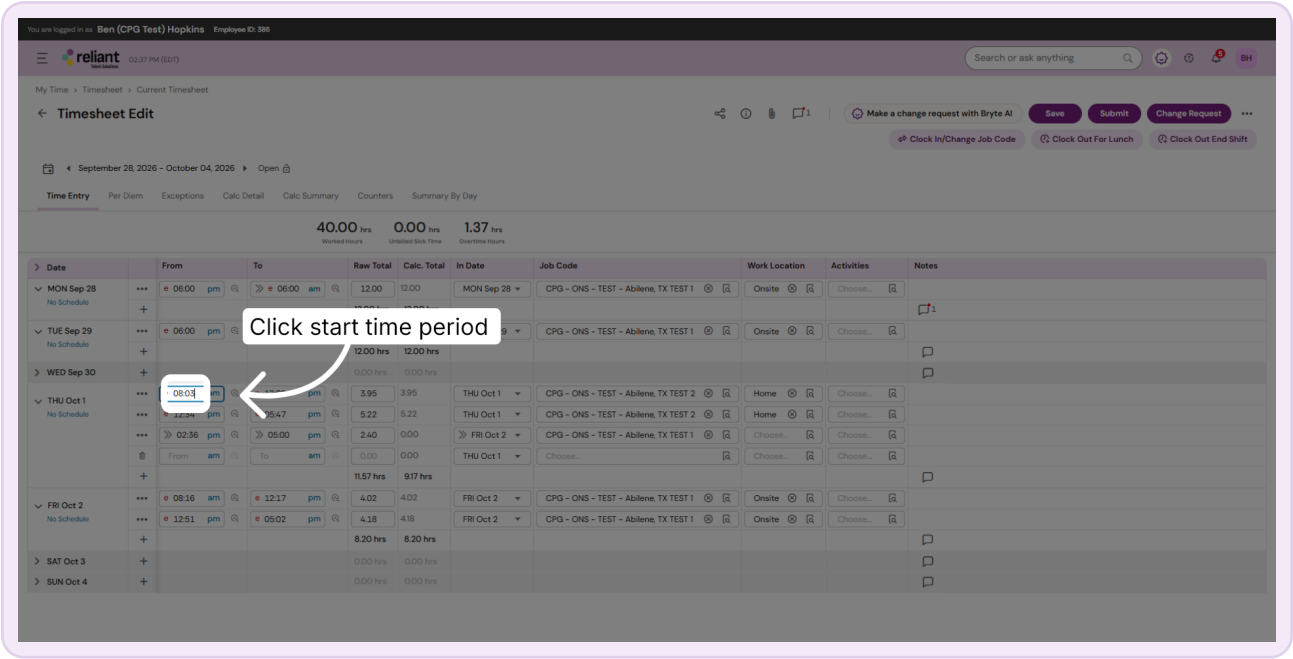
## 14 Change the Start Time

Type the correct start time.



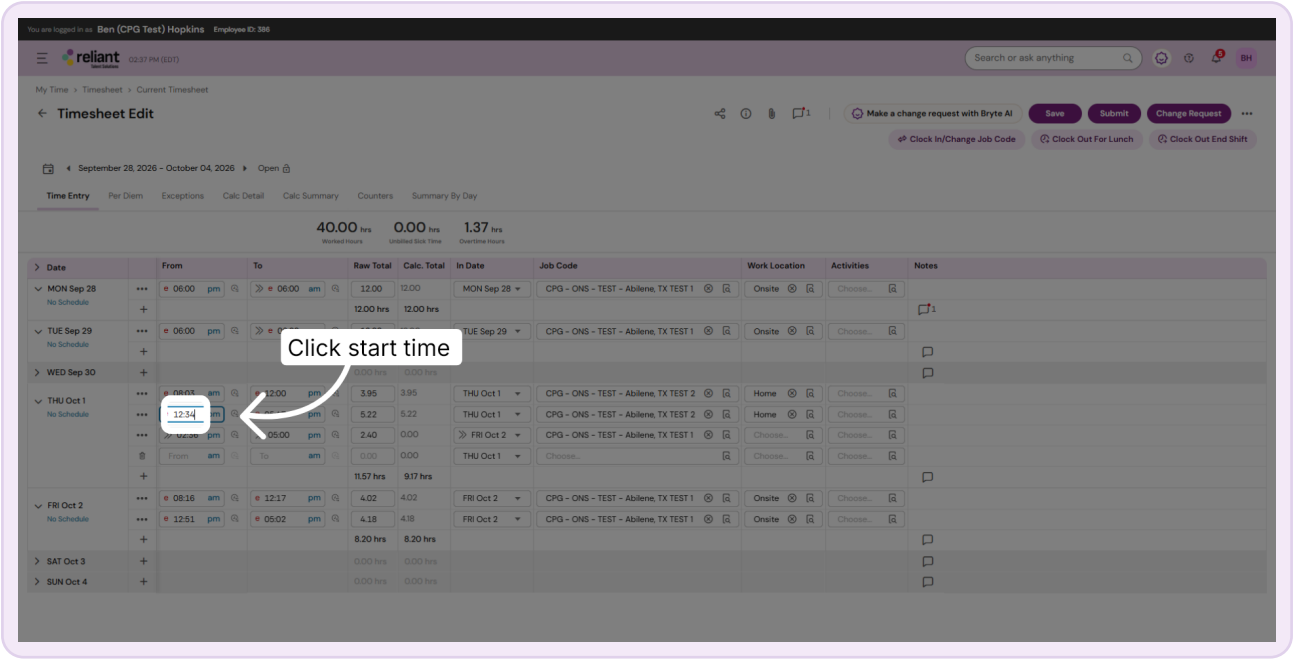
## 15 Check AM or PM

Click the AM/PM toggle if it needs to change.



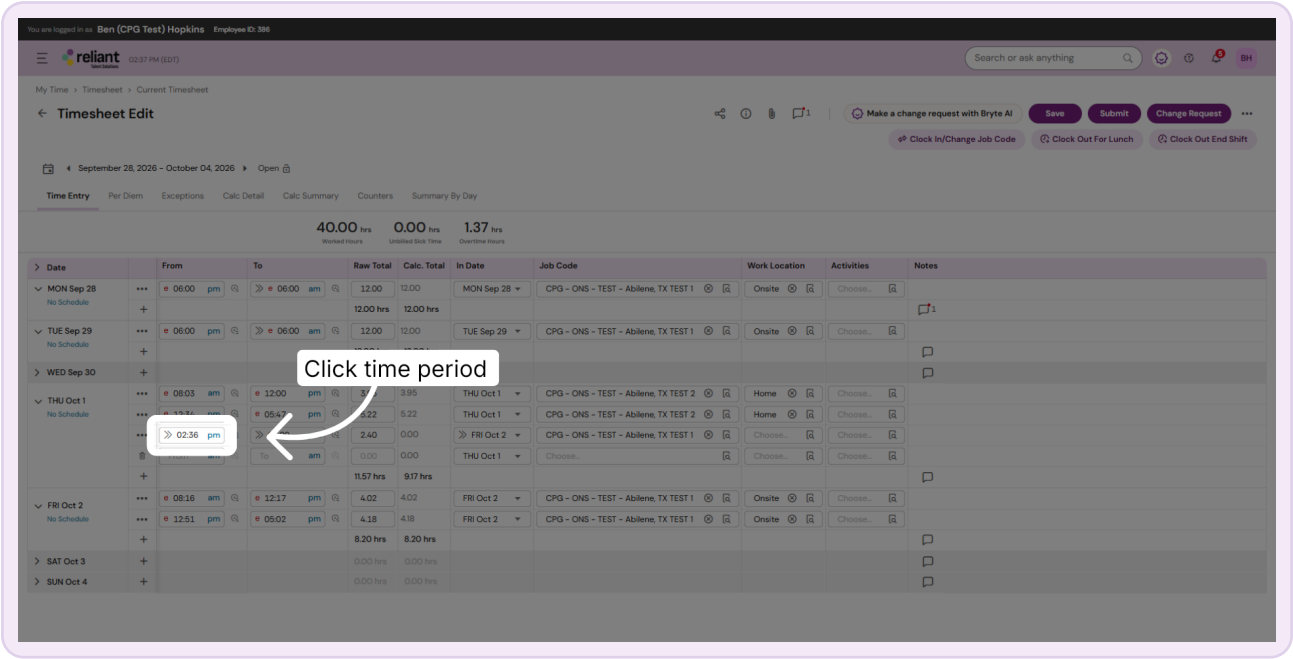
## 16 Update the Start Time

Make any final changes to the start time.



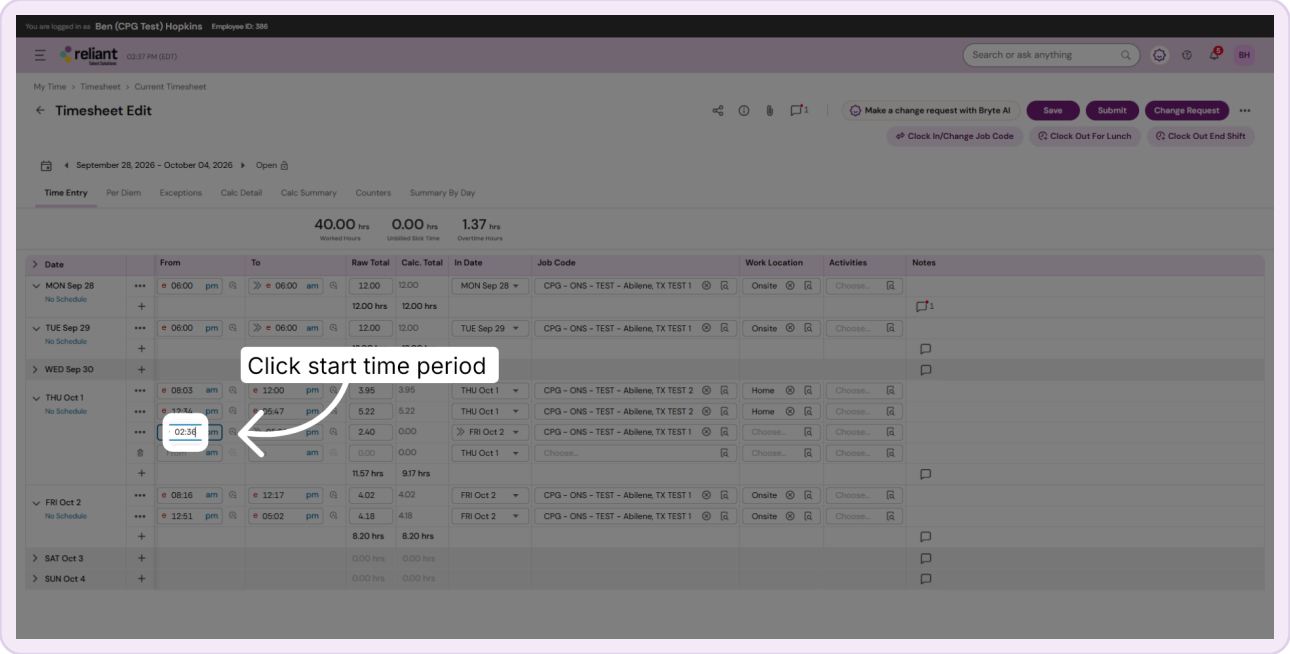
## 17 Switch AM and PM

Click the toggle to switch between AM and PM.



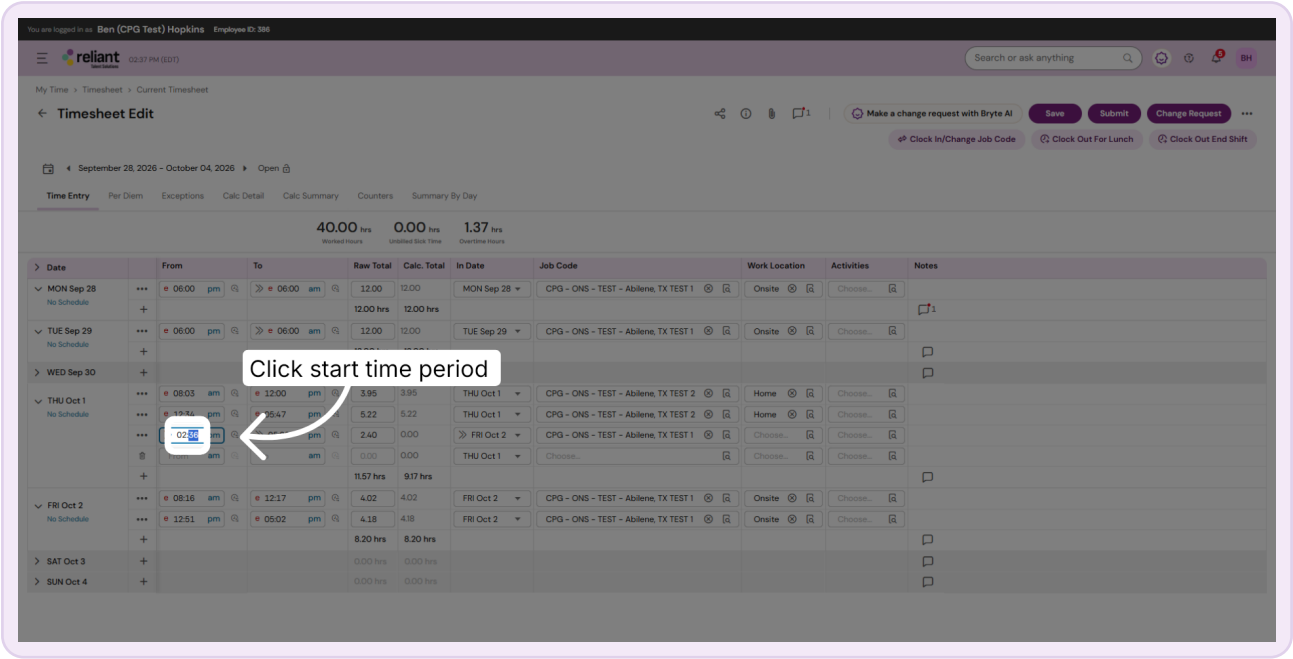
## 18 Pick AM or PM

Choose the right setting for your start time.



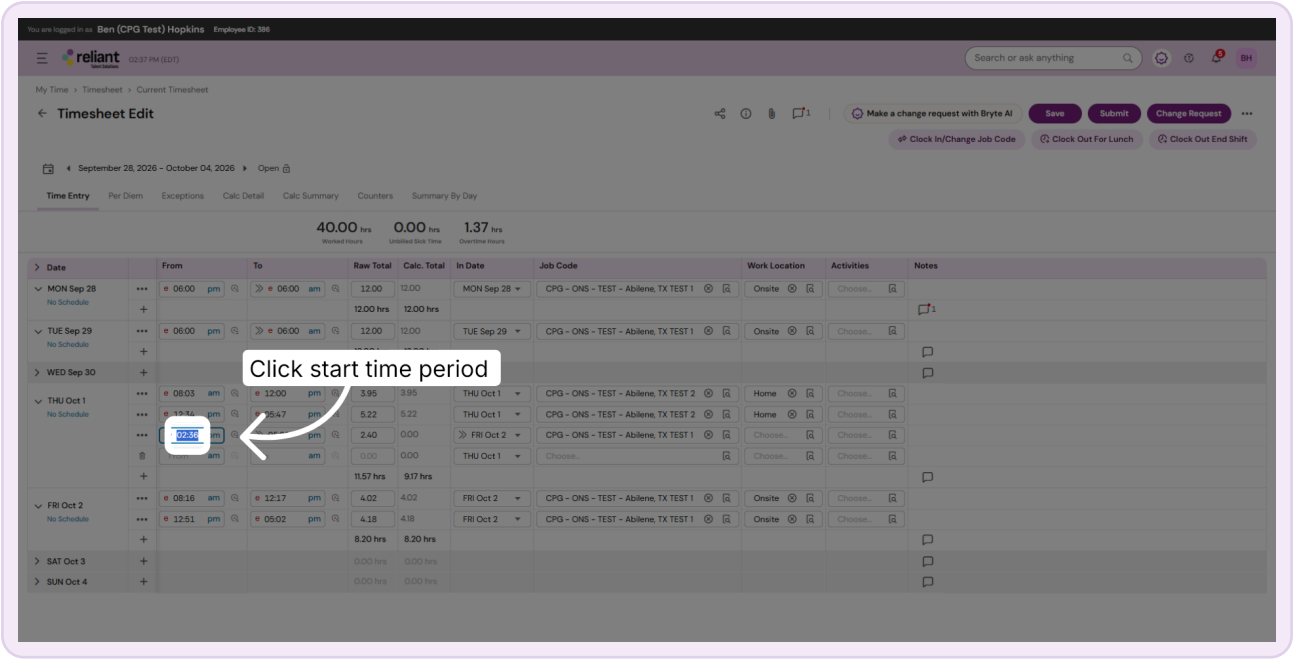
## 19 Confirm the Setting

Make sure AM or PM shows correctly.



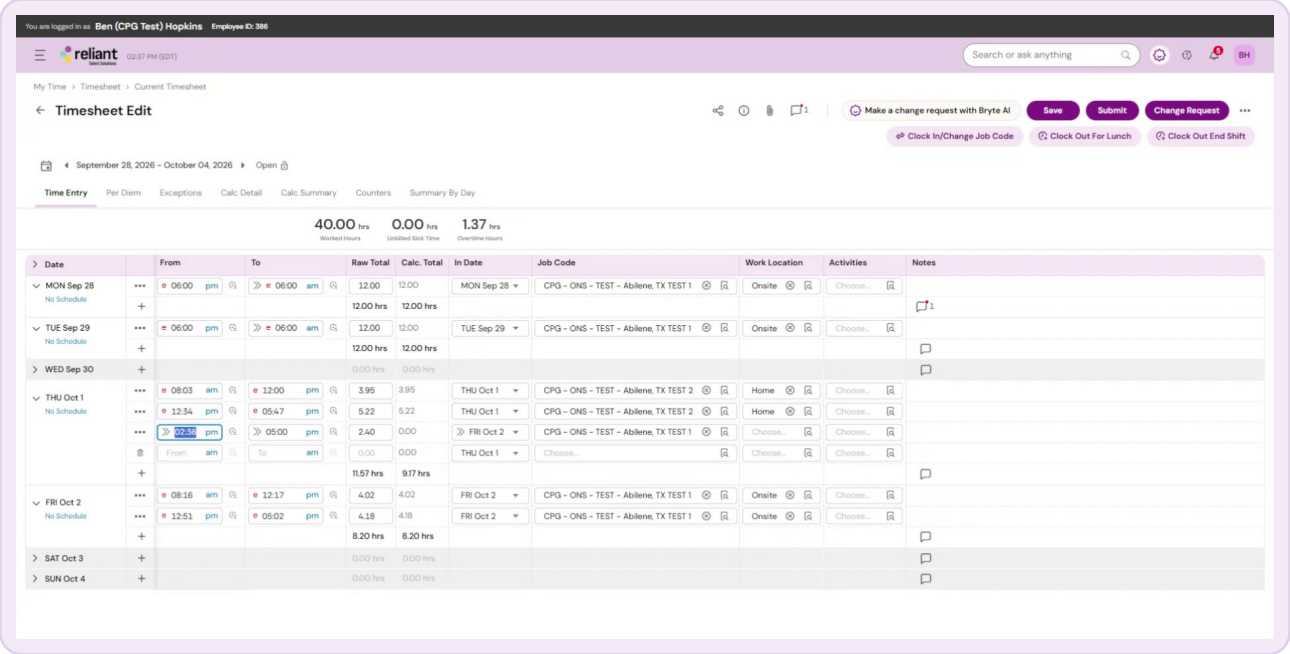
## 20 Double-Check

Check the start time and AM/PM one more time.



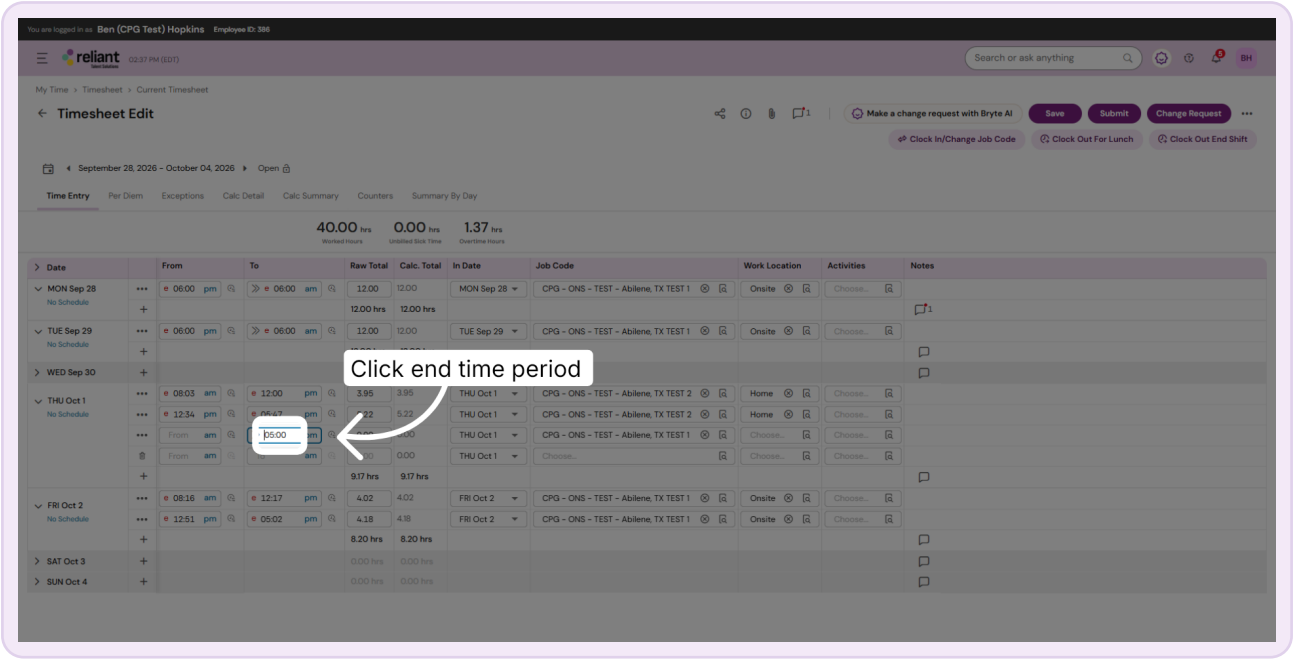
## 21 Enter the Exact Start Time

Type the exact start time for that day.



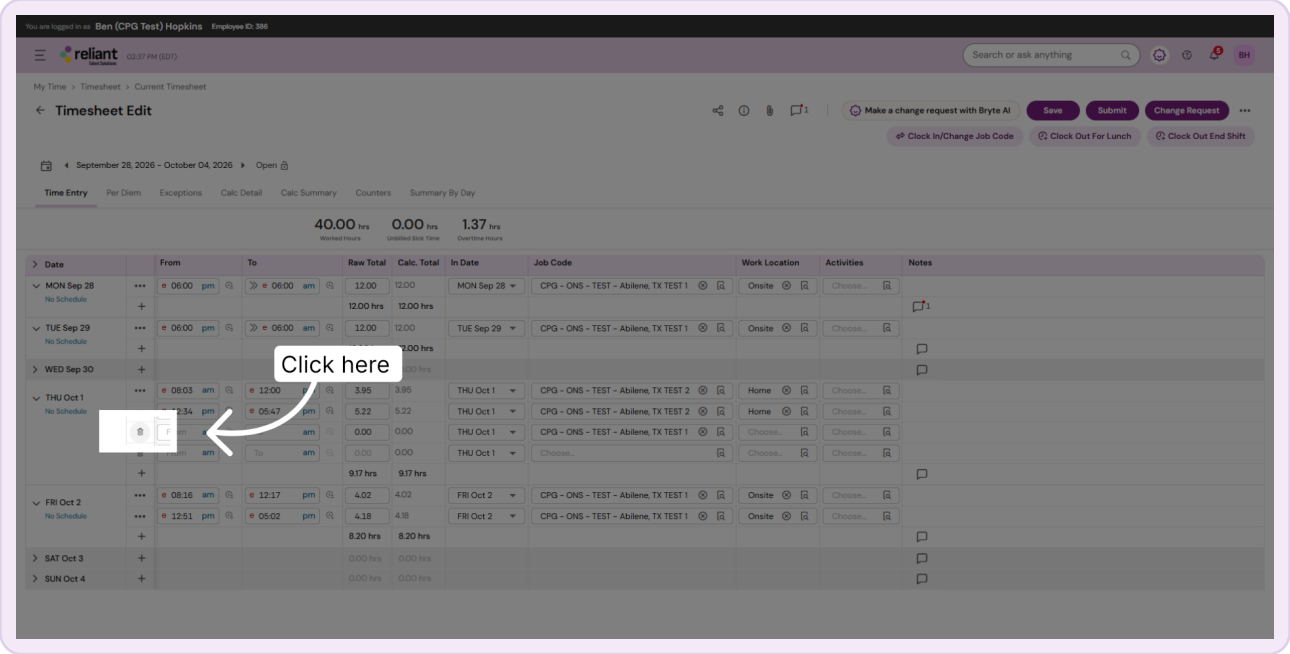
## 22 Set the End Time AM or PM

Click the AM/PM toggle next to the end time.



