

Complete and Submit Your Weekly Timesheet

Browser / Desktop Walkthrough

Use this guide to enter your hours for each day of the week, check your total, and submit your timesheet for approval. It takes about 5 minutes. Use Chrome or Edge on your computer.

Enter hours as numbers

Type the number of hours you worked in each day's box — for example, 8 or 7.5. UKG Ready adds them up in the Raw Total column and in Worked Hours at the top of the page.

Submit once your week is complete

After you submit, your timesheet goes to your manager for approval and can't be changed. Check your hours before you click Submit.

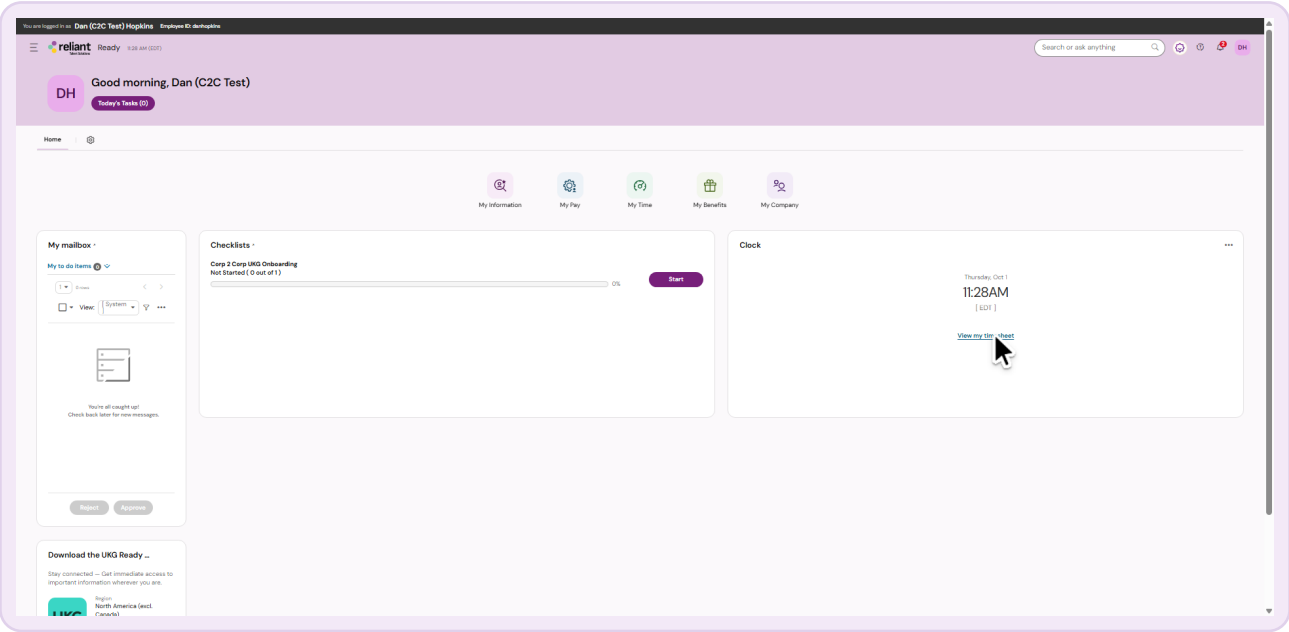
What you'll do

- Open your timesheet from your dashboard
- Enter your hours for each day you worked
- Check your Raw Total and Worked Hours
- Save your timesheet
- Submit it for approval and confirm

