

Complete Your Field Employee Checklist in UKG Ready

Browser / Desktop Walkthrough

Welcome to the team. This guide walks you through your first sign-in to UKG Ready and the onboarding checklist you need to finish before your first pay date. It takes about 15 minutes.

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. You can watch the video, read this guide, or use both.

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

Before you start

Have your bank routing and account numbers ready, plus the name and phone number of two emergency contacts. Use a computer with Chrome or Edge — the checklist is easiest to complete on a full screen.

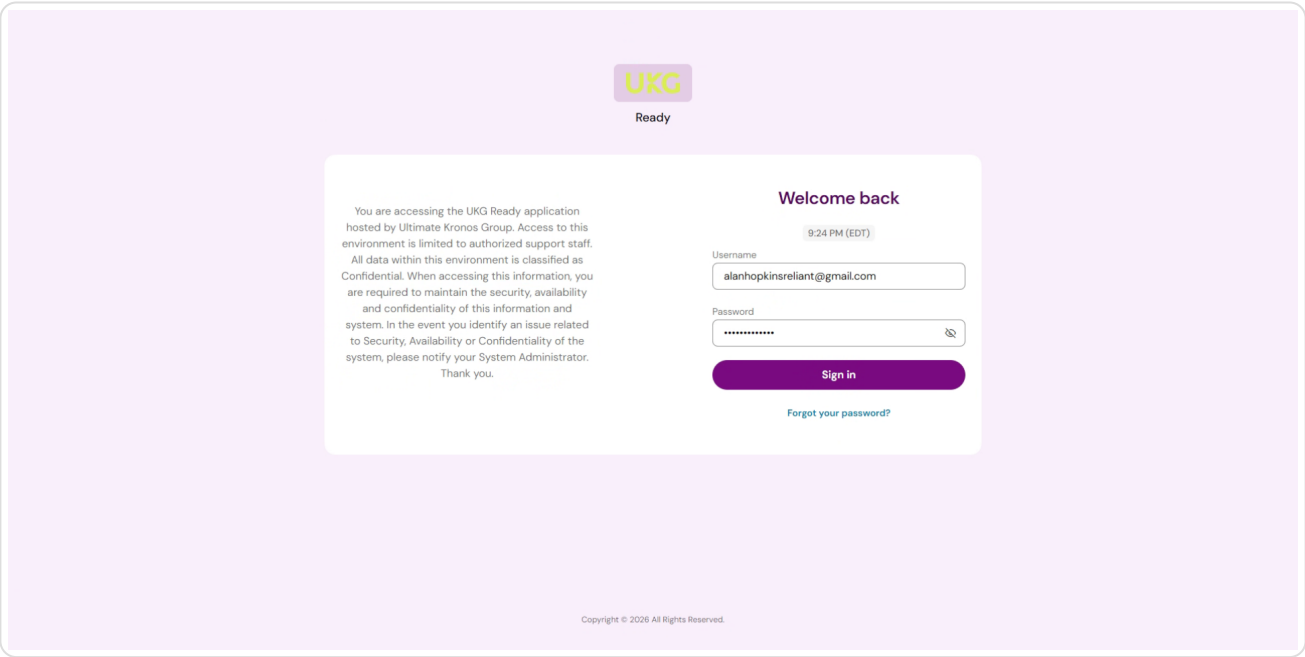
01 Begin Initial Login Process

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

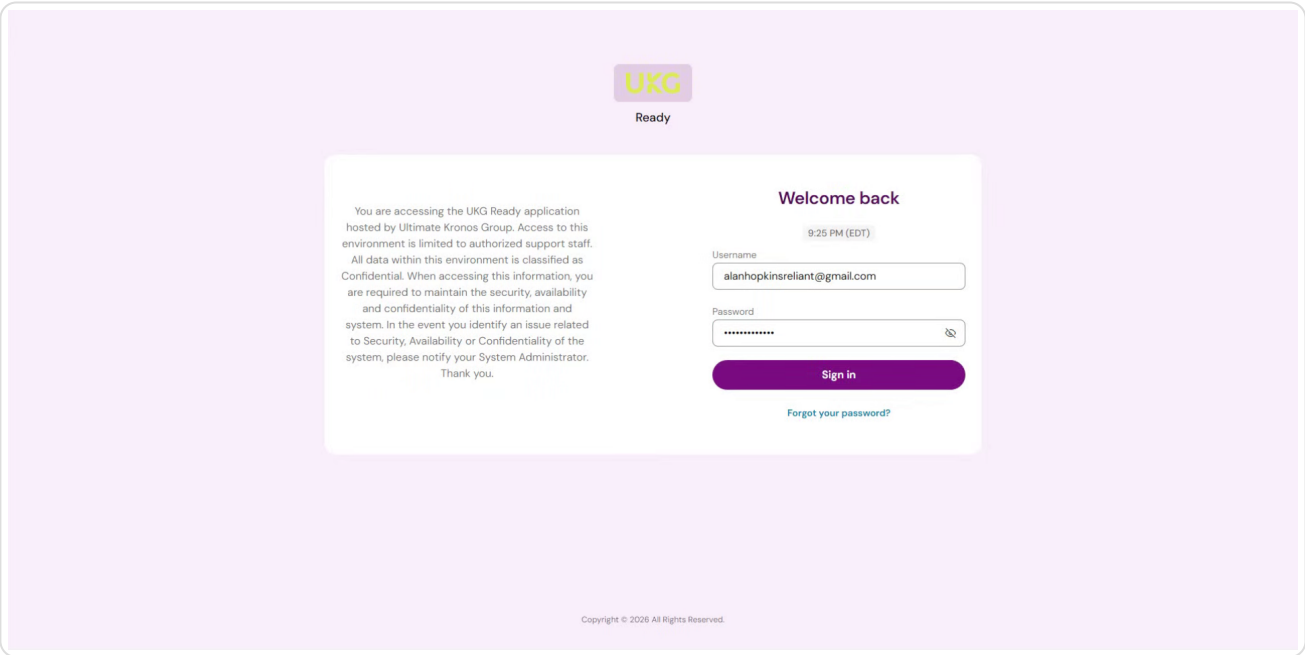
The first time you sign in, use the link in the welcome email from UKGsupport@hirereliant.com. That link takes you straight to the right login page.