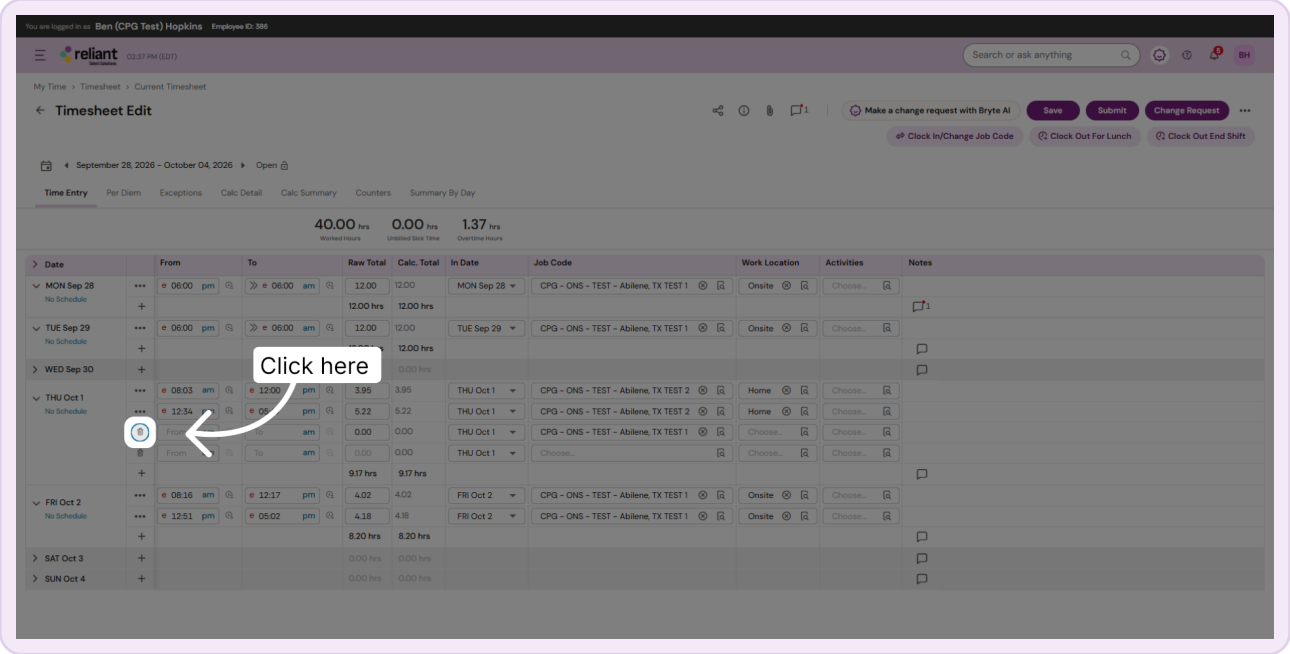
## 23 Open More Options

Click the ... menu on the row to see more options.



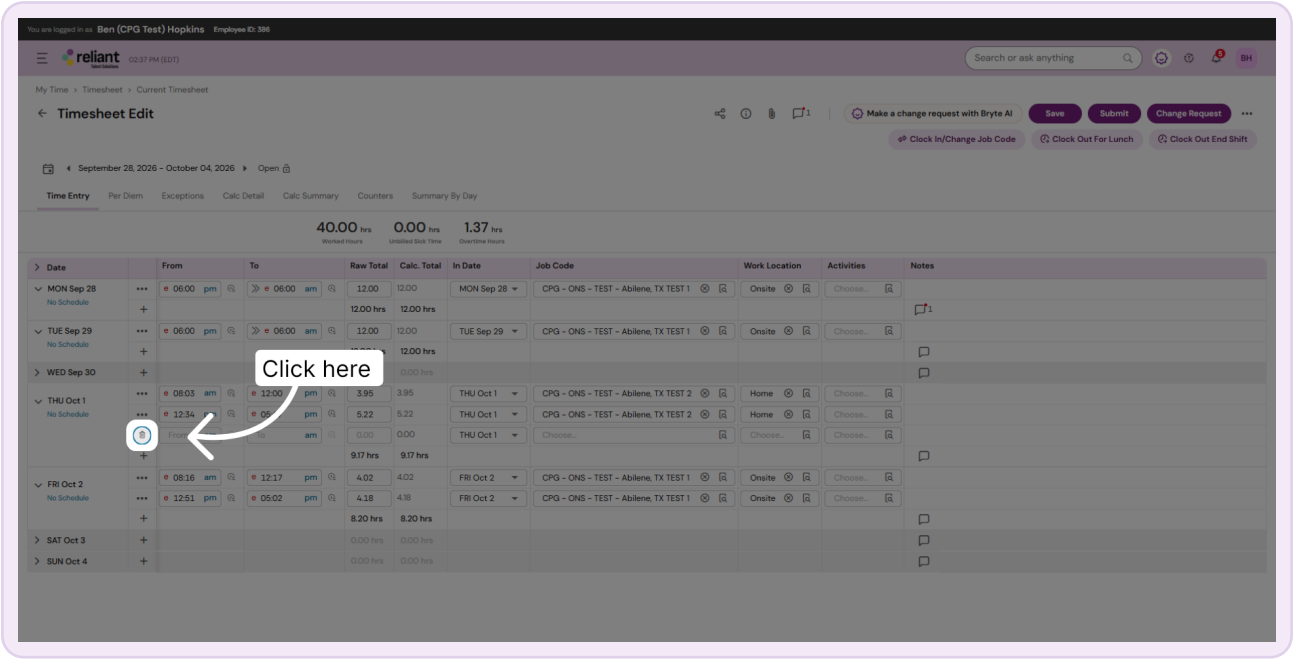
## 24 Review the Menu

The menu lets you add, copy, or delete a row.



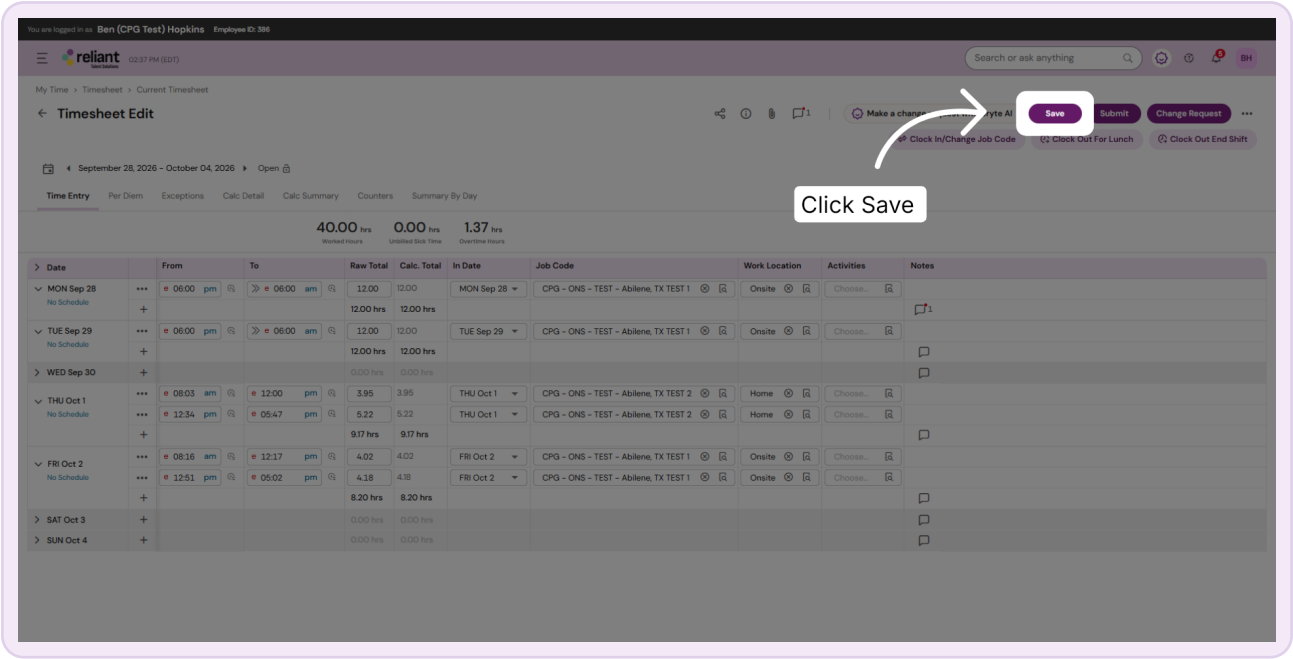
## 25 Close the Menu

Click away from the menu to close it.



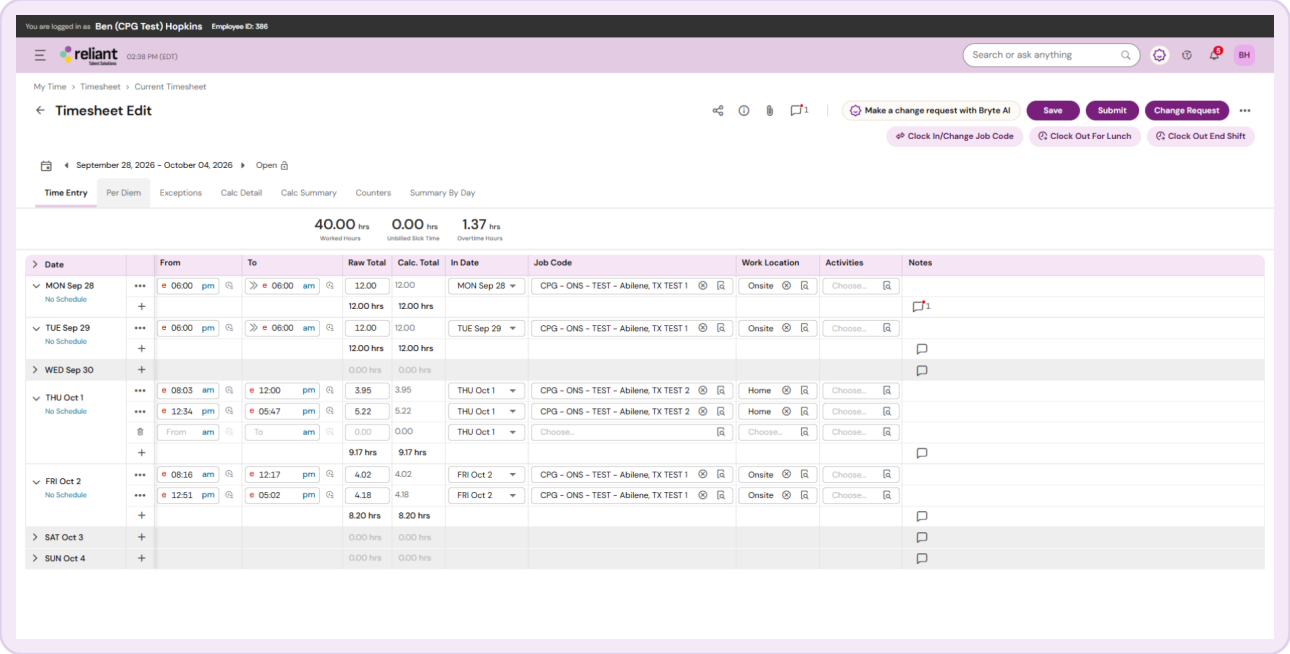
## 26 Save Your Changes

Click Save in the top-right corner.



## 27 Back on Your Timesheet

Your hours are saved. Check the Raw Total for each day.



PART 3 OF 6

# Add Per Diem to Your Timesheet

Browser / Desktop Walkthrough

Add a per diem entry for each day you qualify.

**Best practice**

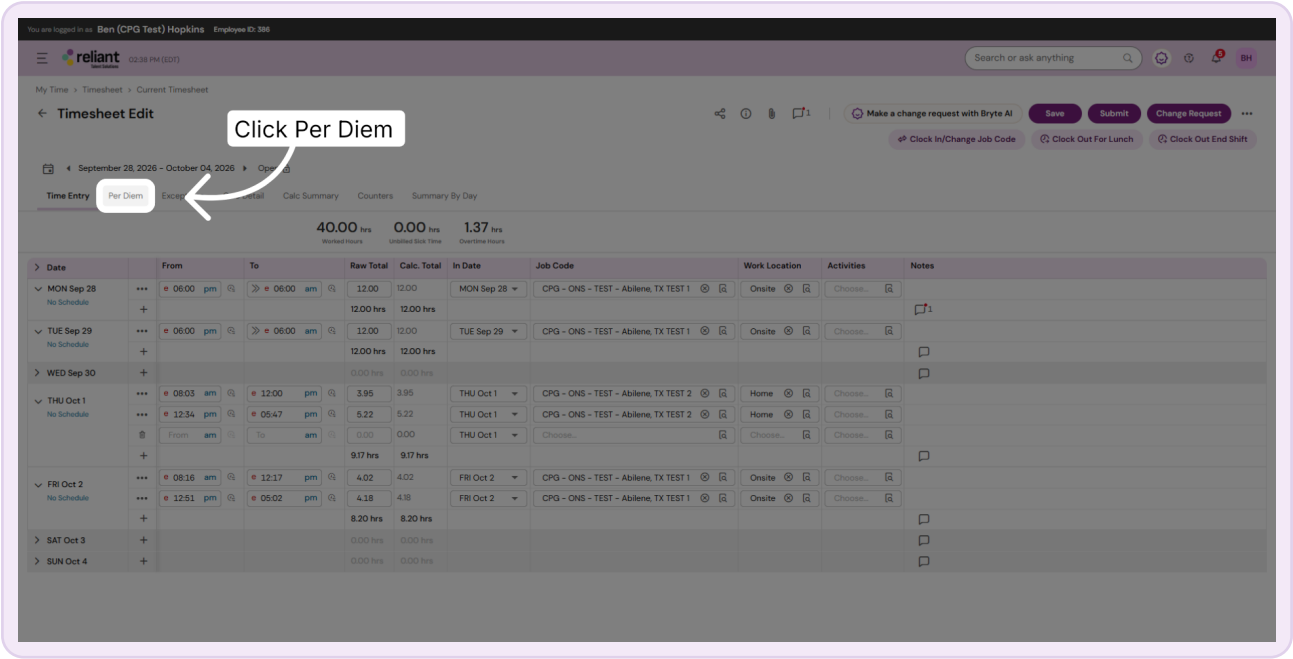
Clock in and out each day. Add your per diems at the end of the week. Use Per Diem First/Last Day for travel days, and attach your hotel receipt.

## What you'll do

- Open the Per Diem tab
- Add an entry for each day
- Pick Per Diem or Per Diem First/Last Day
- Pick your job code and set the quantity to 1
- Click Save

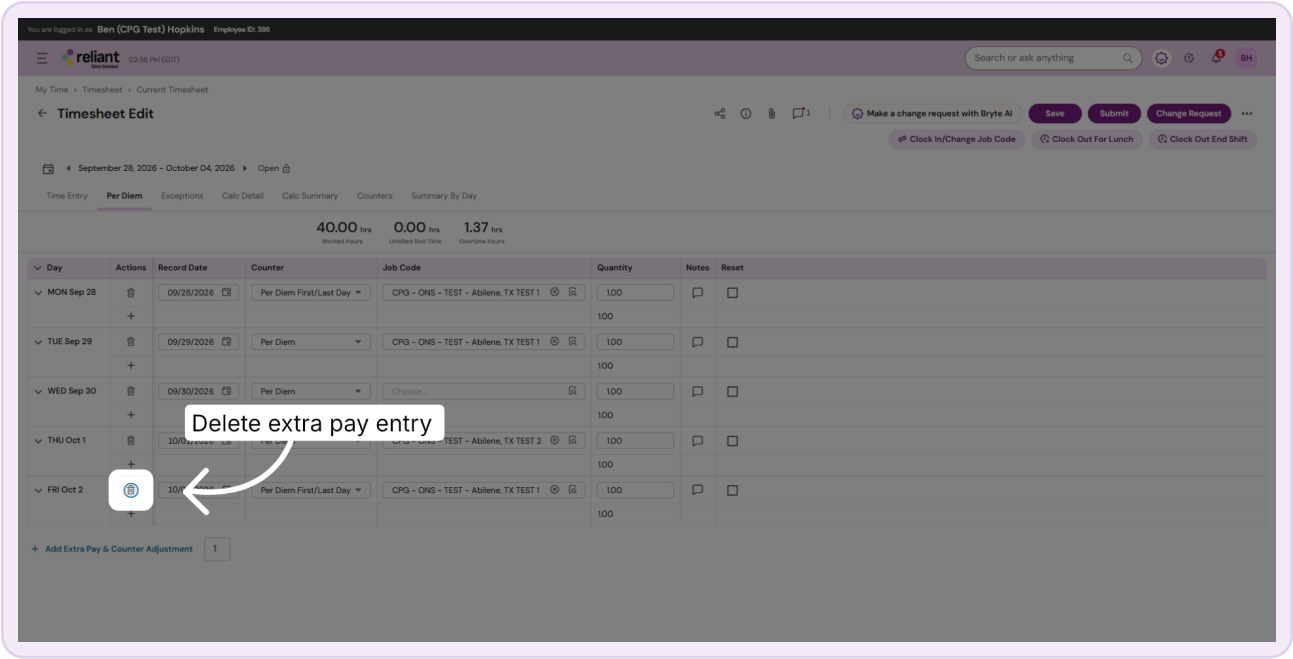
## 28 Open the Per Diem Tab

On your timesheet, click the Per Diem tab.



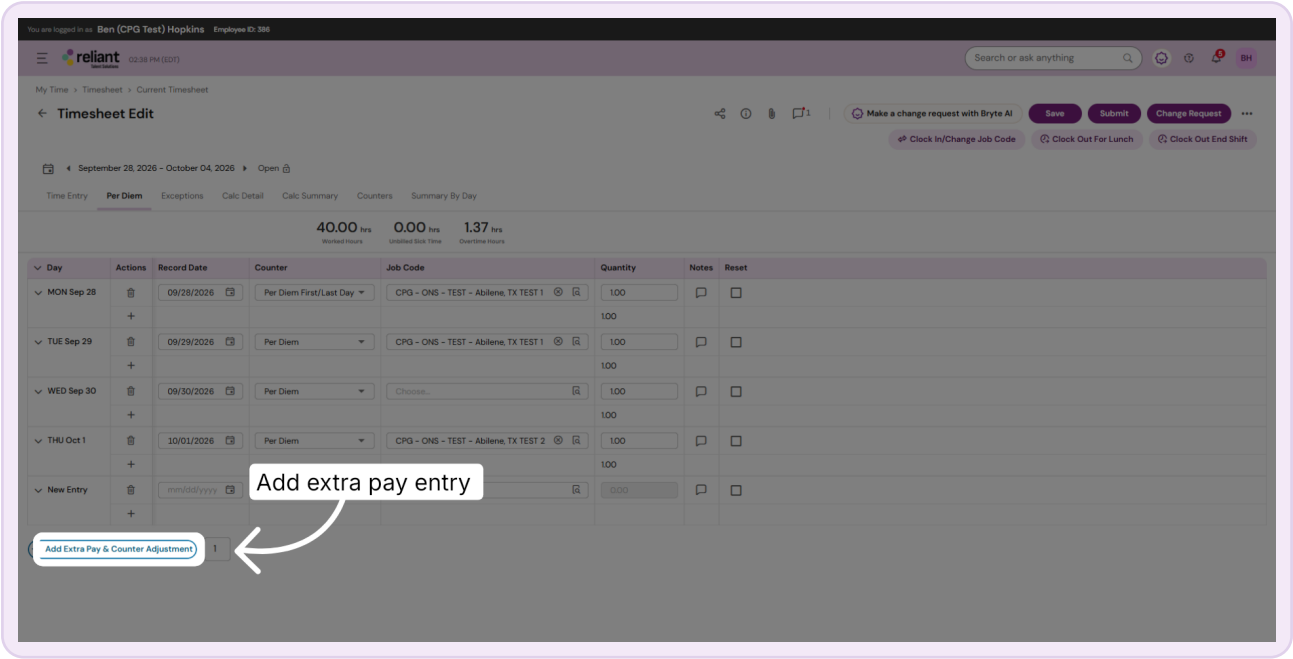
## 29 Remove an Entry

Need to delete one? Click the trash icon on that row.



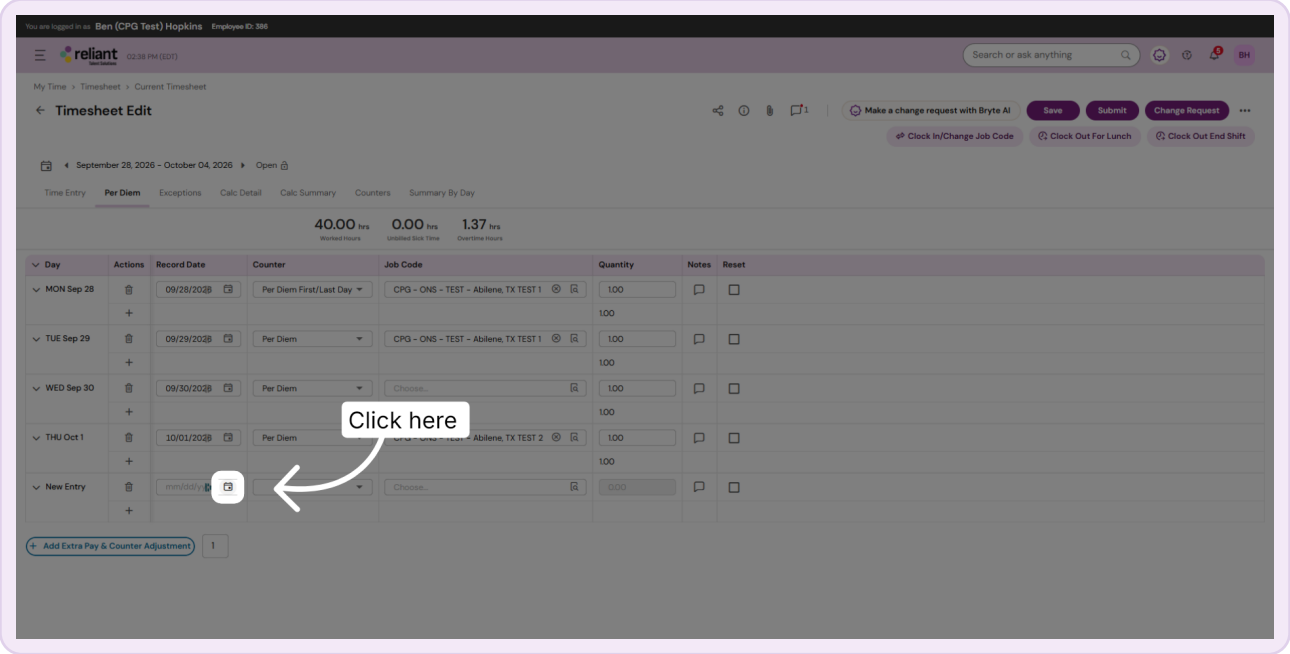
## 30 Add an Entry

Click Add Extra Pay & Counter Adjustment.



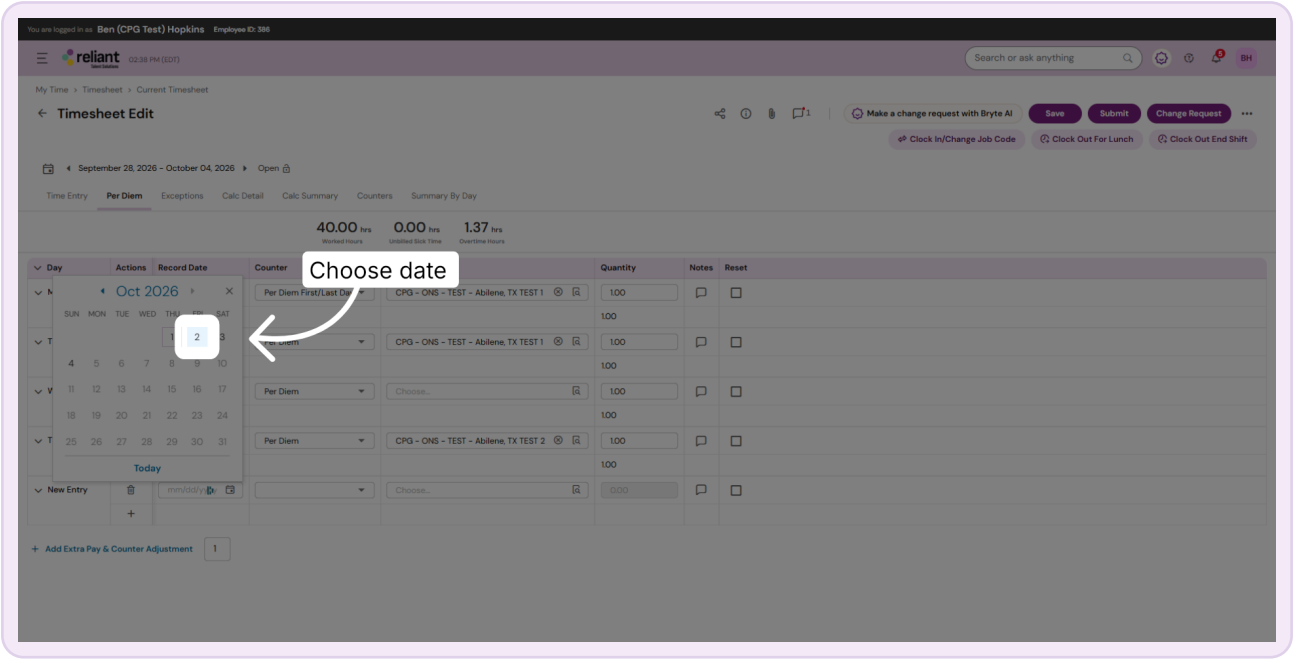
## 31 Open the Options

Click into the new row to fill it in.