01

Open Your Timesheet

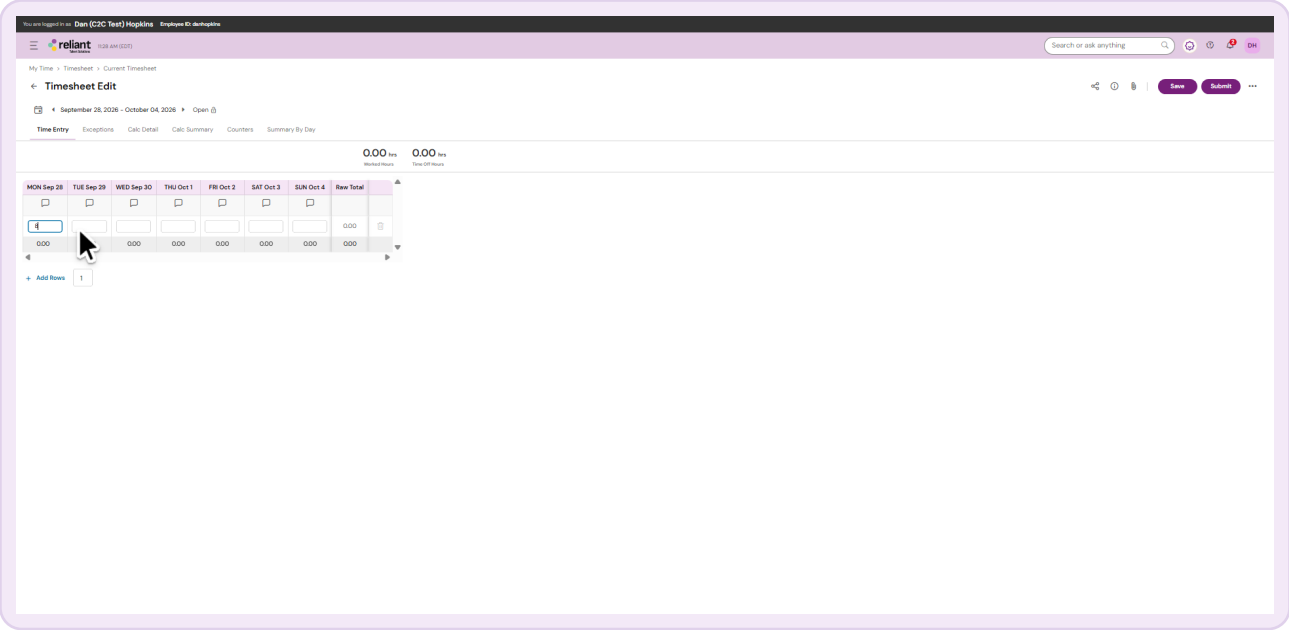
Go to secure7.saashr.com and sign in. In the Clock box on your dashboard, click View my timesheet.



02

Enter Monday's Hours

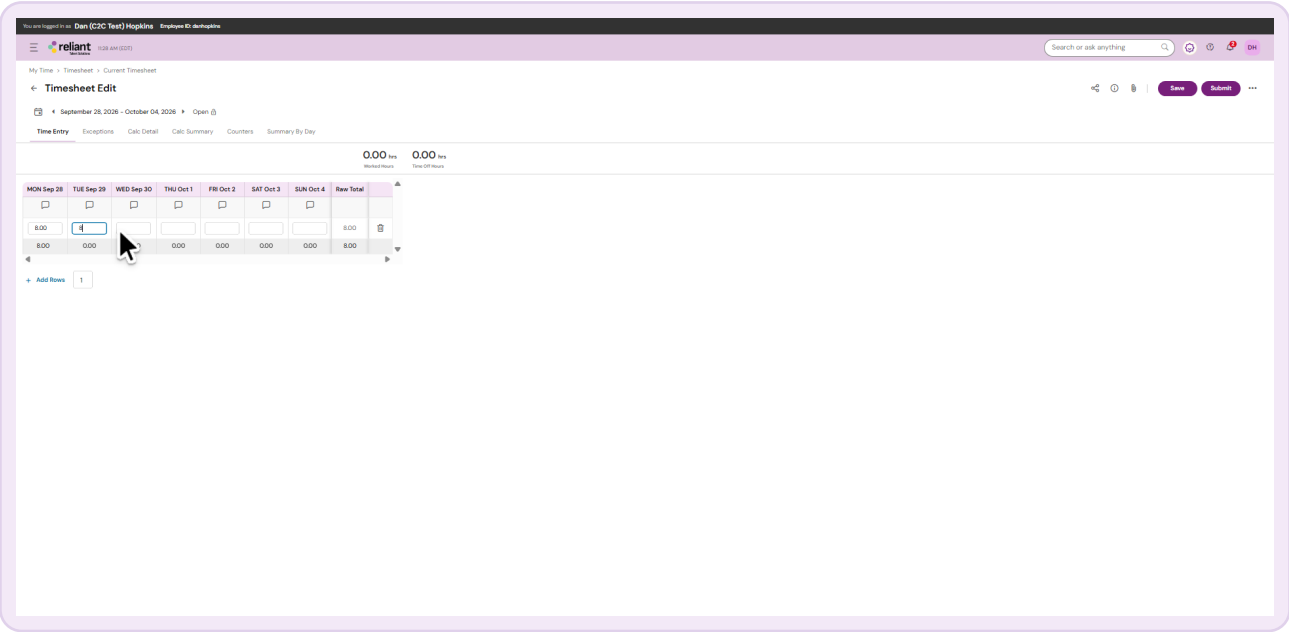
The Timesheet Edit page shows your week. Click the box under the first day and type the hours you worked — for example, 8.