03

Navigate To The UKG Ready Login Page

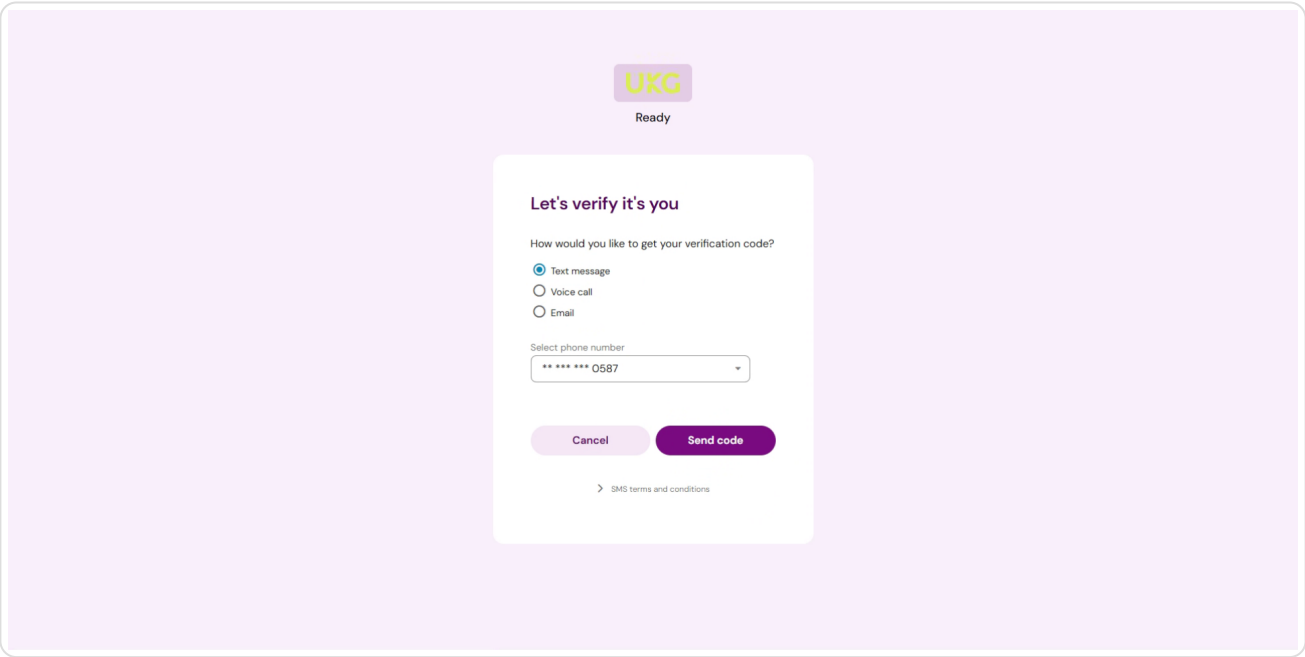
Enter the username and password from your welcome email, then click Sign in.



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.

