RELIANT TALENT SOLUTIONS | UKG READY

Get Started in UKG Ready
Field Employee Onboarding Guide

Desktop Browser + iPhone / Android App

Welcome to the team. This guide covers everything you need to get set up in UKG Ready — signing in, completing your onboarding checklist, and setting up the mobile app. Plan on about 20 minutes total.

You only complete the checklist once

Pick the device that's easiest for you: your computer (Part 1) or your phone (Part 3). Both walk through the same checklist. We recommend a computer if you have one — the forms are easier to read on a full screen. Everyone should also set up the mobile app (Part 2) so you can enter hours and submit expenses on the go.

Prefer to watch instead?

A companion video is attached to the same email as this guide. Save it to your device and play it — no login or website needed. The video follows the same three parts, so you can skip to the section you need.

What's inside

Part 1 Complete your checklist on a computer ..... Page 2

Part 2 Download and set up the UKG Ready mobile app ..... Page 29

Part 3 Complete your checklist in the mobile app (instead of Part 1) ..... Page 35

Before you start

Have your welcome email from UKGsupport@hirereliant.com handy — it has your sign-in link and password. You'll also need your bank routing and account numbers, plus the name and phone number of two emergency contacts. You can save and come back — your progress is kept.

PART 1 OF 3

Complete Your Checklist on a Computer

Browser / Desktop Walkthrough

Sign in to UKG Ready from your computer and finish your onboarding checklist before your first pay date. It takes about 15 minutes. Use Chrome or Edge.

Doing this on your phone instead?

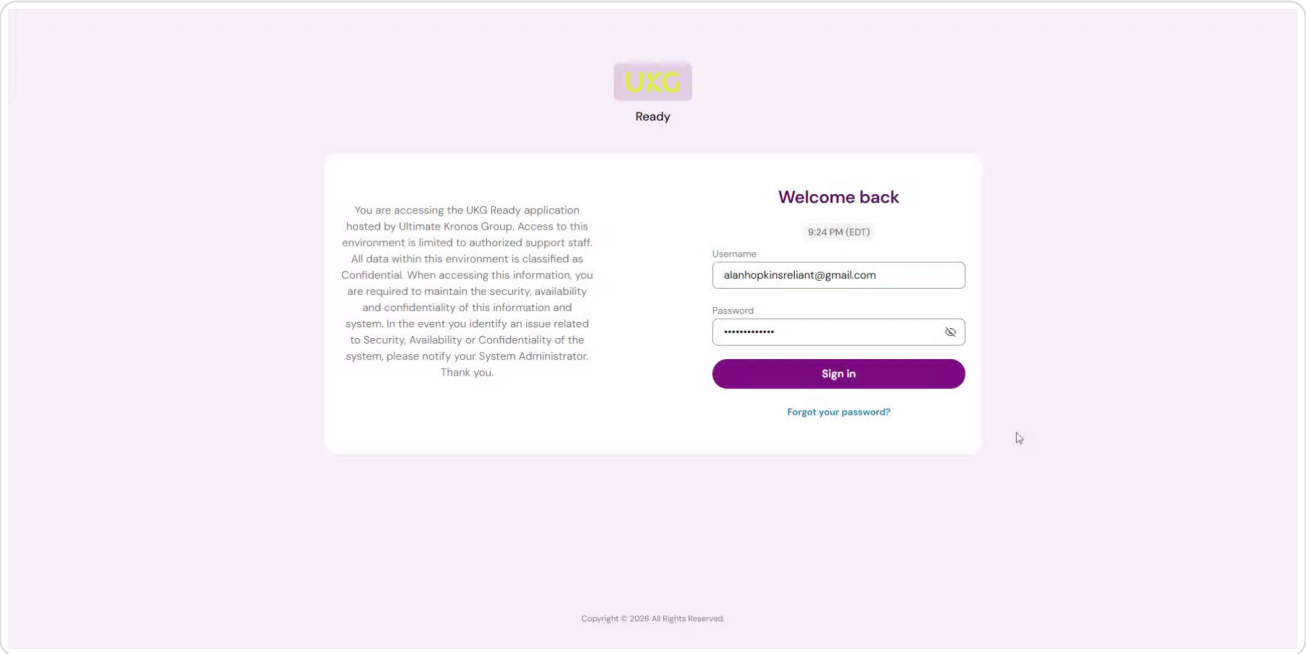
Skip to Part 2 to install the app, then Part 3 (page 35) for the checklist. You only need to complete the checklist once.

What you'll do

- Sign in to UKG Ready and set your password
- Review and update your personal information
- Add at least two emergency contacts
- Confirm your tax withholdings and sign your W-4
- Set up direct deposit
- Download and acknowledge the Field Employee Handbook

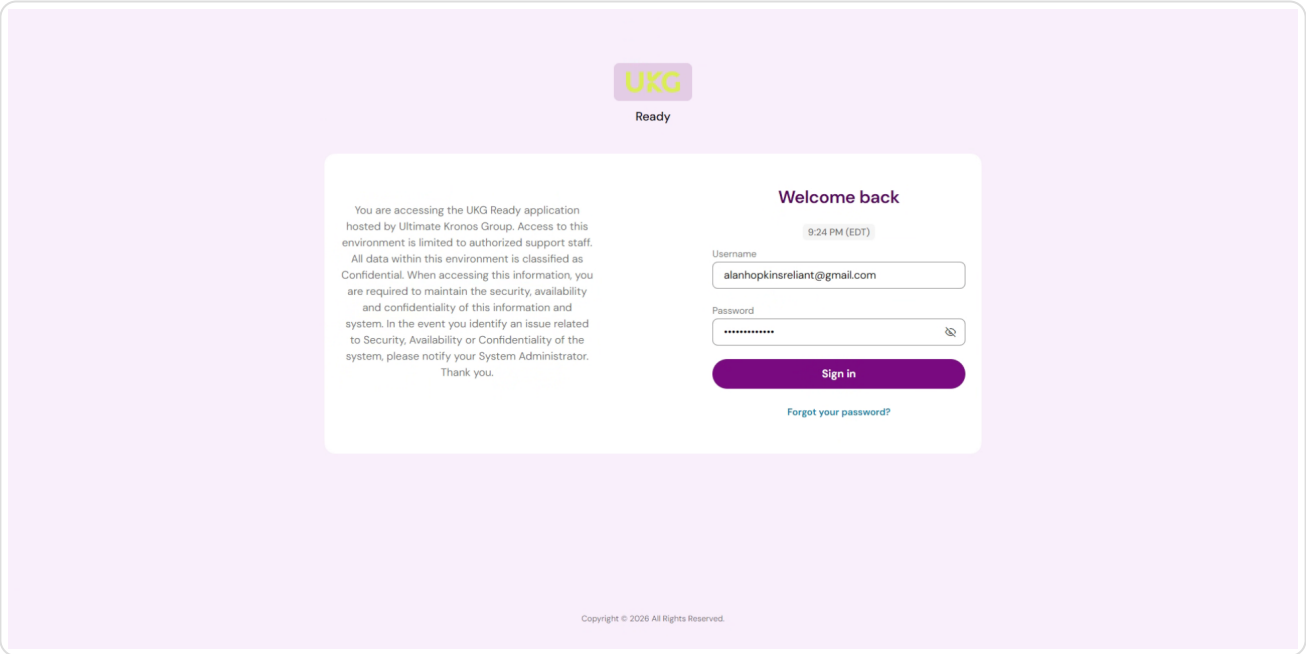
01 Begin Initial Login Process

Open a browser on your computer and go to secure7.saashr.com to reach the UKG Ready sign-in page.



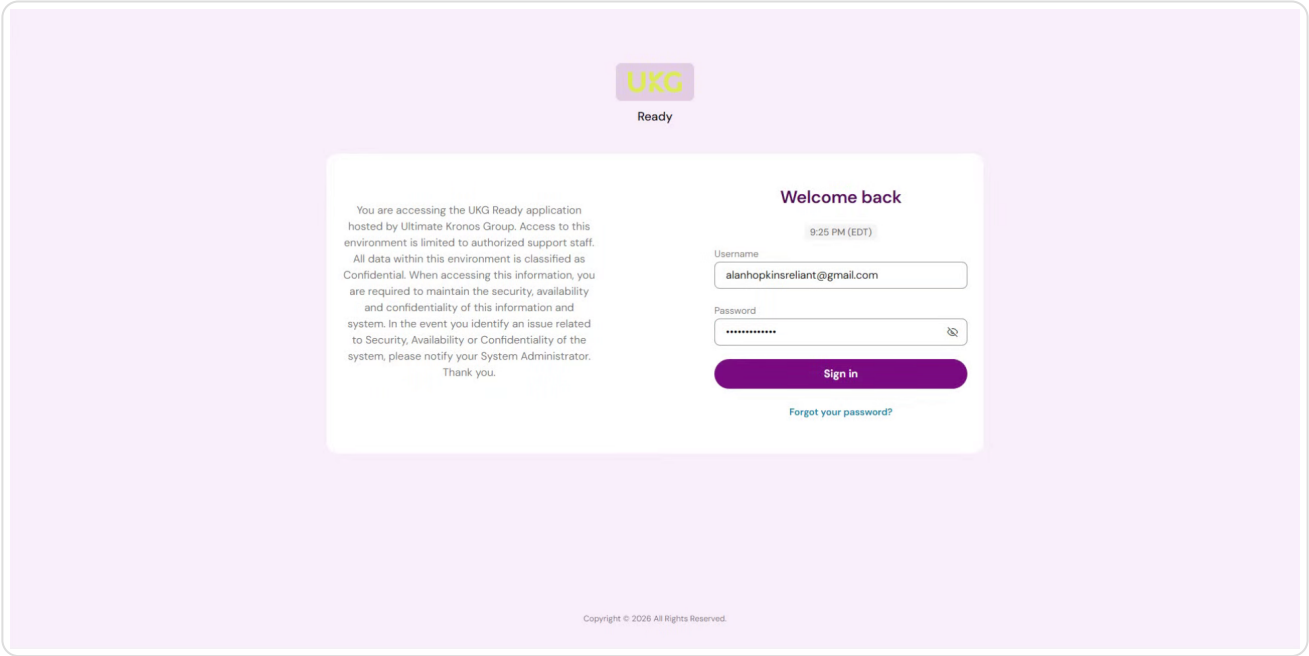
02 Access Your UKG Ready Login Link

The first time you sign in, use the link in the welcome email from UKGsupport@hirereliant.com. That link takes you straight to the right login page.



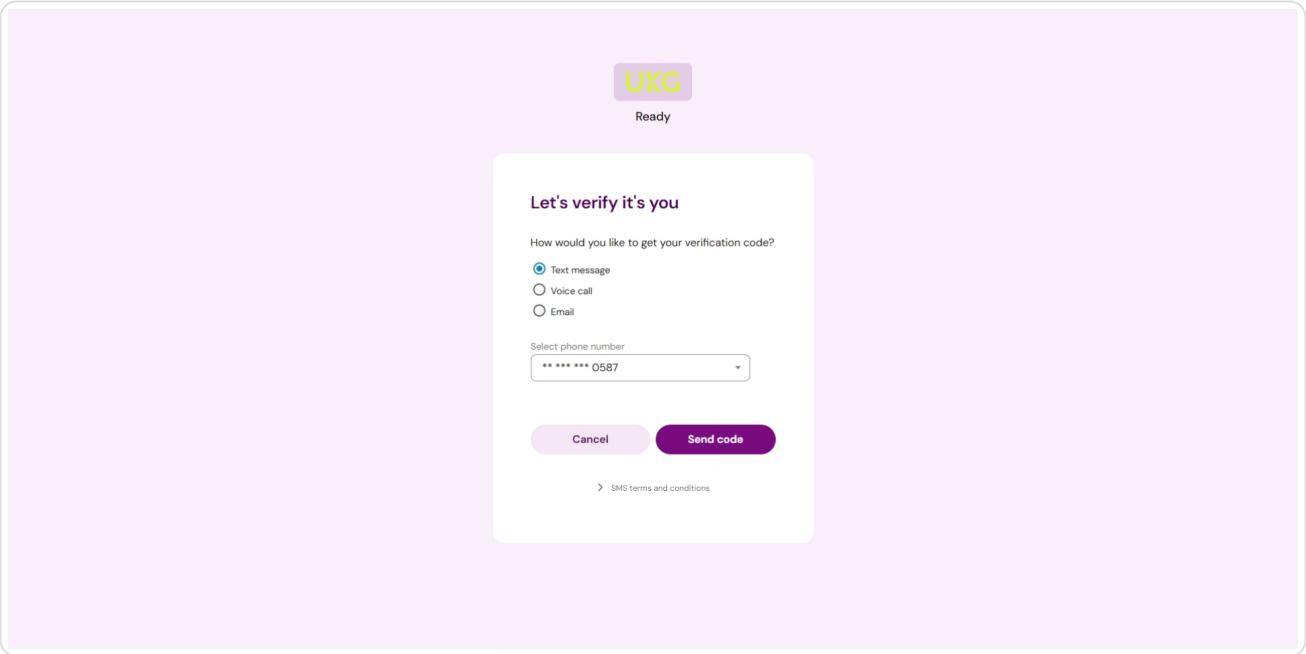
03 Navigate To The UKG Ready Login Page

Enter the username and password from your welcome email, then click Sign in.