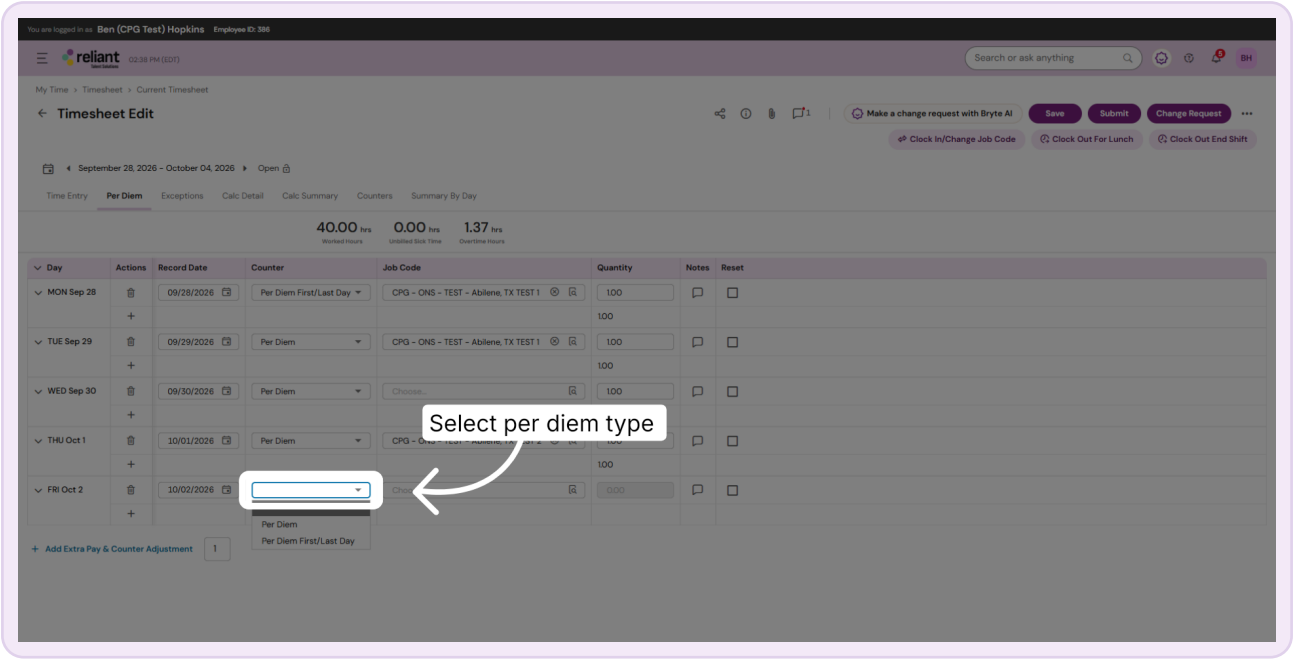
## 32 Pick the Date

Click the calendar and choose the day.



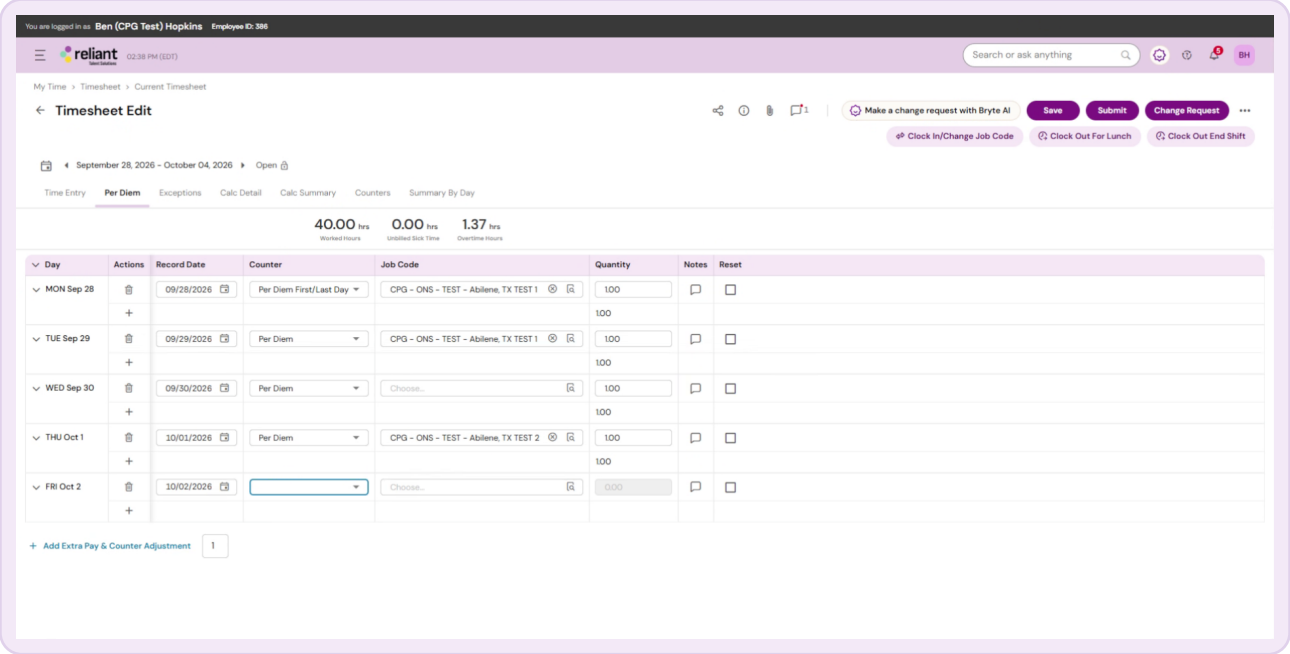
## 33 Pick the Per Diem Type

In the Counter dropdown, pick Per Diem or Per Diem First/Last Day.



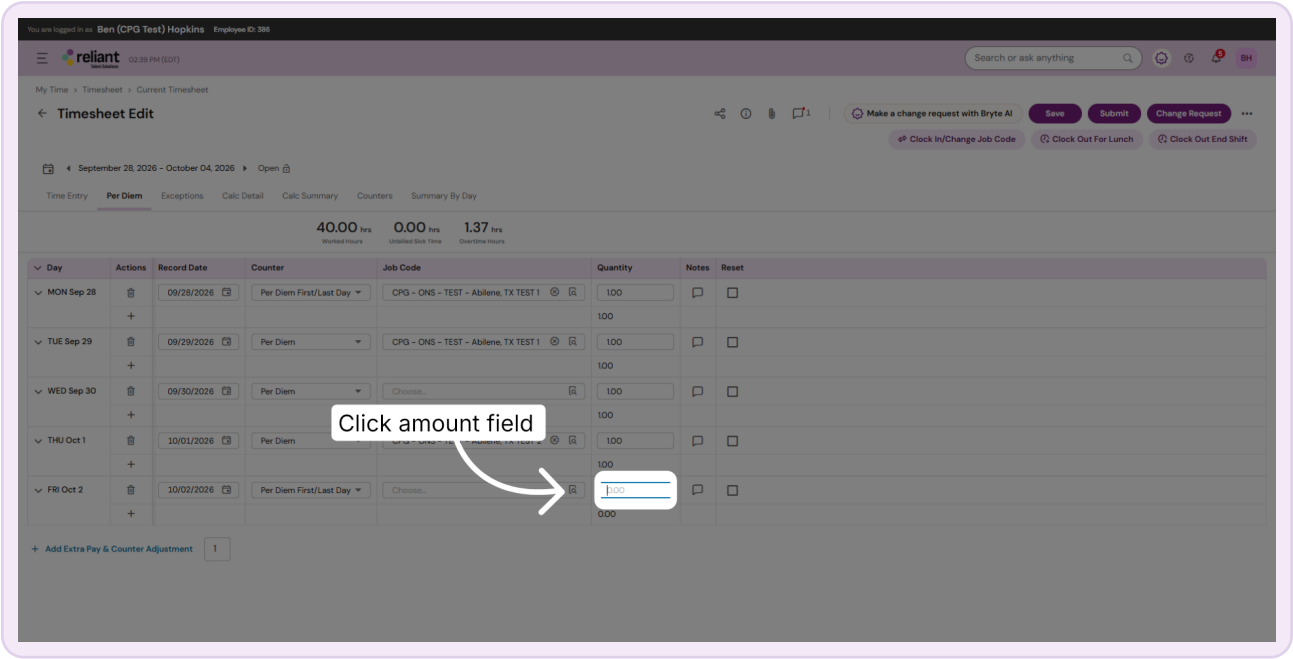
## 34 Pick Your Job Code

Choose the job code for that day.



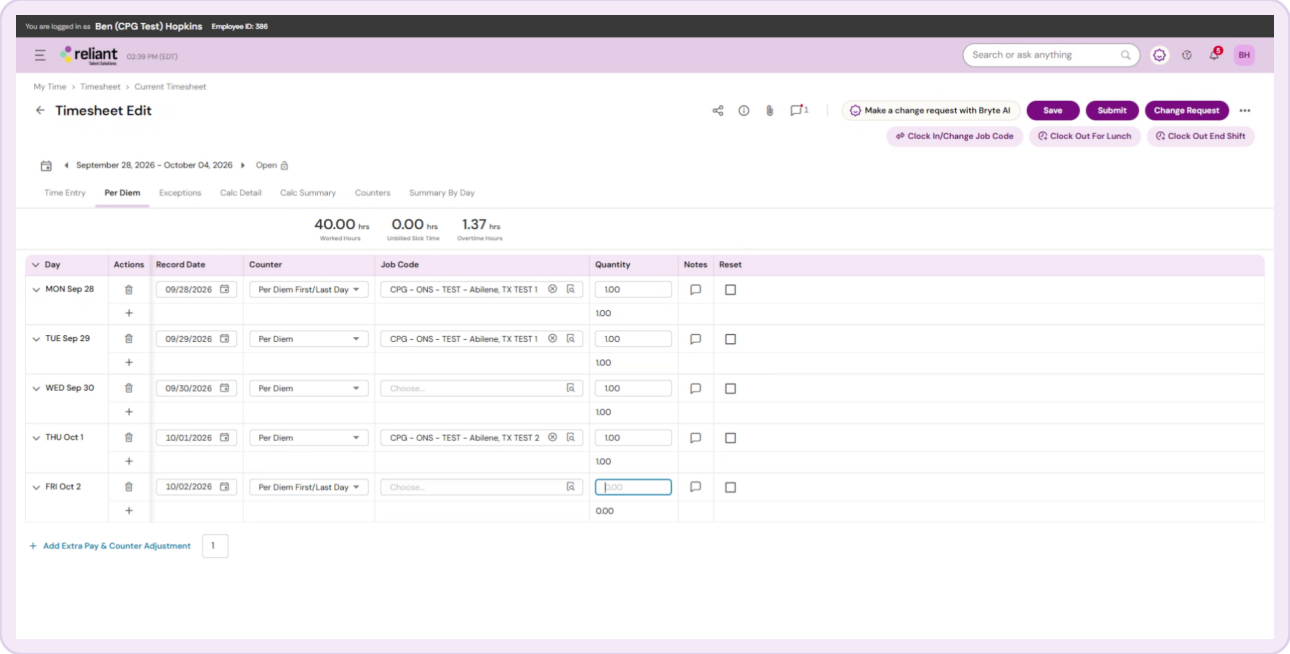
## 35 Click Quantity

Click the Quantity box.



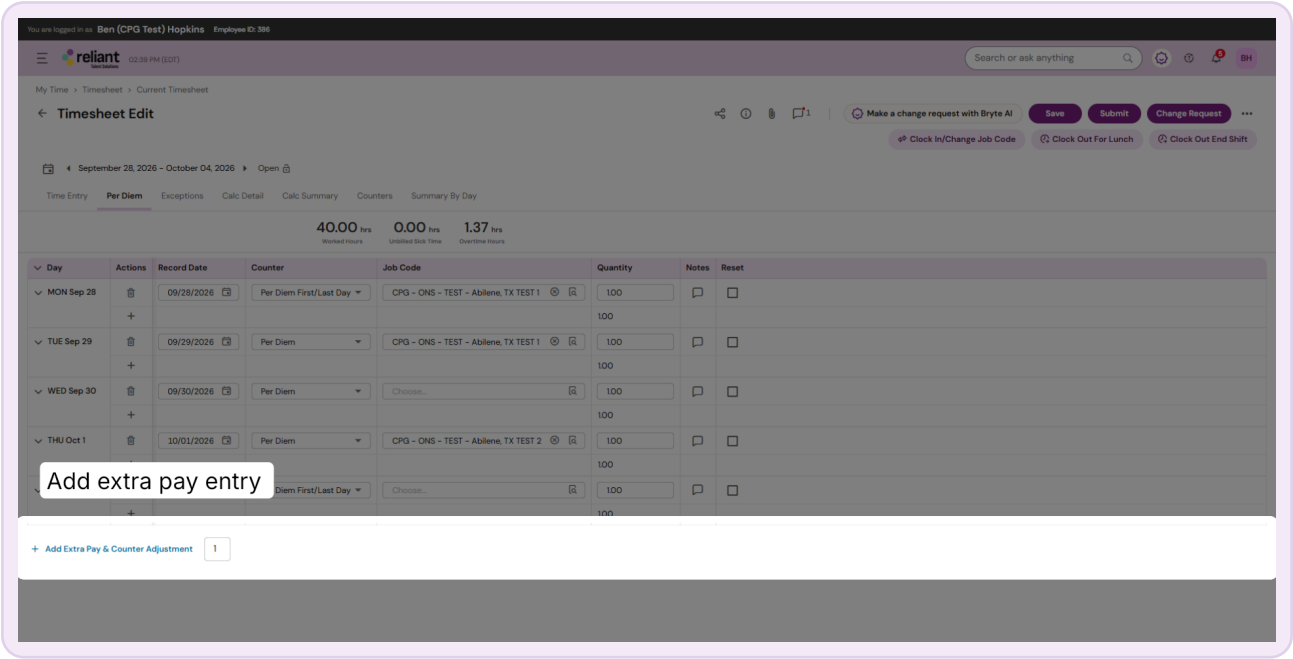
## 36 Enter 1

Type 1 for one day of per diem.



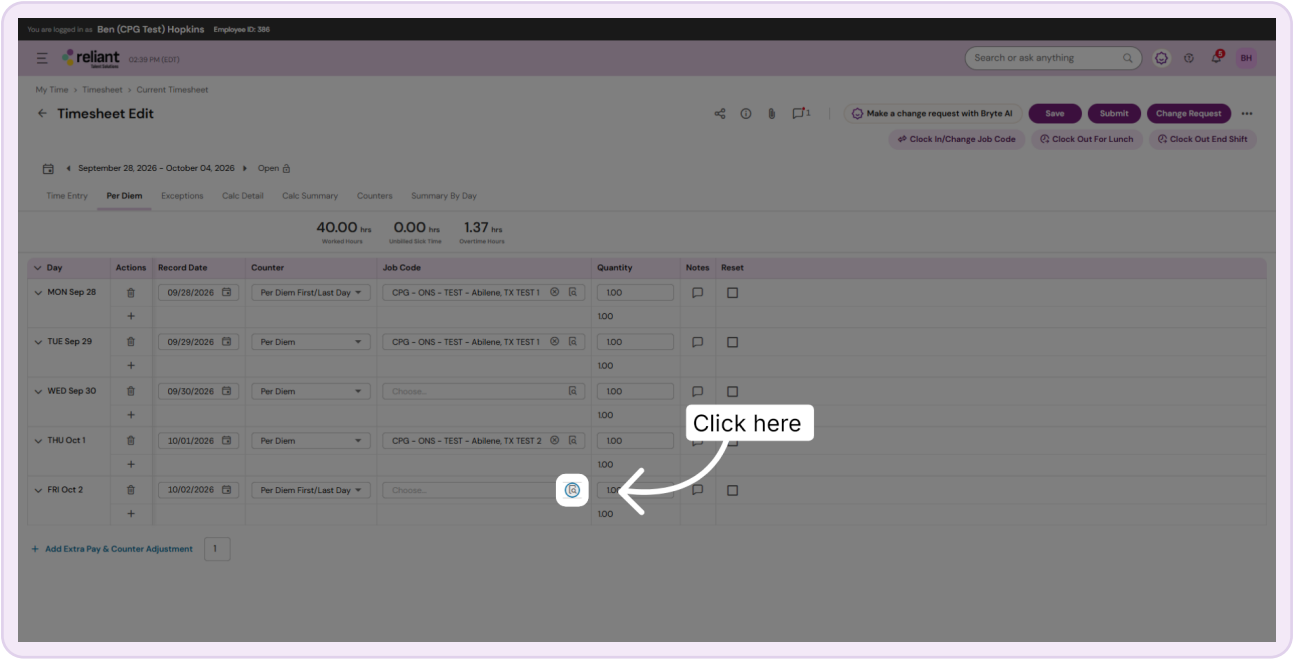
## 37 Add the Next Day

Click Add Extra Pay & Counter Adjustment again for each day.



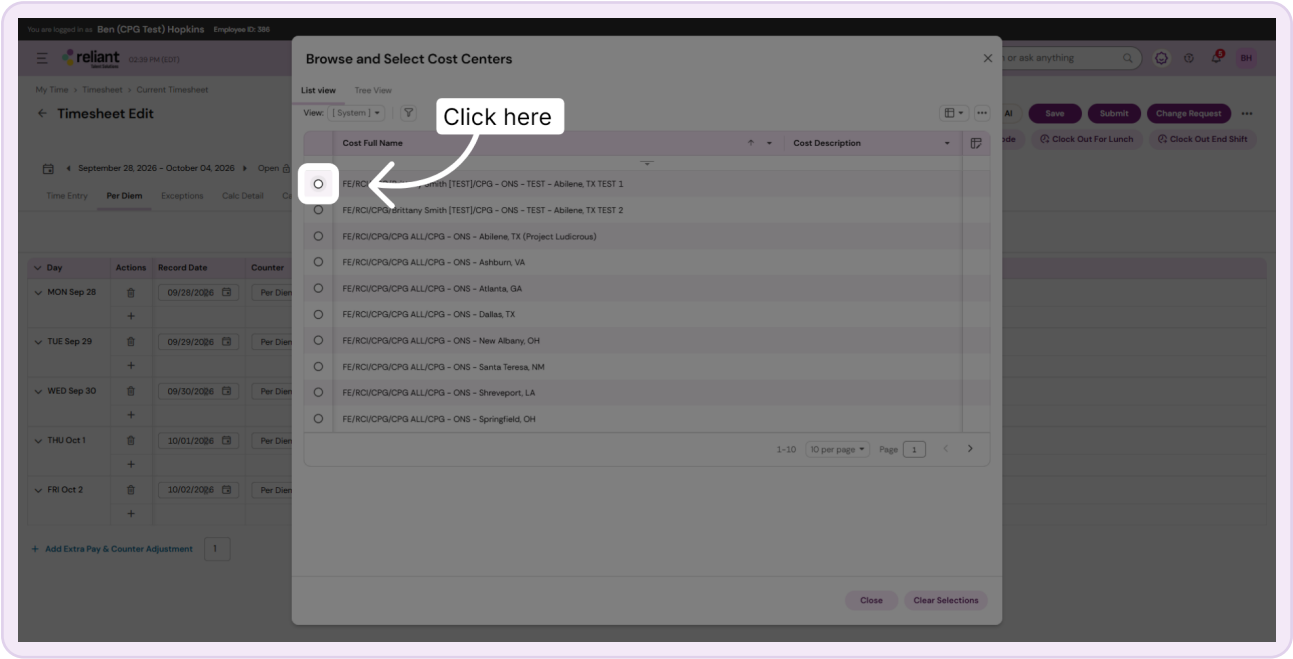
## 38 Review Your Entries

Check the date, type, job code, and quantity on each row.



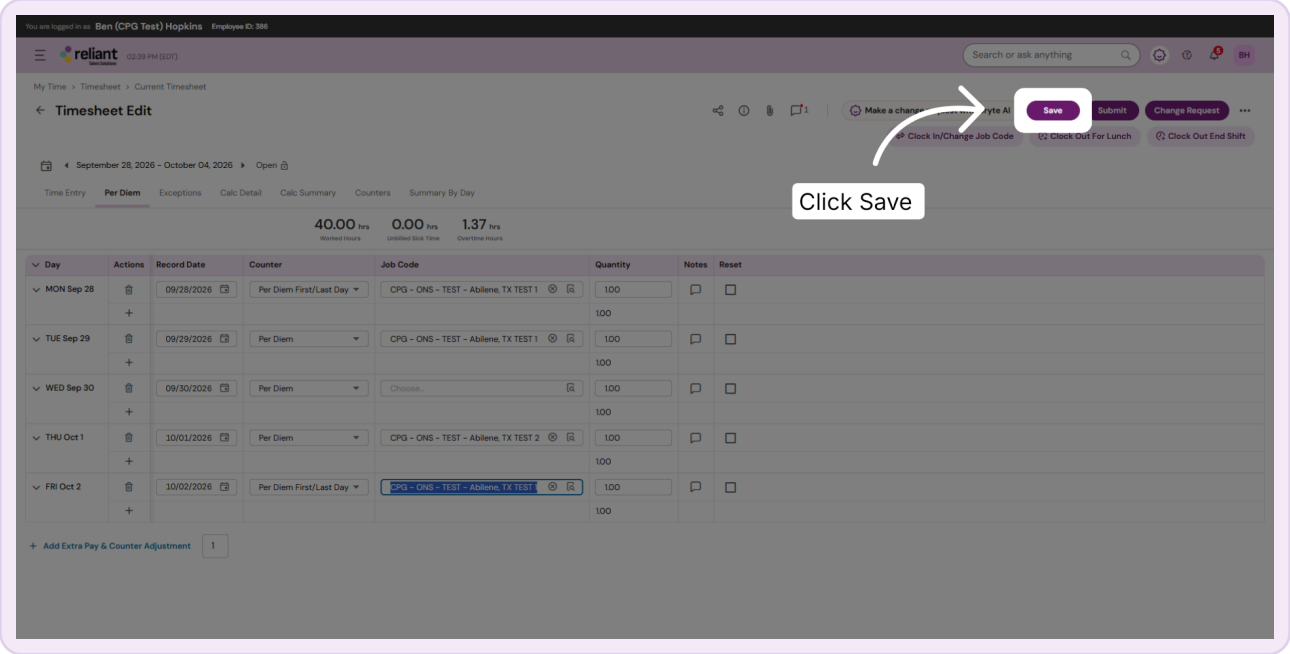
## 39 Open the Row Menu

Click the ... menu on a row to edit or remove it.



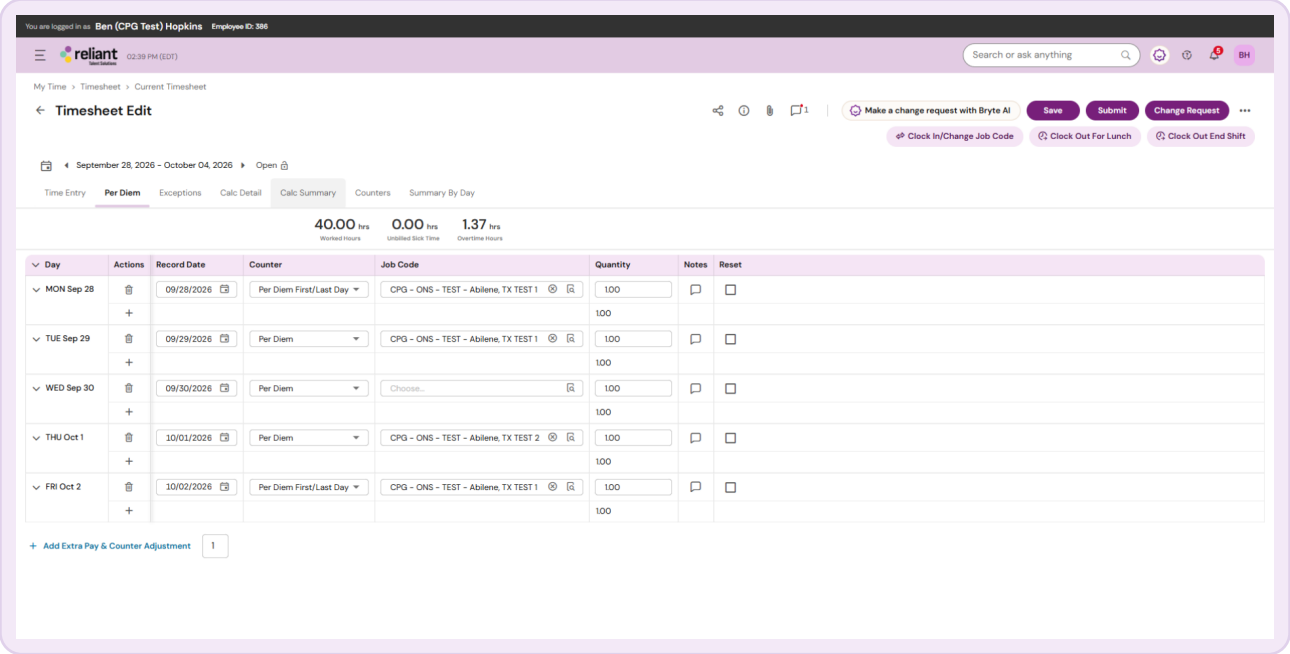
## 40 Save

Click Save.