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

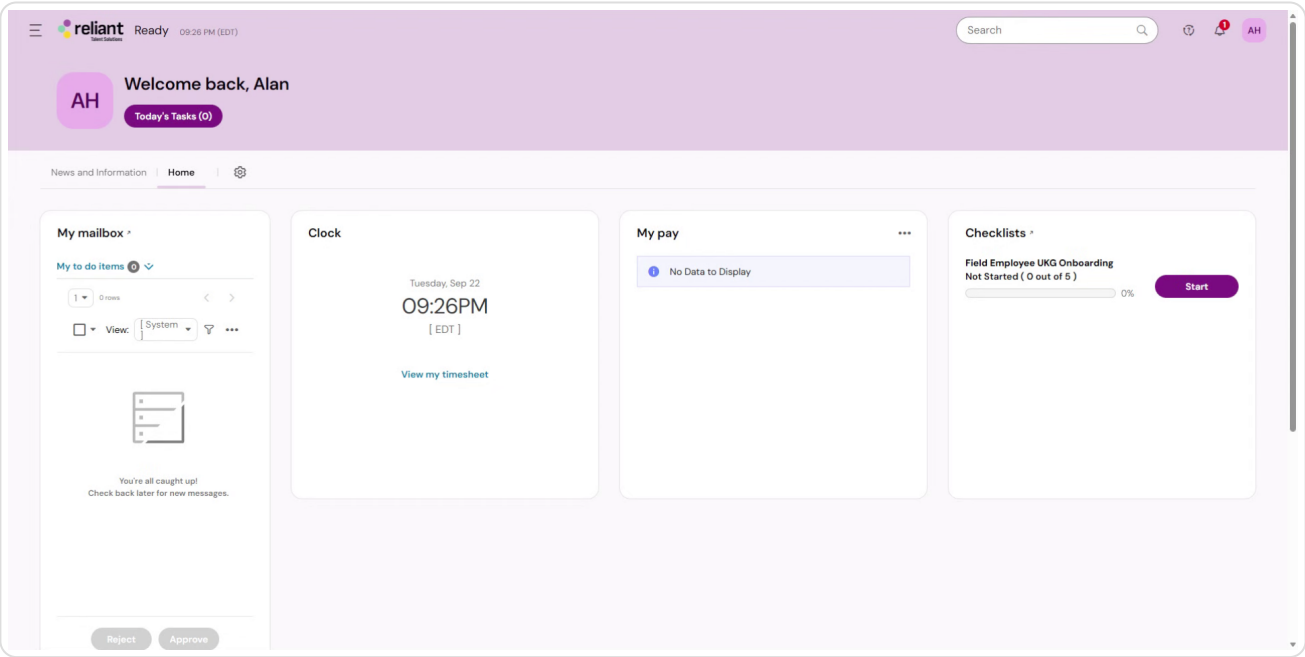
Cancel

Verify

06

Review The UKG Ready Home Page

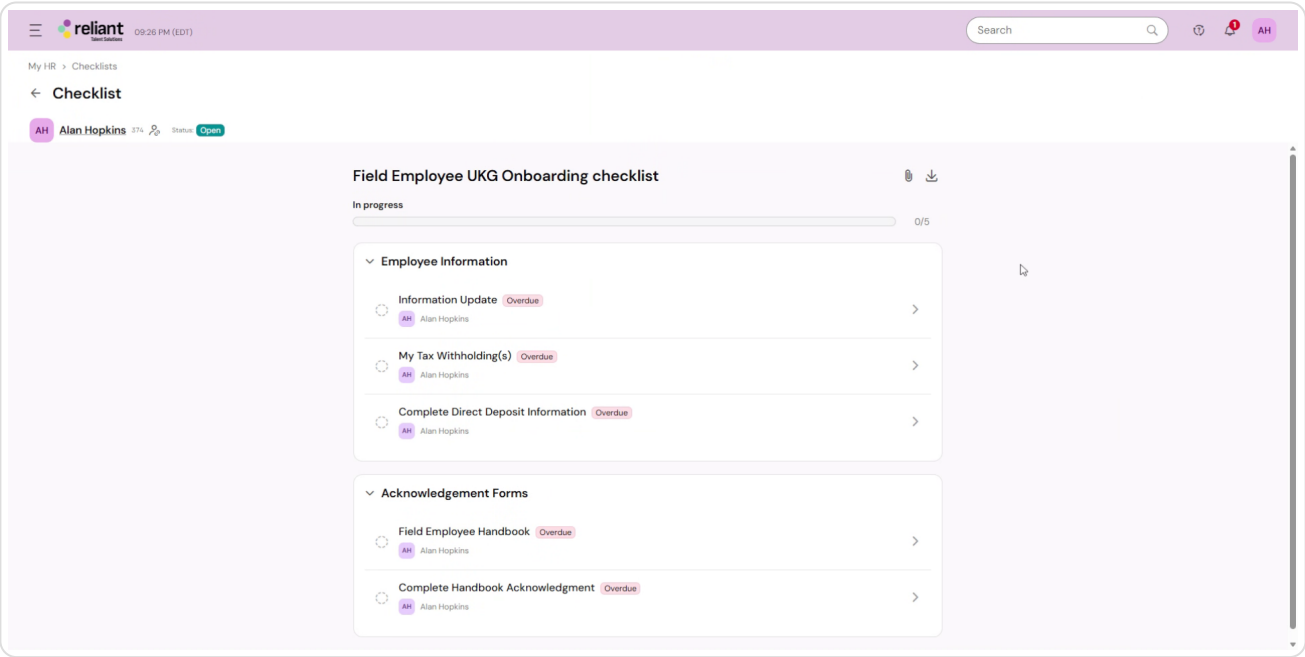
This is your home page. To verify your personal, tax, and banking details, find the Checklists box and click Start.



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.

← Back

SaveContinue

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

AlanHopkins

SuffixNicknameSalutation

Legal First Name

Alan

Preferred PronounBirthday *Social Security *

United States01/01/1920*****5666

Country *Street *Zip *City *State *

United States1600 Pennsylvania Avenue Northwest20500WashingtonDistrict of Columbia

☐ Separate Mailing AddressCodeUnited States (+1)4015750587CodeUnited States (+1)Home PhonePrimary Phone *Personal Email *Time Zone *

Cell PhoneEastern

Select cell phone

09 Enter Your Cell Phone Number

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

The screenshot displays a web form for field employee onboarding. The form is titled 'Enter Your Cell Phone Number' and includes a 'Back' button in the top left and 'Save' and 'Continue' buttons in the top right. The form is divided into several sections: 'Personal Information' (Name, Suffix, Nickname, Salutation, Legal First Name), 'Contact Information' (Preferred Pronoun, Birthday, Social Security), 'Address' (Country, Street, Zip, City, State), and 'Phone Information' (Code, Home Phone, Primary Phone, Cell Phone, Personal Email, Time Zone). A callout box with the text 'Enter phone number' and an arrow points to the 'Cell Phone' field, which contains the number '603-222-7777'. The 'Cell Phone' field is a dropdown menu with a search icon.

Back | Save | Continue

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

Alan Hopkins

Suffix Nickname Salutation

Legal First Name

Alan

Preferred Pronoun Birthday * Social Security *

United States 01/01/1920 *****5666

Country * Street *

United States 1600 Pennsylvania Avenue Northwest

Zip * City * State *

20500 Washington District of Columbia

Separate Mailing Address

Code

United States (+1) 603-222-7777

Code

United States (+1)

Home Phone

Primary Phone * Personal Email * Time Zone *

Cell Phone Eastern

10

Select Your Country Code

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

← Back

SaveContinue

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

AlanHopkins

SuffixNicknameSalutation

Legal First Name

Alan

Preferred Pronoun

CountryUnited States

Street1600 Pennsylvania Avenue Northwest

Zip20500

CityWashington

StateDistrict of Columbia

Recommend

CodeCell Phone

United States (+1)603-222-7777

United States (+1)

Primary PhoneCell Phone

Personal Email

Time ZoneEastern

Select country code

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.

