

Sign In to UKG Ready Third-Party Approver Guide

Browser / Desktop Walkthrough

Welcome. This guide walks you through your first sign-in to UKG Ready so you can review and approve your consultants' timesheets. It takes about 5 minutes. Use Chrome or Edge on your computer.

Your personal information is pre-populated with dummy data

Please do not alter this — we do not require any personal information in order for you to approve your consultants. See Step 07 for an example.

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.

What you'll do

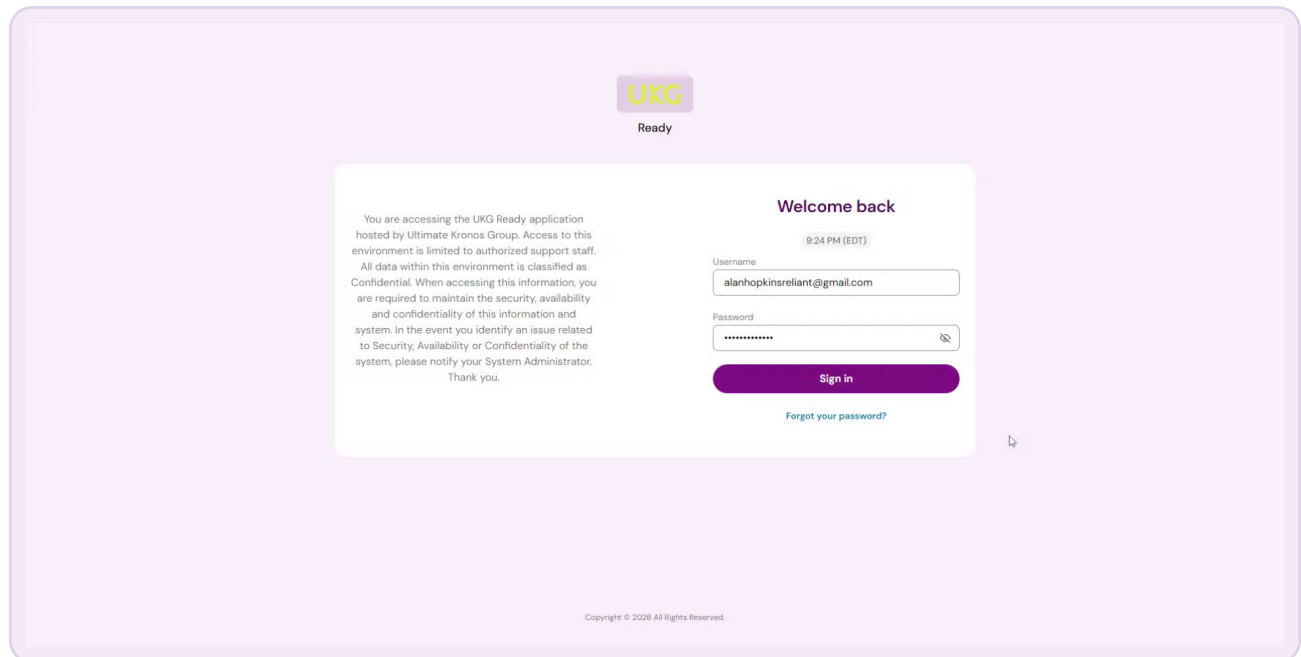
- Sign in to UKG Ready with the link in your welcome email
- Reset your password and verify it's you with a code
- Get familiar with your home page
- Leave the dummy personal information as is

Before you start

Have your welcome email from UKGsupport@hirereliant.com handy — it has your sign-in link, username, and temporary password.