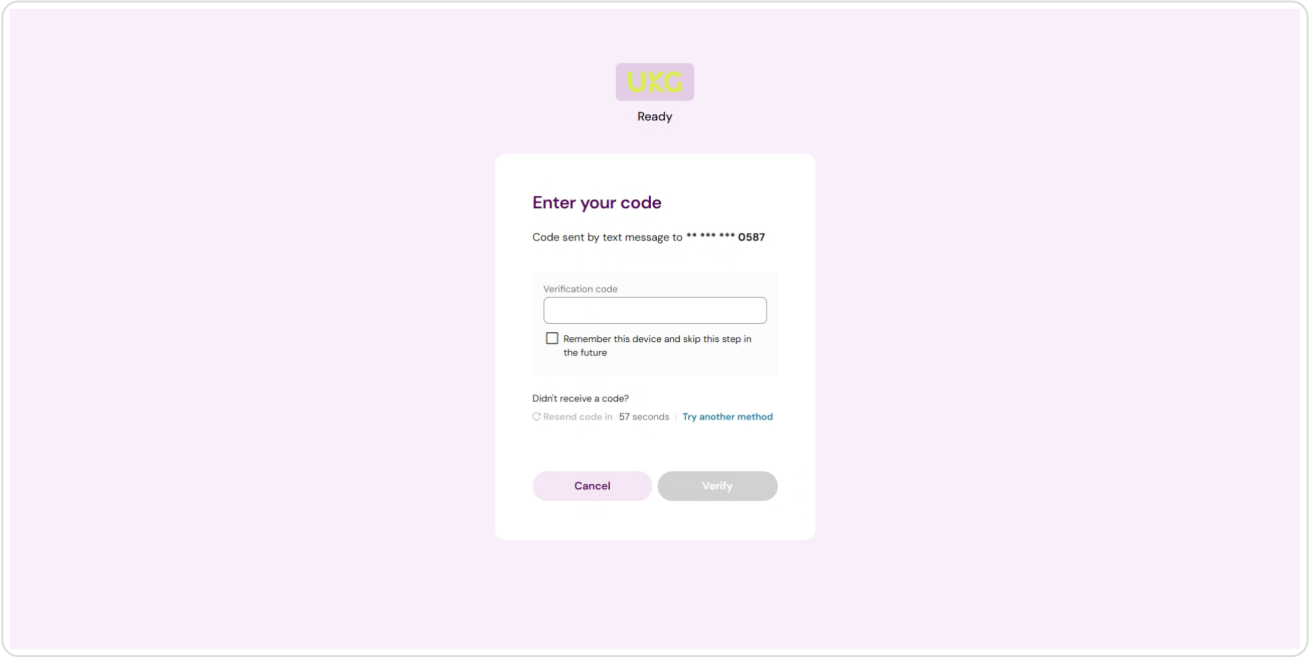
04 Reset Your Password On First Login

On your first sign-in, you'll be asked to reset your password and choose how you want to receive your verification code.



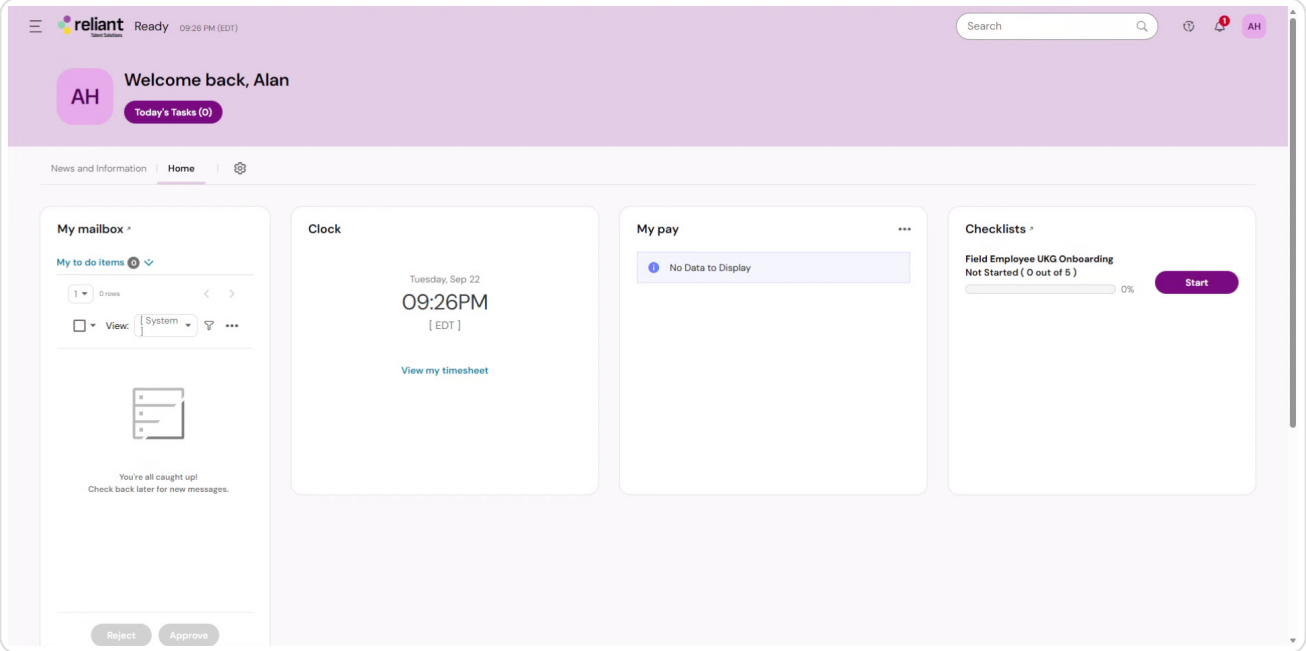
05 Enter Your Verification Code

Enter the code we send you, then click Continue.



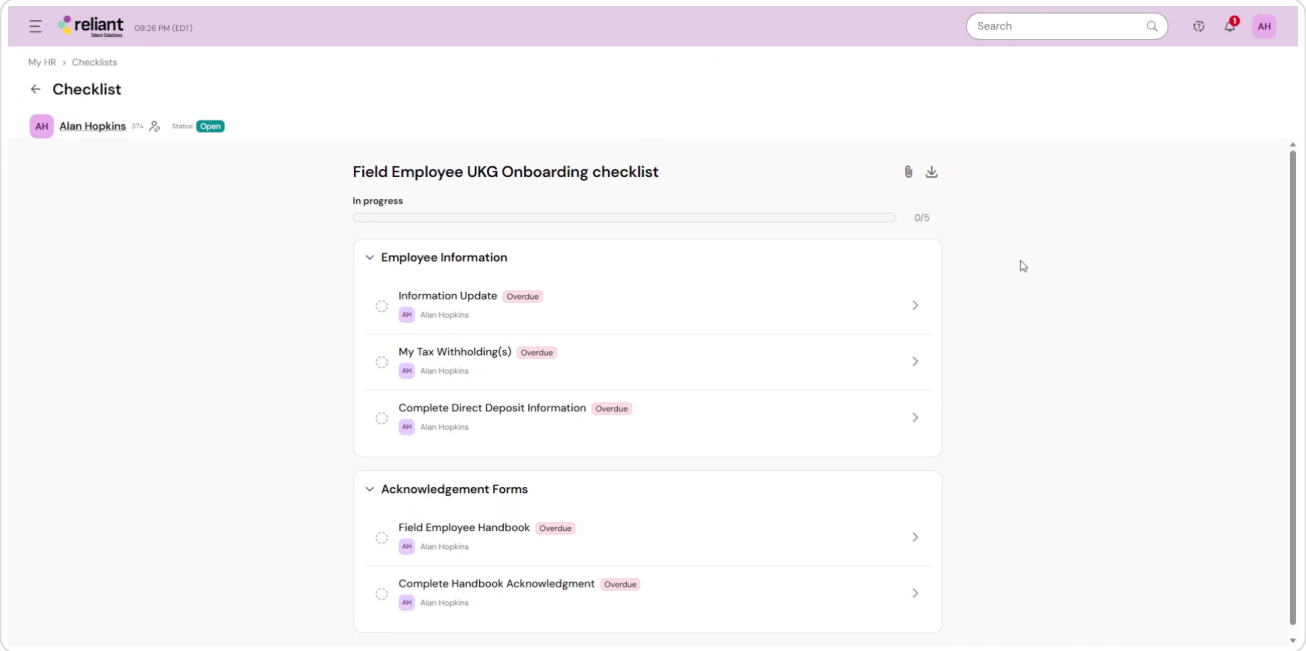
06 Review The UKG Ready Home Page

This is your home page. To verify your personal, tax, and banking details, find the Checklists box and click Start.



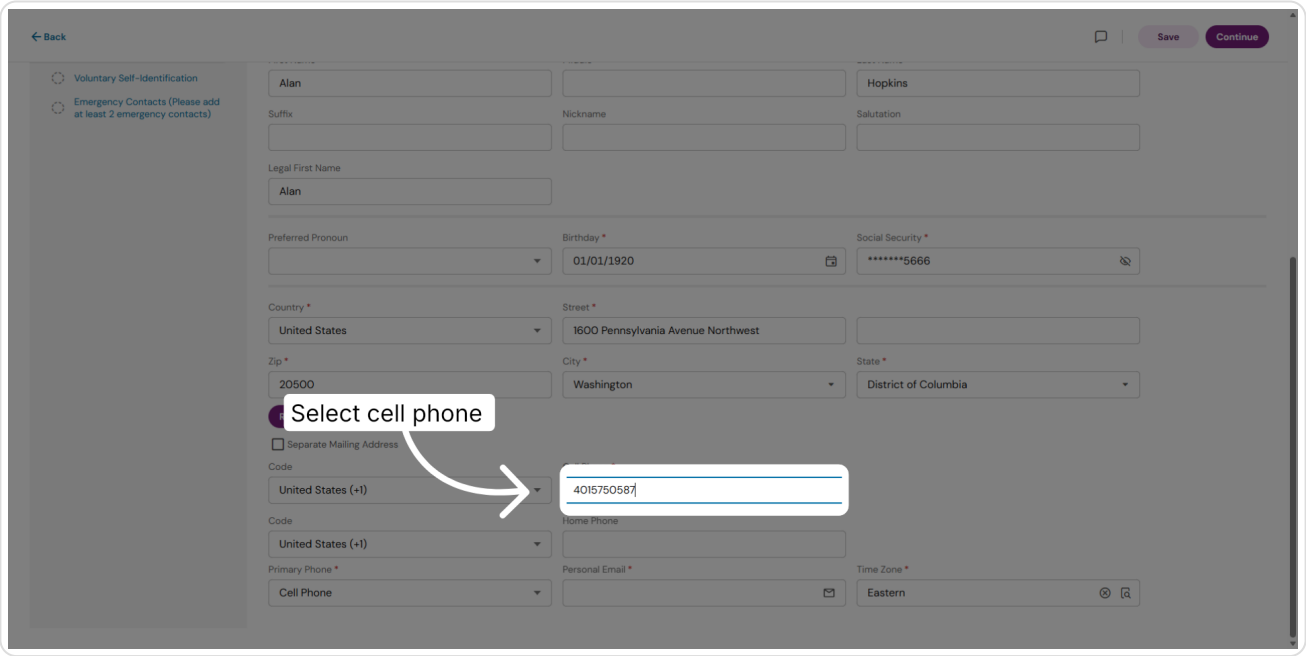
07 Start Personal Information Validation

Your onboarding checklist opens here. Start with Information Update — scroll through and confirm everything is correct.