← Back

SaveContinue

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

Alan

Suffix

Legal First Name

Alan

Preferred Pronoun

Country

United States

Zip

20500

Recommend

☐ Separate Mailing Address

Code

United States (+1)

Code

United States (+1)

Primary Phone

Cell Phone

Nickname

Birthday

01/01/1920

Street

1600 Pennsylvania Avenue Northwest

City

Washington

Cell Phone

603-222-7777

Home Phone

Personal Email

Social Security

*****6666

Salutation

State

District of Columbia

Time Zone

Eastern

12 Enter Your Email Address

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

The screenshot displays the 'Enter Your Email Address' step in the UKG Ready Field Employee Onboarding process. The form is titled '12 Enter Your Email Address' and includes a 'Back' button and 'Save' and 'Continue' buttons. The form fields are organized into sections: Personal Information, Contact Information, and Address. The 'Personal Information' section includes fields for First Name (Alan), Last Name (Hopkins), Suffix, Nickname, Salutation, Legal First Name (Alan), Preferred Pronoun, Birthday (01/01/1920), and Social Security (*****5666). The 'Contact Information' section includes fields for Cell Phone (603-222-7777) and Home Phone. The 'Address' section includes fields for Country (United States), Street (1600 Pennsylvania Avenue Northwest), Zip (20500), City (Washington), and State (District of Columbia). A 'Recommend' button is located below the address fields. A 'Separate Mailing Address' checkbox is also present. The 'Primary Phone' dropdown menu is open, showing 'Cell Phone' as the selected option. A callout box with the text 'Enter email' and an arrow points to the 'Primary Phone' dropdown menu. The 'Primary Phone' field contains the email address 'alanhopkinsreliant@gmail.com'. The 'Time Zone' dropdown menu is set to 'Eastern'.

Back | Save | Continue

Voluntary Self-Identification
Emergency Contacts (Please add at least 2 emergency contacts)

First Name: Alan
Last Name: Hopkins
Suffix:
Nickname:
Salutation:
Legal First Name: Alan
Preferred Pronoun:
Birthday: 01/01/1920
Social Security: *****5666
Country: United States
Street: 1600 Pennsylvania Avenue Northwest
Zip: 20500
City: Washington
State: District of Columbia
Recommend
☐ Separate Mailing Address
Code: United States (+1)
Cell Phone: 603-222-7777
Code: United States (+1)
Home Phone:
Primary Phone: Cell Phone
Time Zone: Eastern

Enter email

alanhopkinsreliant@gmail.com

13

Click Continue To Proceed

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

← Back

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

Alan

Suffix

Legal First Name

Alan

Preferred Pronoun

Country *

United States

Zip *

20500

Code

United States (+1)

Primary Phone *

Cell Phone

Hopkins

Nickname

Salutation

Birthday *

01/01/1920

Street *

1600 Pennsylvania Avenue Northwest

City *

Washington

Cell Phone *

603-222-7777

Home Phone

Personal Email *

alanhopkinsreliant@gmail.com

Time Zone *

Eastern

Social Security *

*****5666

State *

District of Columbia

Recommend

☐ Separate Mailing Address

Continue

Click Continue

14

Review Voluntary Self-Identification

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

← Back

SaveContinue

New Hire Information Update

Effective From*09/22/2026

Use this to review and update your information

Here's what you need to do on this page:
1. Review and enter missing information.
2. Tap "Continue" to move to the next section
3. Tap the "Submit" button

In progress33%

New Hire Information

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

Voluntary Self-Identification

Actual Marital StatusGender

Undefined

Ethnicity

Choose...

Veteran

Are You A Protected Veteran

DisabilityPrimary LanguageSecondary Language

15

Continue After Self-Identification

Click Continue to move on.

← Back

Continue

New Hire Information Update

Effective From* 09/22/2026

Use this to review and update your information

Here's what you need to do on this page:
1. Review and enter missing information.
2. Tap "Continue" to move to the next section
3. Tap the "Submit" button

In progress

33%

New Hire Information

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency contacts)

Voluntary Self-Identification

Actual Marital Status

Single

Gender

Undefined

Ethnicity

Choose...

Veteran

Are You A Protected Veteran

No, I Am Not a Protected Veteran

Disability

Primary Language

English

Secondary Language

16

Add Your Emergency Contacts

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

Back

Save

Submit

Alan Hopkins

27%

Status

Open

Instruction

Complete all necessary fields. Click on "Continue" to move to the next section. Once completed, click "Submit". Once finished, the item will show as complete.

New Hire Information Update

Effective From* 09/22/2026

Use this to review and update your information

Here's what you need to do on this page:

1. Review and enter missing information

2. Tap "Continue" to move to the next section

3. Tap the "Submit" button

In progress

66%

New Hire Information

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency...

Emergency Contacts (Please add at least 2 emergency contacts)

Account Contacts

Page 1 of 1

0 Rows

Active (0)

All contact types

+ Add

Name	Relationship	Code	Preferred phone number	Contact type	Primary	Actions
No results						

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

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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.

← Back

Save

Submit

AH Alan Hopkins 27% Status: Open

Instruction

Complete all necessary fields. Click on "Continue" to move to the next section. Once completed, click "Submit". Once finished, the item will show as complete.

New Hire Information Update

Effective From* 09/22/2026

Use this to review and update your information

Here's what you need to do on this page:
1. Review and enter missing information.
2. Tap "Continue" to move to the next section
3. Tap the "Submit" button

In progress

66%

New Hire Information

Voluntary Self-Identification

Emergency Contacts (Please add at least 2 emergency...)

Emergency Contacts (Please add at least 2 emergency contacts)

Account Contacts

Page 1 of 1 0 Rows Active (0) All contact types

+ Add

Name	Relationship	Code	Preferred phone number	Contact type	Primary	Actions
No results						

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

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Save And Submit Tax Information

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

← Back

AH Alan Hopkins 17%  Status: Open

🗨

Instruction

Please review and complete the form. Then click on "Review" to confirm the entered information. When you are ready to submit the form for approval, please click "Sign & Submit" and electronically sign the form.

