

Approve or Reject Timesheets in UKG Ready

Manager / Approver Walkthrough

This guide walks you through reviewing your team's timesheets in UKG Ready — opening a timesheet from your mailbox, checking job codes and hours, adding notes, and approving or rejecting the week. It takes about 5 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.

Rejecting? Add a note first.

UKG requires a comment before it will let you reject a timesheet. Add a note to each day that needs a change so your employee knows exactly what to fix before they resubmit.

What you'll do

- Open a pending timesheet from My Mailbox
- Review the job codes, work locations, and hours submitted
- Add notes to any day that needs a correction
- Reject with a comment so the employee knows what to change
- Approve the timesheet when everything looks right

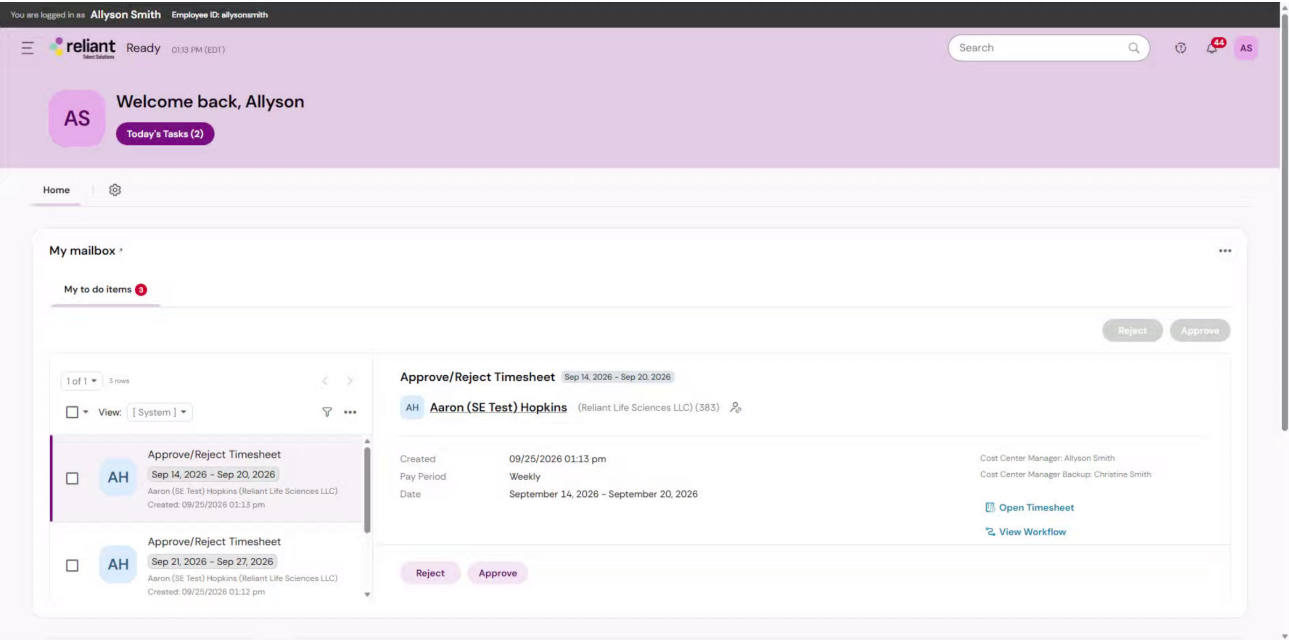
Before you start

Know which assignments your team worked this week and what their hours should look like. You can do this on a computer with Chrome or Edge, or from the UKG Ready mobile app — both work the same way.