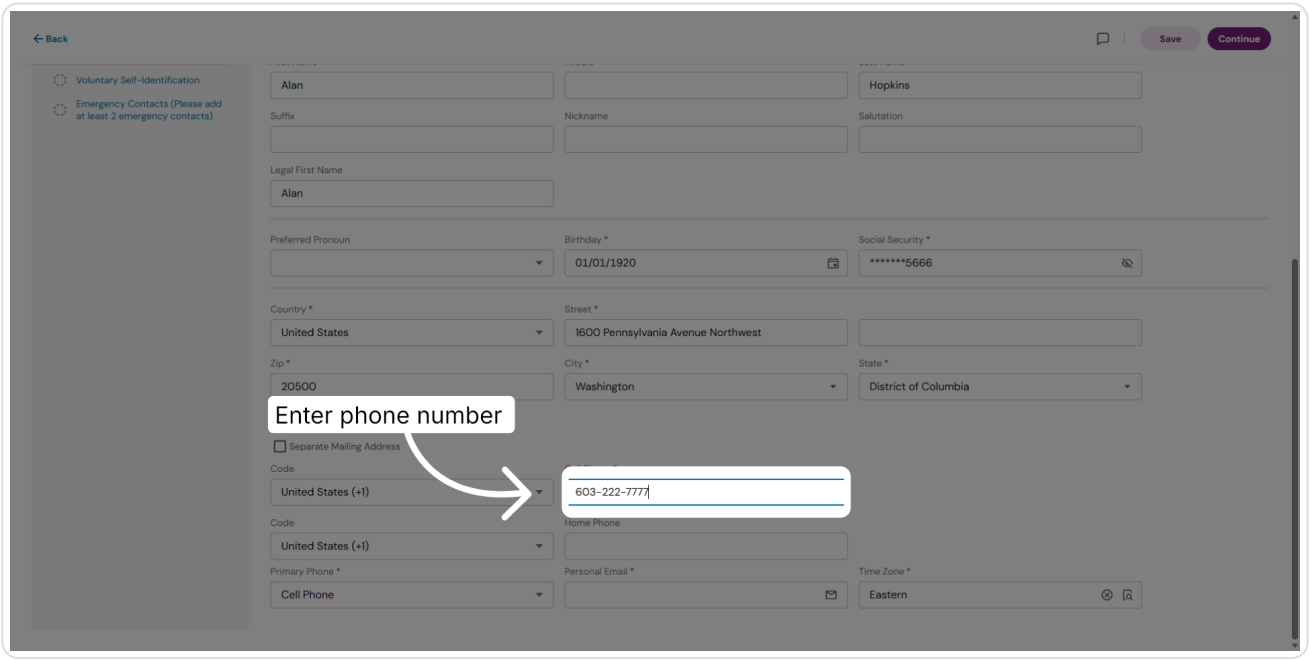
08 Select The Cell Phone Field

If anything looks wrong, click into the field and enter the correct details.



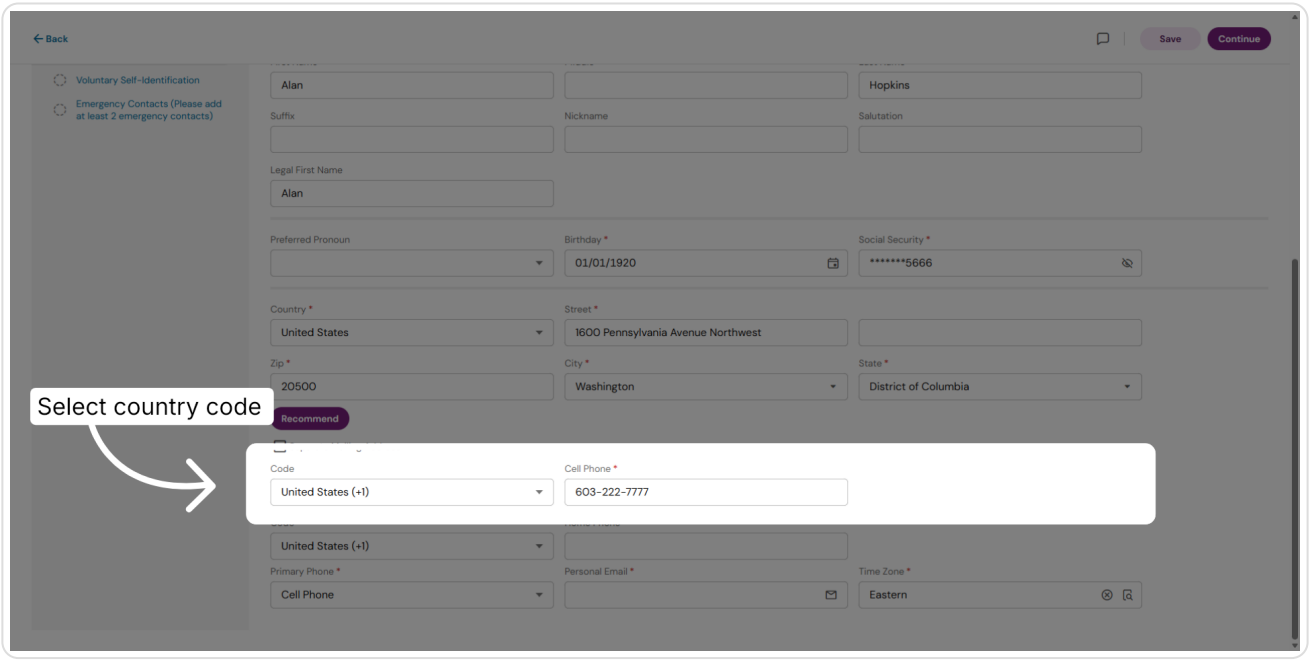
09 Enter Your Cell Phone Number

For example, to update your cell phone number, type it directly into the Cell Phone field.



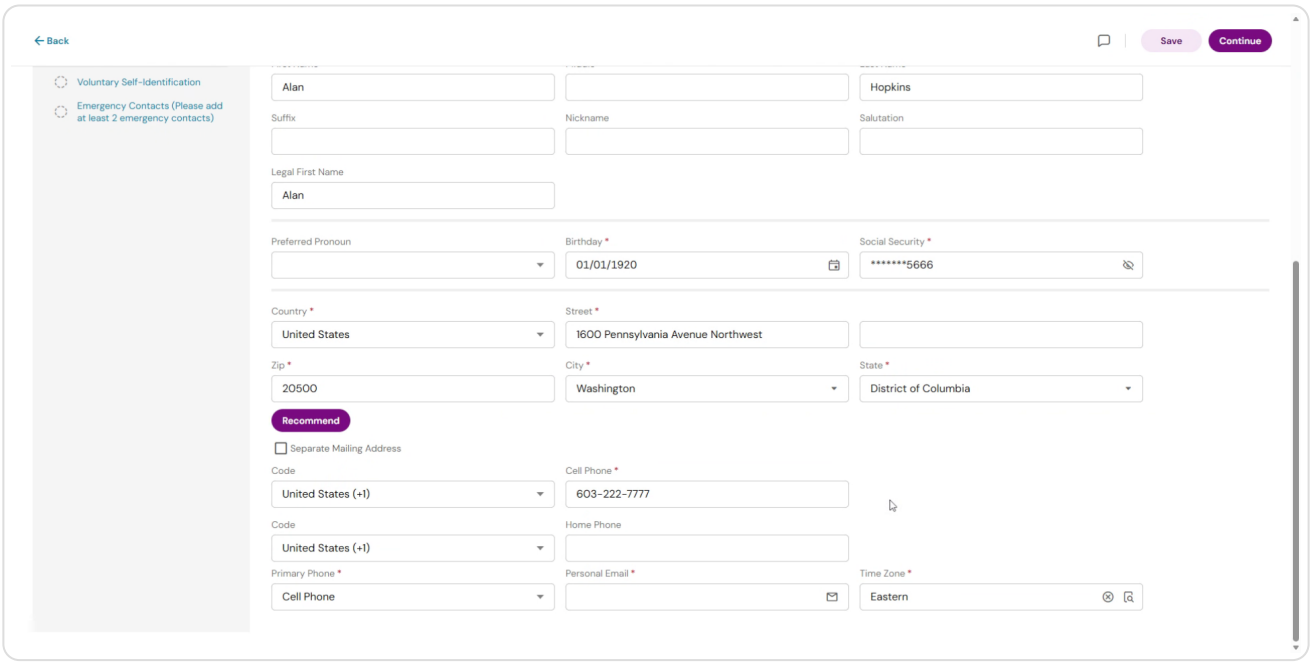
10 Select Your Country Code

Choose the correct country code for your phone number from the dropdown.



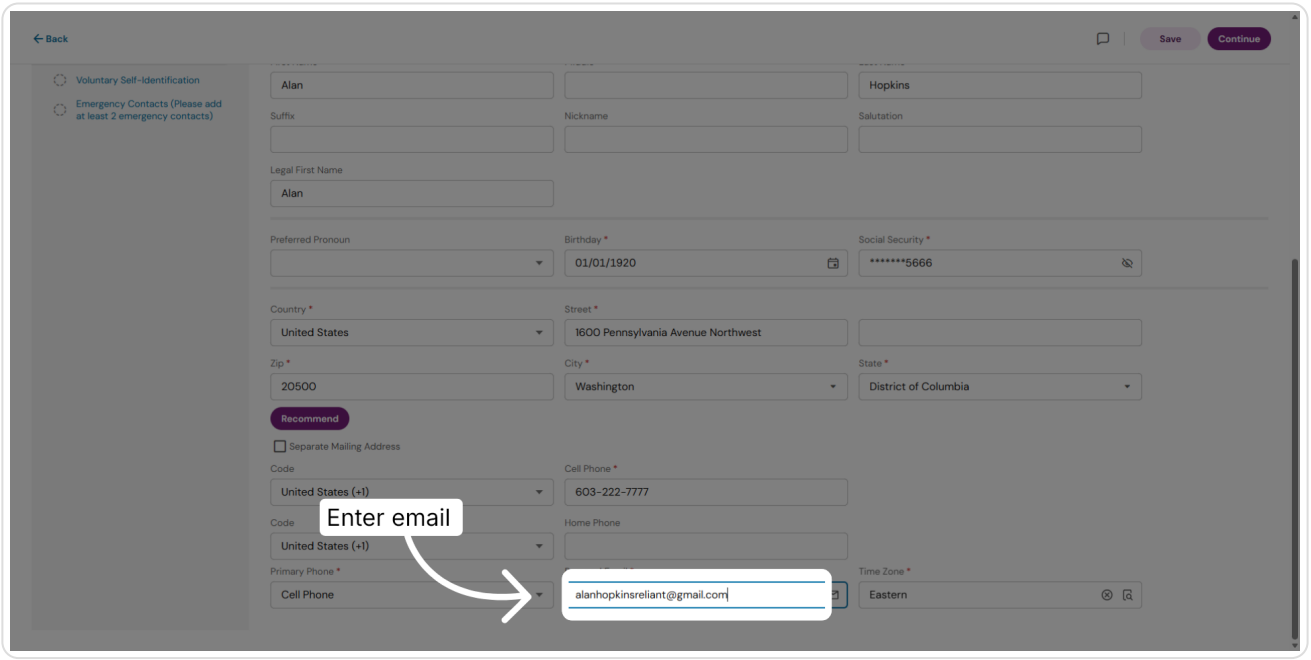
11 Complete Any Required Fields

If your profile is missing required information, you'll be prompted to fill it in before you can move on. Required fields are marked with an asterisk.



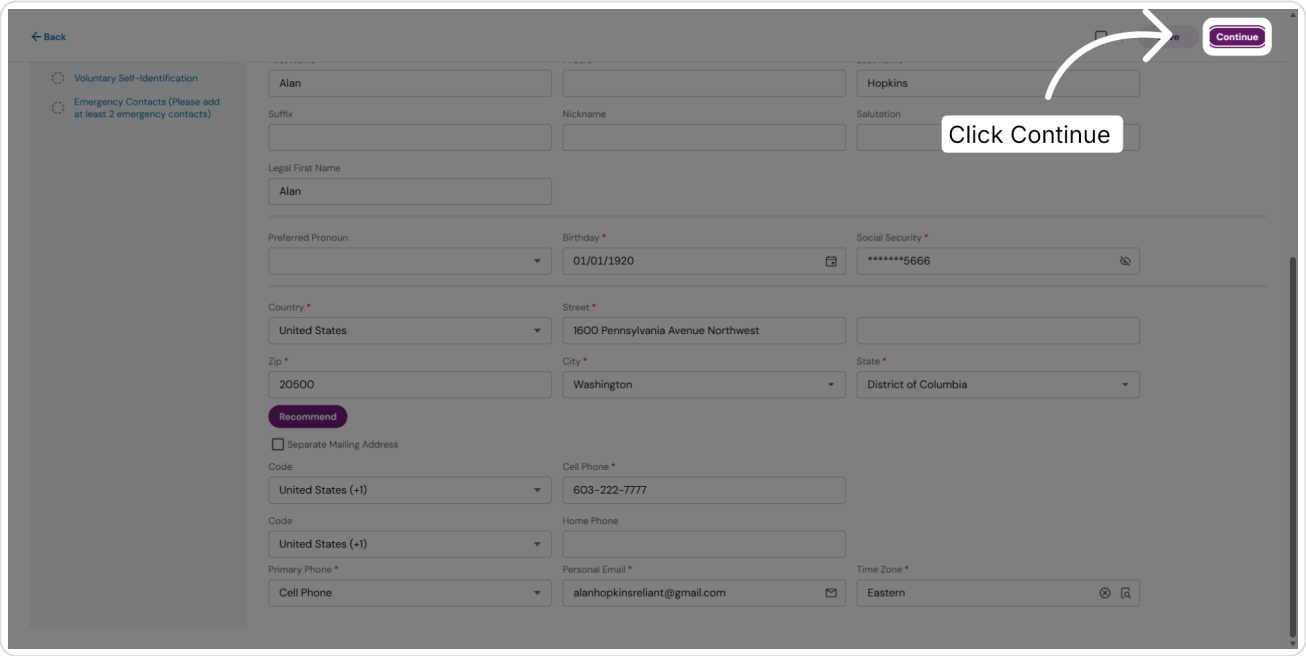
12 Enter Your Email Address

In this example the profile had no primary email address, so enter yours in the Personal Email field.