W-4 (Federal Employee's Withholding Certificate)

Save

Review

⋮

Status: New

Instructions

Department of the Treasury Internal Revenue Service

Form W-4
OMB No. 1545-0074
(10/16/23)
2026
[Detailed instructions \(PDF\)](#)

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

TIP: Consider using the estimator at [Tax Withholding Estimator](#) to determine the most accurate withholding for the rest of the year if you:

- are completing this form after the beginning of the year;
- expect to work only part of the year; or
- have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Required fields are marked with an asterisk (*).

Step 1. Enter Personal Information

(A) First name *

Middle Initial

Last Name *

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

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19 Click Save To Store Your Changes

Click Save to store your tax withholding information.

← Back

AH Alan Hopkins 27% Status: Open

Instruction
Please review and complete the form. Then click on "Review" to confirm the entered information. When you are ready to submit the form for approval, please click "Sign & Submit" and electronically sign the form.

W-4 (Federal Employee's Withholding Certificate)
Status: New

Instructions
Department of the Treasury Internal Revenue Service
Form W-4
OMB No. 1545-0074
(10/16/25)
2025
[Detailed instructions \(PDF\)](#)
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.
TIP: Consider using the estimator at [Tax Withholding Estimator](#) to determine the most accurate withholding for the rest of the year if you:
• are completing this form after the beginning of the year;
• expect to work only part of the year; or
• have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.
Required fields are marked with an asterisk (*).

Step 1. Enter Personal Information
(A) First name * Middle Initial Last Name *
First Name Middle Initial Last Name

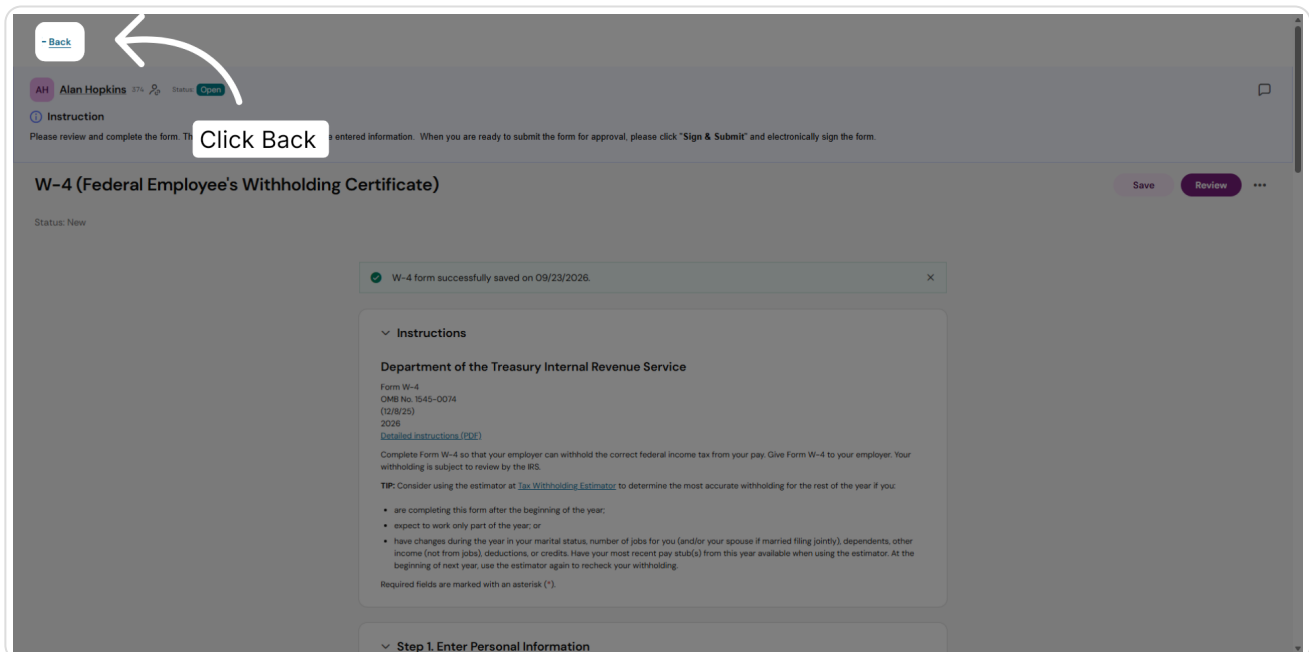
Click Save

Save Review

20

Navigate Back To The Previous Page

Click Back to return to the previous page.



The screenshot displays the UKG Ready Field Employee Onboarding interface for the 'W-4 (Federal Employee's Withholding Certificate)' form. The user is Alan Hopkins, with a status of 'Open'. The form is titled 'W-4 (Federal Employee's Withholding Certificate)' and has a status of 'New'. A notification bar indicates 'W-4 form successfully saved on 09/23/2026'. The 'Instructions' section is expanded, showing the Department of the Treasury Internal Revenue Service information, including Form W-4, OMB No. 1545-0074, (10/16/25), 2026, and a link to 'Detailed instructions (PDF)'. The instructions state: 'Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. TIP: Consider using the estimator at [Tax Withholding Estimator](#) to determine the most accurate withholding for the rest of the year if you: • are completing this form after the beginning of the year; • expect to work only part of the year; or • have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding. Required fields are marked with an asterisk (*)'.

Back

Click Back

W-4 (Federal Employee's Withholding Certificate)

Status: New

W-4 form successfully saved on 09/23/2026.