03

Enter Tuesday's Hours

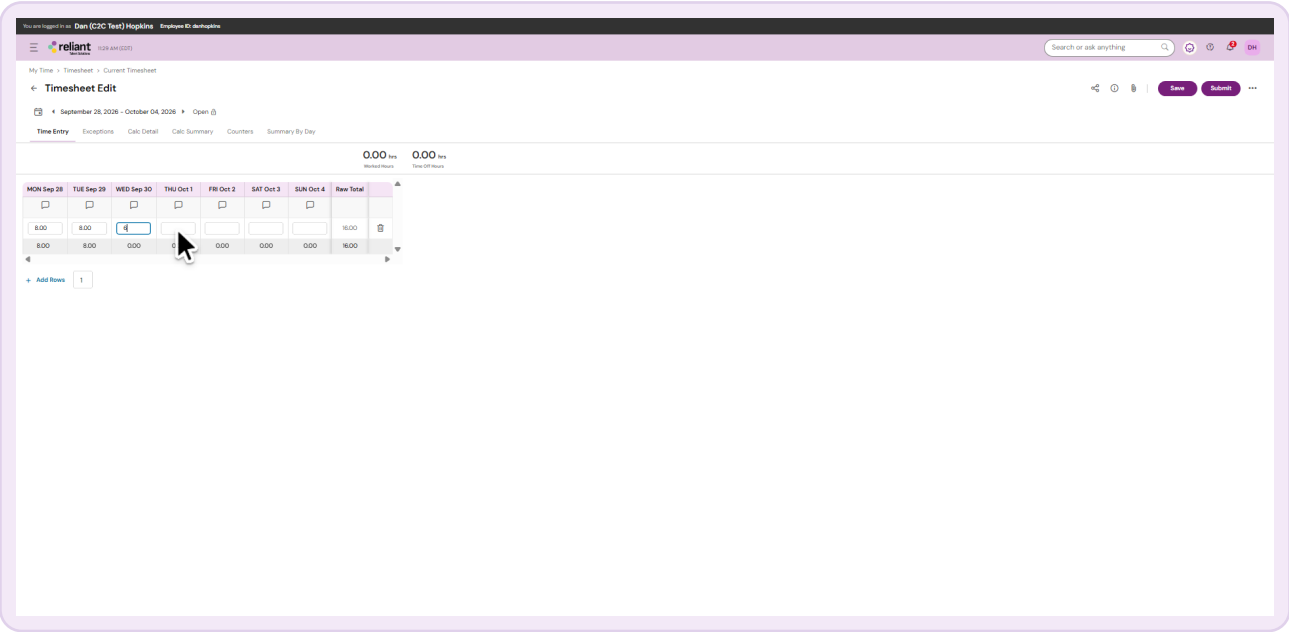
Click the box under the next day and type your hours.



04

Enter Wednesday's Hours

Click the box under the third day and type your hours.



05

Check the Raw Total

Look at the Raw Total column on the right. It adds up your hours as you go.

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1234 56789

Search or ask anything

My Time > Timesheet > Current Timesheet

← Timesheet Edit

September 26, 2026 - October 04, 2026

Time Entry

0.00 hrs

0.00 hrs

MON Sep 28	TUE Sep 29	WED Sep 30	THU Oct 1	FRI Oct 2	SAT Oct 3	SUN Oct 4	Raw Total
8.00	8.00	6.00	1.00				23.00
8.00	8.00	6.00	0.00	0.00	0.00	0.00	22.00

Add Rows

1

06

Enter Thursday's Hours

Click the box under the fourth day and type your hours.