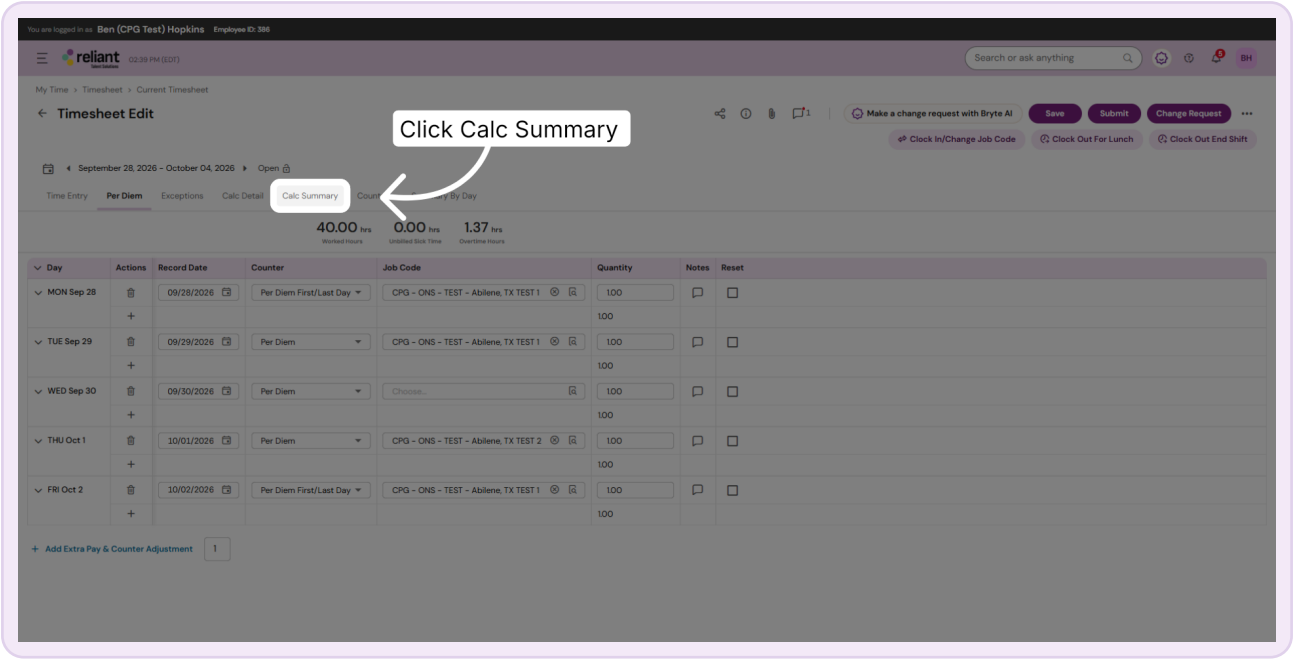
## 41 Back on Your Timesheet

Your per diem entries are saved.



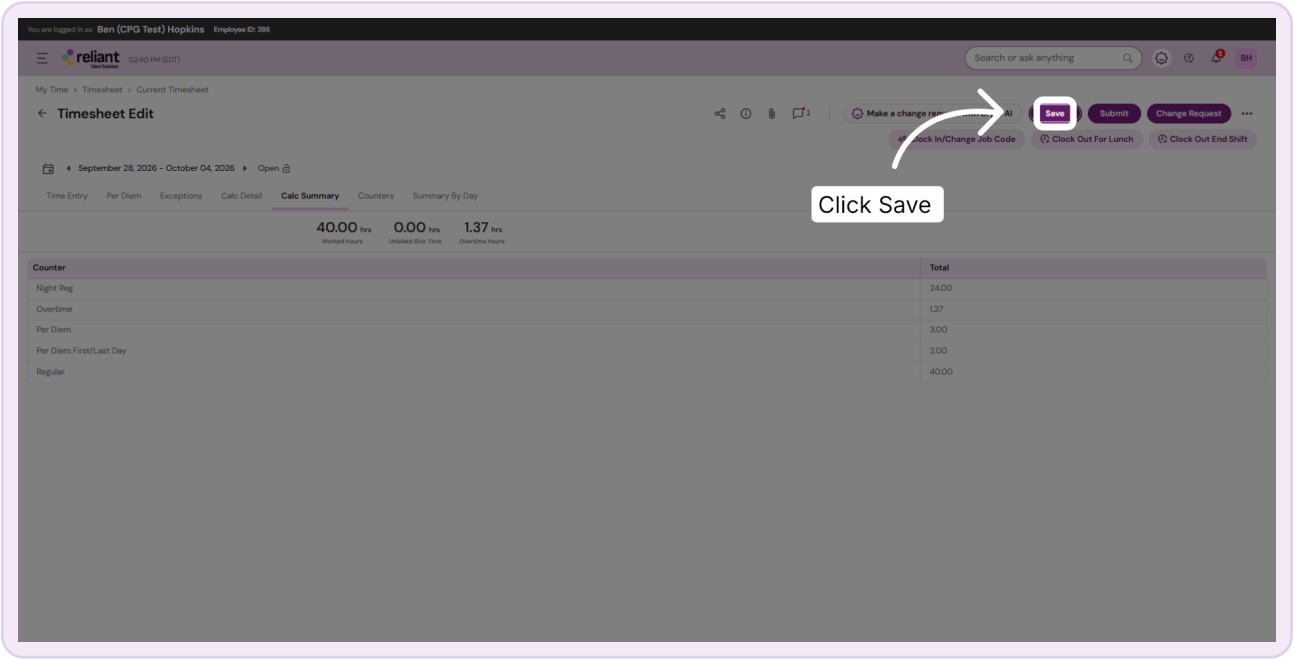
## 42 Check the Calc Summary

Click the Calc Summary tab to see how your hours were paid — Regular, Night Reg, OT, and Night OT.



## 43 Save

Click Save.



PART 4 OF 6

# Request Time Off

Browser / Desktop Walkthrough

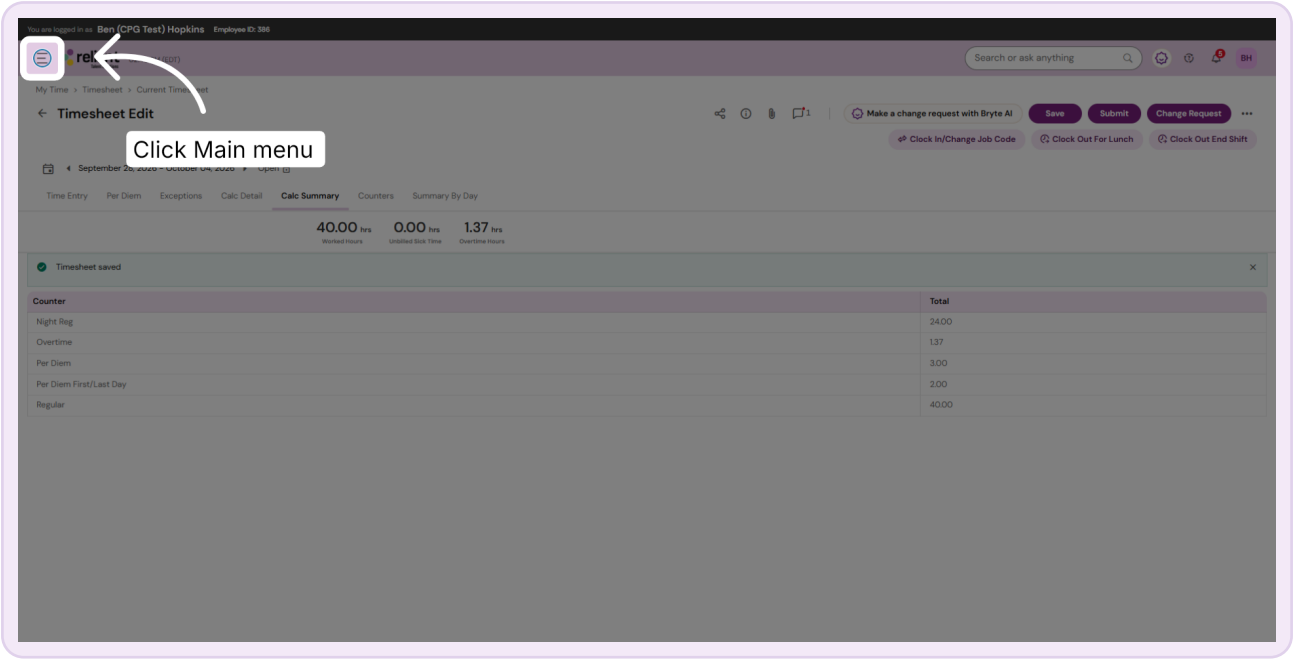
Request sick time or other time off so it shows on your timesheet and goes to your manager.

## What you'll do

- Open Main Menu > My Time > Time Off > Request
- Click Start Request
- Pick the type and date
- Click Submit Request

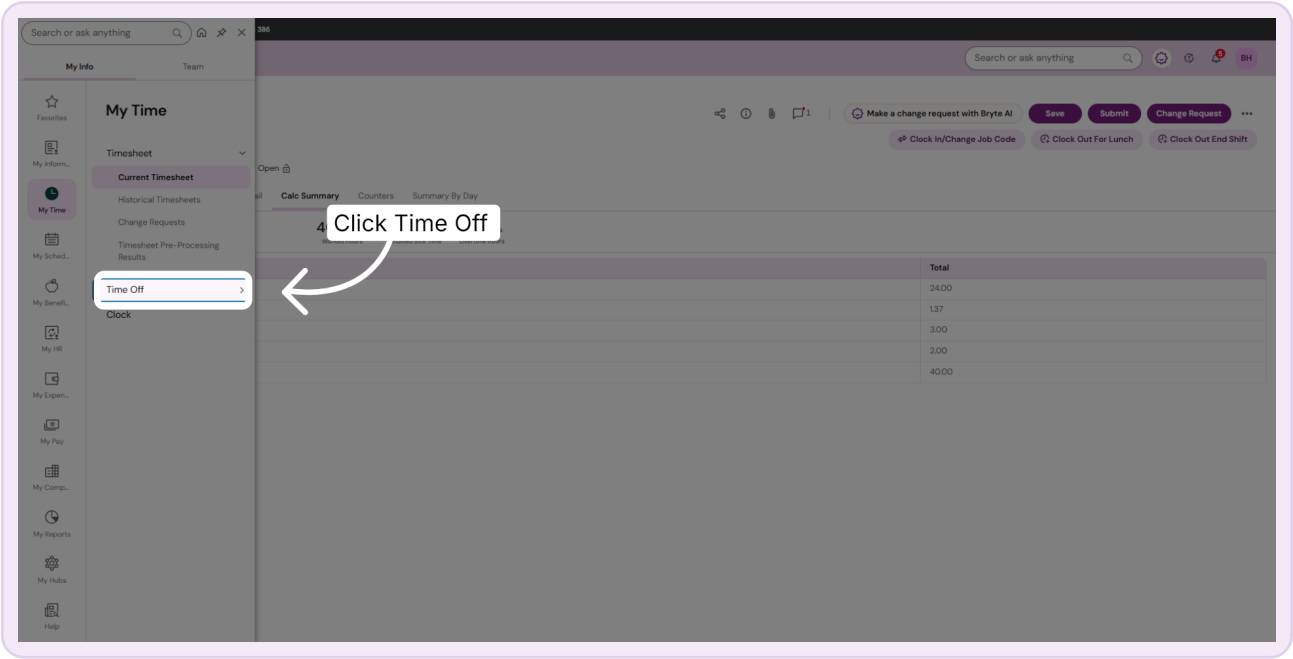
## 44 Open the Main Menu

Click the menu icon in the top-left corner.



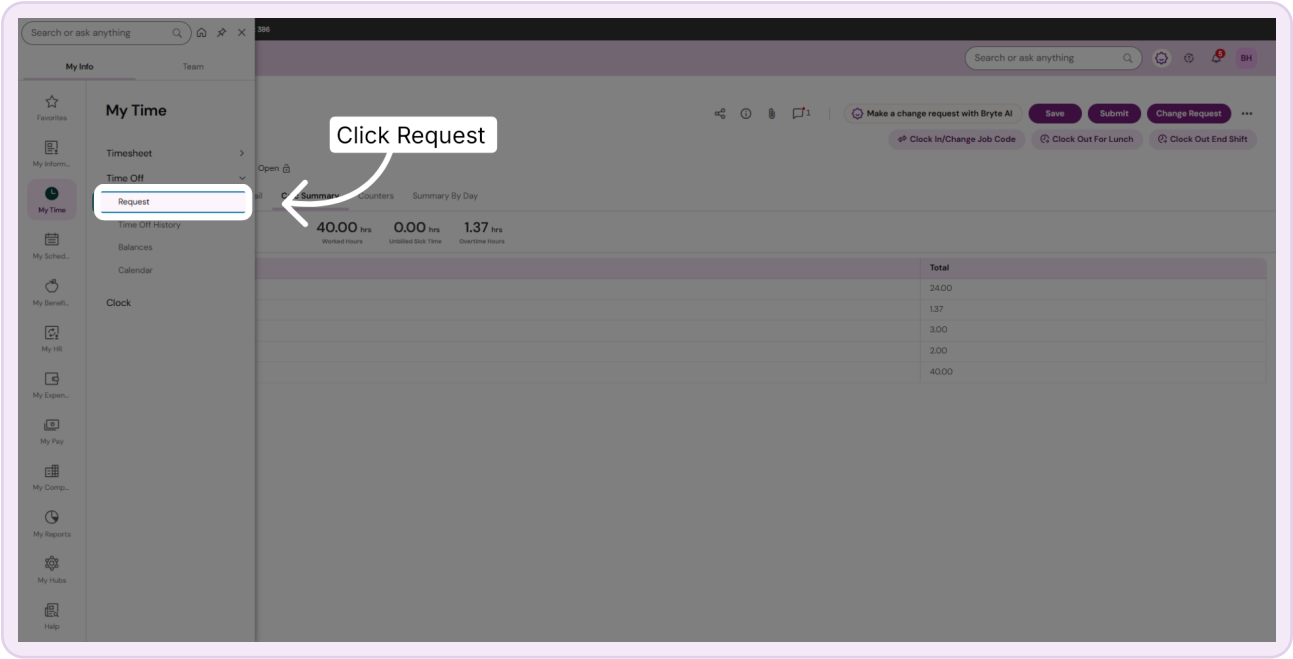
## 45 Click Time Off

Under My Time, click Time Off.



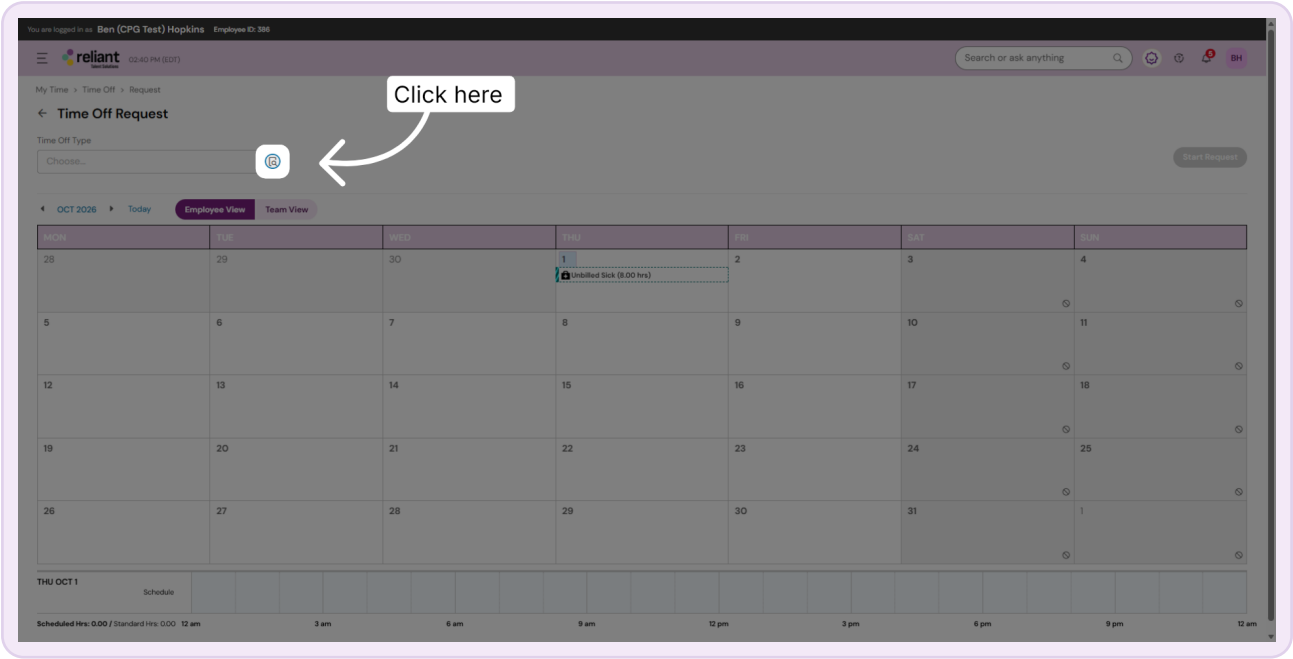
## 46 Click Request

Click Request.



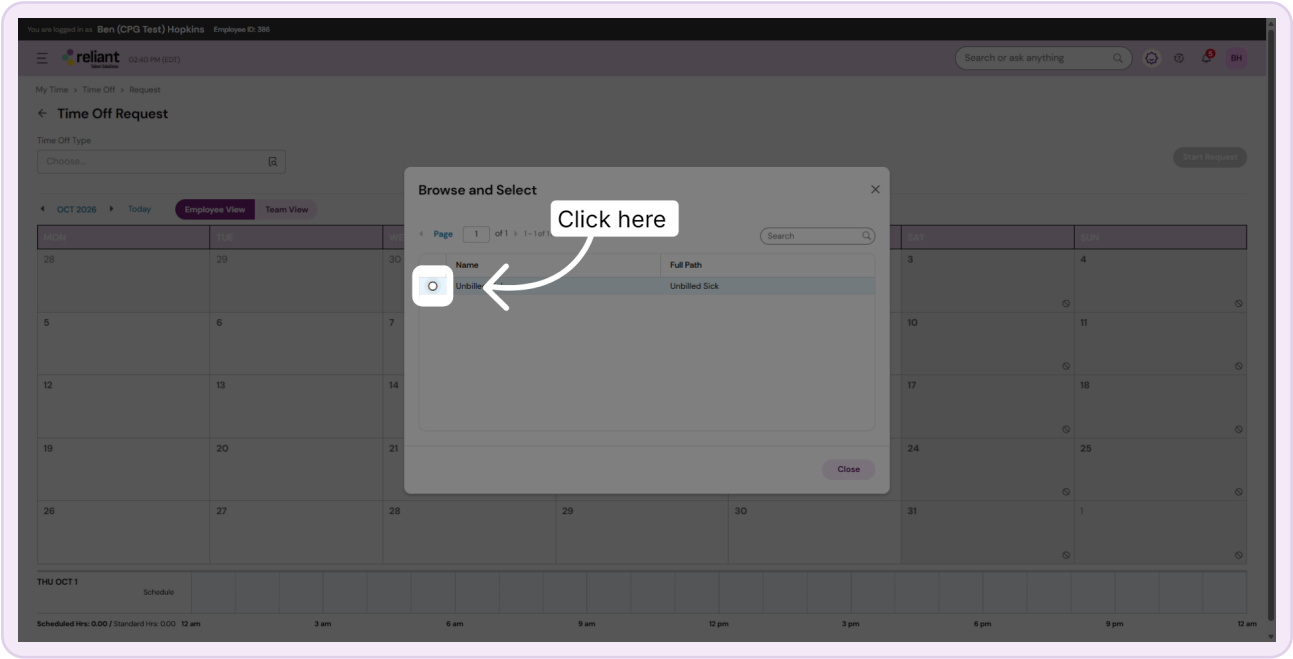
## 47 Open the Calendar Options

The Time Off Request calendar opens. Click the icon shown.



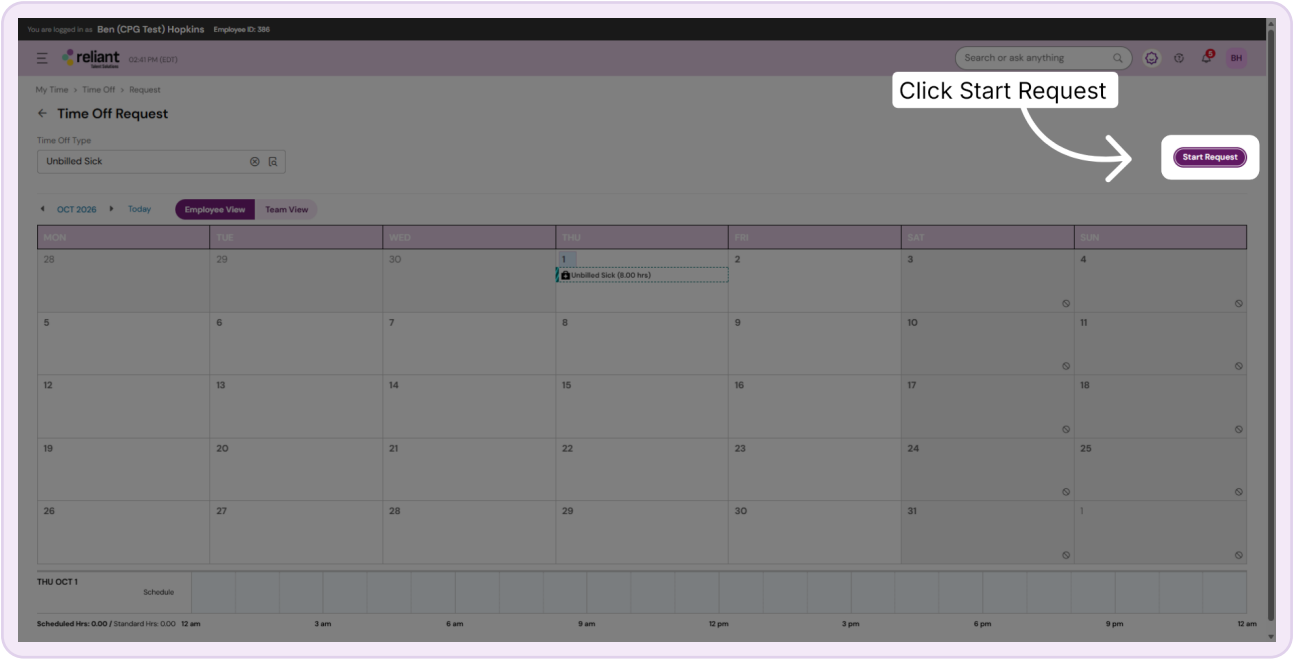
## 48 Pick an Option

In the Browse and Select box, pick the option shown, then close the box.



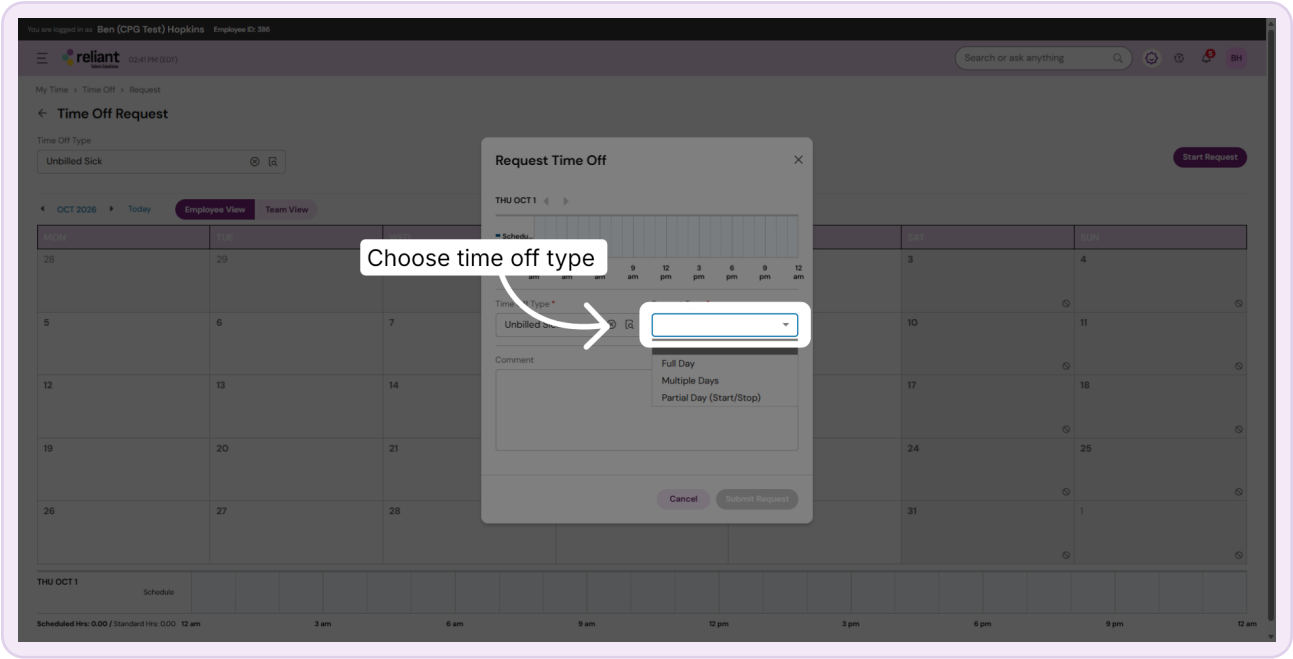
## 49 Click Start Request

Click Start Request in the top-right corner.



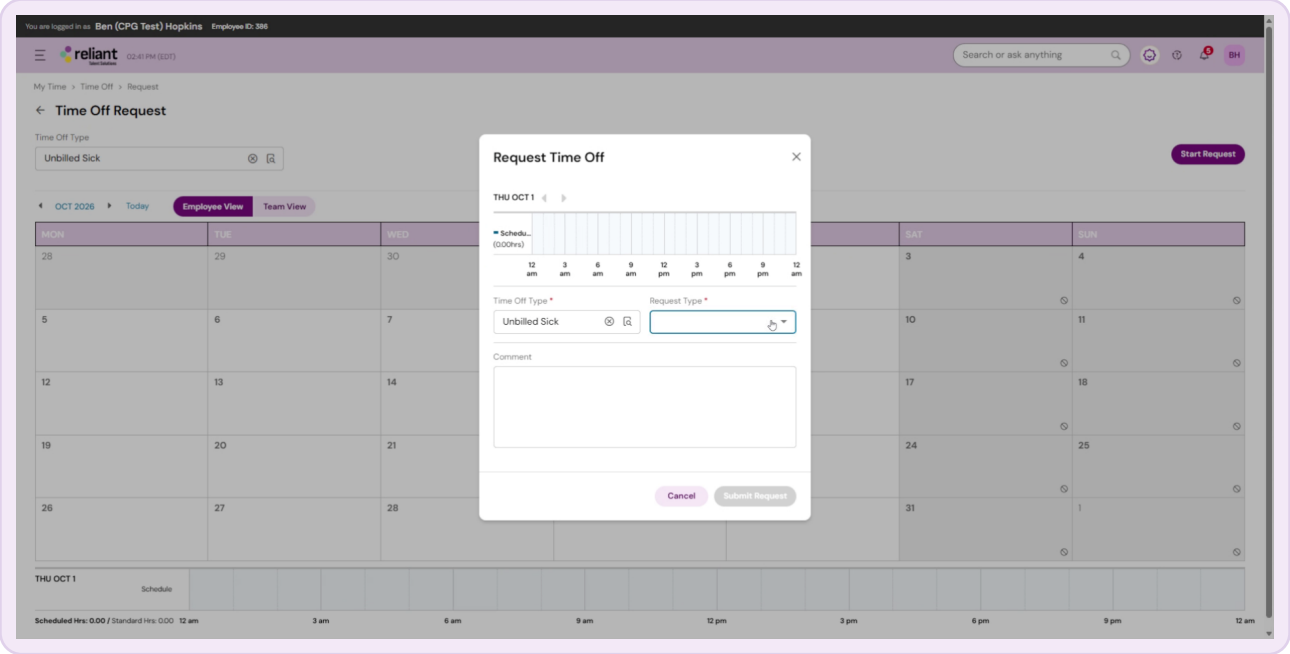
## 50 Pick the Time Off Type

In the Request Time Off box, choose the time off type — for example, sick time.