Instructions

Department of the Treasury Internal Revenue Service

Form W-4
OMB No. 1545-0074
(10/16/25)
2026
[Detailed instructions \(PDF\)](#)

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

TIP: Consider using the estimator at [Tax Withholding Estimator](#) to determine the most accurate withholding for the rest of the year if you:

- are completing this form after the beginning of the year;
- expect to work only part of the year; or
- have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

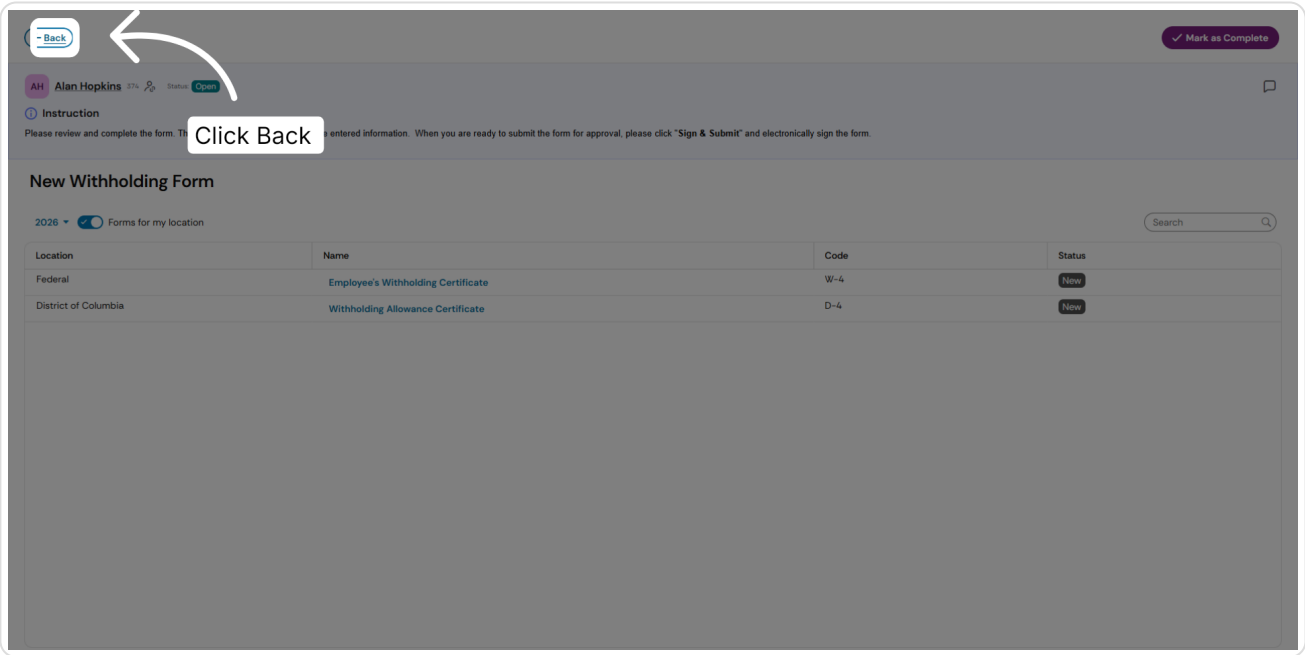
Required fields are marked with an asterisk (*).

Step 1. Enter Personal Information

21

Return To The Prior Screen

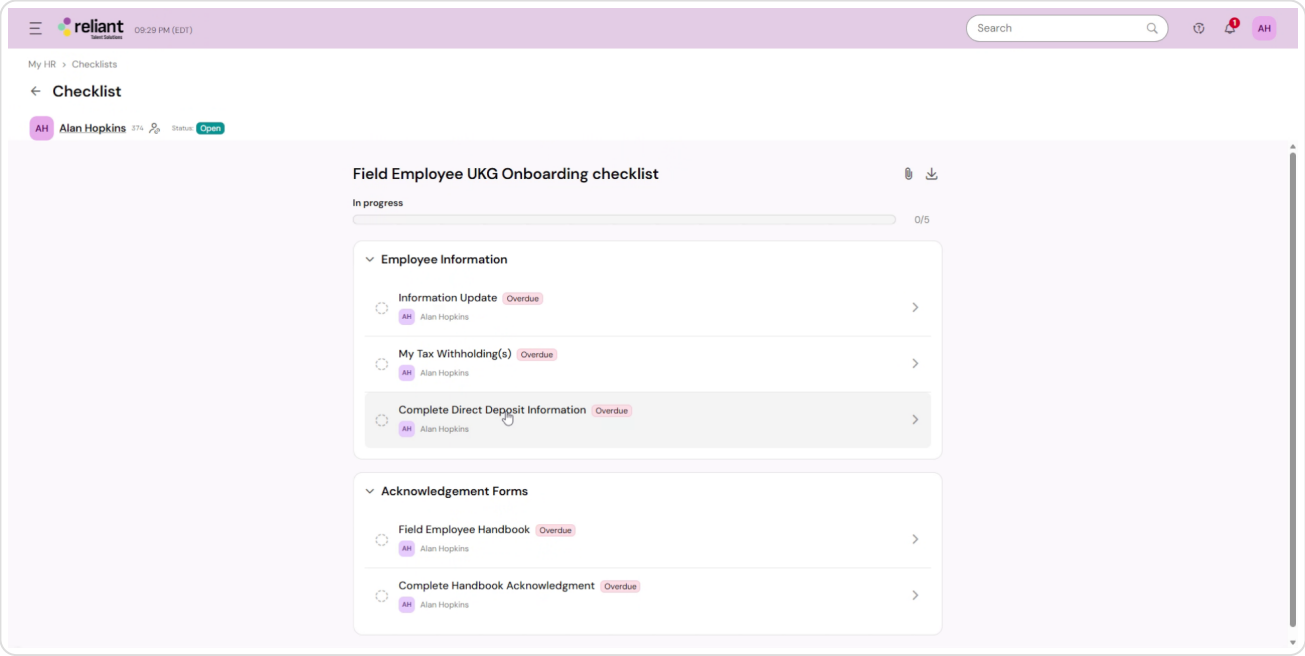
Click Back once more to keep moving through the forms.