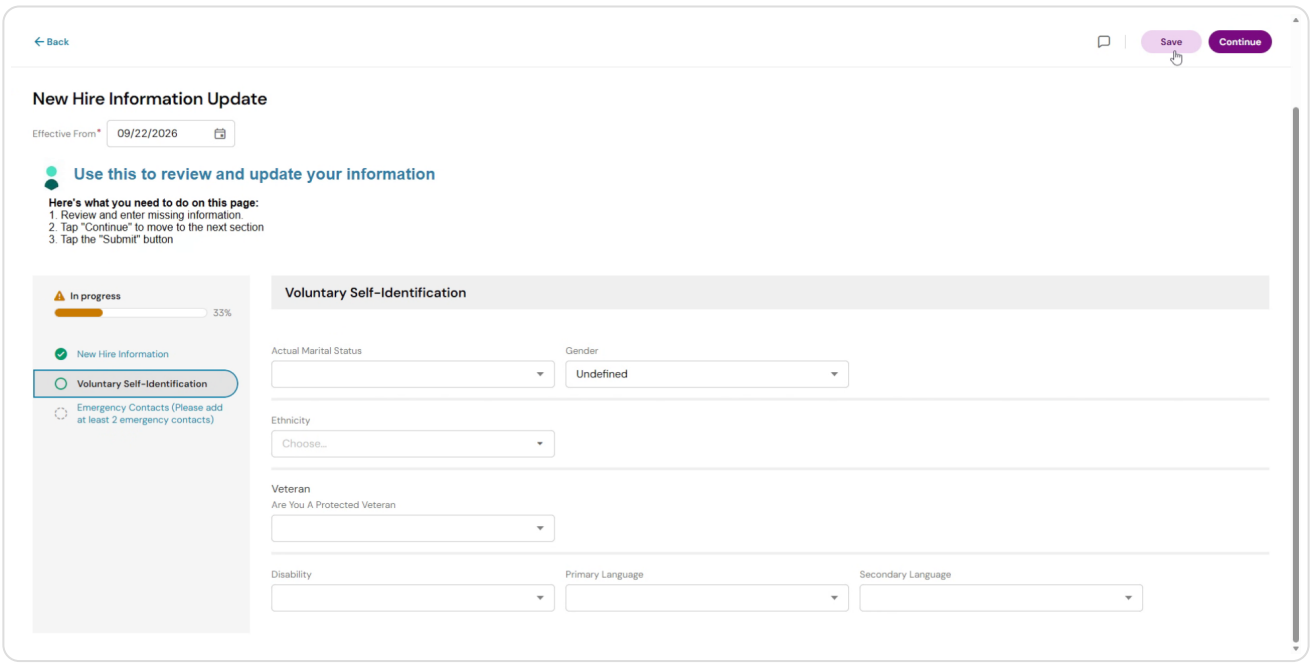
13 Click Continue To Proceed

Click Continue to save your information and move to the next section of the checklist.



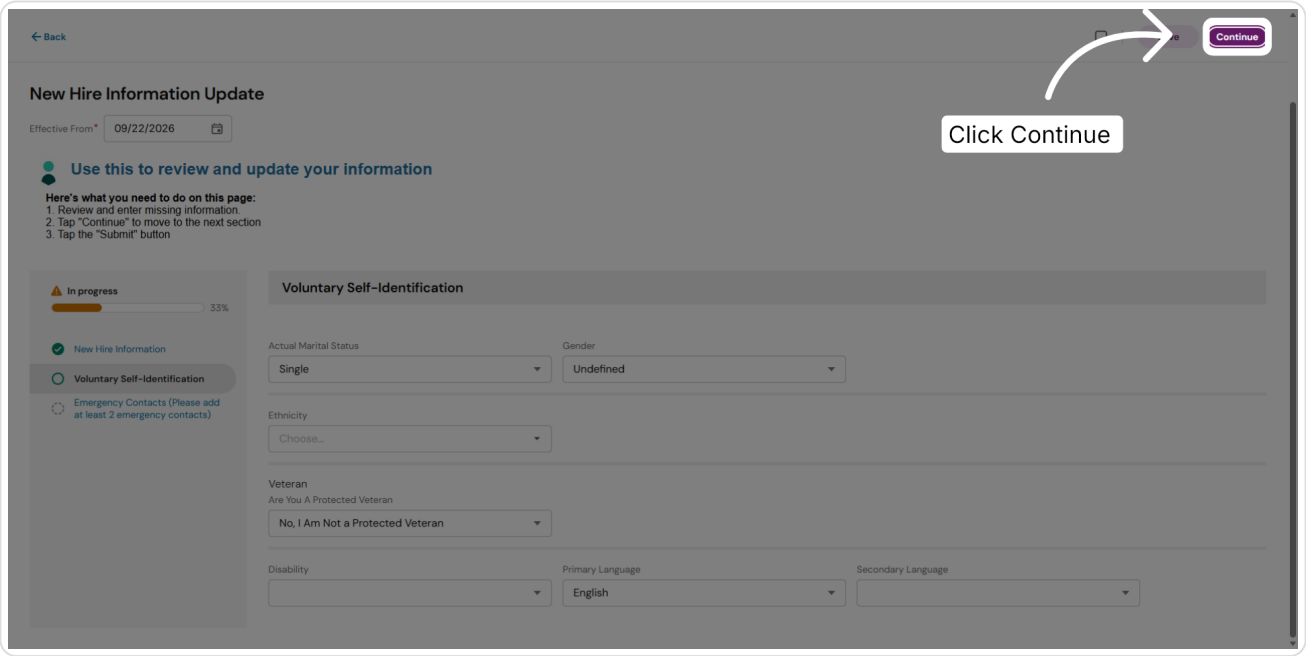
14 Review Voluntary Self-Identification

These fields are optional. Scroll through and select any you'd like to complete.



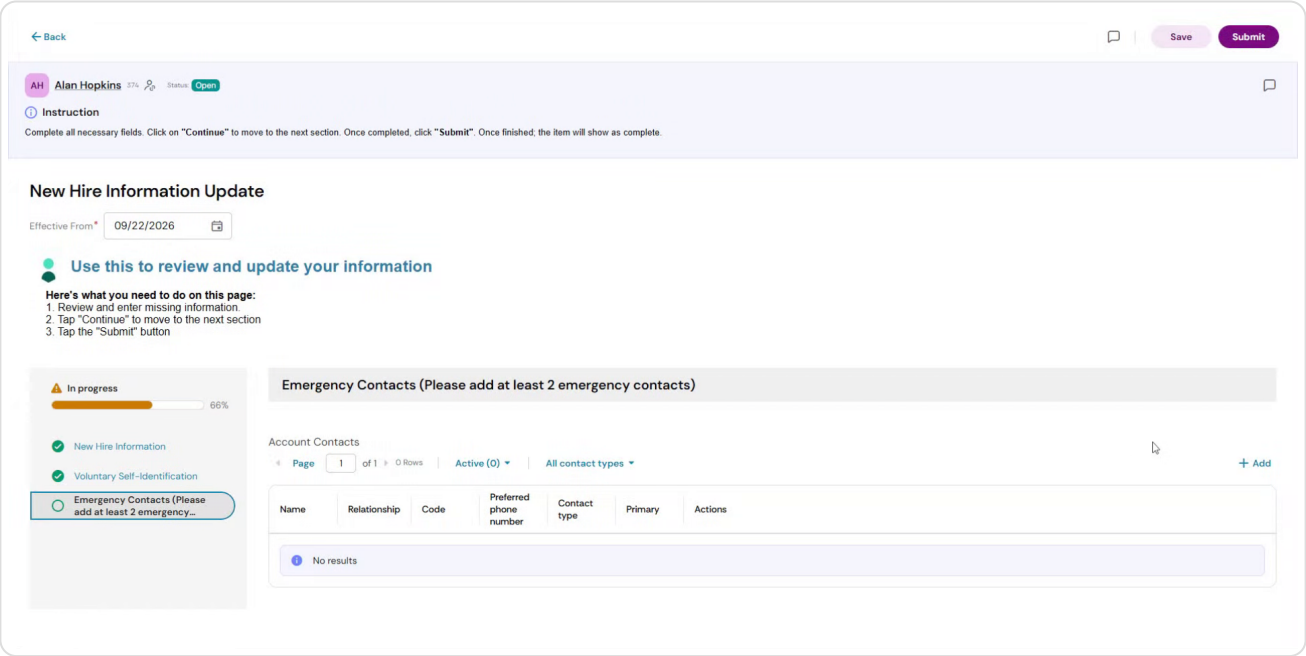
15 Continue After Self-Identification

Click Continue to move on.



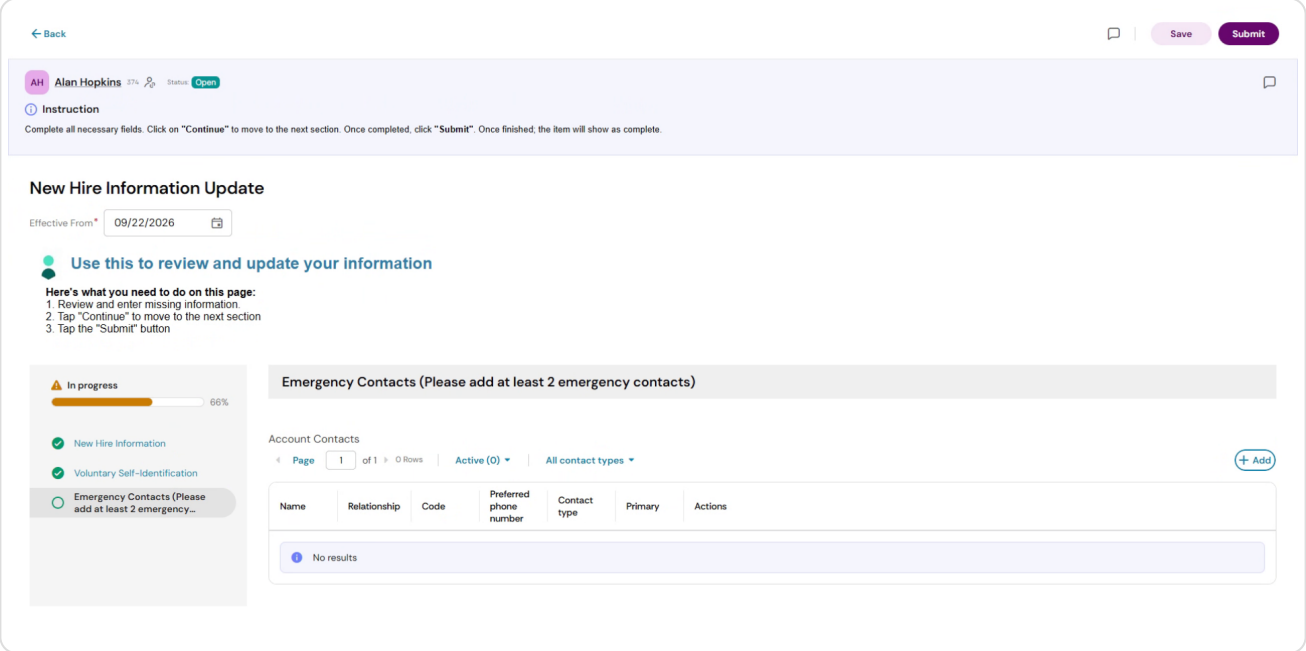
16 Add Your Emergency Contacts

Click Add and enter your emergency contact details. Please add at least two contacts.