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1234 56789

Search or ask anything

OK

My Time > Timesheet > Current Timesheet

← Timesheet Edit

September 26, 2026 – October 04, 2026

Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs

0.00 hrs

Weekend Hours

Total Hours

MON Sep 28	TUE Sep 29	WED Sep 30	THU Oct 1	FRI Oct 2	SAT Oct 3	SUN Oct 4	Row Total
8:00	8:00	6:00	0:00			22:00	
8:00	8:00	6:00	0:00	0:00	0:00	22:00	

Add Rows

1

07

Enter Friday's Hours

Click the box under the fifth day and type your hours. Worked a weekend day? Enter those hours too.

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1234 56789

Search or ask anything

OK

My Time > Timesheet > Current Timesheet

← Timesheet Edit

September 26, 2026 – October 04, 2026

Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs

0.00 hrs

Weekend Hours

Total Hours

MON Sep 28	TUE Sep 29	WED Sep 30	THU Oct 1	FRI Oct 2	SAT Oct 3	SUN Oct 4	Row Total
8:00	8:00	6:00	8:00	14			30:00
8:00	8:00	6:00	8:00	0	0:00	0:00	30:00

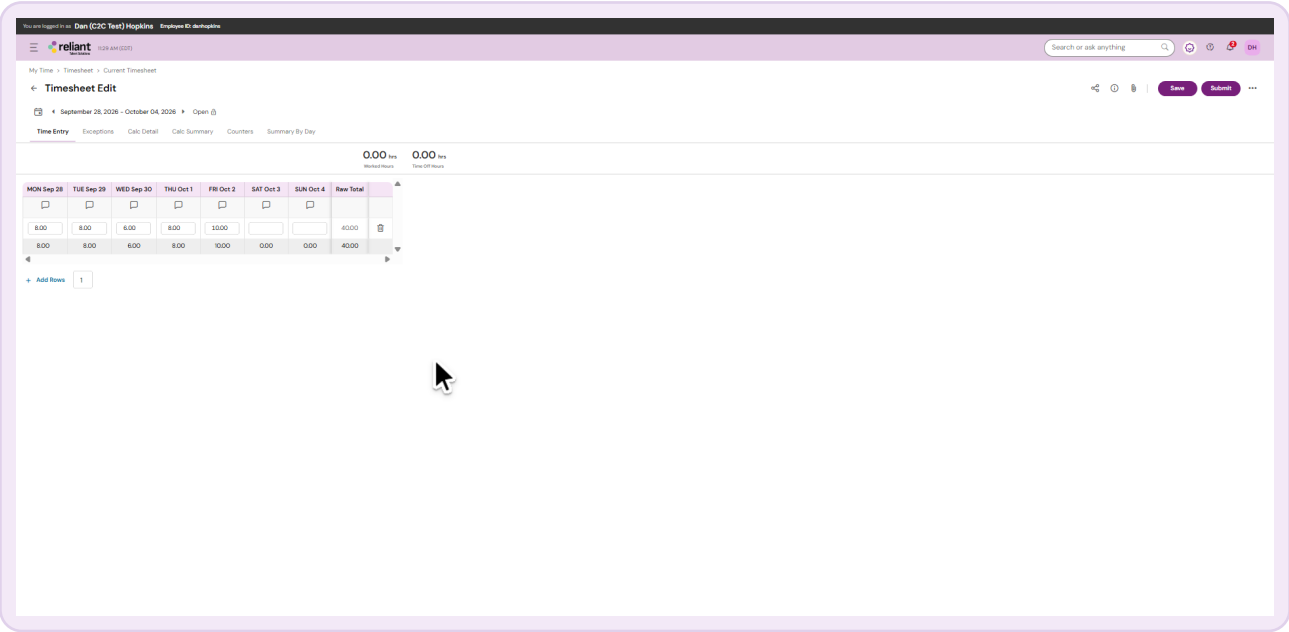
Add Rows

1

08

Review Your Week

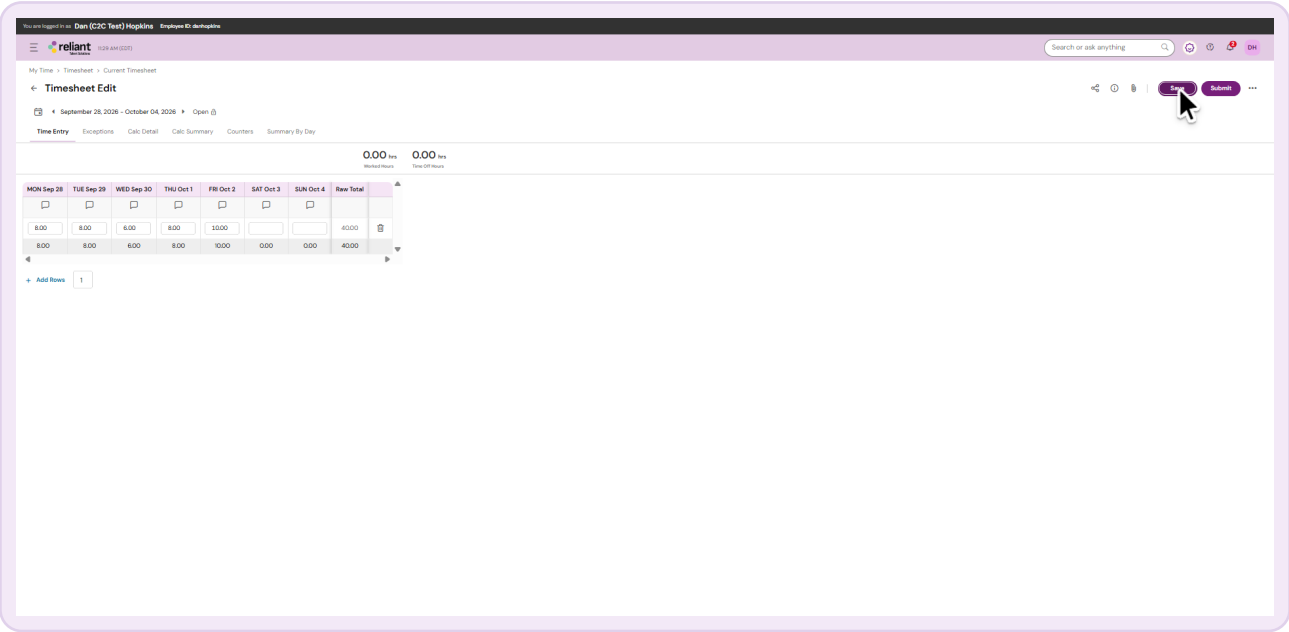
Click anywhere outside the grid. Check that every day you worked has hours and the Raw Total looks right.



09

Save Your Timesheet

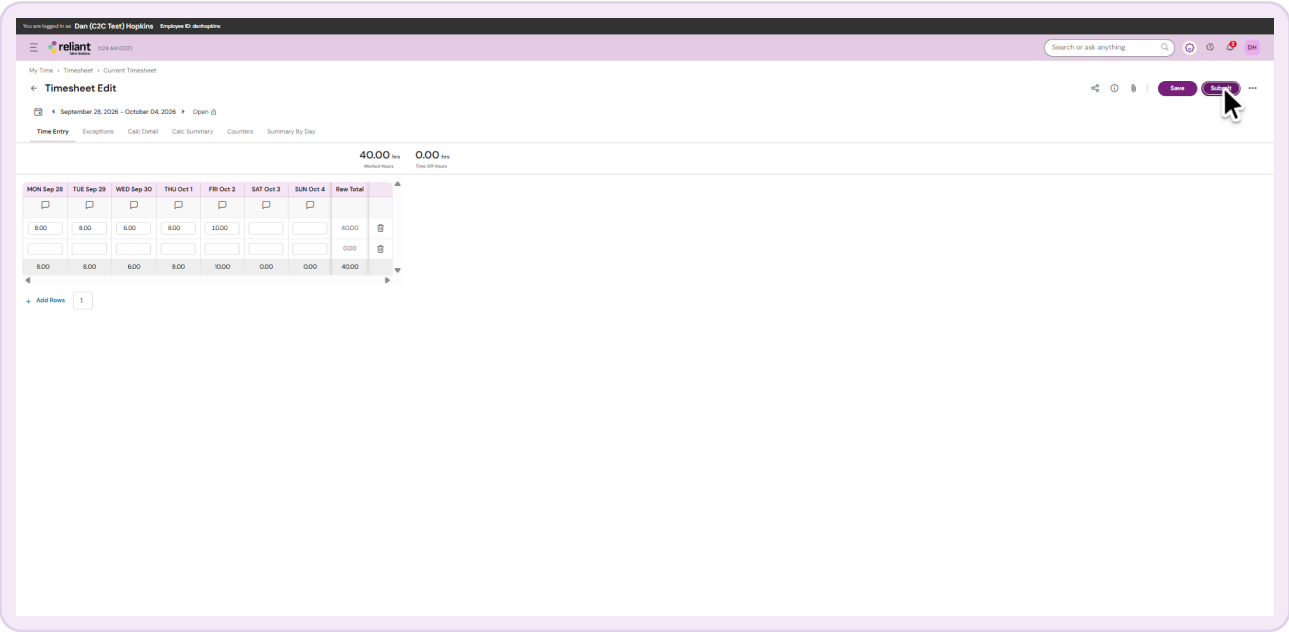
Click Save in the top-right corner.