01

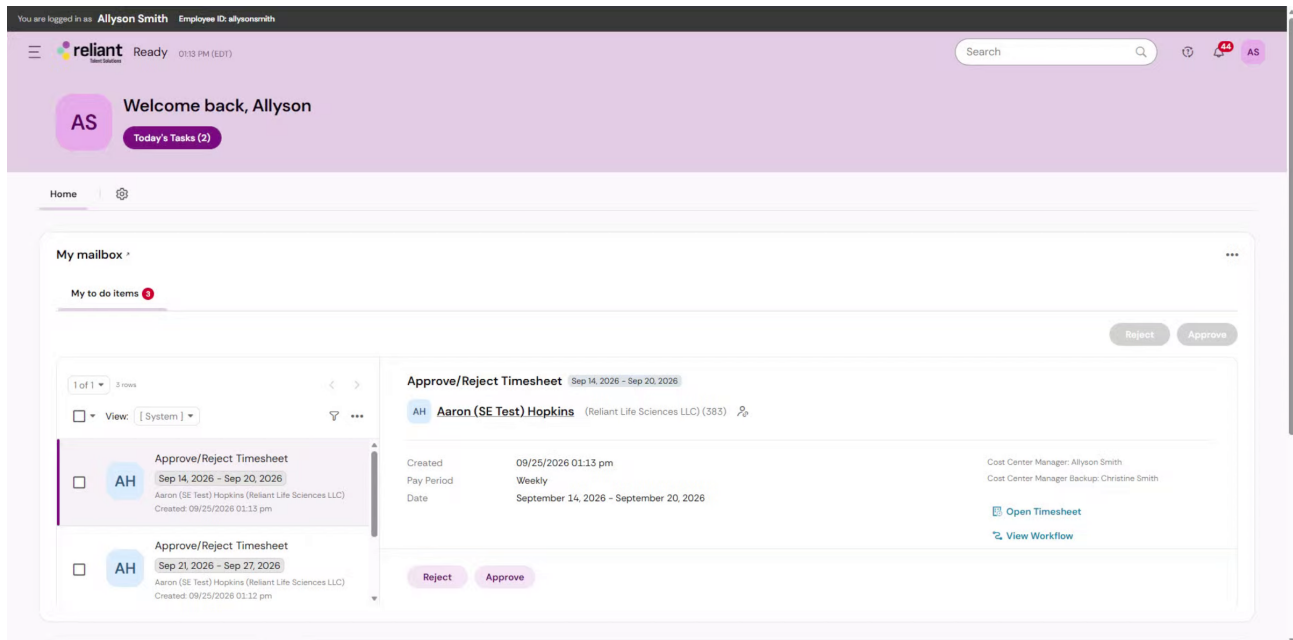
How Timesheet Approval Works

You can approve or reject a timesheet from the UKG Ready website or the UKG Ready mobile app. The steps are the same on both.