01 Open the UKG Ready Sign-In Page

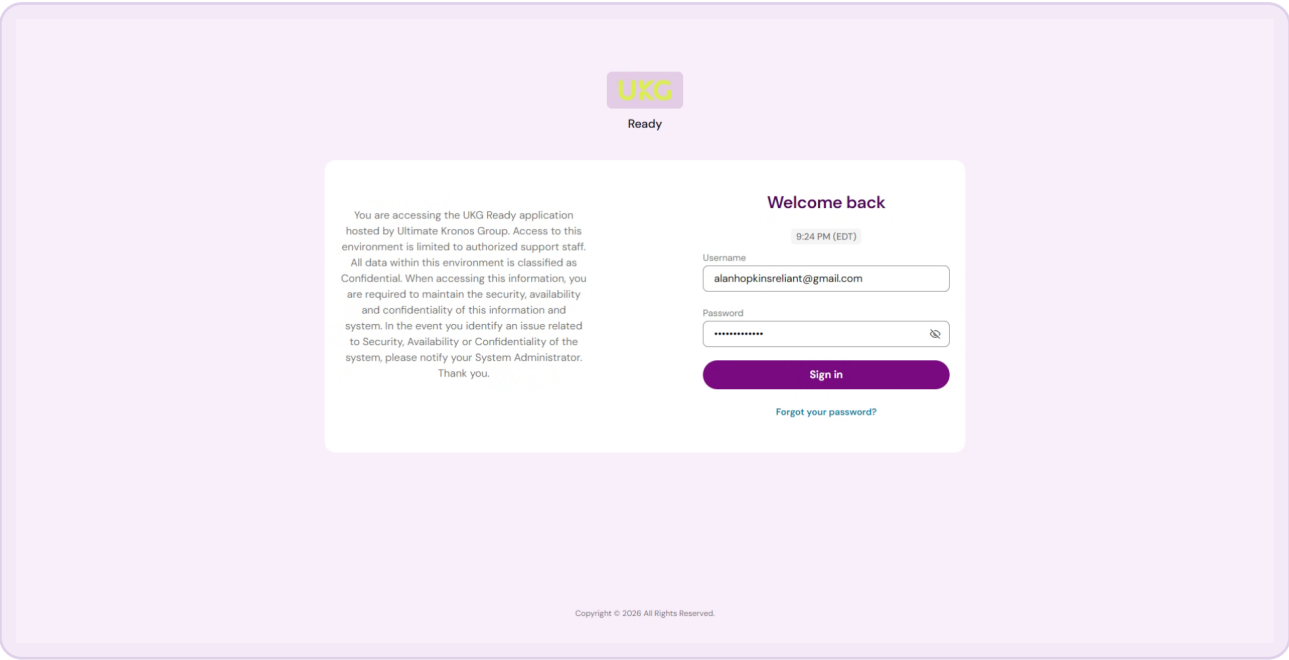
Open a browser on your computer and go to secure7.saashr.com to reach the UKG Ready sign-in page.



02

Use Your Welcome Email 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 sign-in page.



03

Sign In

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

UKG

Ready

You are accessing the UKG Ready application hosted by Ultimate Kronos Group. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

Welcome back

9:25 PM (EDT)

Username

alanhopkinsreliant@gmail.com

Password

Sign in

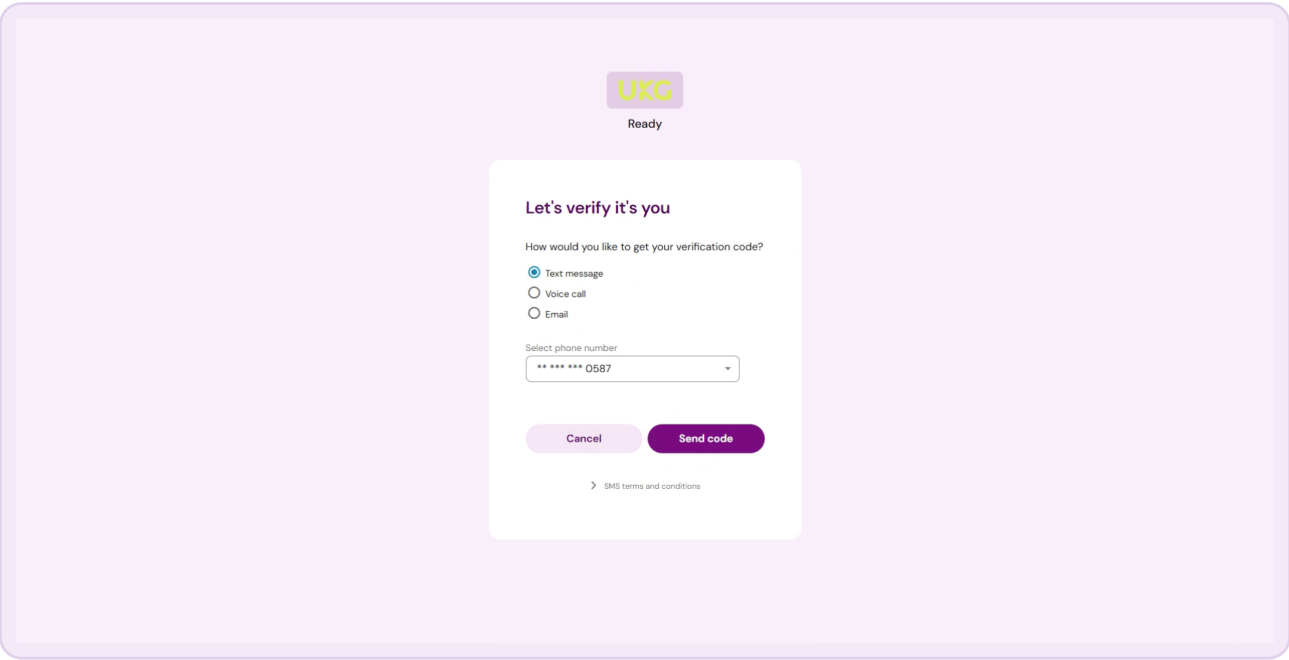
[Forgot your password?](#)

Copyright © 2026 All Rights Reserved.