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Complete Direct Deposit Setup

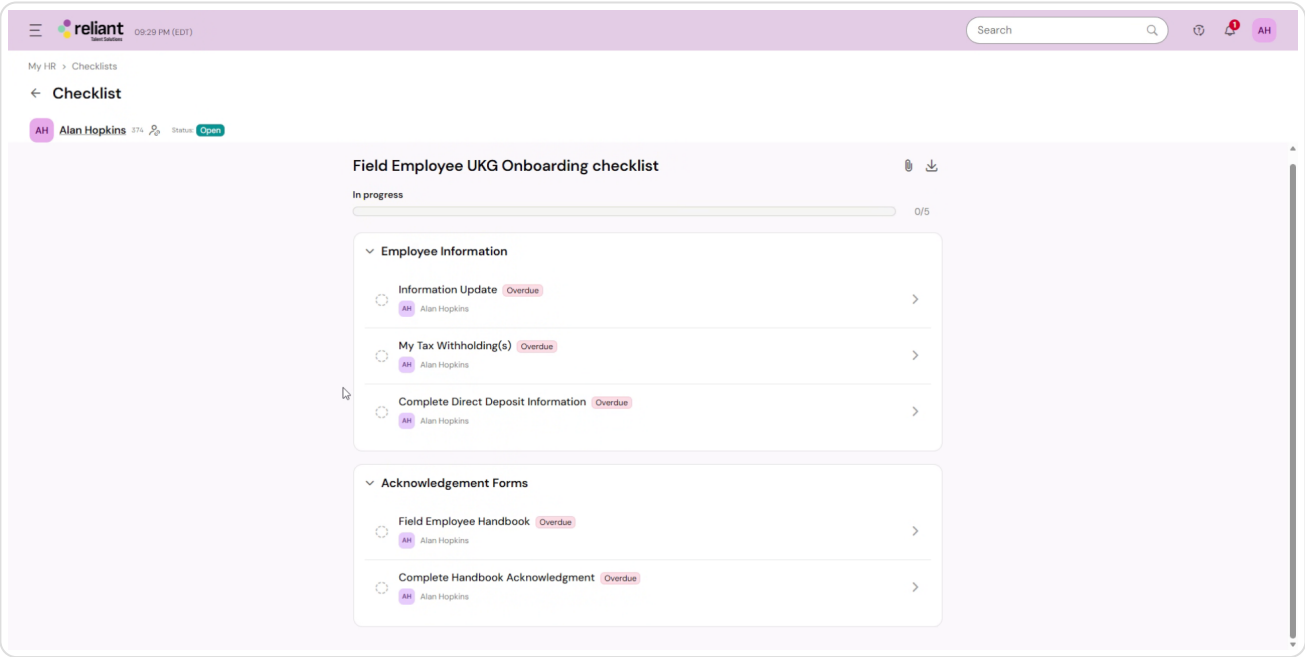
Return to the checklist and open Complete Direct Deposit Information. Scroll down to add your bank details, or connect an account through one of UKG Ready's partners. When you're done, scroll back to the top, save, and submit.



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Download The Employee Handbook

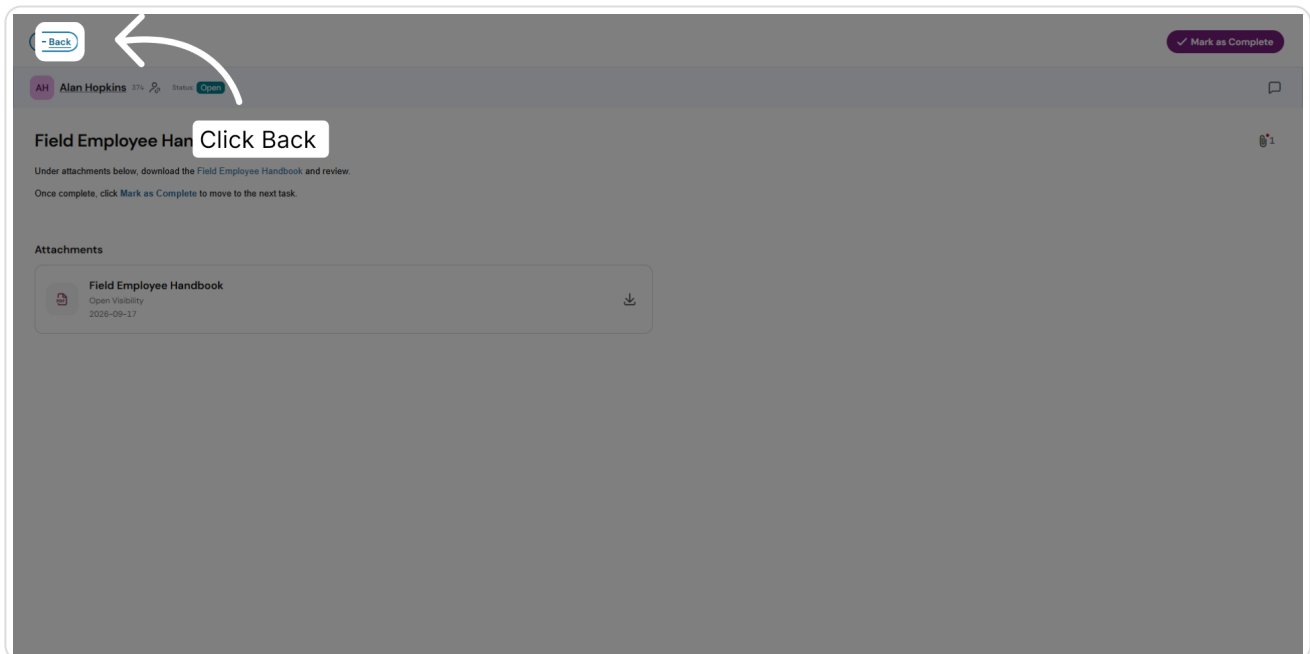
Open Field Employee Handbook and download it to review.