02 Log Into UKG Ready

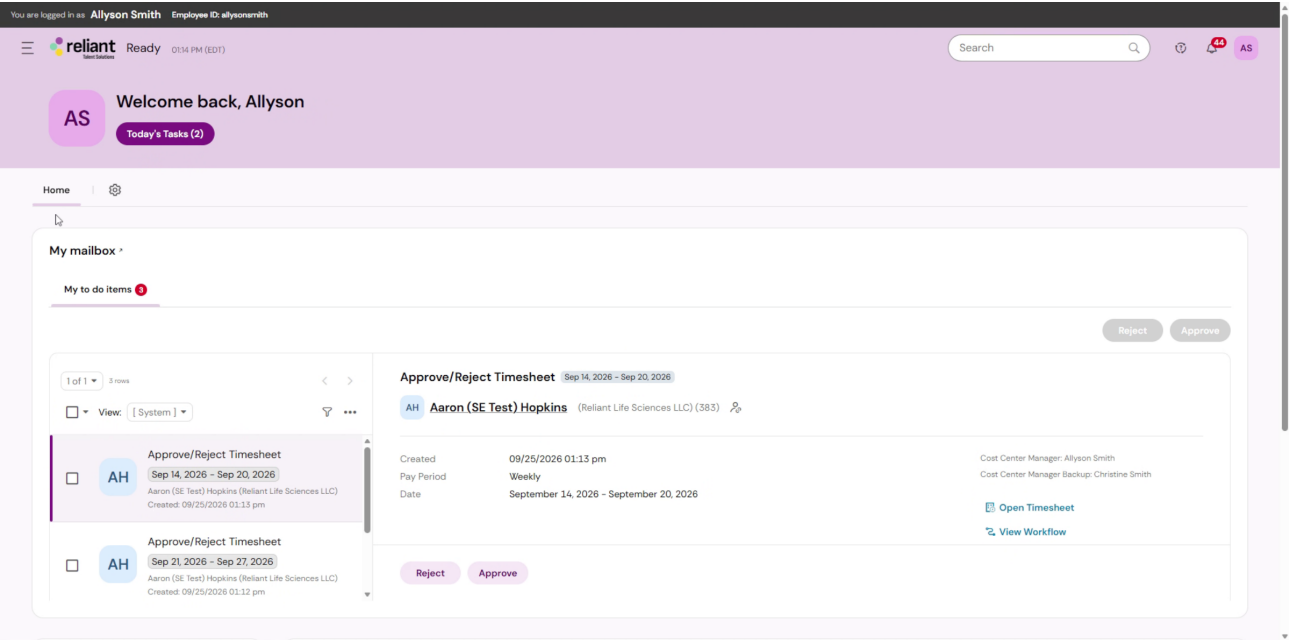
Go to secure7.saashr.com and sign in. On the desktop you'll land on your mailbox. In the mobile app, tap the My Mailbox icon.



03

Open the Timesheet Mailbox

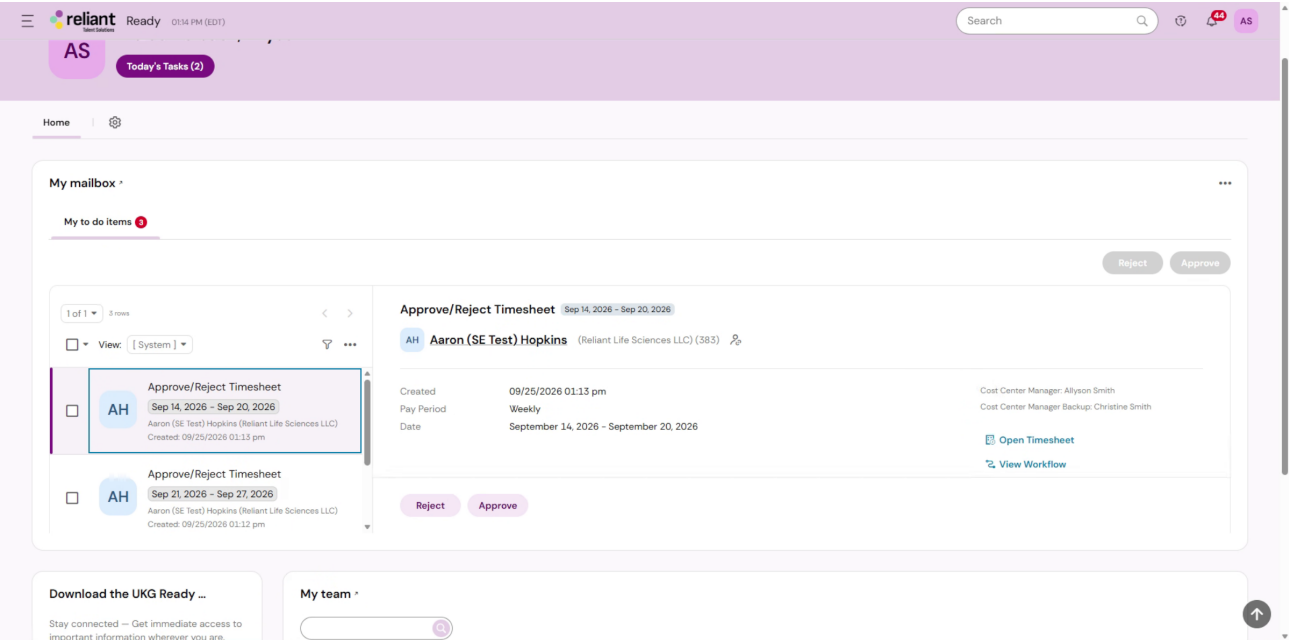
From the My Mailbox tab you'll see your to-do list. Click the first timesheet to open an overview of it.