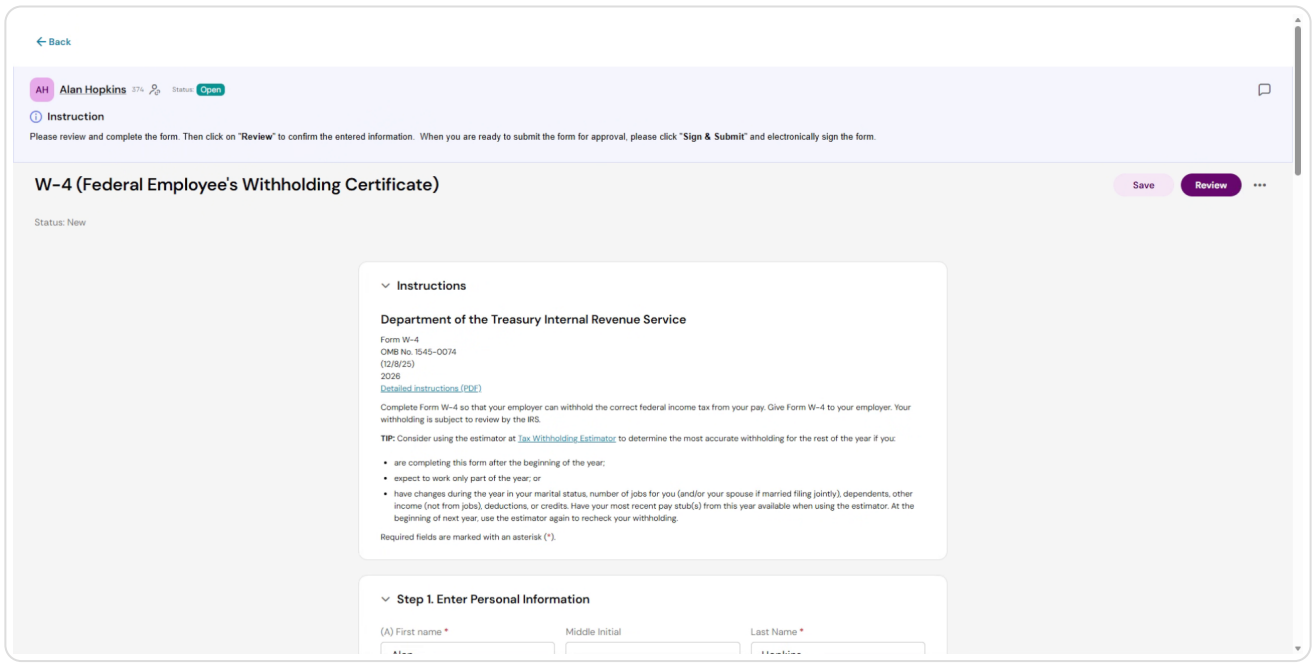
17 Confirm Your Tax Withholdings

Next, review your tax withholdings. Click each tab and confirm the information is accurate. If a filing status is missing, you'll be prompted to complete it. Save your progress as you go.



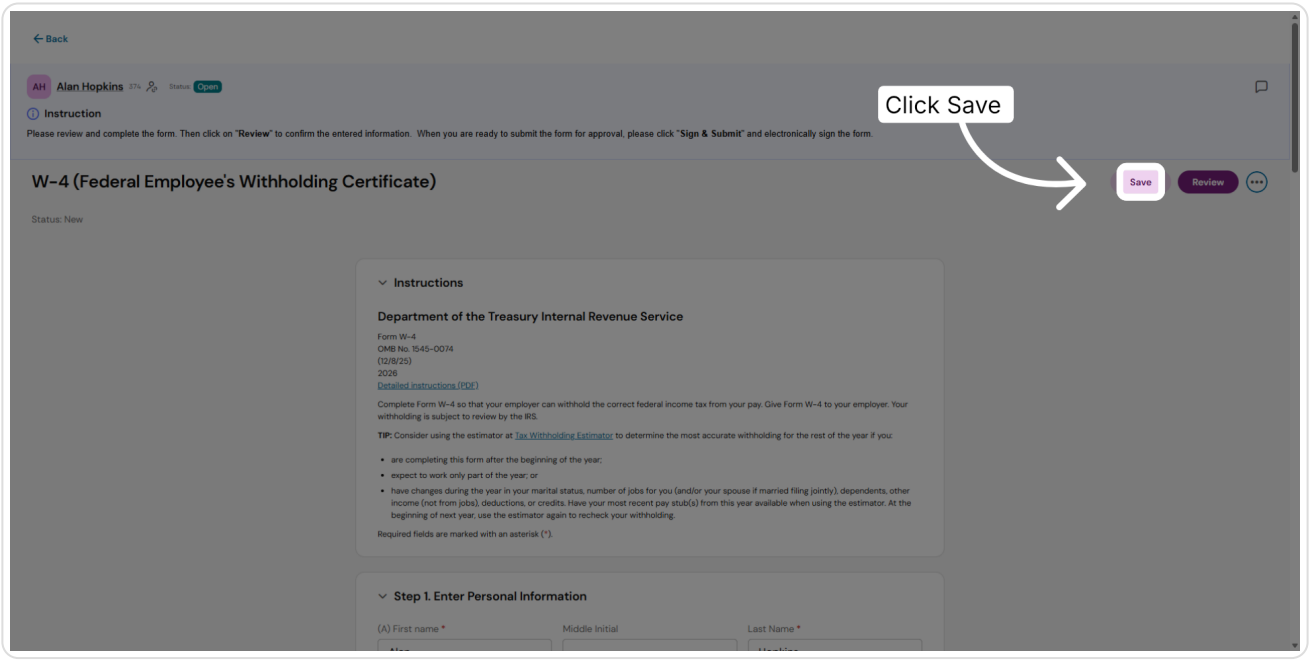
18 Save And Submit Tax Information

Once everything is verified, click Review, then Sign & Submit to electronically sign the form.



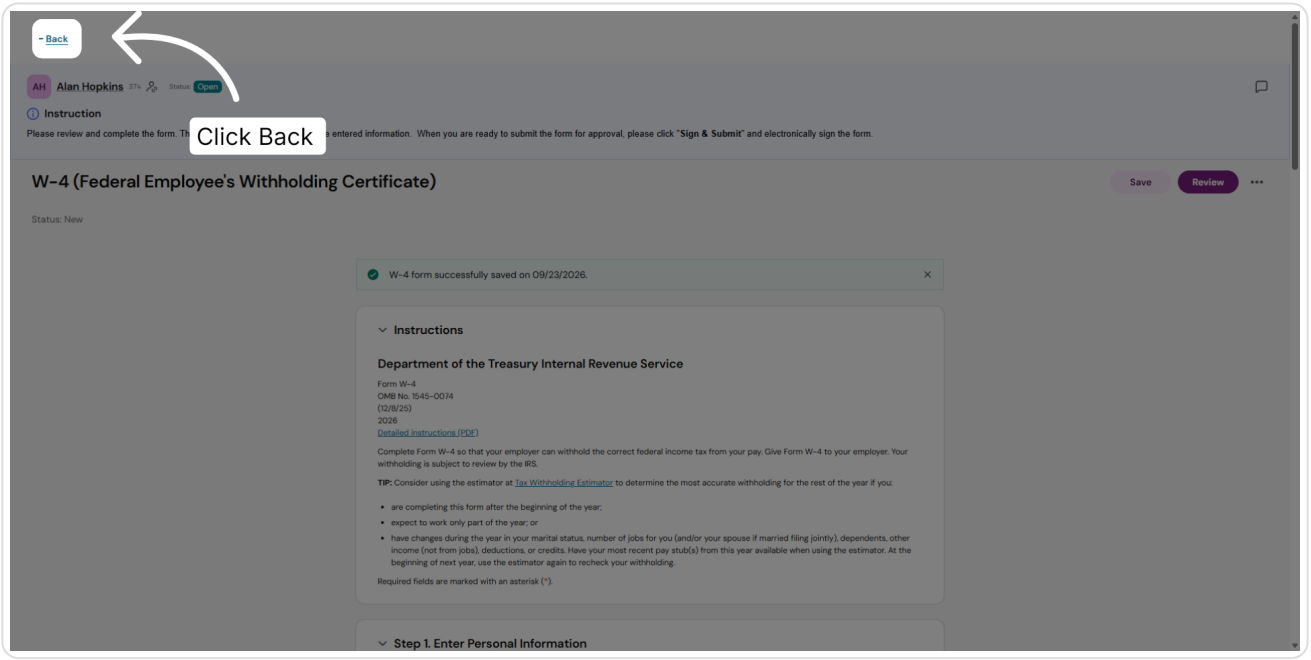
19 Click Save To Store Your Changes

Click Save to store your tax withholding information.



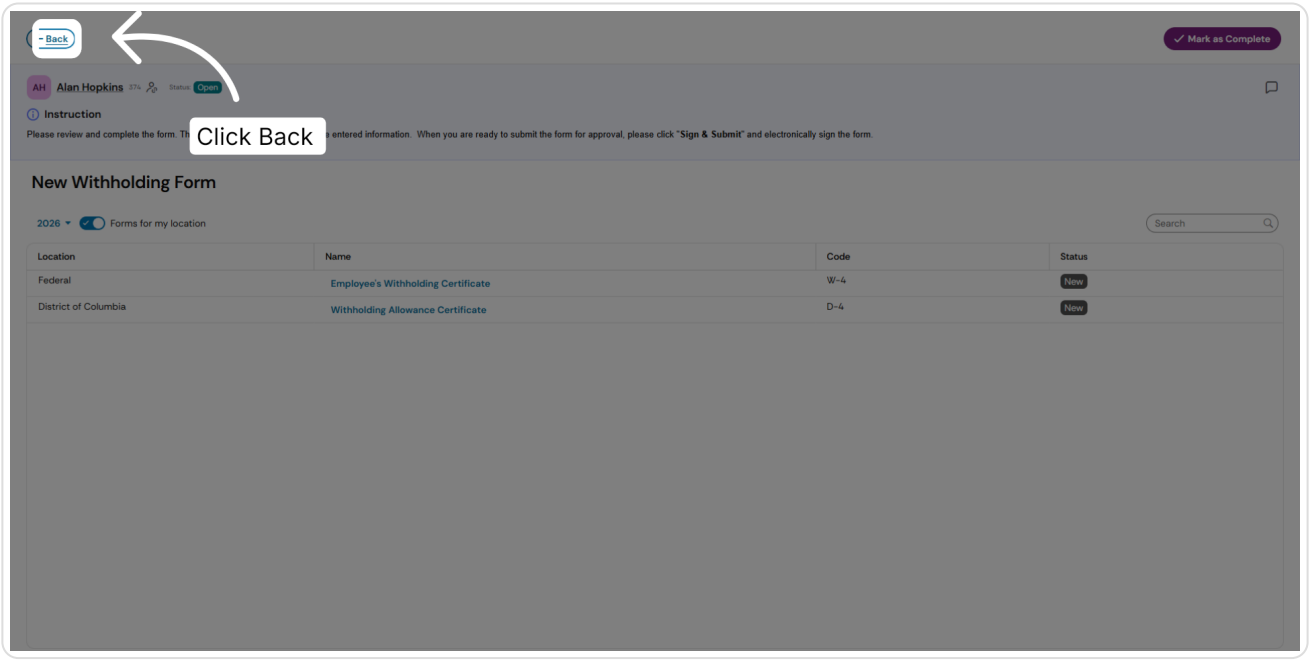
20 Navigate Back To The Previous Page

Click Back to return to the previous page.



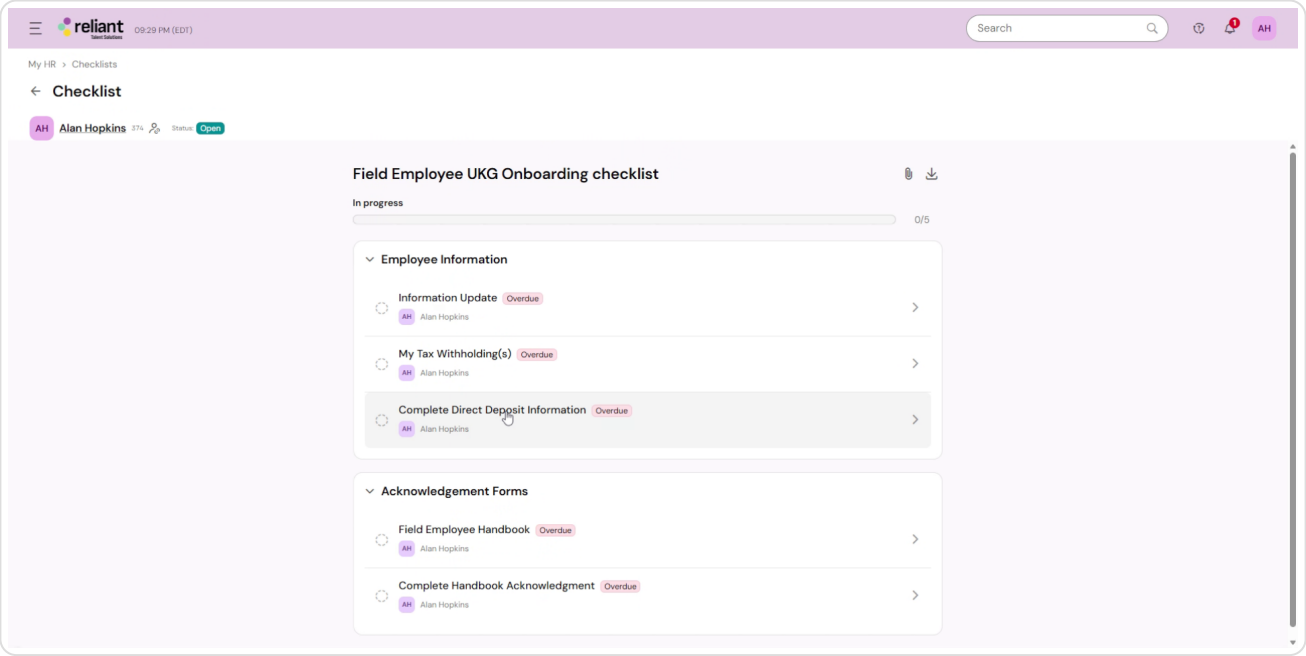
21 Return To The Prior Screen

Click Back once more to keep moving through the forms.