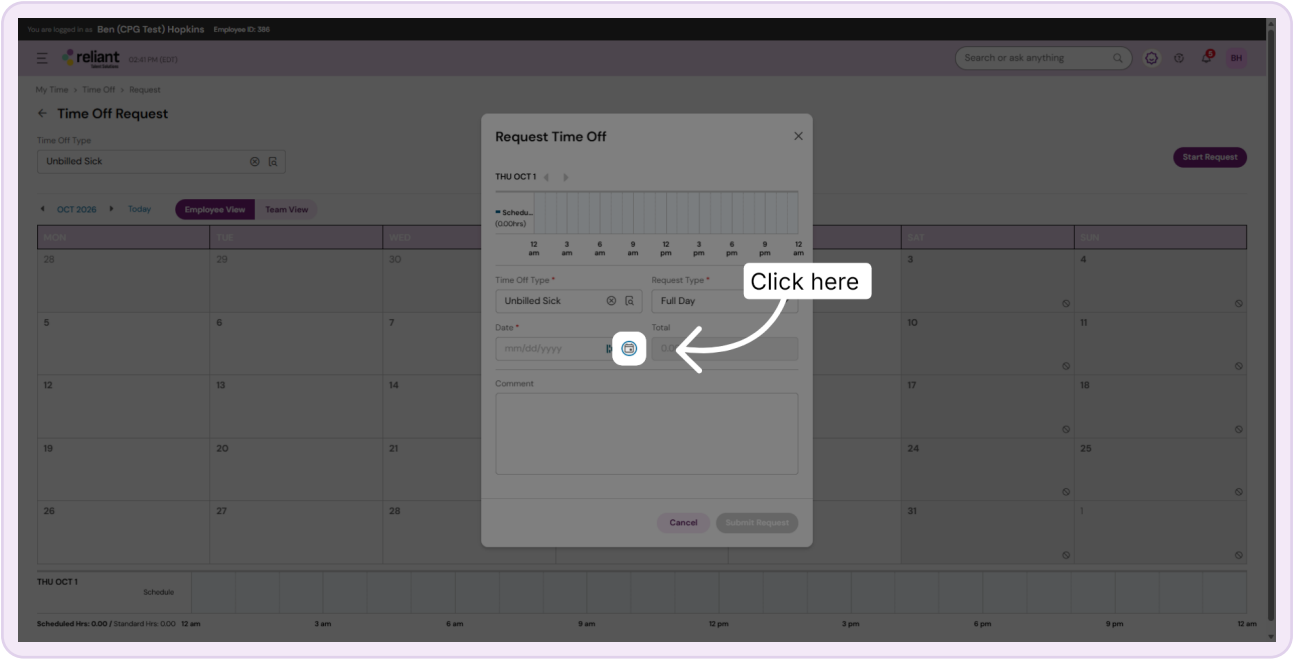
## 51 Fill In the Details

Enter the details for your request and add a comment if needed.



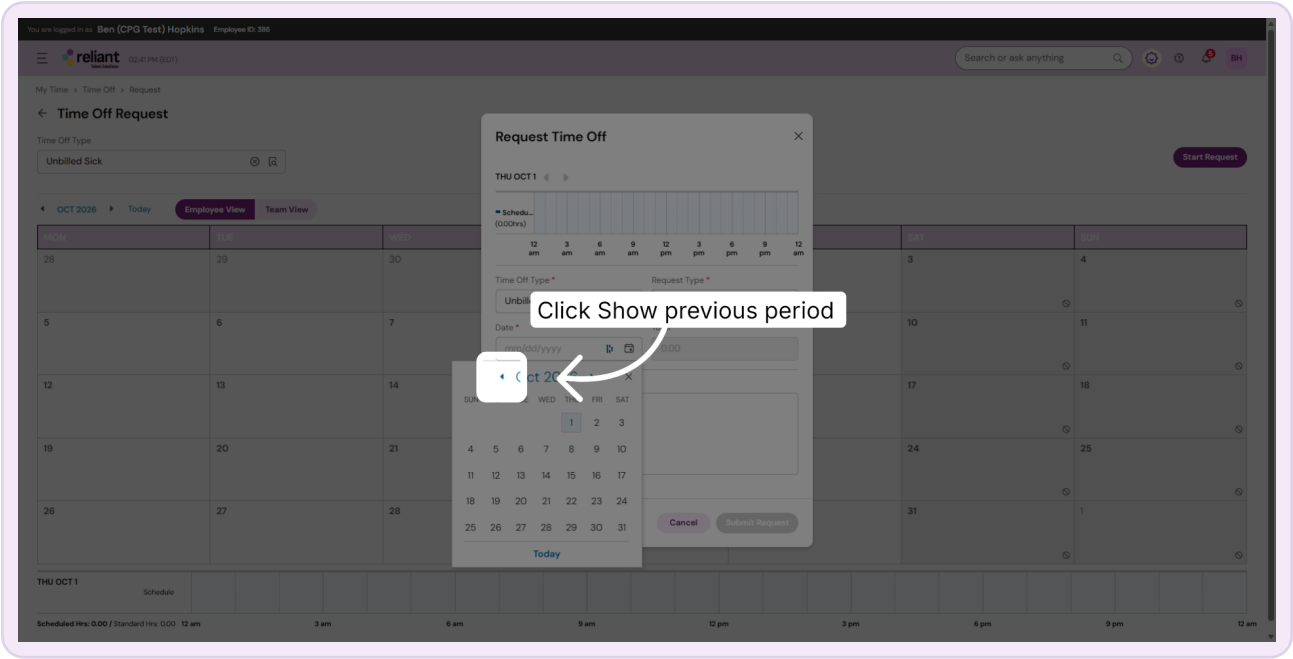
## 52 Open the Calendar

Click the calendar icon next to the date.



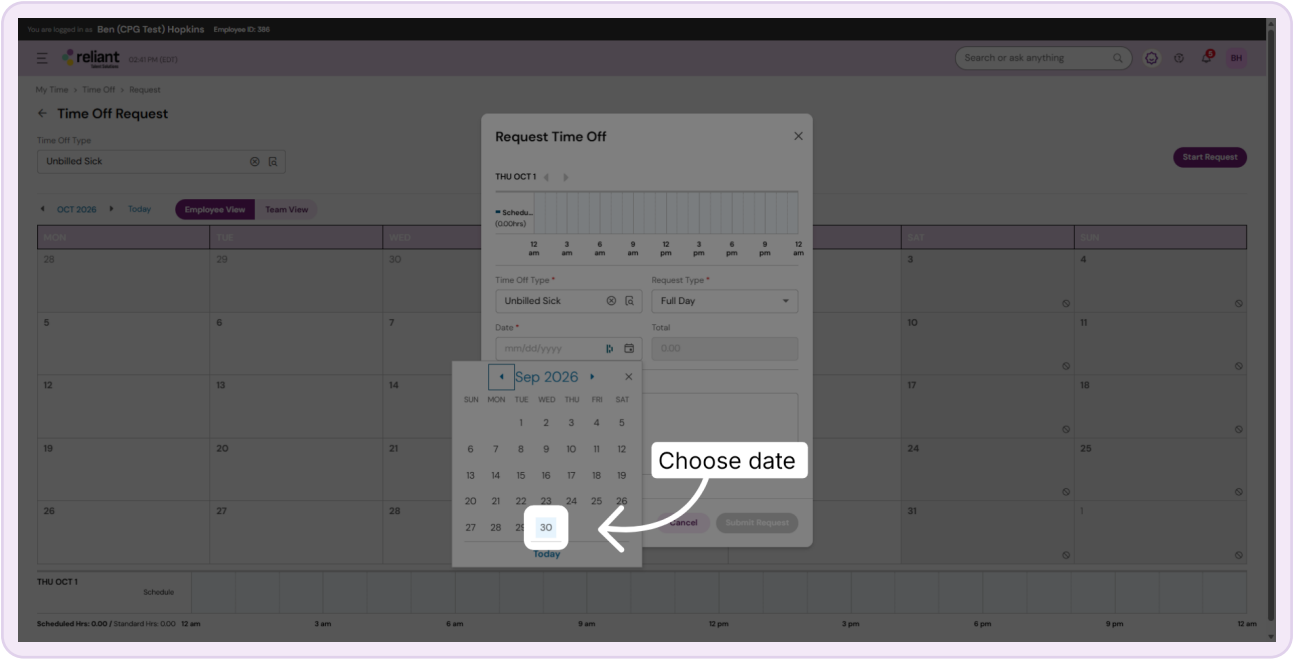
## 53 Go Back a Month

Click the arrow to show the previous period if needed.



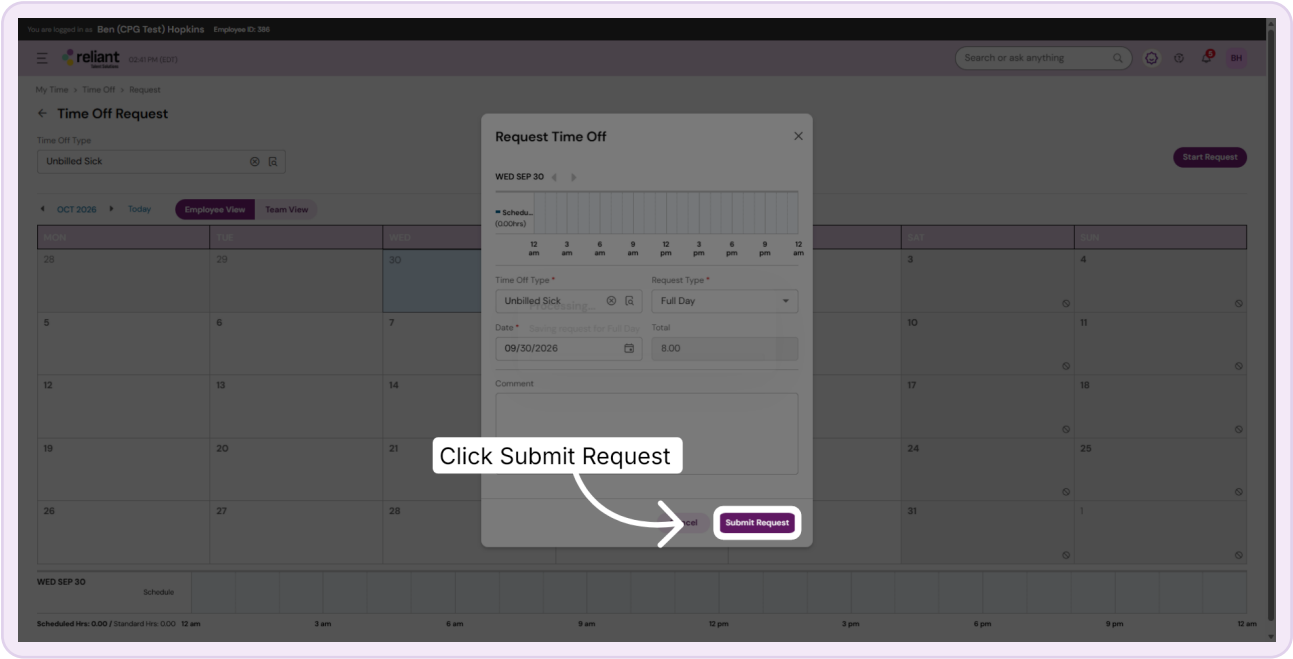
## 54 Pick the Date

Click the day you're requesting off.



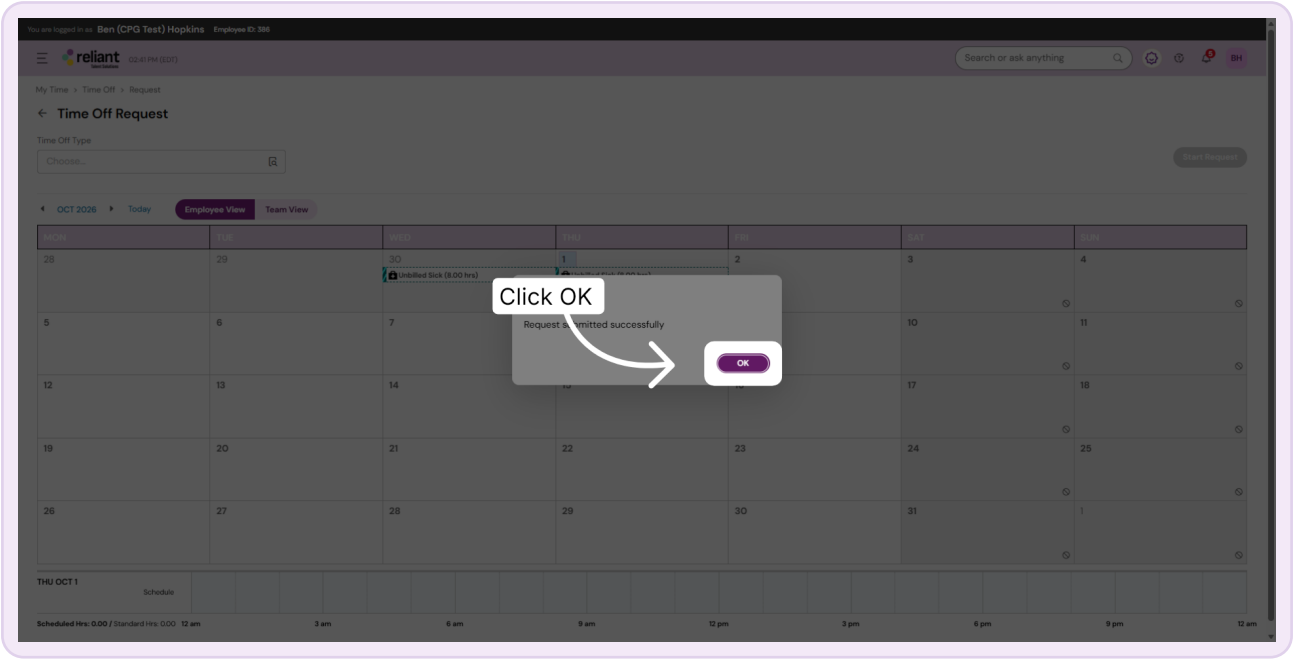
## 55 Click Submit Request

Click Submit Request.



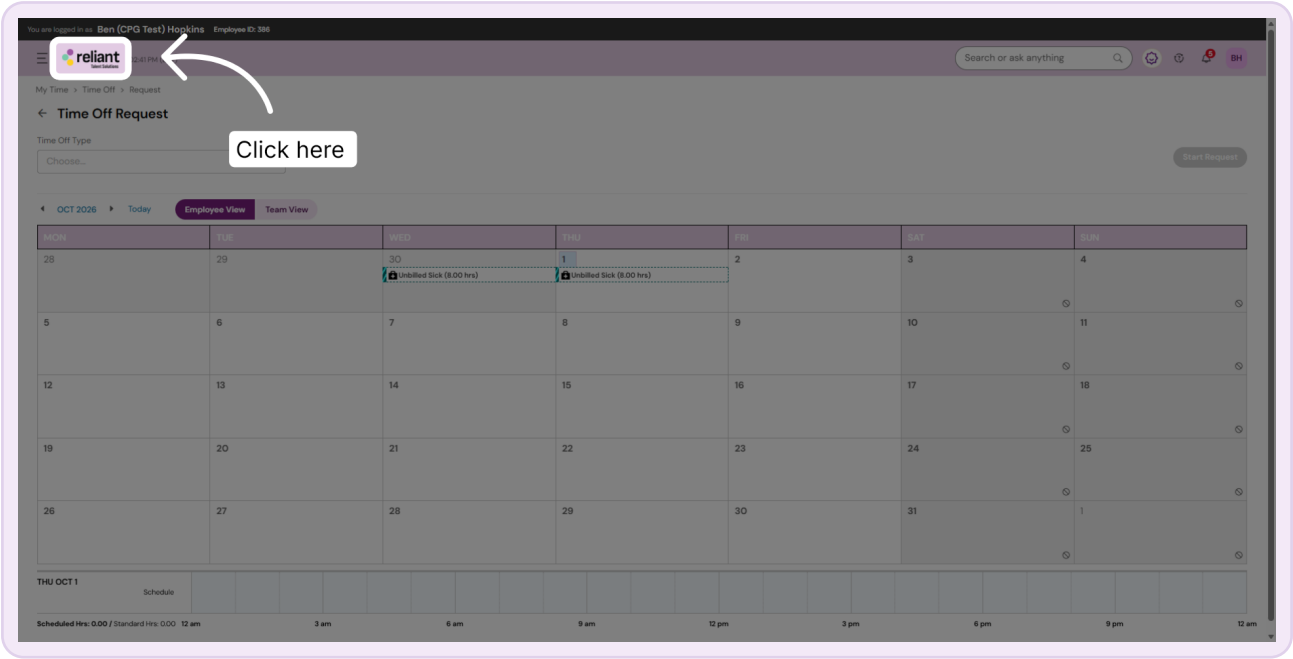
## 56 Click OK

A message confirms your request was submitted. Click OK.



## 57 Go Back Home

Click the Reliant logo to return to your dashboard.



PART 5 OF 6

# Submit Your Timesheet

Browser / Desktop Walkthrough

When your week is complete, submit your timesheet so your manager can approve it.

**Check before you submit**

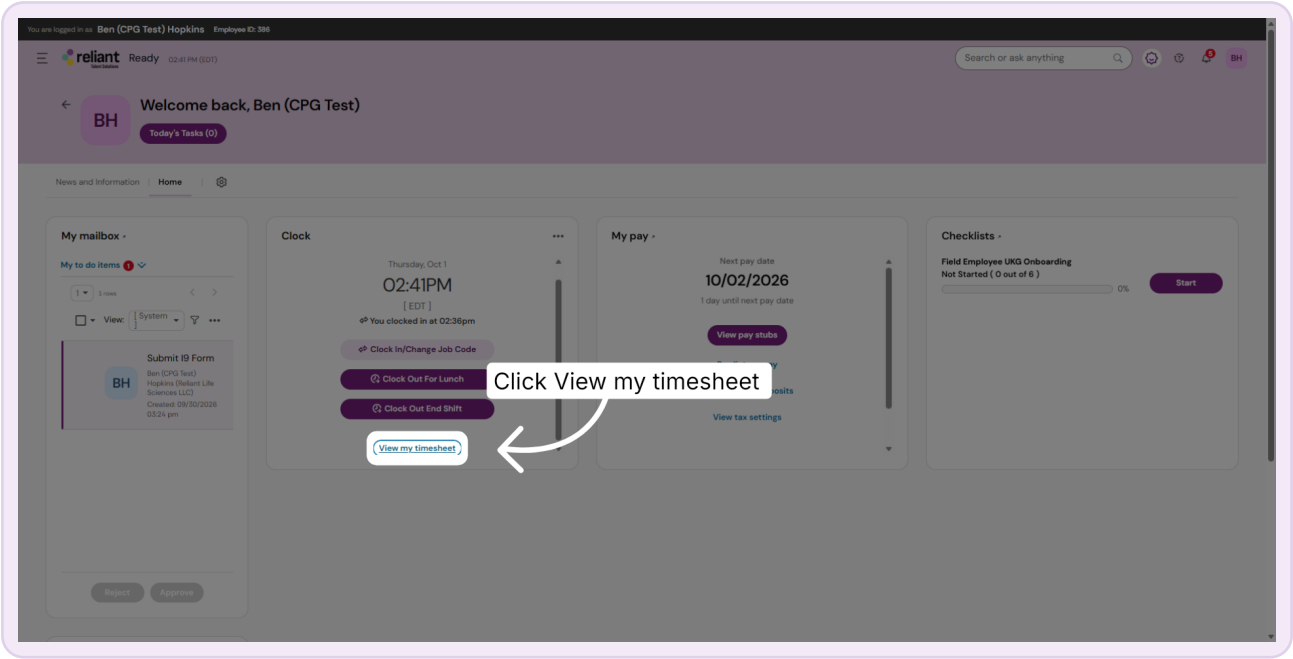
After you submit, your timesheet goes to your manager. Check your hours, per diem, and time off first.

## What you'll do

- Open View my timesheet
- Click Submit
- Confirm and click OK

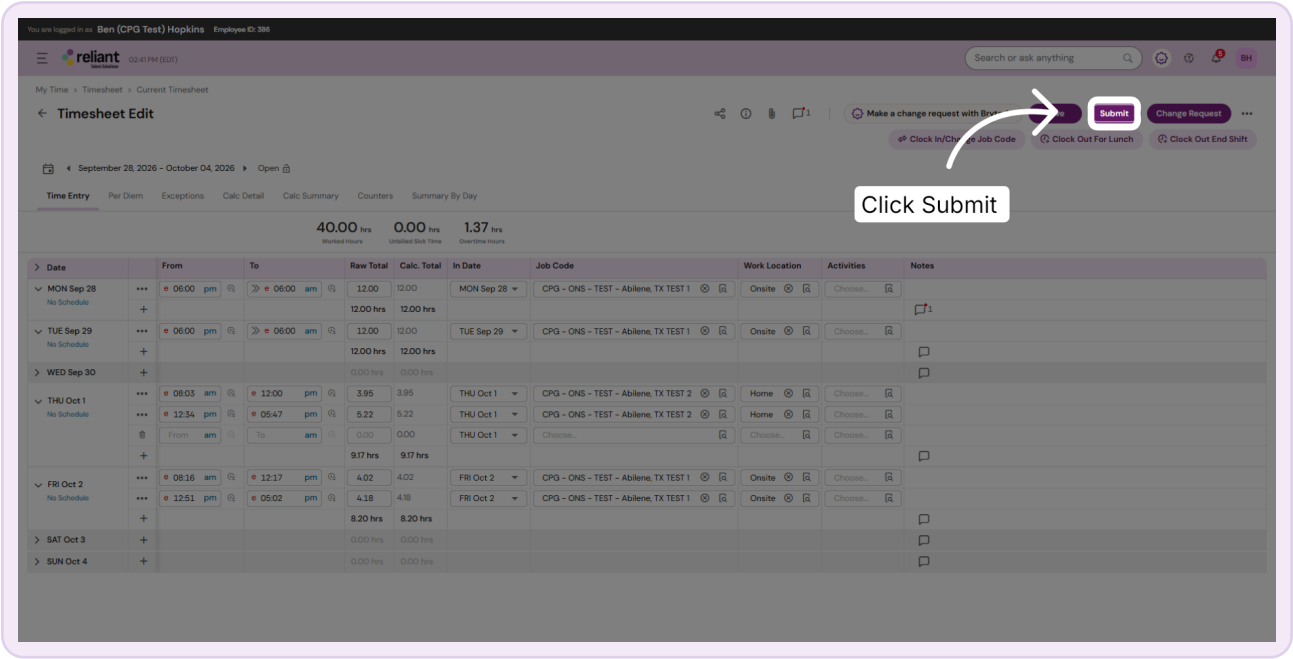
## 58 Open Your Timesheet

In the Clock box, click View my timesheet.



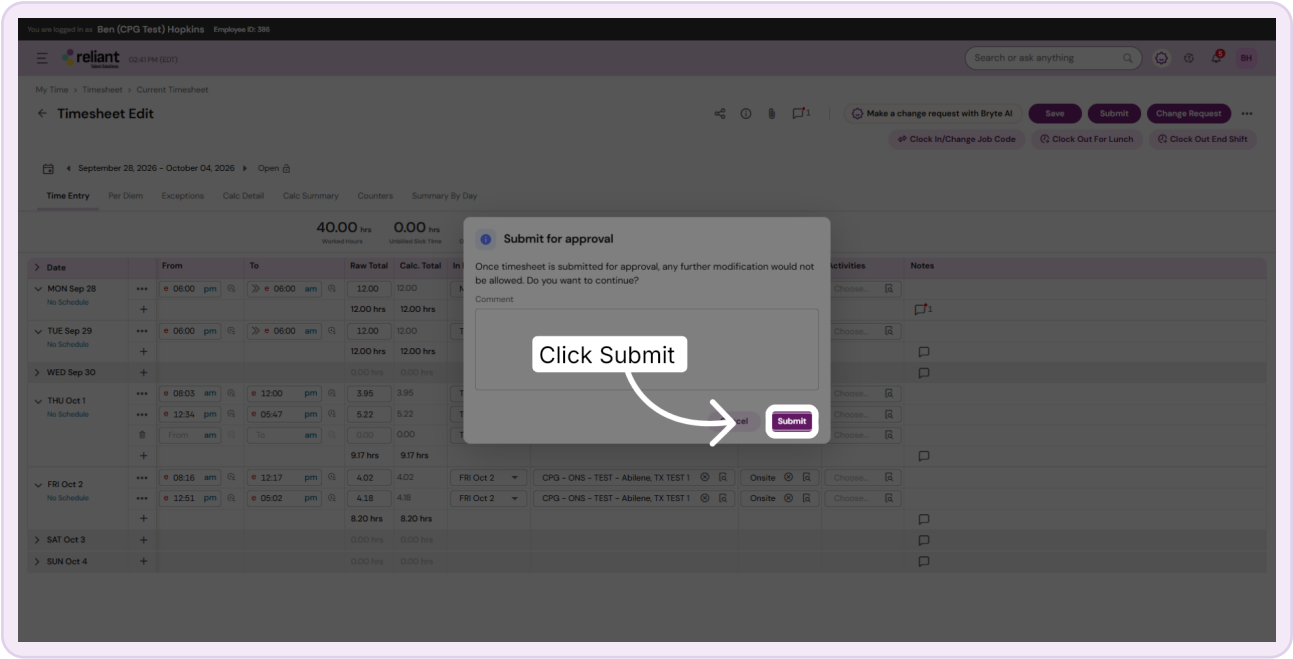
## 59 Click Submit

Check your hours, then click Submit in the top-right corner.