04

Verify It's You

On your first sign-in, you'll reset your password and choose how to get your verification code — text message, voice call, or email. Then click Send code.



05

Enter Your Verification Code

Enter the code we send you, then click Verify.

UKG

Ready

Enter your code

Code sent by text message to * * * * * 0587

Verification code

☐ Remember this device and skip this step in the future

Didn't receive a code?

Resend code in 57 seconds

[Try another method](#)

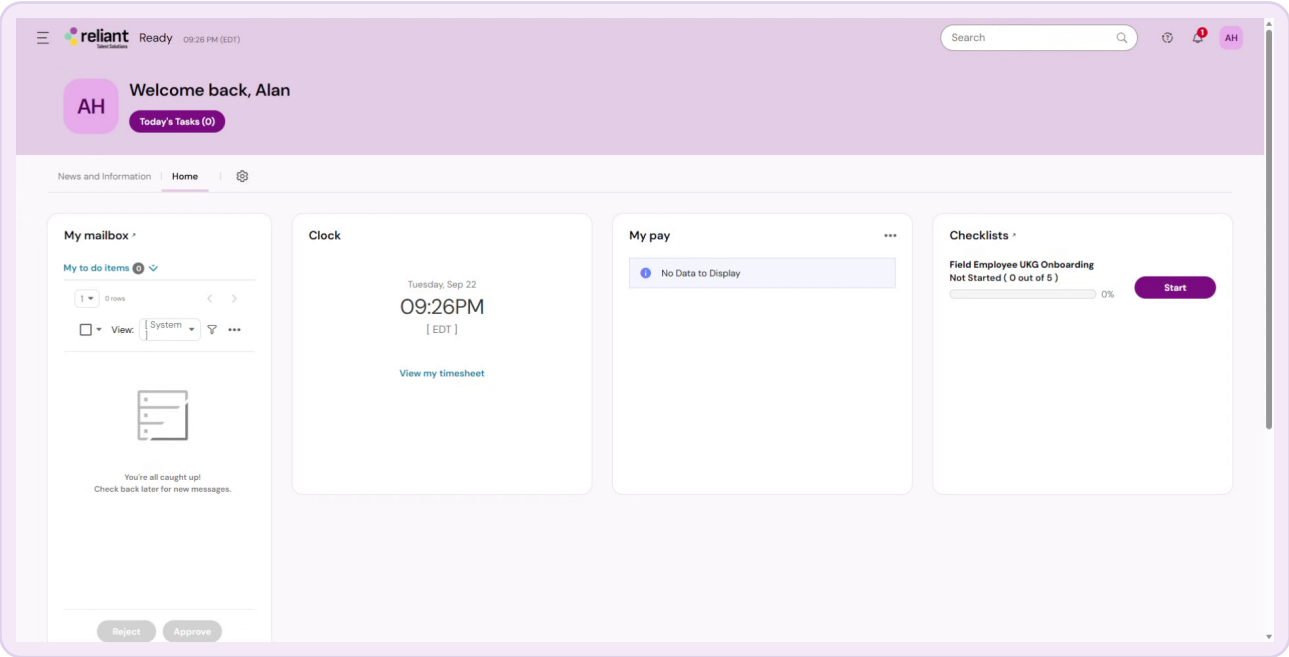
Cancel

Verify

06

Review Your Home Page

This is your home page. Timesheets waiting for your approval show up in My Mailbox.



07

Leave Your Personal Information As Is

Your profile is pre-populated with dummy data — like the Social Security number and address in the example below. This is expected.

Please do not alter this

We do not require any personal information in order for you to approve your consultants. If you're asked to review personal details, leave the dummy data exactly as it is.

National ID

Primary National ID *

Social Security Number

*****4444

Verify social security #

Address

Country *

United States

Street *

1600 Pennsylvania Avenue Northwest

City *

Washington

State *

District of Columbia

Zip *

20500

Recommend

Example only: the masked SSN ending in 4444 and the 1600 Pennsylvania Avenue address are placeholders, not real information.

That's it — you're signed in.

You're ready to approve your consultants' timesheets

Quick recap

- Signed in with the link and credentials from your welcome email
- Reset your password and verified it's you with a code
- Found My Mailbox on your home page, where timesheets show up for approval
- Left the dummy personal information as is — no changes needed

Need help?

If a screen doesn't look like this guide, you can't sign in, or you don't see your consultants' timesheets, email UKGsupport@hirereliant.com and we'll walk you through it. Include your name and a screenshot if you can.