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Return To The Checklists Page

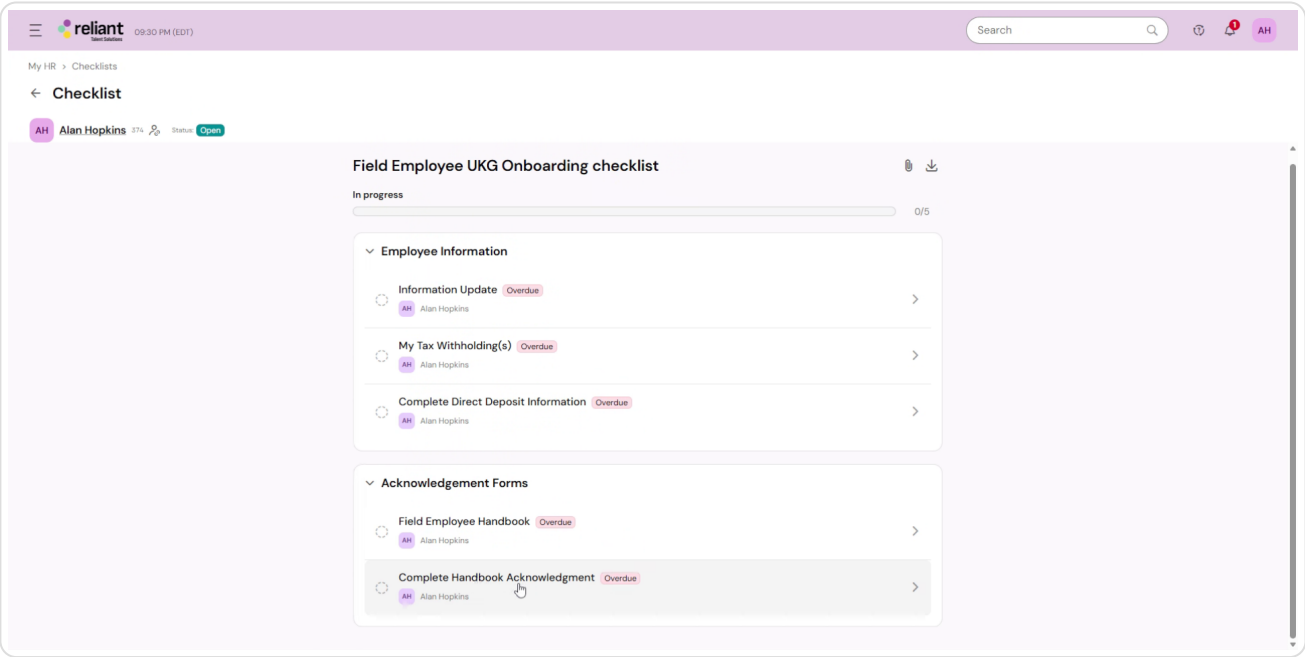
Click Back to return to the checklists page.



25

Acknowledge Handbook Receipt

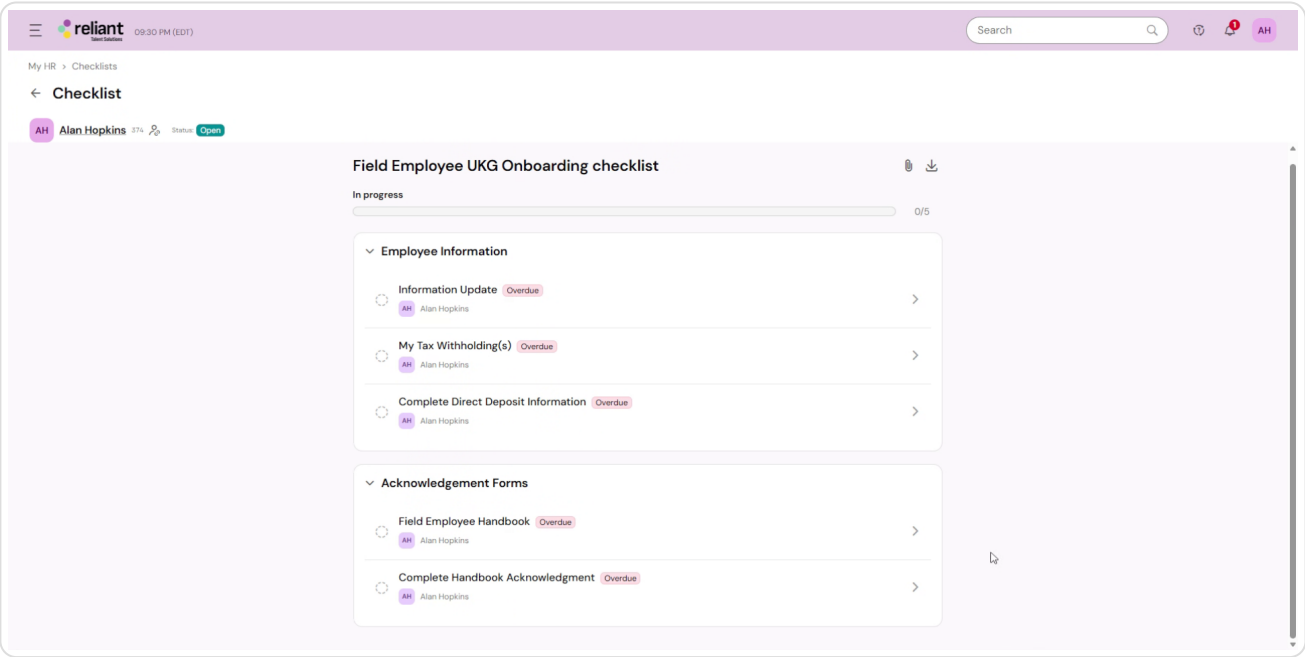
Sign the acknowledgment confirming you received the handbook.



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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!



That's it — you're all set.

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 and reset your password
- Validated your personal information
- Added your emergency contacts
- Confirmed tax withholdings and signed your W-4
- Set up direct deposit
- Downloaded and acknowledged the handbook

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.