04

Open the Detailed Timesheet

Click Open Timesheet for a closer look. You'll see the job codes, the work locations, and the hours the employee submitted.



05

Add Notes to a Day

If something doesn't look right, go to the day you want changed, click the notes icon, and type exactly what needs to change. Click Save.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reliant

01:14 PM (EDT)

Search

4.0 AS

Time > Timesheets

← Timesheet Edit

Save

Approve

Reject

...

AH Aaron (SE Test) Hopkins (TestPlacementID123)

September 14, 2026 - September 20, 2026

Submitted

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

40.00 hrs

0.00 hrs

Worked Hours

Time Off Hours

Time Off	Job Code	Work Location	MON Sep 14	TUE Sep 15	WED Sep 16	THU Sep 17	FRI Sep 18	SAT Sep 19	SUN Sep 20	Raw Total	
	SE - TEST - ONS - TEST 1, CA	Home	8.00	8.00	8.00					24.00	
	SE - TEST - ONS - TEST 2, CA	Onsite				8.00	8.00			16.00	
	Choose...	Choose...								0.00	
			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	

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

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06

Check the Note Indicator

A red dot and a number appear on that day. When you reject the timesheet, your employee sees this same screen — so they know exactly which day to look at.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reliant

01:15 PM (EDT)

Search

42 AS

Time > Timesheets

← Timesheet Edit

Save

Approve

Reject

...

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	SE - TEST - ONS - TEST 2, CA	Onsite				8.00	8.00			16.00	
	Choose...	Choose...								0.00	
			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	

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

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07

Add Any Other Notes, Then Reject

Add a note to each day that needs a change and save. Once every correction is noted, go up to the Reject button.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reliant

01:15 PM (EDT)

Search

🔍

🔔

4.0

AS

Time > Timesheets

← Timesheet Edit

🕒

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🗨️ 1

Save

Approve

Reject

⋮

AH Aaron (SE Test) Hopkins (TestPlacementID123) 🕒 📅 September 14, 2026 - September 20, 2026 ➡ Submitted 📄

Time Entry

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Time Off	Job Code	Work Location	MON Sep 14	TUE Sep 15	WED Sep 16	THU Sep 17	FRI Sep 18	SAT Sep 19	SUN Sep 20	Raw Total	
	SE - TEST - ONS - TEST 1, CA	Home	8.00	8.00	8.00					24.00	🗑️
	SE - TEST - ONS - TEST 2, CA	Onsite				8.00	8.00			16.00	🗑️
	Choose...	Choose...								0.00	🗑️
			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	