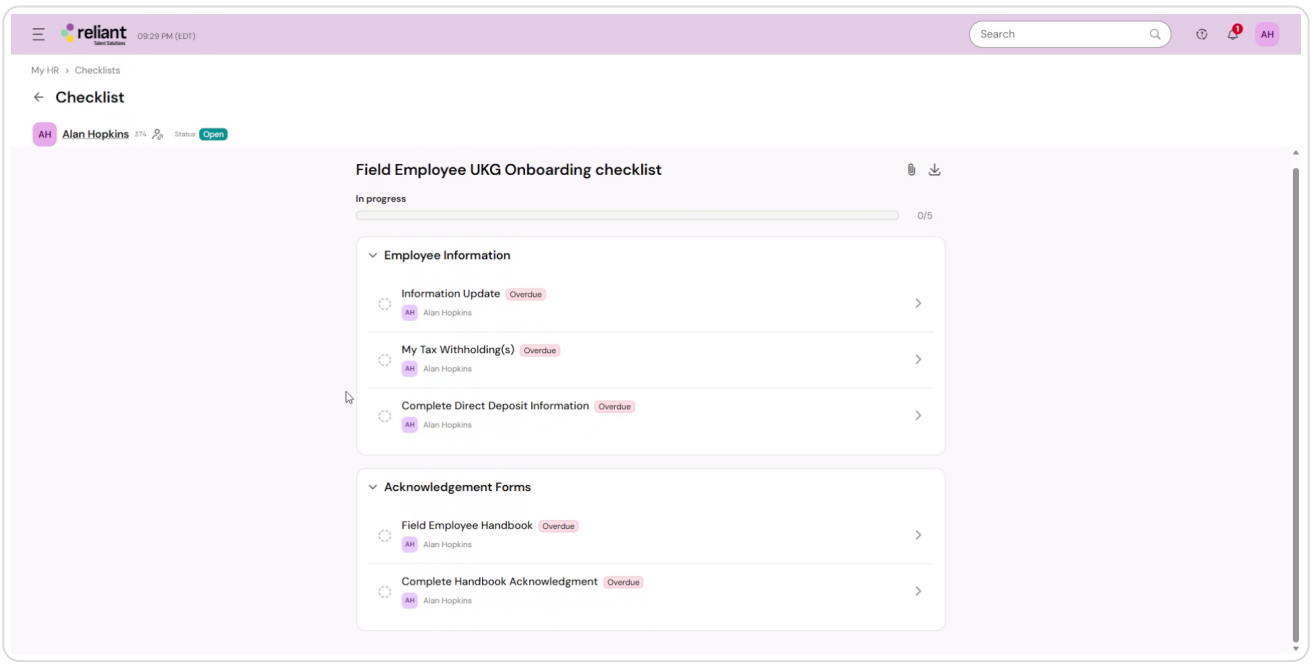
22 Complete Direct Deposit Setup

Return to the checklist and open Complete Direct Deposit Information. Scroll down to add your bank details, or connect an account through one of UKG Ready's partners. When you're done, scroll back to the top, save, and submit.



23 Download The Employee Handbook

Open Field Employee Handbook and download it to review.



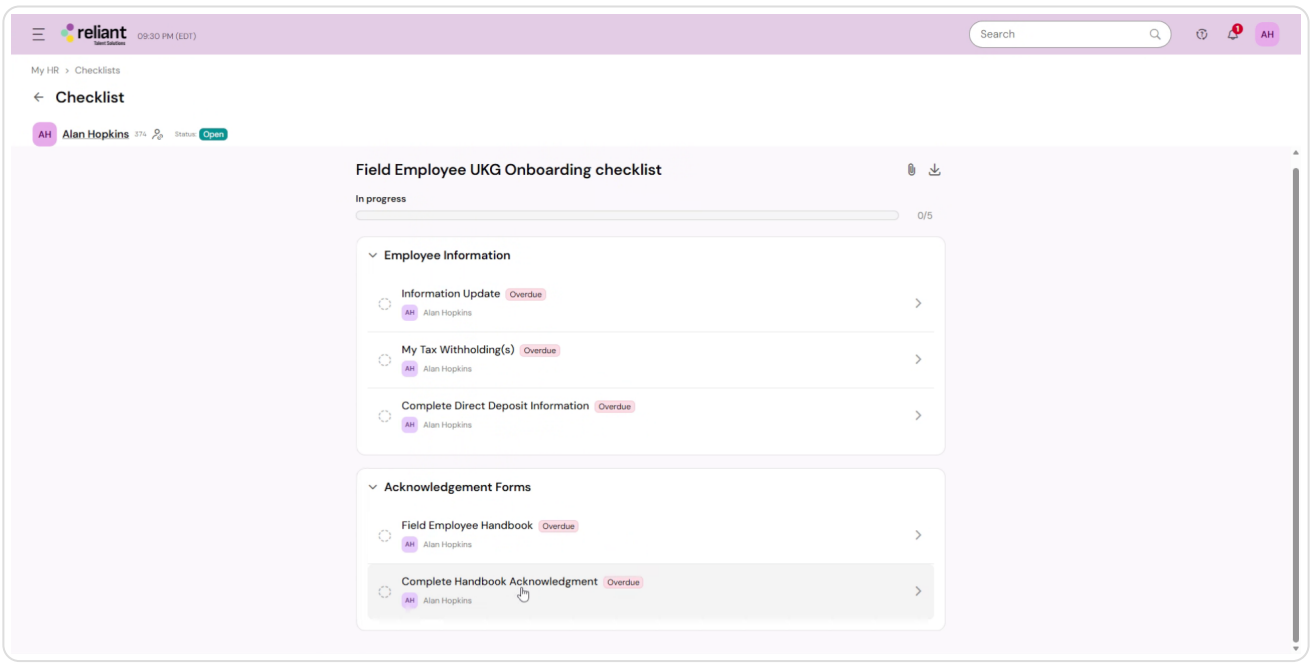
24 Return To The Checklists Page

Click Back to return to the checklists page.



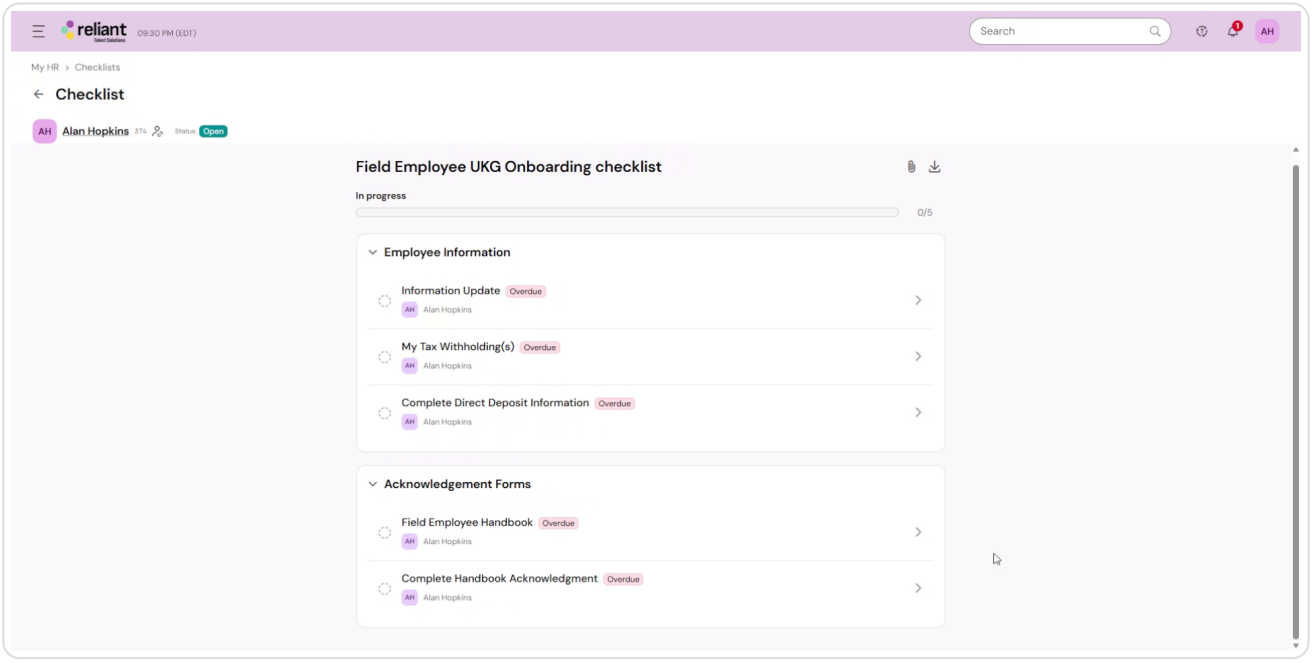
25 Acknowledge Handbook Receipt

Sign the acknowledgment confirming you received the handbook.



26 Validate Pay And Tax Information

That's everything we need you to validate so your pay and taxes process correctly in UKG Ready. Thank you!



PART 2 OF 3

Download and Set Up the UKG Ready Mobile App

iPhone / Android Walkthrough

Get the UKG Ready app on your phone and sign in. It takes about 5 minutes. Once you're set up, you can enter your hours and submit expenses from anywhere.

Download UKG Ready — not UKG Pro

Two similarly named apps exist in the app store. You want the one called UKG Ready with the teal icon. UKG Pro is a different product and won't work with your account.

What you'll do

- Download the UKG Ready app from your app store
- Enter the company short name: 622-1256
- Sign in with your email and onboarding password
- Verify your identity with a code
- Turn on notifications and set up Face ID

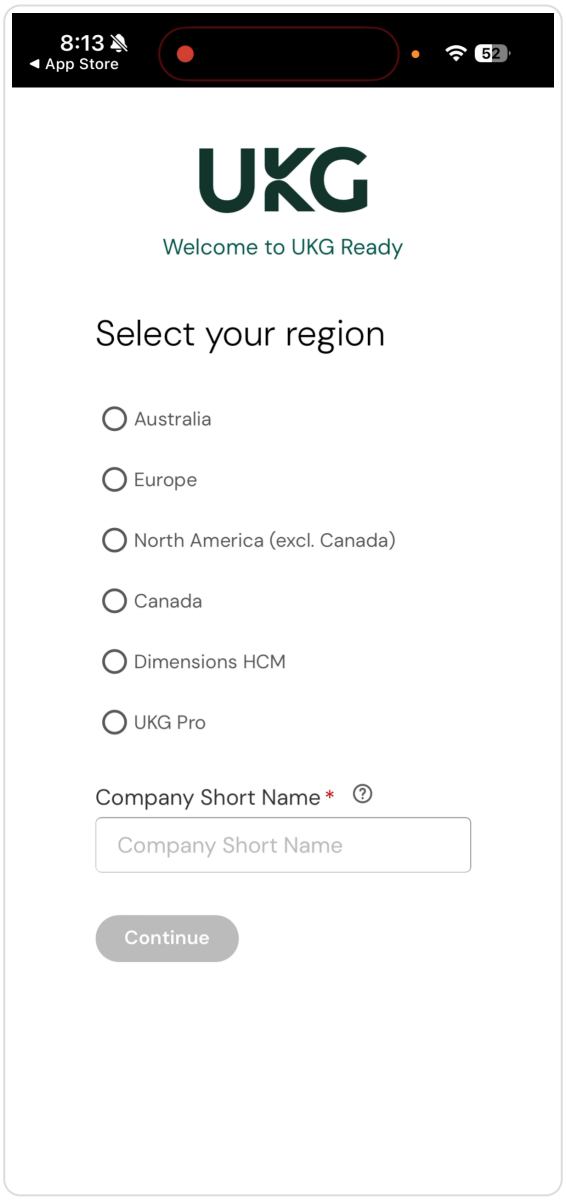
01 Download the UKG Ready App

Open the App Store or Google Play on your phone and search for UKG Ready. Look for the teal UKG icon. Make sure you pick UKG Ready — not UKG Pro. They're two different apps. Download it, then open it.