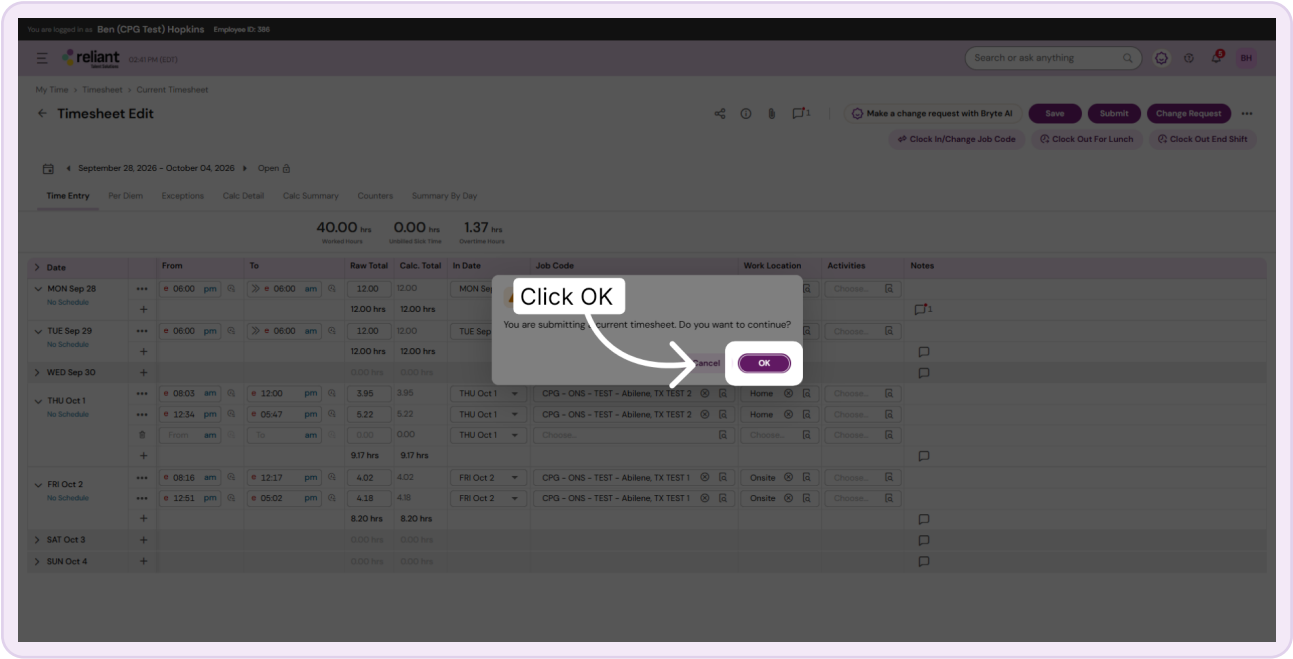
## 60 Confirm

The Submit for approval box opens. Click Submit.



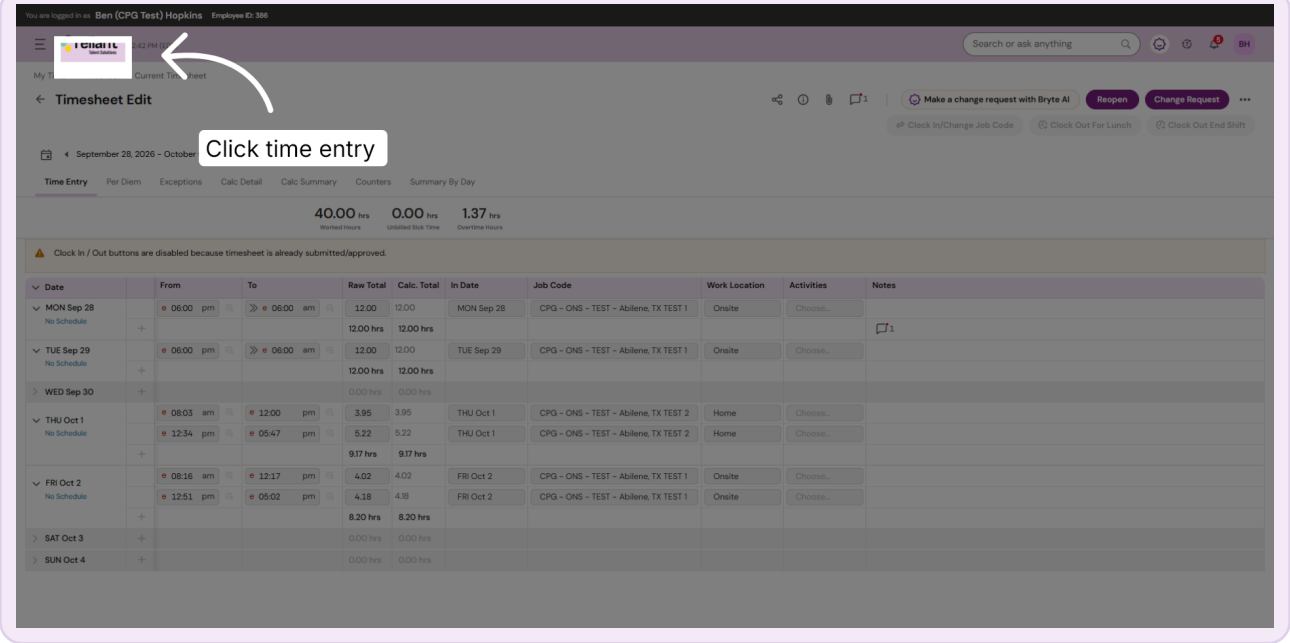
## 61 Click OK

A message confirms your timesheet was submitted. Click OK.



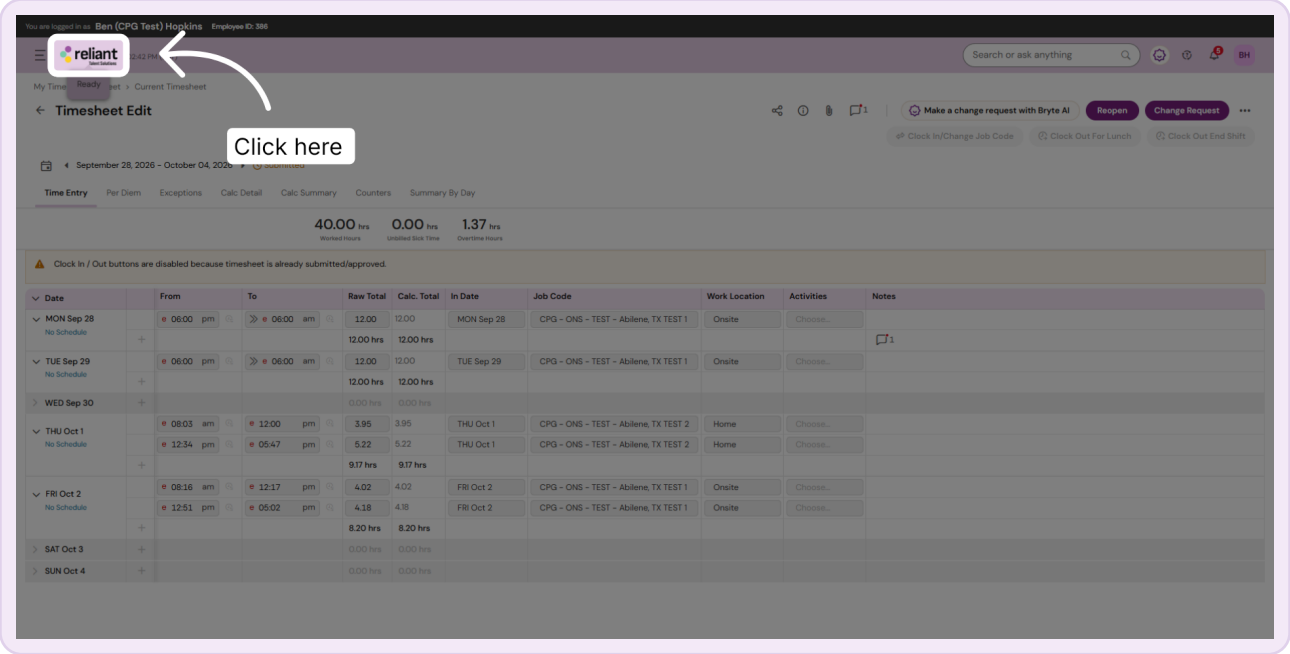
## 62 Check the Status

Your timesheet now shows as submitted. Click the Reliant logo to go home.



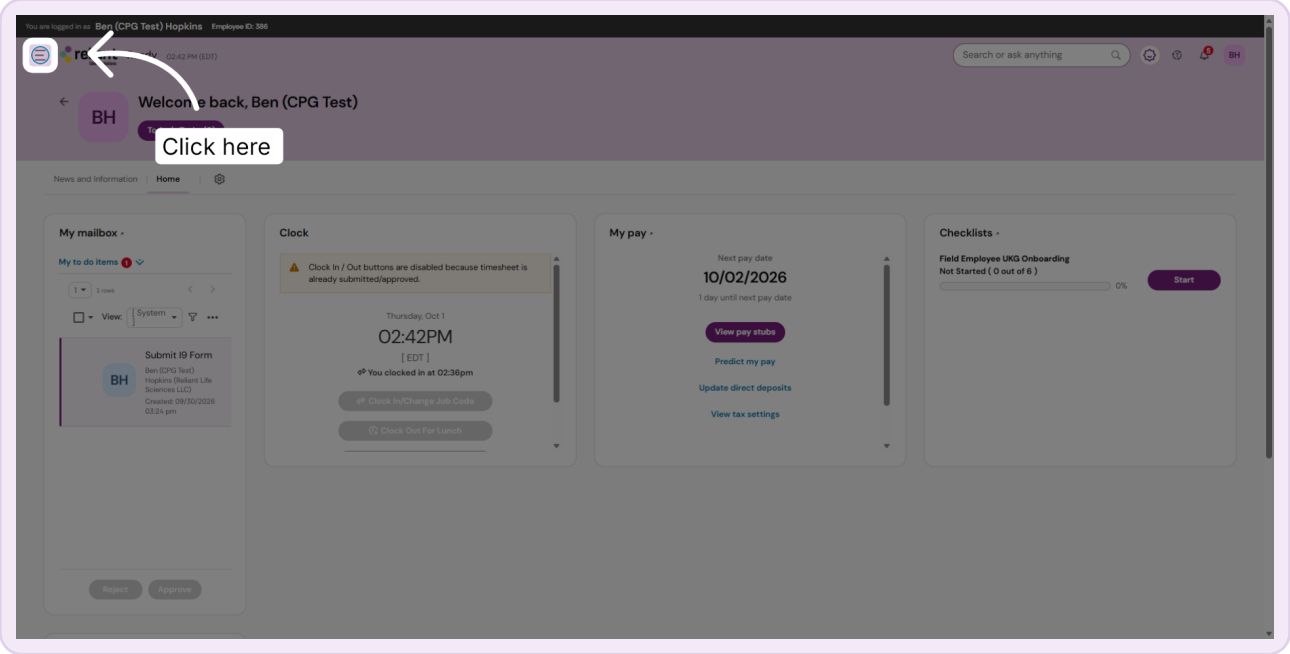
## 63 Go Back to Your Dashboard

Click the Reliant logo.



## 64 Open the Main Menu

Click the menu icon in the top-left corner.



PART 6 OF 6

# Submit an Expense Report

Browser / Desktop Walkthrough

Create an expense report, add your expenses with receipts, and submit it for approval. This example uses fuel.

**Have your receipts ready**

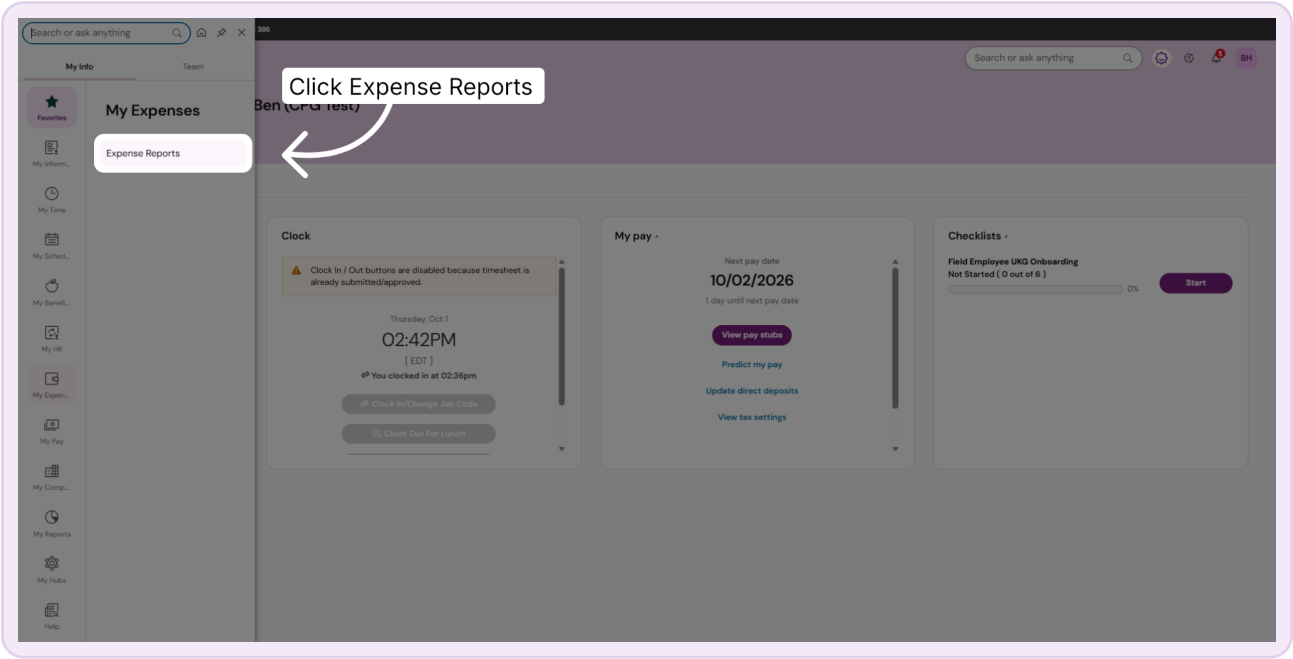
Save a photo or PDF of each receipt to your computer before you start.

## What you'll do

- Go to My Expenses > Expense Reports and click Add New
- Name and save the report
- Add each expense with a receipt
- Click Save, then Submit

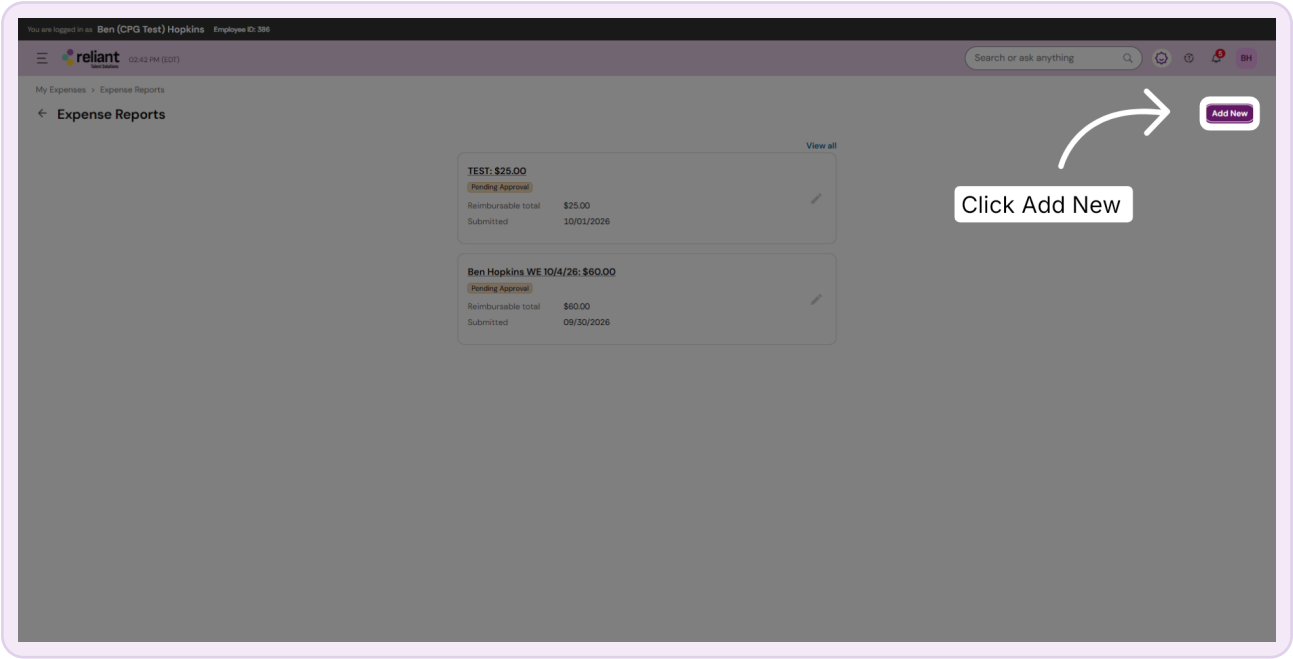
## 65 Click Expense Reports

Under My Expenses, click Expense Reports.



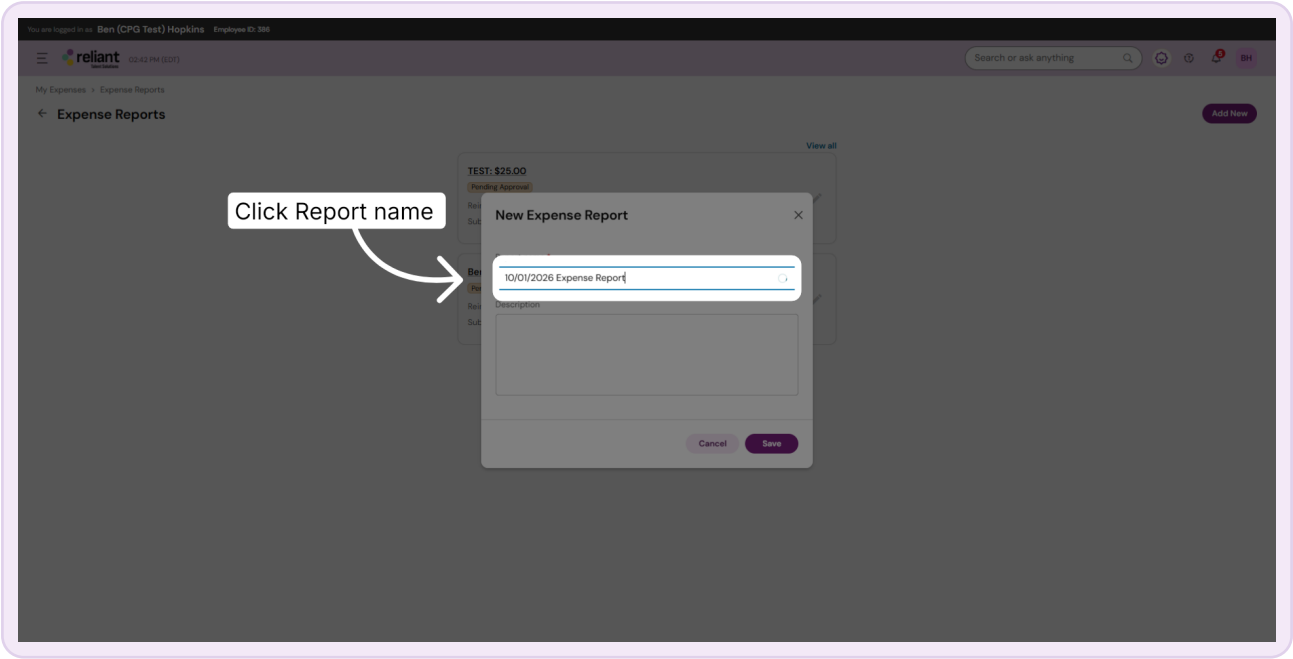
## 66 Click Add New

Click Add New to create a report.



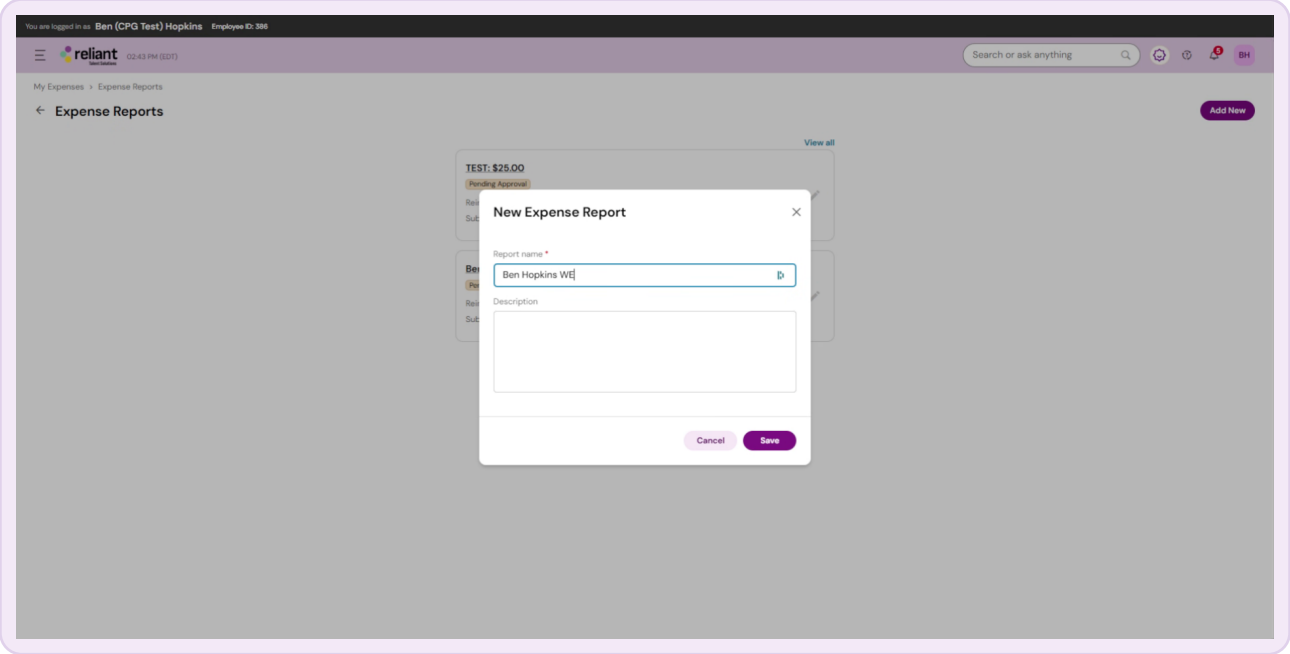
## 67 Click the Name Box

Click the report name box.



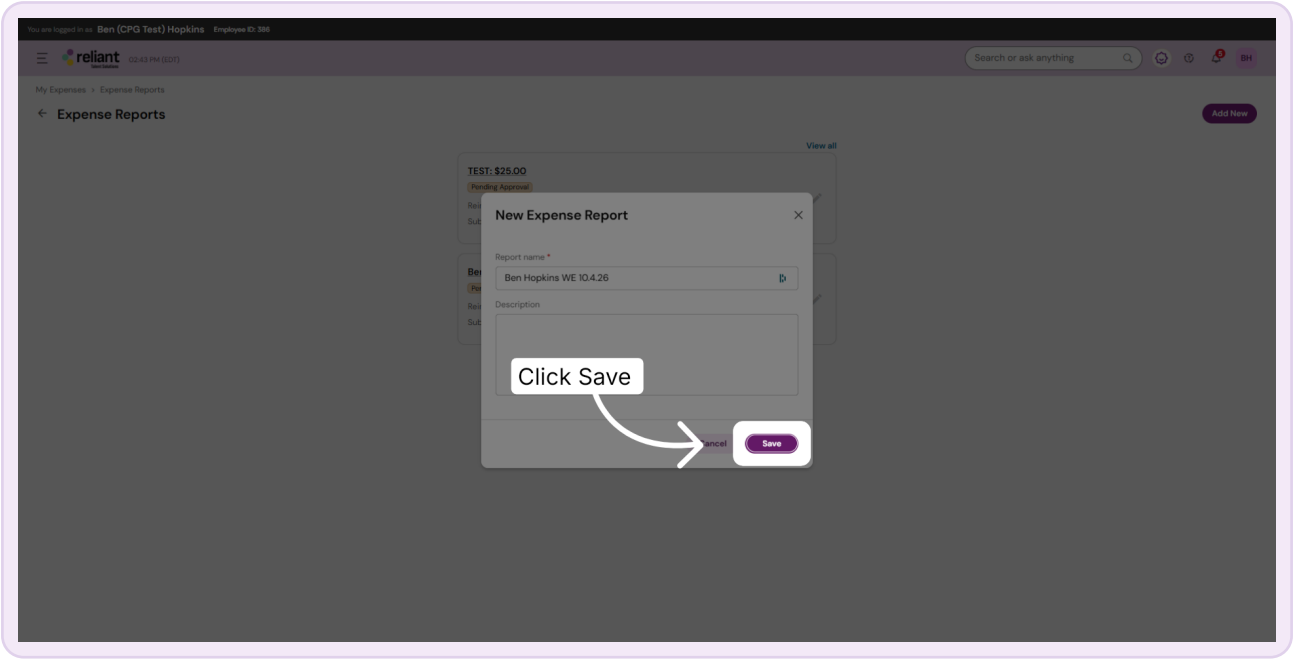
## 68 Name the Report

Type a name that includes the dates — for example, "Fuel – week ending 10/4."