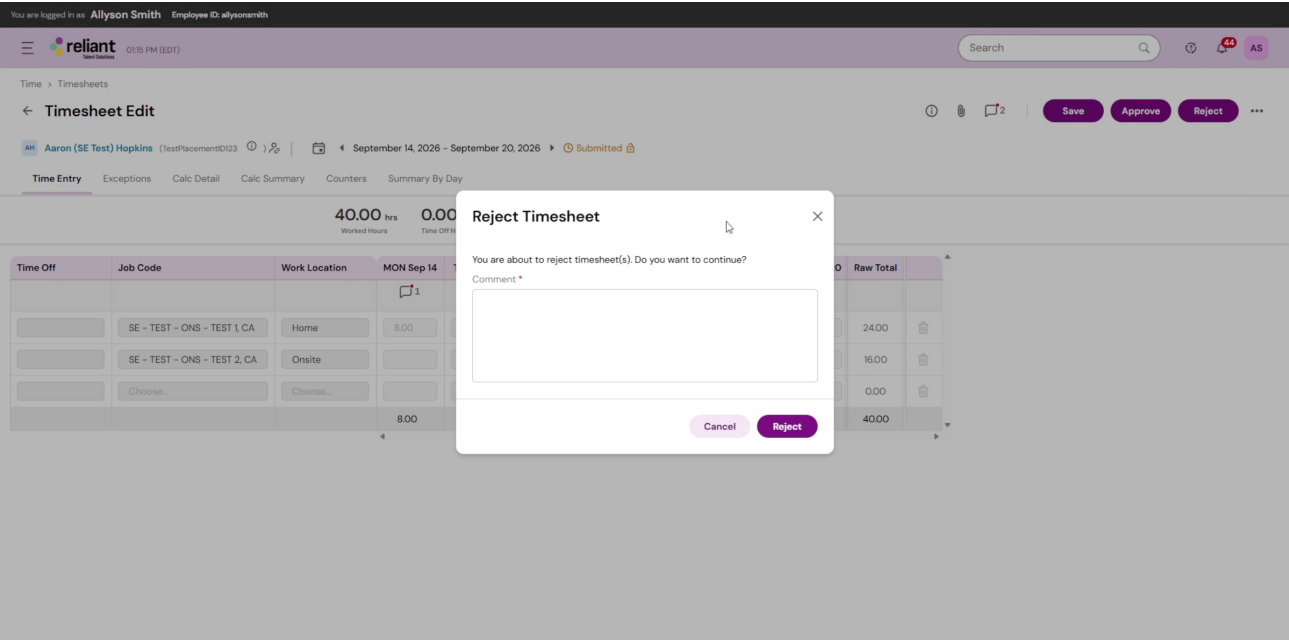
Questions? Email UKGsupport@hirereliant.com — we're here to help.

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08

Reject With a Comment

UKG requires a comment before it will let you reject. Add your comment, then click Reject. The status at the top changes to Rejected, which means it went through.



09

Approve the Timesheet

If everything is accurate, review the timesheet and then go to the top right and click Approve instead of Reject.

You are logged in as **Allyson Smith** Employee ID: allysonsmith

reliant

01:16 PM (EDT)

Search

43

AS

Time > Timesheets

← Timesheet Edit

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🗑️

🗨️ 2

Save

Submit

⋮

AH Aaron (SE Test) Hopkins (TestPlacementID123) 🕒 🗑️ 📅 September 14, 2026 - September 20, 2026 ➡️ Rejected 🚫

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

40.00 hrs
Worked Hours

0.00 hrs
Time Off Hours

Time Off	Job Code	Work Location	MON Sep 14	TUE Sep 15	WED Sep 16	THU Sep 17	FRI Sep 18	SAT Sep 19	SUN Sep 20	Raw Total	
	SE - TEST - ONS - TEST 1, CA	Home	🗨️ 1 8.00	🗨️ 8.00	🗨️ 8.00					24.00	🗑️
	SE - TEST - ONS - TEST 2, CA	Onsite				8.00	8.00			16.00	🗑️
	Choose...	Choose...								0.00	🗑️
			8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	

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

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That's it — the timesheet is handled.

An approved timesheet moves on to payroll. A rejected one goes back to your employee with your notes attached so they can fix it and resubmit.

Quick recap

- Sign in at secure7.saashr.com and open My Mailbox
- Click the timesheet, then Open Timesheet to see the detail
- Check job codes, work locations, and hours on every row
- Add a note to any day that needs a correction and save
- Reject with a comment, or click Approve if it all looks right

Need help?

If a screen doesn't look like this guide, a note won't save, or an approval won't go through, 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.