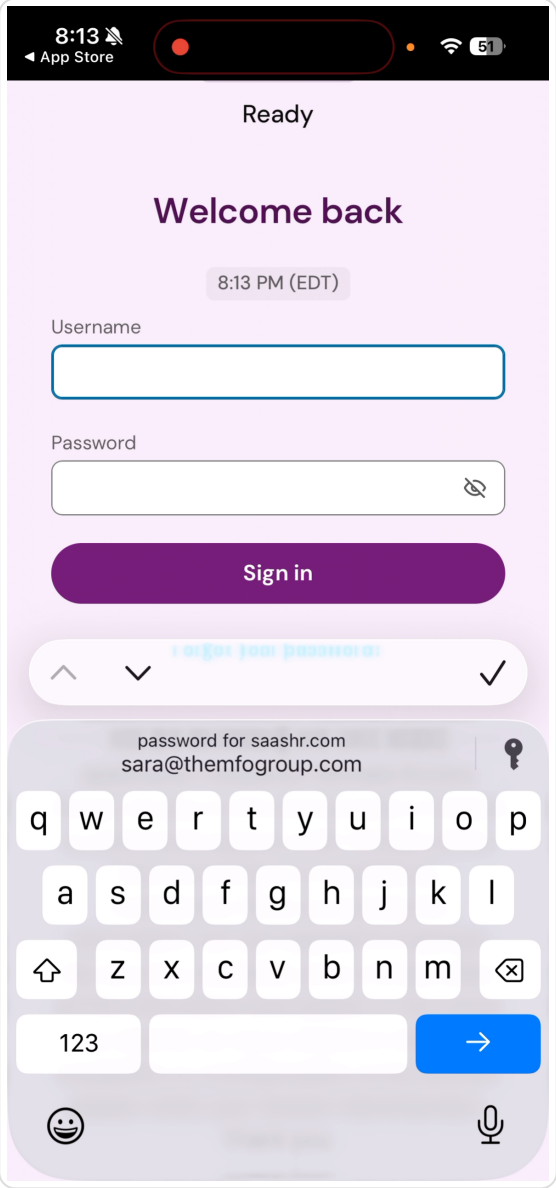
02 Set Up Your Company Account

Select your region: North America (excl. Canada). In the Company Short Name field, enter 622-1256. If you're asked for the full company name, enter Reliant Life Sciences LLC exactly as written — that's how the account is registered in UKG. Tap Continue.



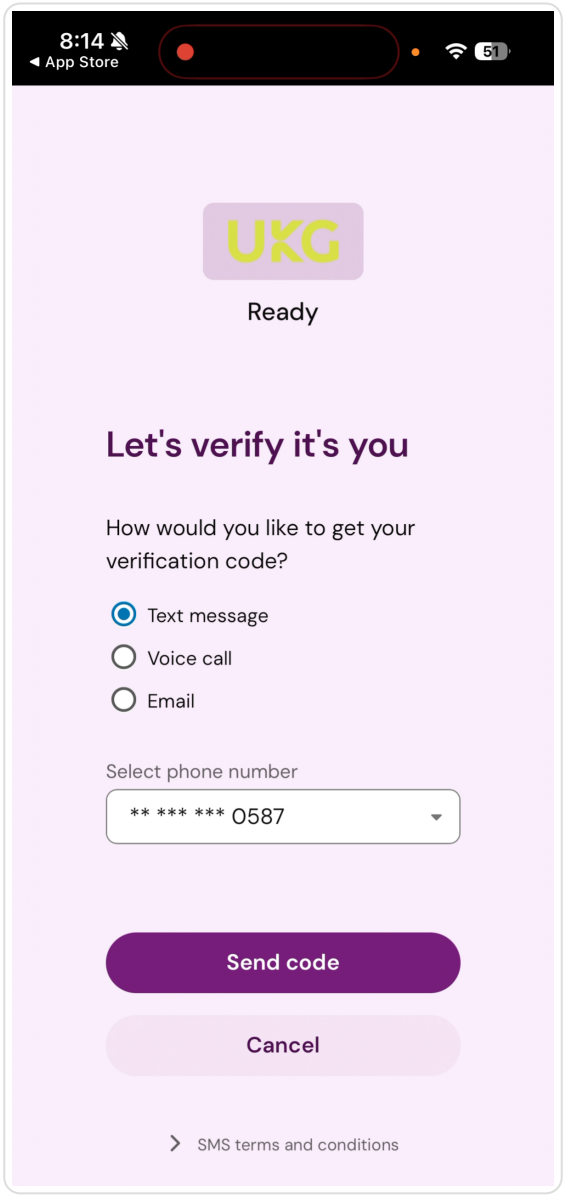
03 Enter Your Login Credentials

Your username is your personal email address. Your password is in the original onboarding email from UKGsupport@hirereliant.com. Enter both, then tap Sign in.



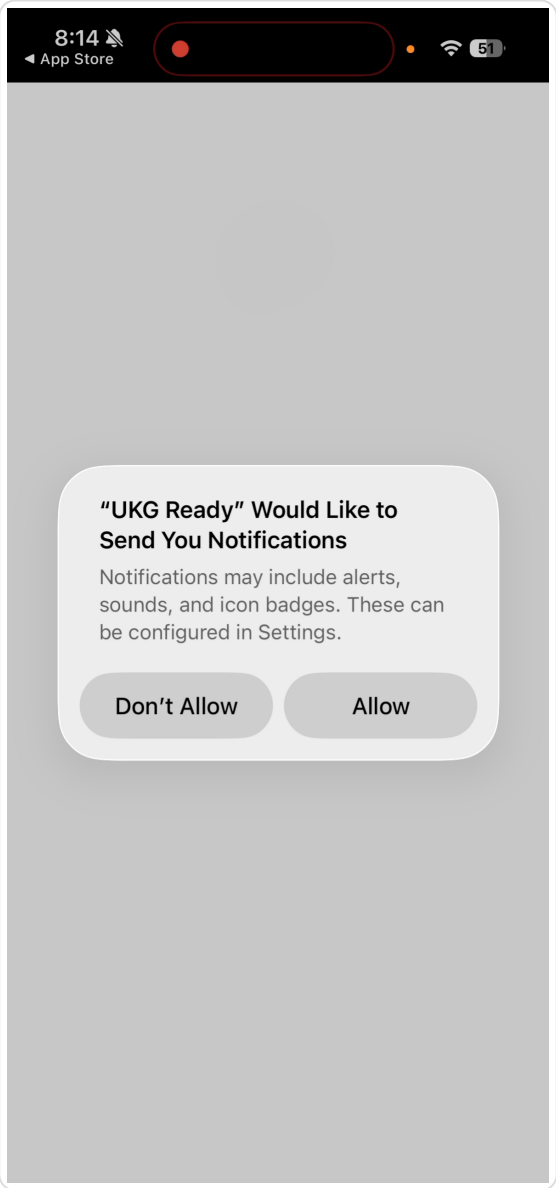
04 Choose Your Verification Method

Pick how you want to receive your verification code — text message, voice call, or email. Text message is usually fastest. Tap Send code, then enter the code you receive.



05 Enable Notifications and Face ID

When the app asks about notifications, tap Allow. We send reminders through the app, so this keeps you from missing a deadline. You can also choose whether to use Face ID for faster sign-in — that part is up to you.



PART 3 OF 3

Complete Your Checklist in the UKG Ready App

iPhone / Android Walkthrough

Prefer your phone? Complete the same onboarding checklist in the app. It takes about 15 minutes.

Already finished Part 1 on your computer?

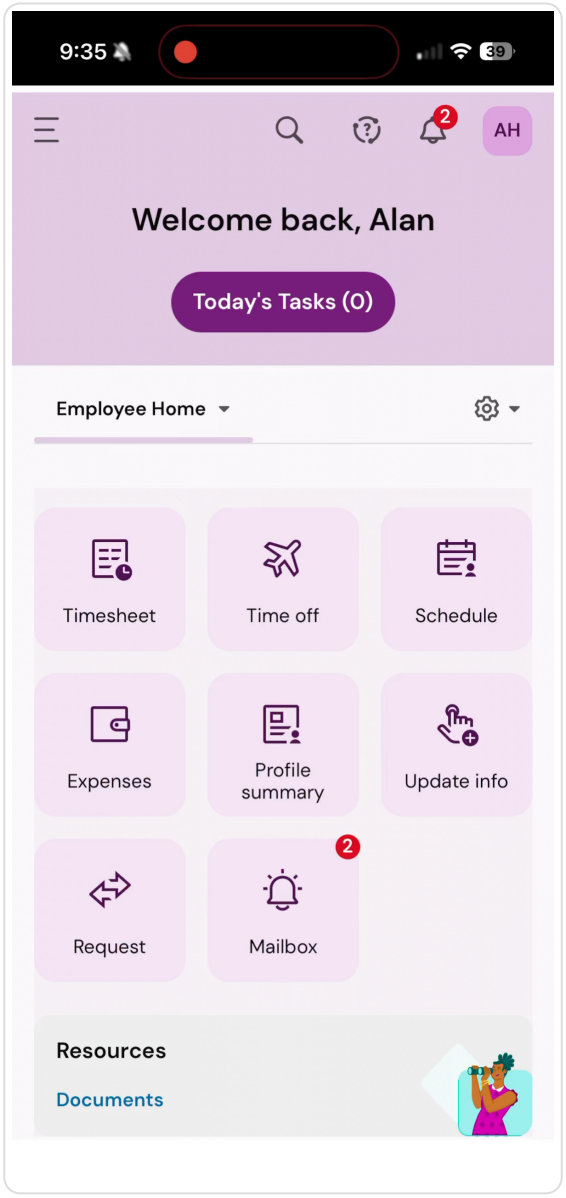
You're done — skip this part. The checklist only needs to be completed once. Use whichever device is easier for you.

What you'll do

- Open your checklist from the app
- Review and update your personal information
- Add at least two emergency contacts
- Confirm your tax withholdings
- Set up direct deposit
- Download and acknowledge the handbook

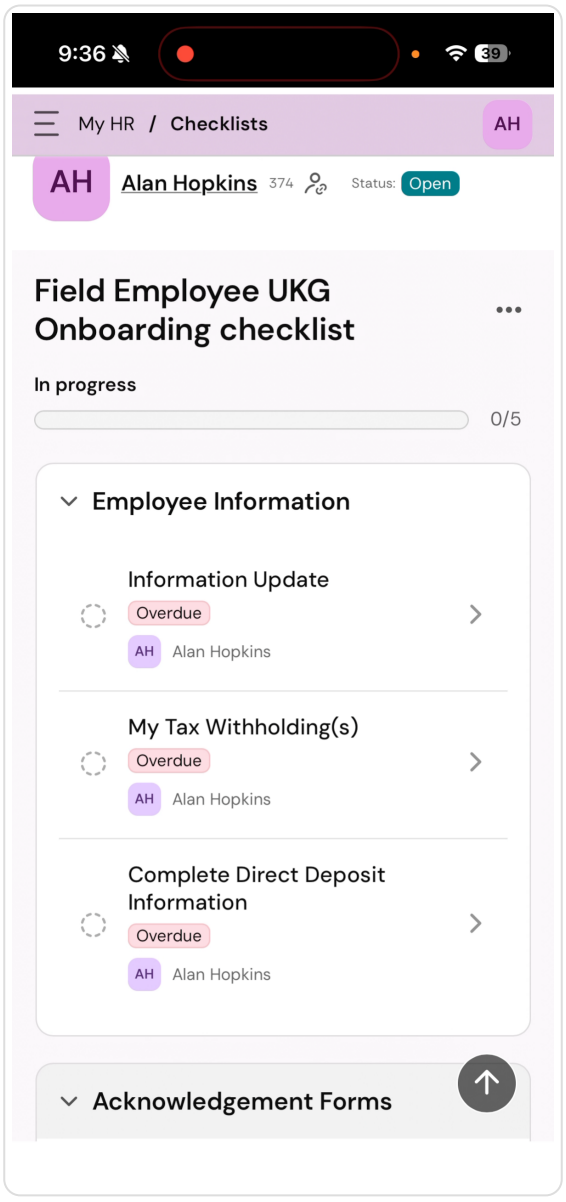
01 Open Your Checklist

Sign in to the UKG Ready app and tap the bell icon at the top. Scroll over to the My Checklists tab, tap Field Employee UKG Onboarding, then tap Open Checklist at the bottom of the screen.