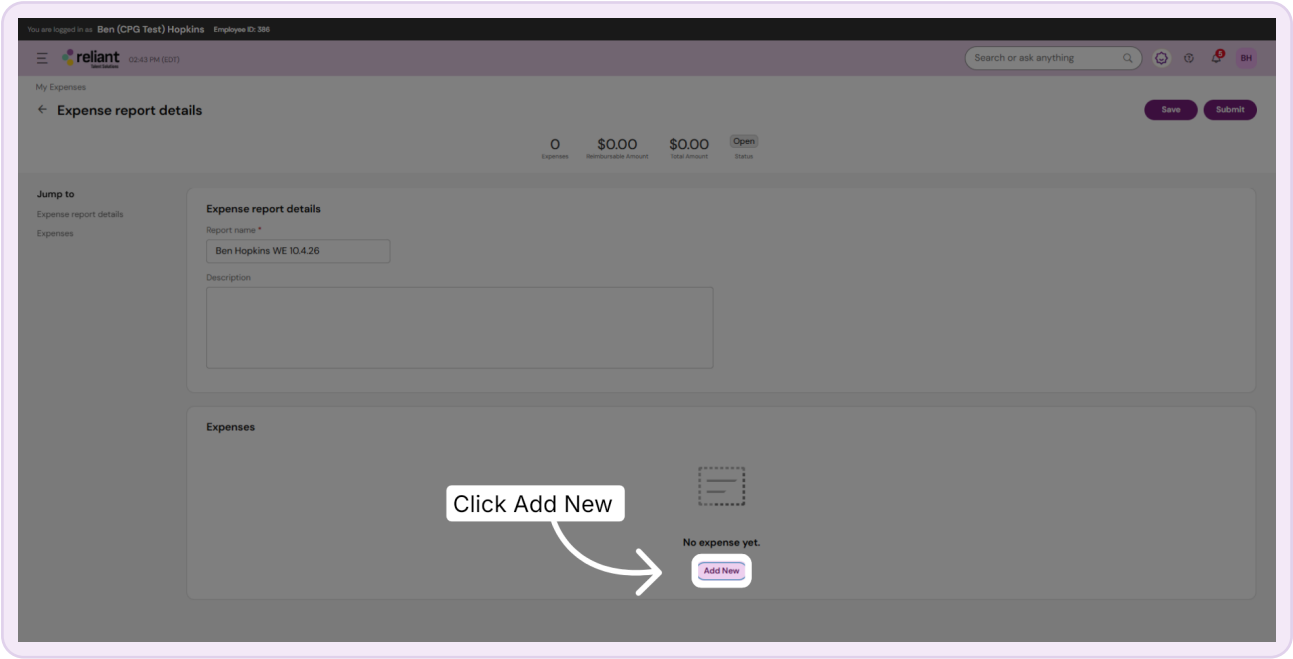
## 69 Click Next

Click Next to create the report.



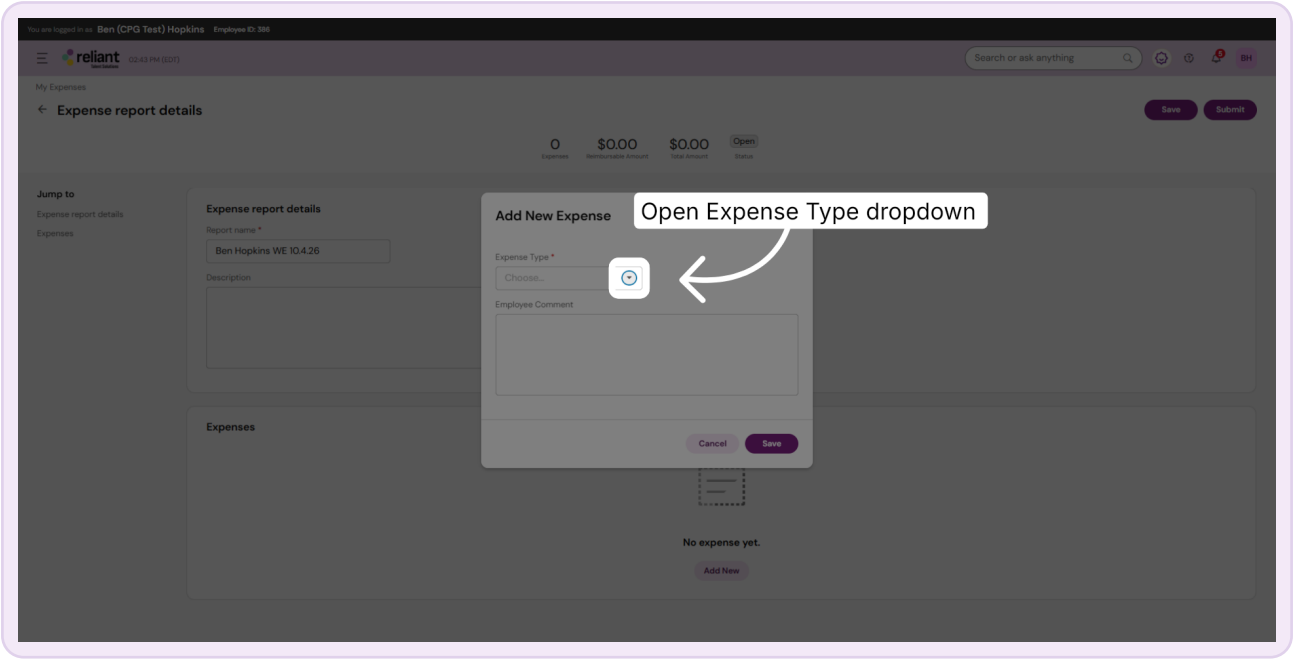
## 70 Add an Expense

Under Expenses, click Add New.



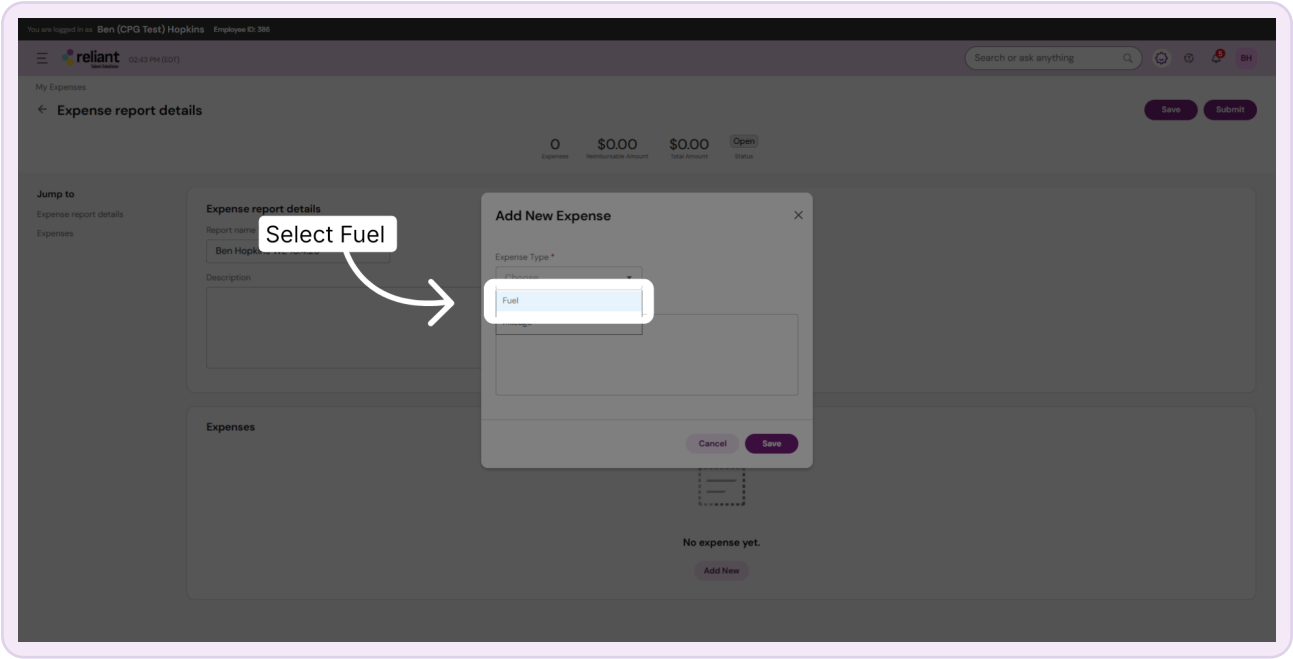
## 71 Open Expense Type

Click the Expense Type dropdown.



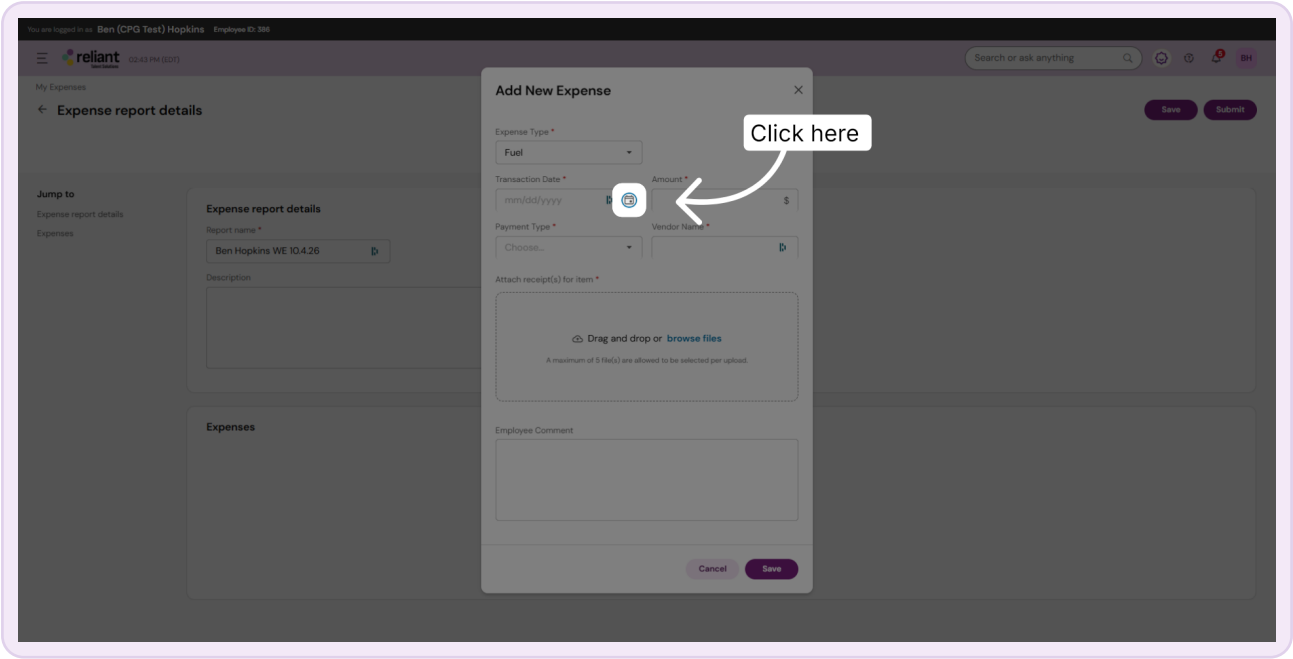
## 72 Pick Fuel

Choose Fuel (or the type that fits your expense).



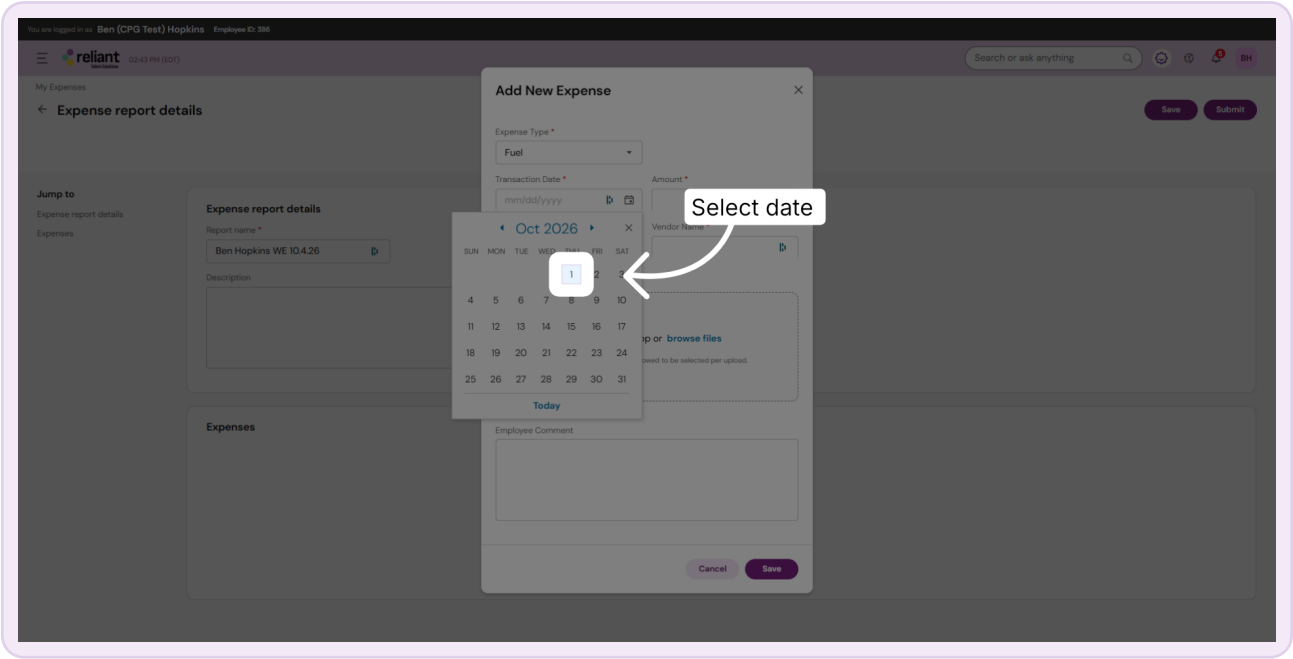
## 73 Open the Details

More fields appear. Click the Transaction Date box.



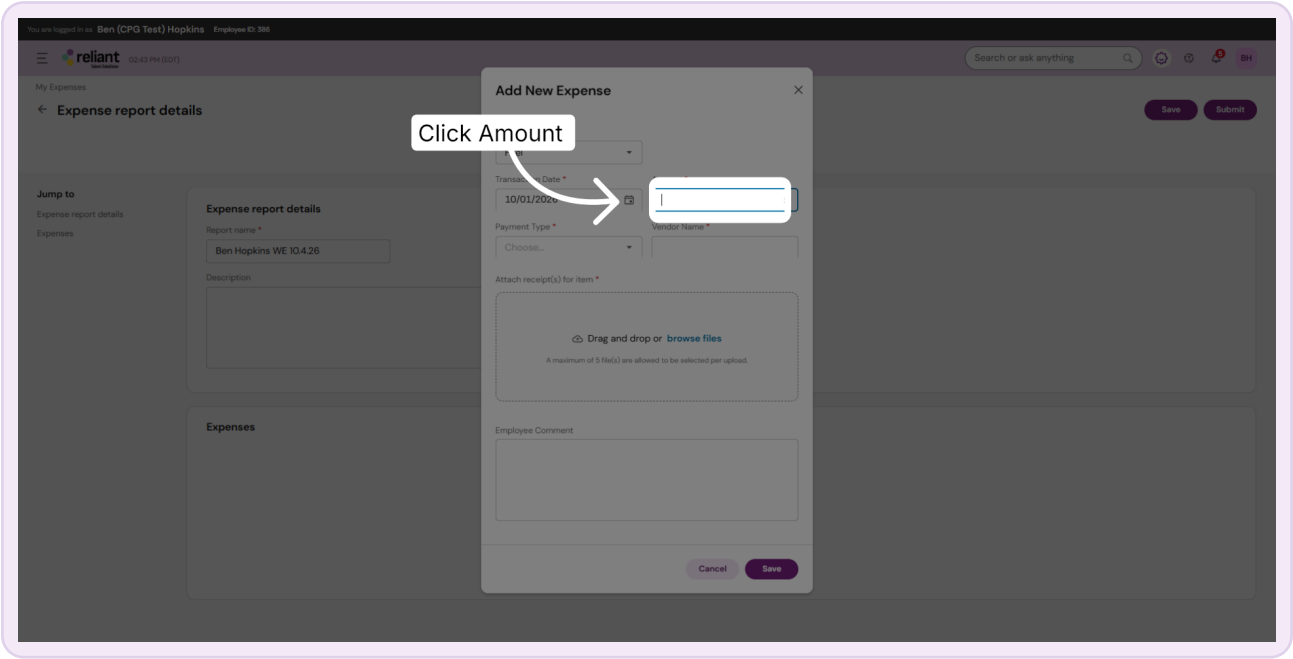
## 74 Pick the Date

Choose the date you paid.



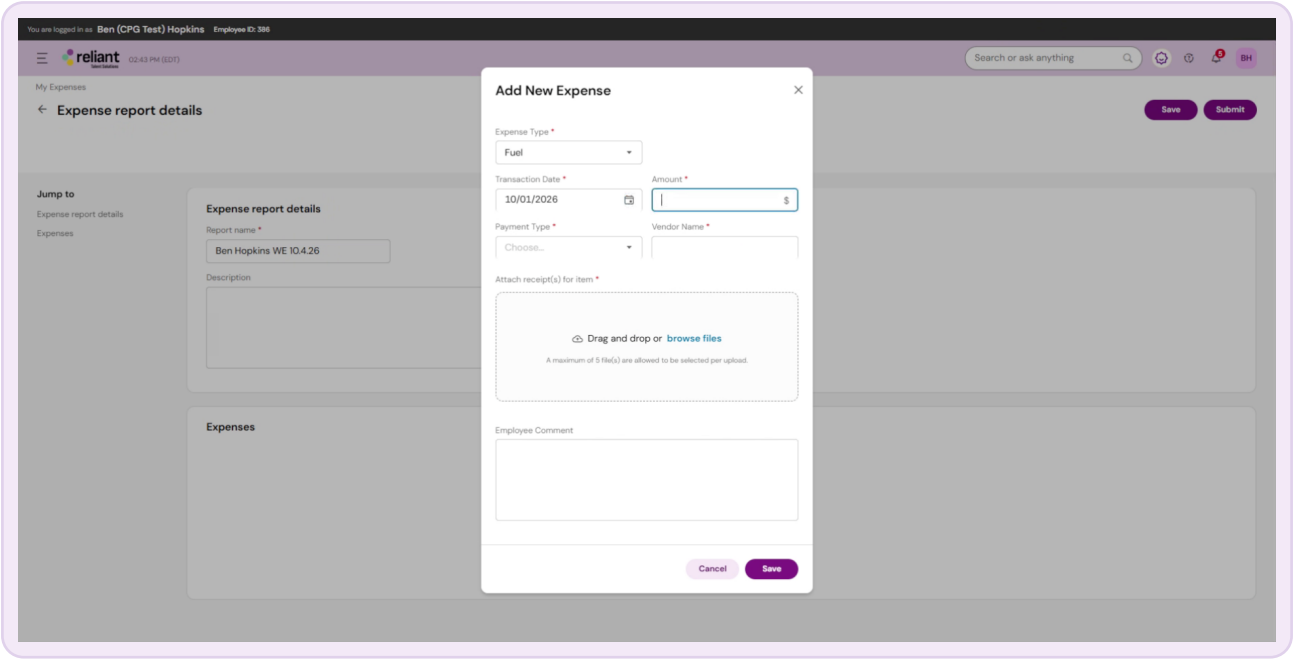
## 75 Click Amount

Click the Amount box.



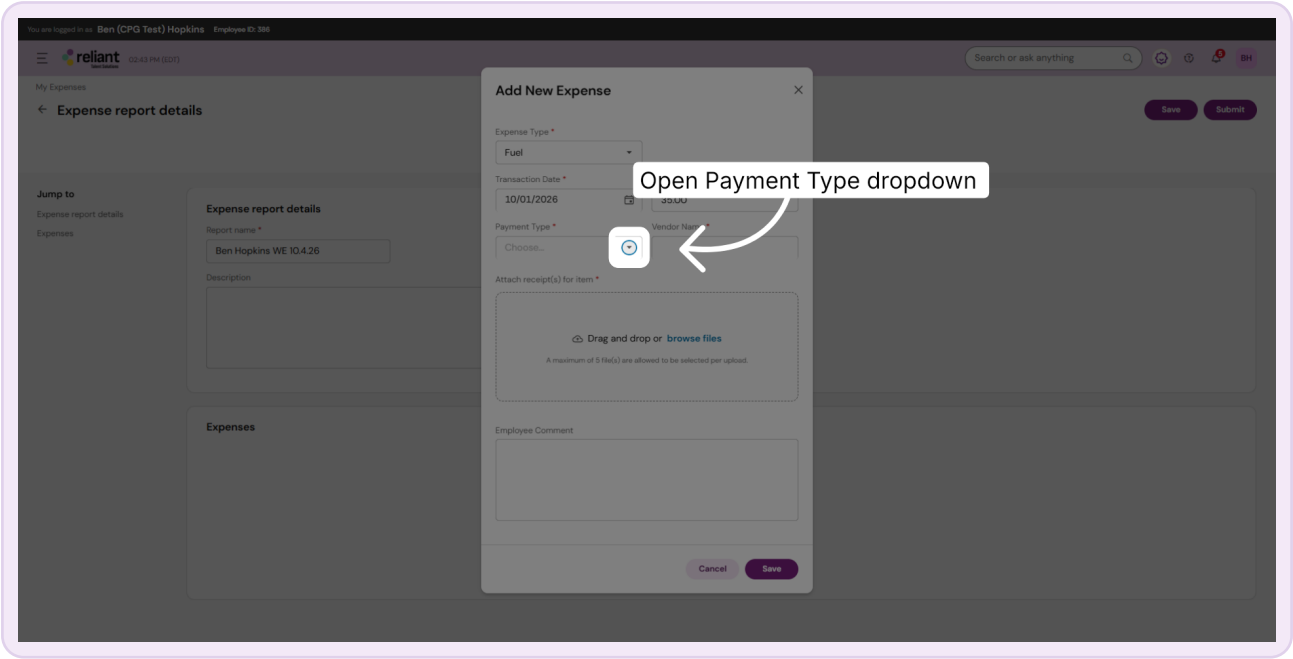
## 76 Enter the Amount

Type the total from your receipt.



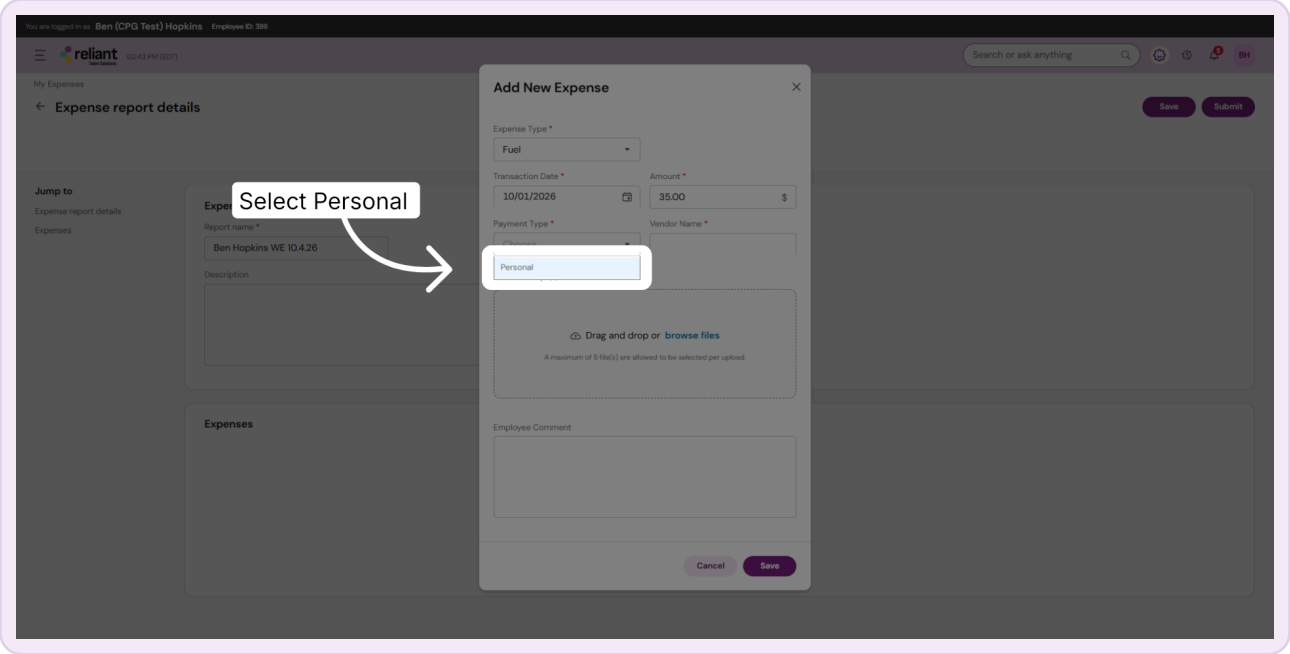
## 77 Open Payment Type

Click the Payment Type dropdown.



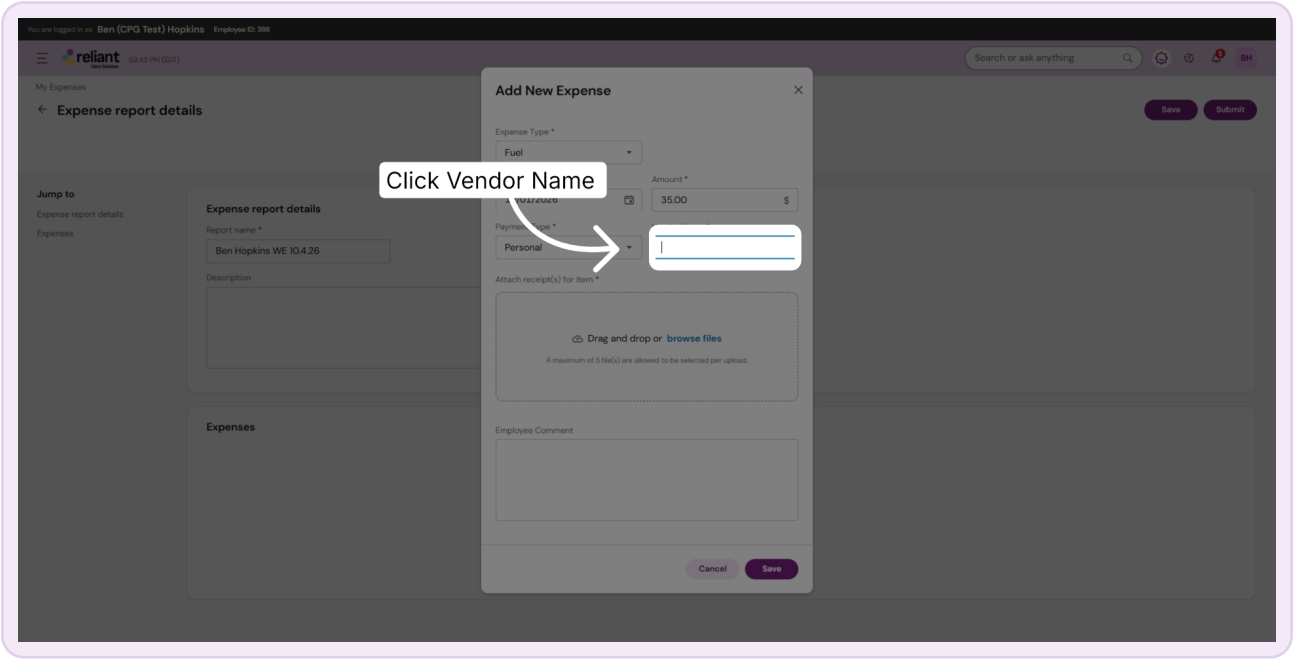
## 78 Pick Personal

Choose Personal if you paid with your own card or cash.



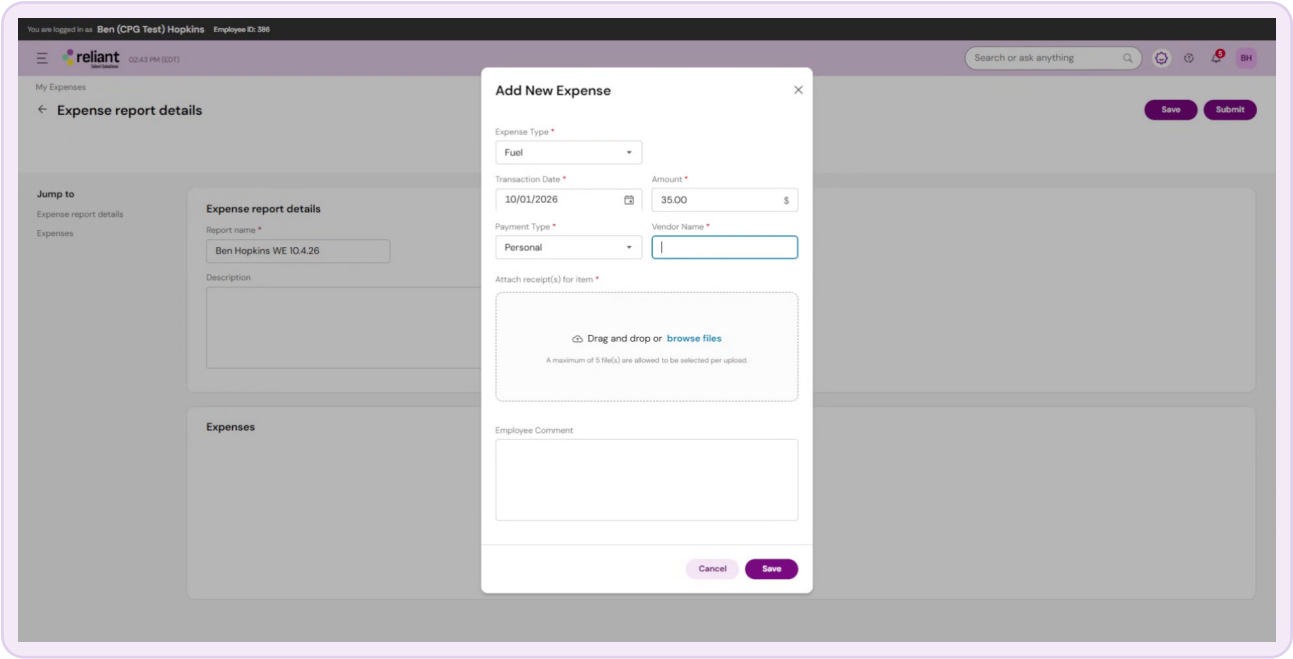
## 79 Click Vendor Name

Click the Vendor Name box.



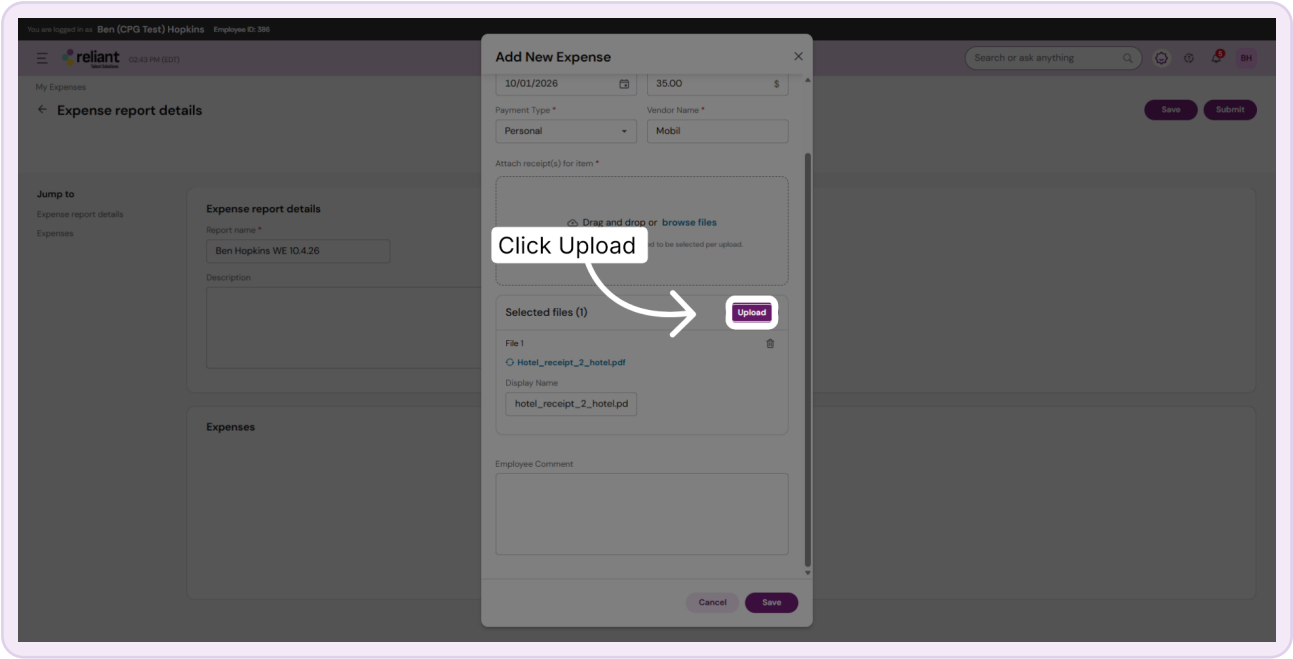
## 80 Enter the Vendor

Type where you bought it — for example, Shell.



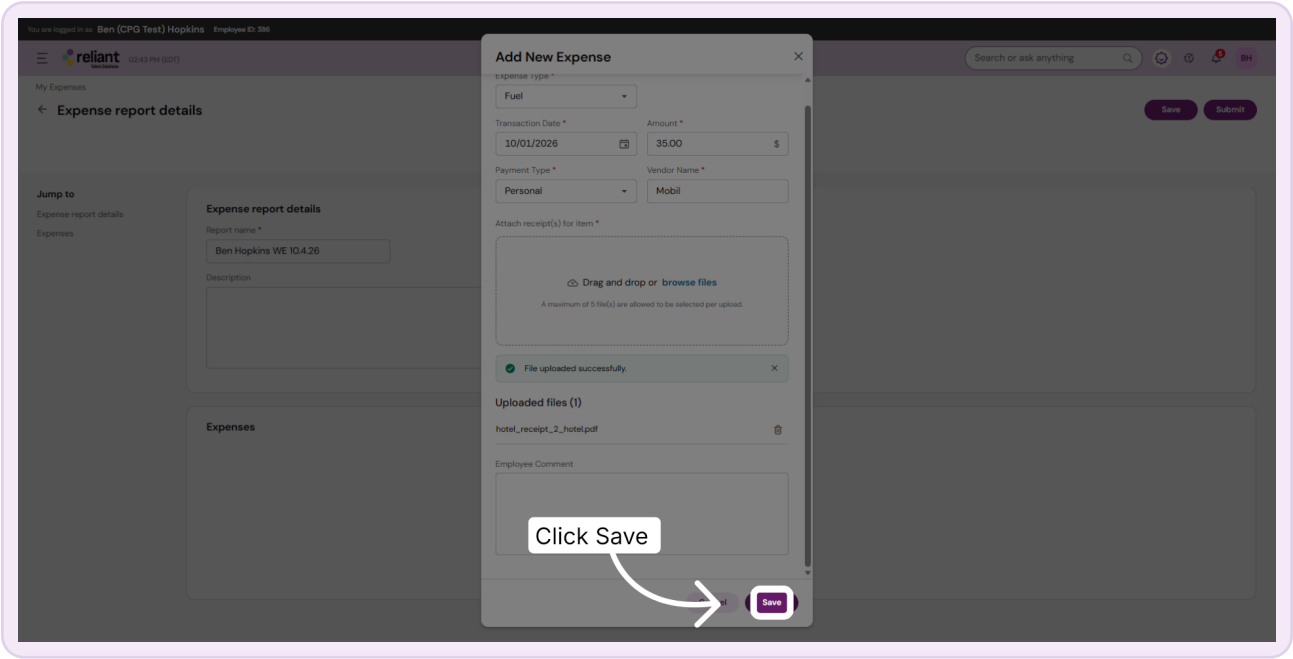
## 81 Upload Your Receipt

Click the receipt upload and pick your receipt file.



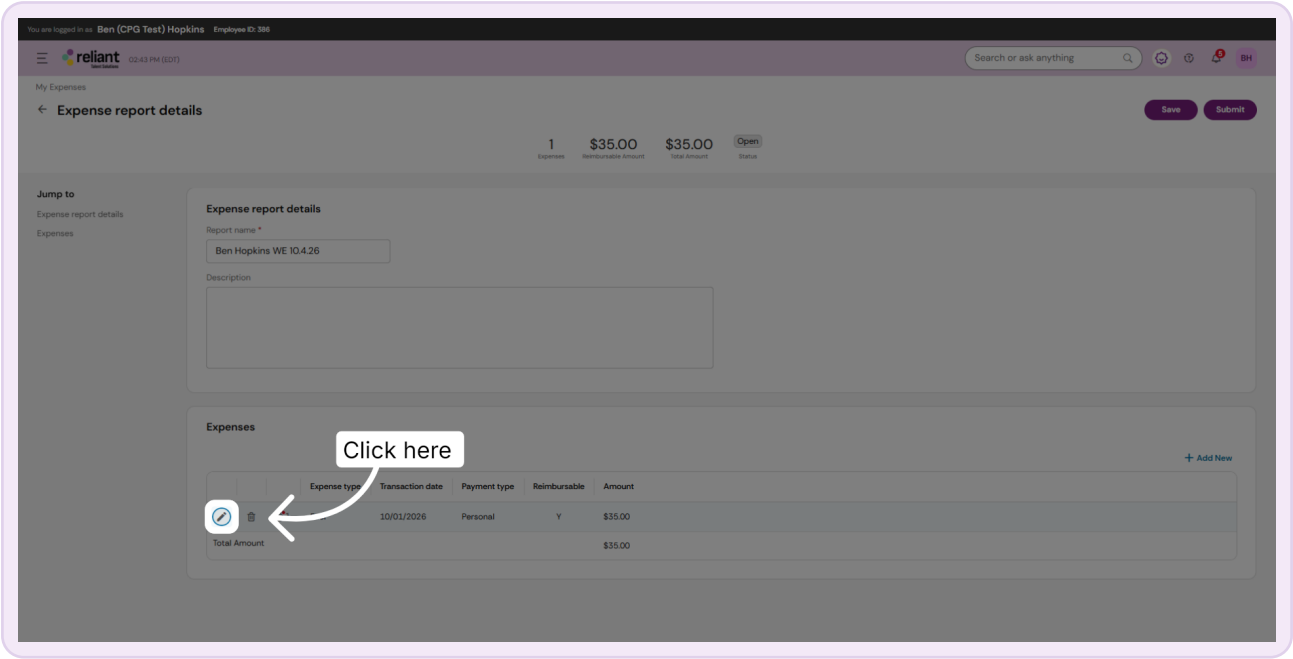
## 82 Save the Expense

Click Save.



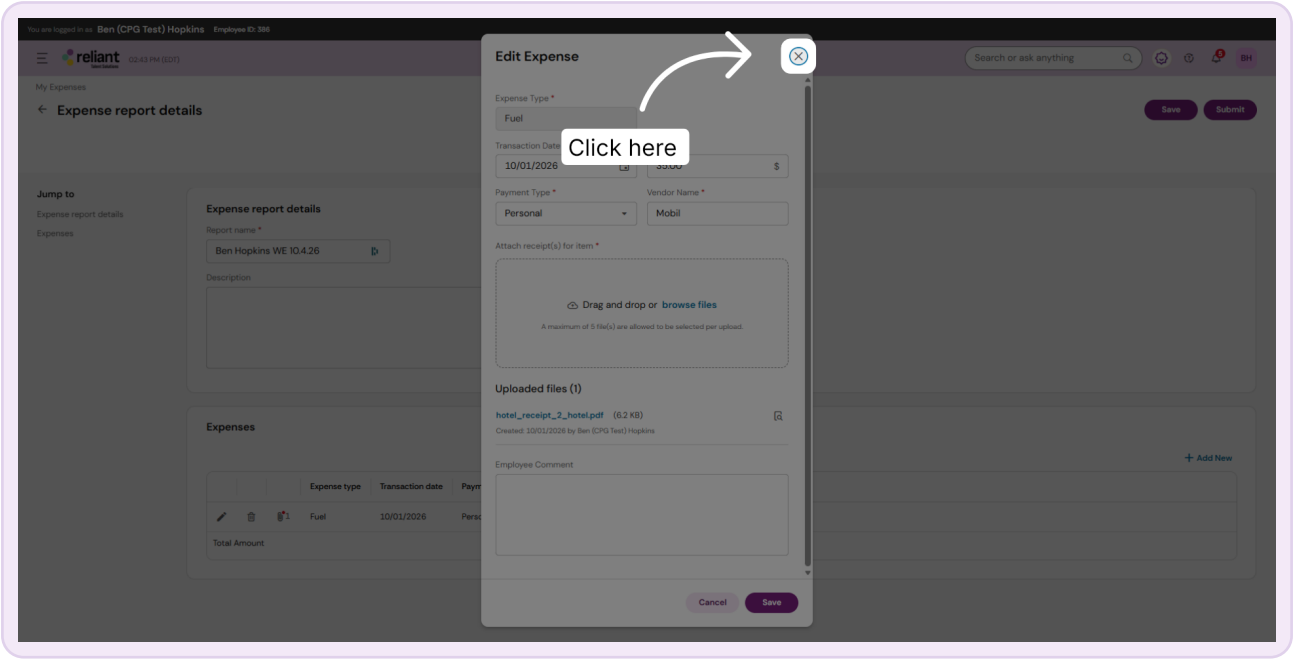
## 83 Open the Expense Menu

Click the ... menu on an expense to edit or delete it.



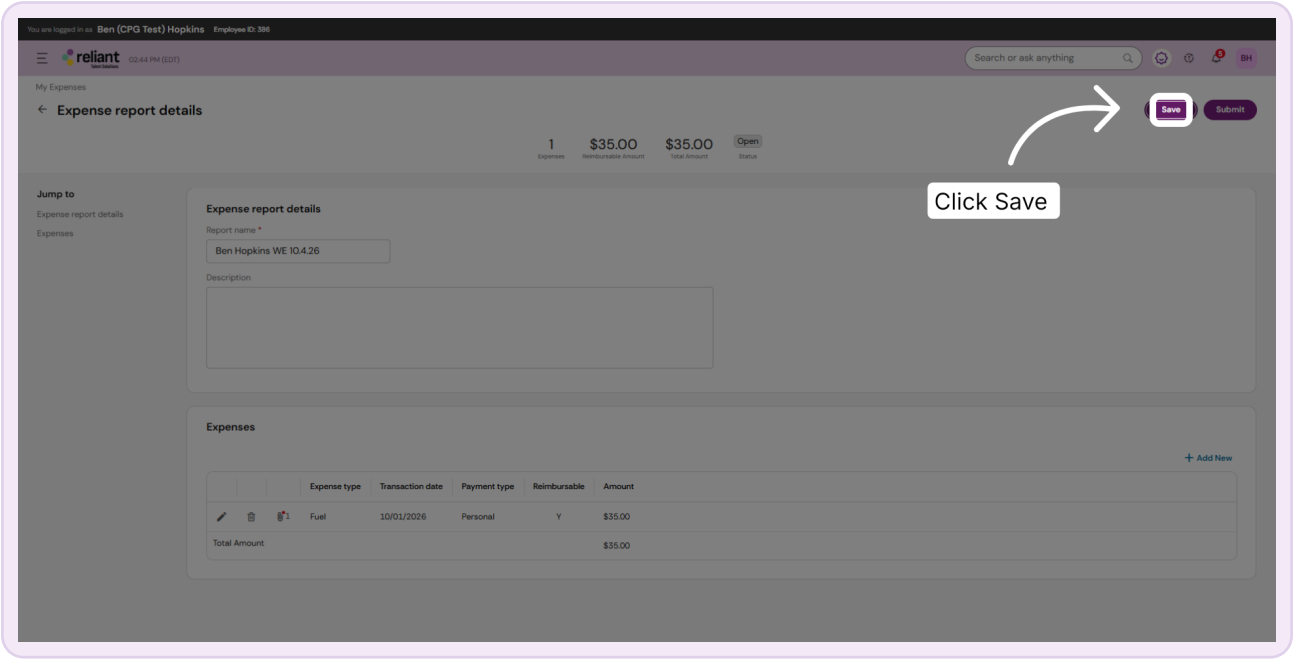
## 84 Review Your Expenses

Check the count and total on your report.



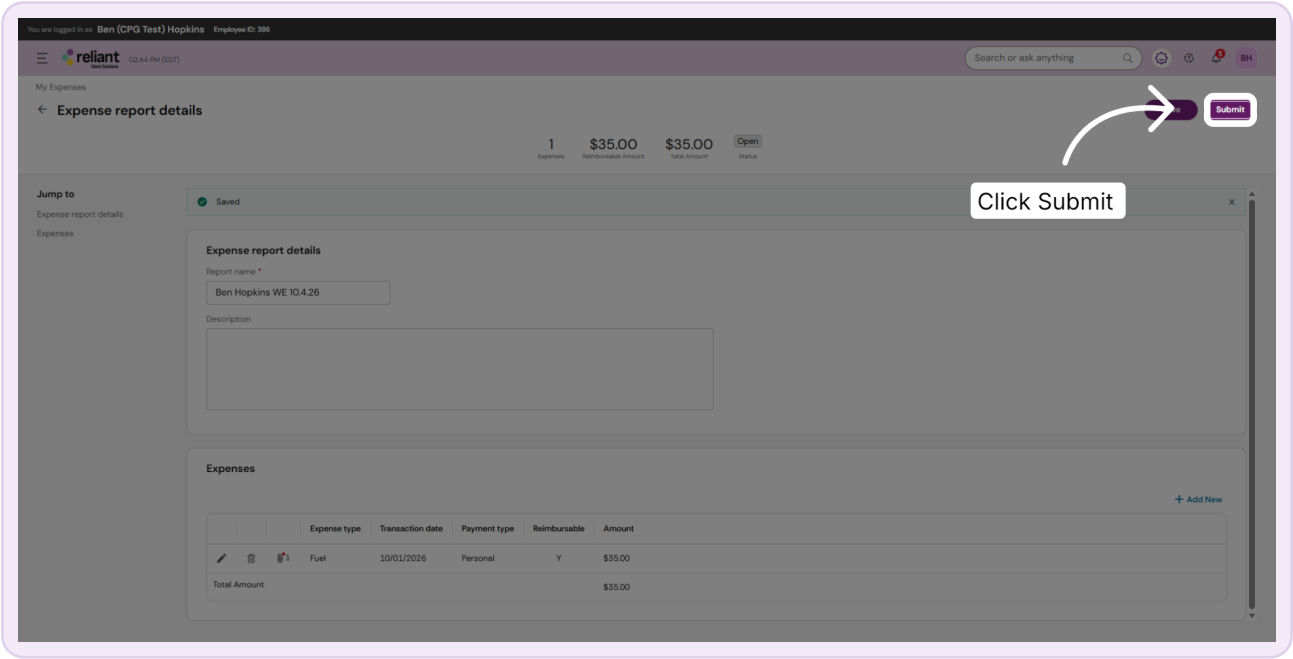
## 85 Save the Report

Click Save.



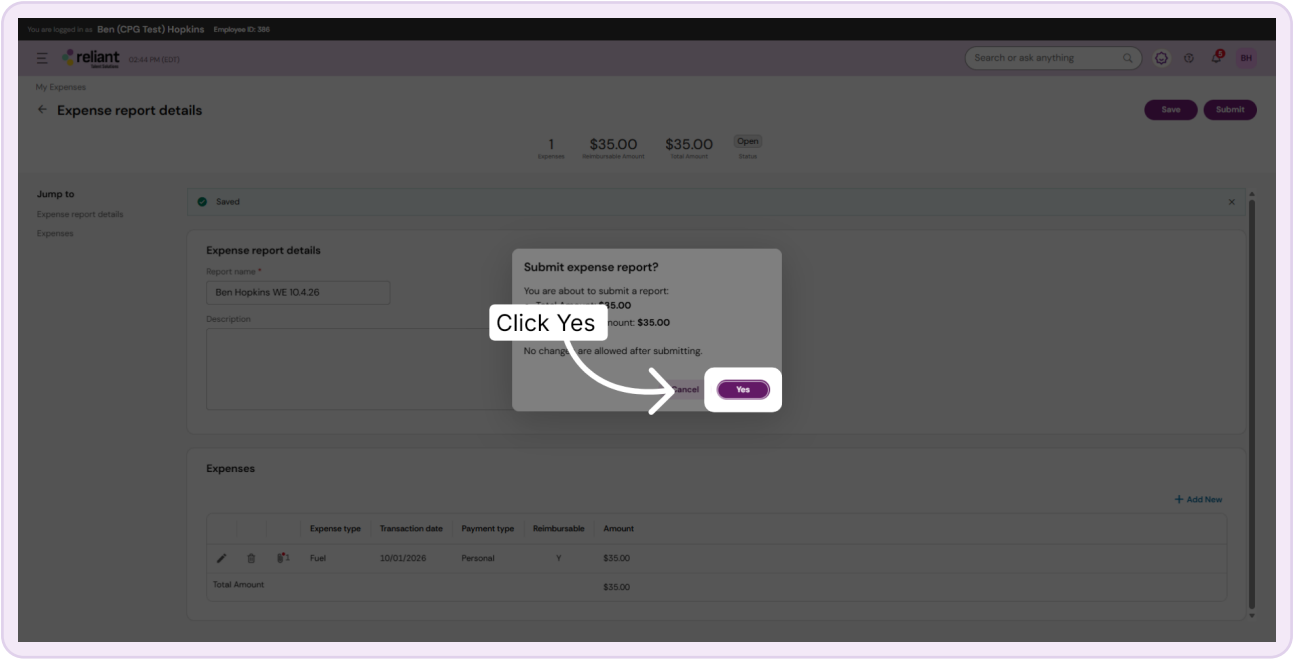
## 86 Click Submit

Click Submit to send your report for approval.



## 87 Confirm

Click Submit or OK to confirm. You're done.



# That's it — you're all set.

Your time and expenses are submitted

## Quick recap

- Clock in each day with Clock In/Change Job Code
- Fix hours in View my timesheet — check AM/PM
- Add per diem on the Per Diem tab at the end of the week
- Request time off from Main Menu > My Time > Time Off
- Click Submit on your timesheet when your week is done
- Submit expenses from My Expenses > Expense Reports with receipts attached

### Need help?

If a screen doesn't look like this guide or something won't save or submit, email UKGsupport@hirereliant.com. Include your name and a screenshot if you can.