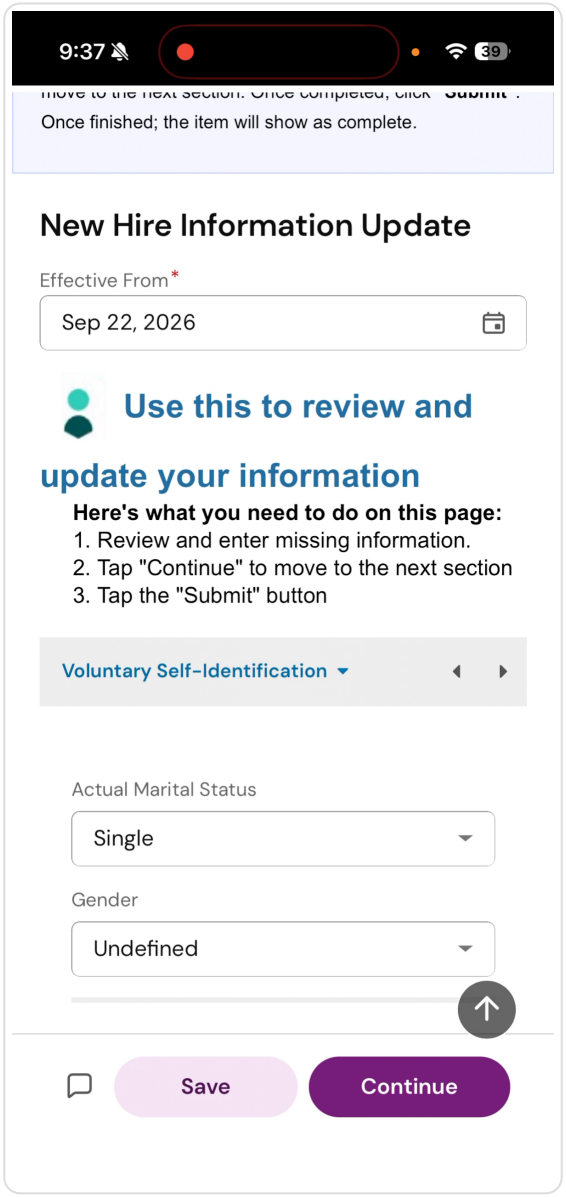
02 Start with Information Update

Your checklist has five items. Tap Information Update first. Scroll through and confirm your personal details are correct — some fields are pre-filled, others are required and marked with an asterisk. Tap into any field to change it.



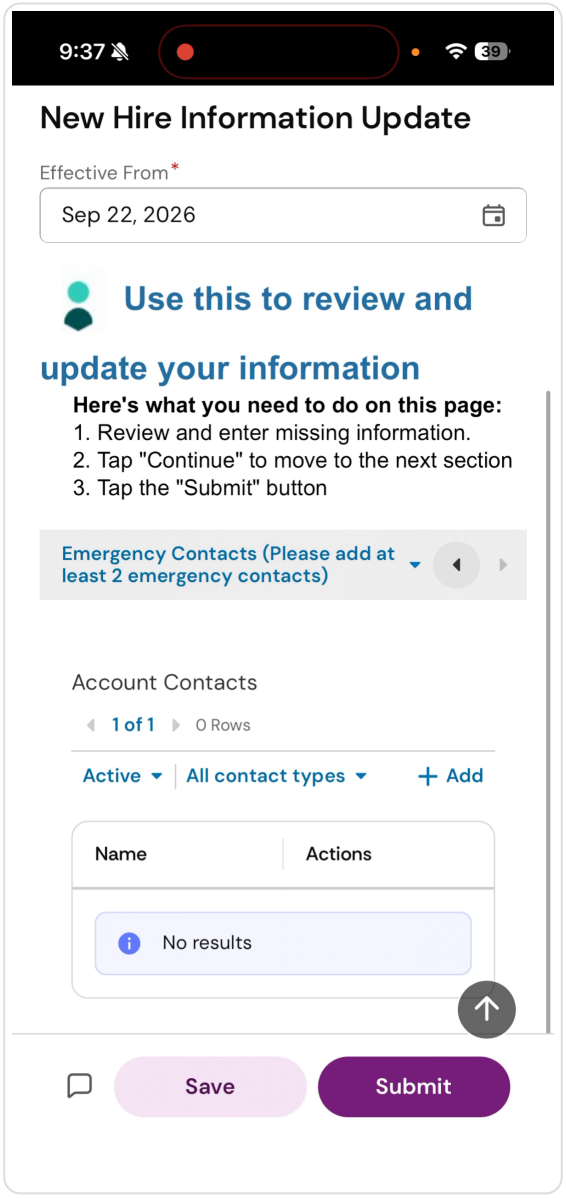
03 Complete Voluntary Self-Identification

These fields are optional. Fill out whatever you're comfortable sharing, then tap Continue.



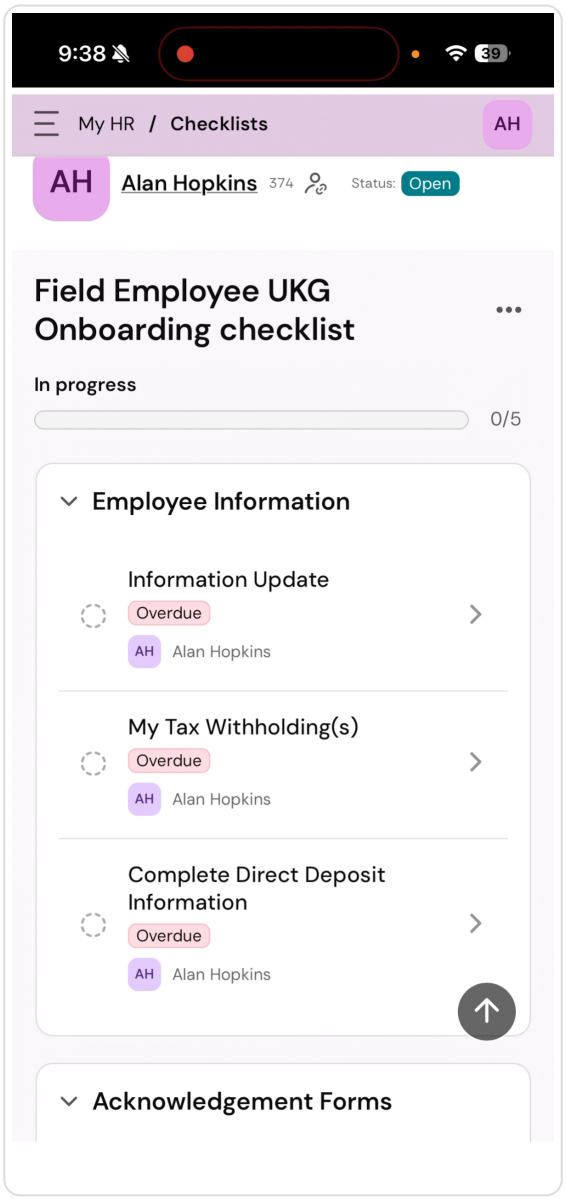
04 Add Your Emergency Contacts

Tap Add, then check off Emergency and enter the details. We need a name, phone number, and relationship — the rest is optional. Please add at least two contacts, then tap Submit.



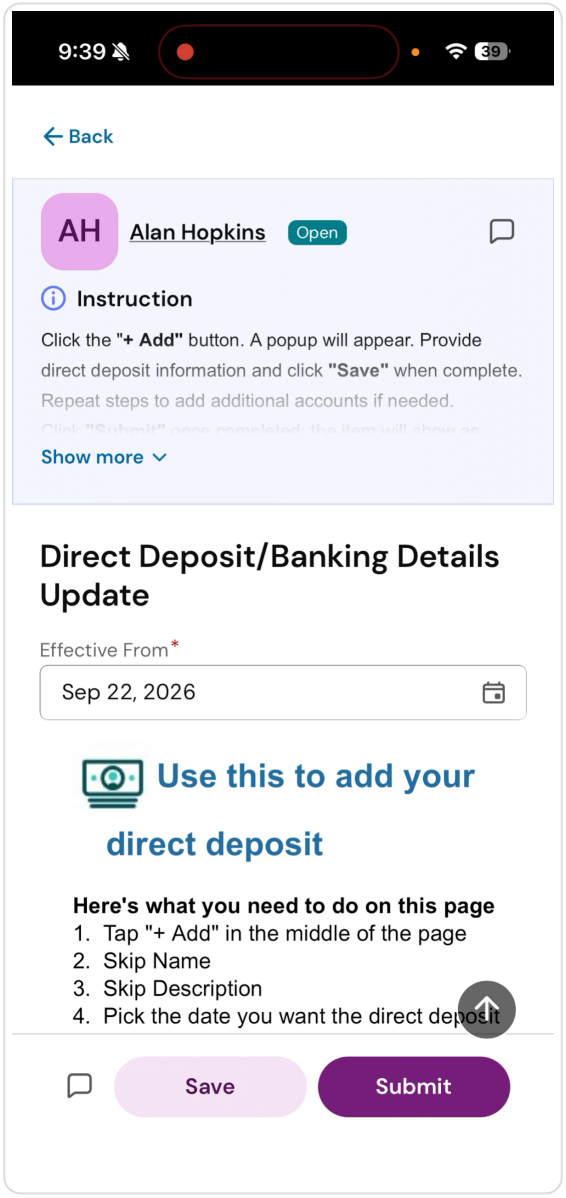
05 Review Your Tax Withholdings

Go back to the checklist and tap My Tax Withholding(s). Tap through each form and confirm the information is accurate. Filing status is required, so you'll need to complete it before you can move on. If you have more than one form, check them all. When you're done, tap Mark as Complete in the top right.



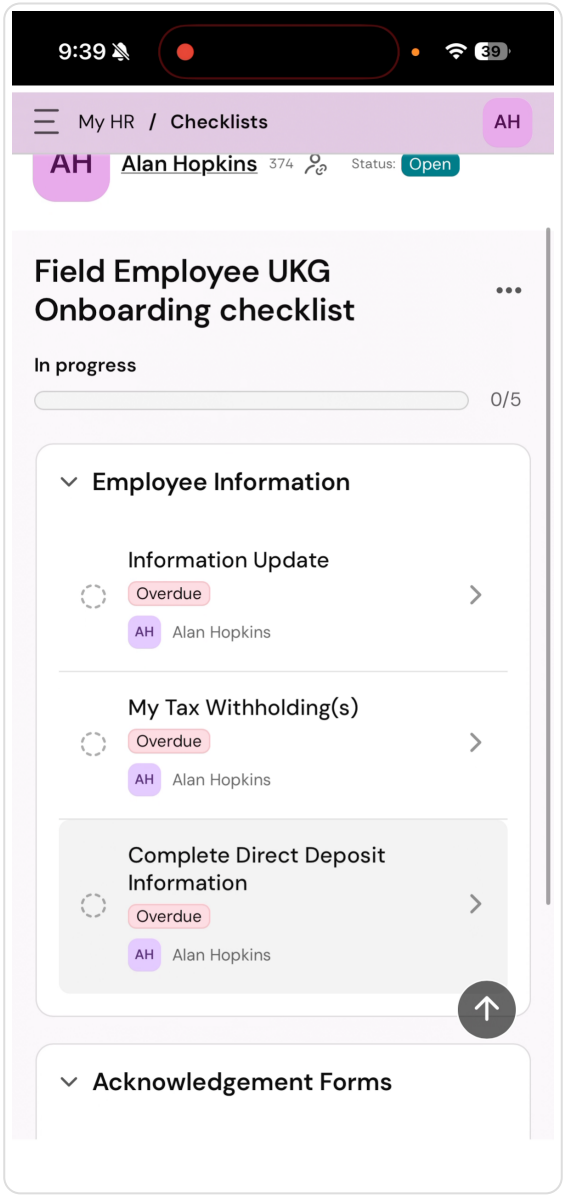
06 Set Up Direct Deposit

Tap Complete Direct Deposit Information. Tap the plus to enter your bank account details, or connect an account through one of UKG's banking partners. Tap Save, then Submit.



07 Download and Acknowledge the Handbook

Last step: tap to download the Field Employee Handbook, then come back and sign the acknowledgment form confirming you received it.



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That's it — you're all set.

Your onboarding is complete

Once every item on your checklist shows Complete, your personal, tax, and banking details are confirmed and your pay will process correctly. Nothing else is needed from you right now.

Quick recap

- Signed in to UKG Ready and verified your identity with a code
- Validated your personal information
- Added at least two emergency contacts
- Confirmed your tax withholdings and filing status, and signed your W-4
- Set up direct deposit
- Downloaded and acknowledged the Field Employee Handbook
- Installed UKG Ready (teal icon, not UKG Pro) with company short name 622-1256
- Turned on app notifications so you don't miss a deadline

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 and we'll walk you through it. Include your name and a screenshot if you can — it helps us sort things out faster.