10

Submit for Approval

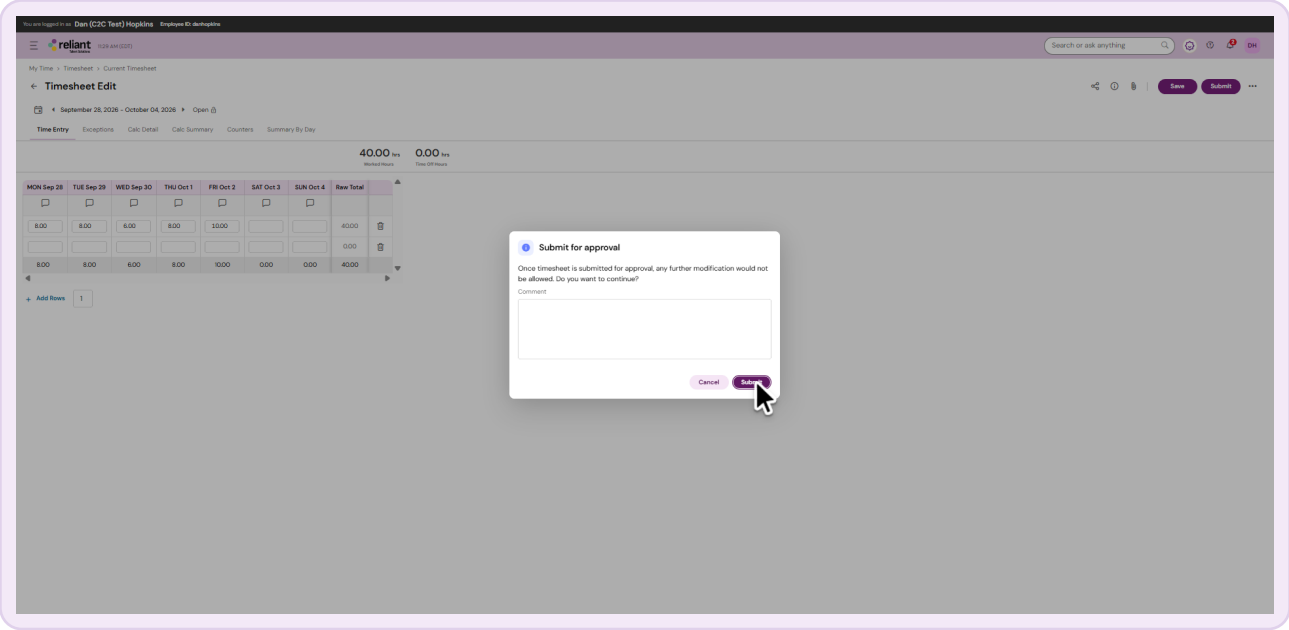
Check Worked Hours at the top of the page — it should match your total for the week. Then click Submit.



11

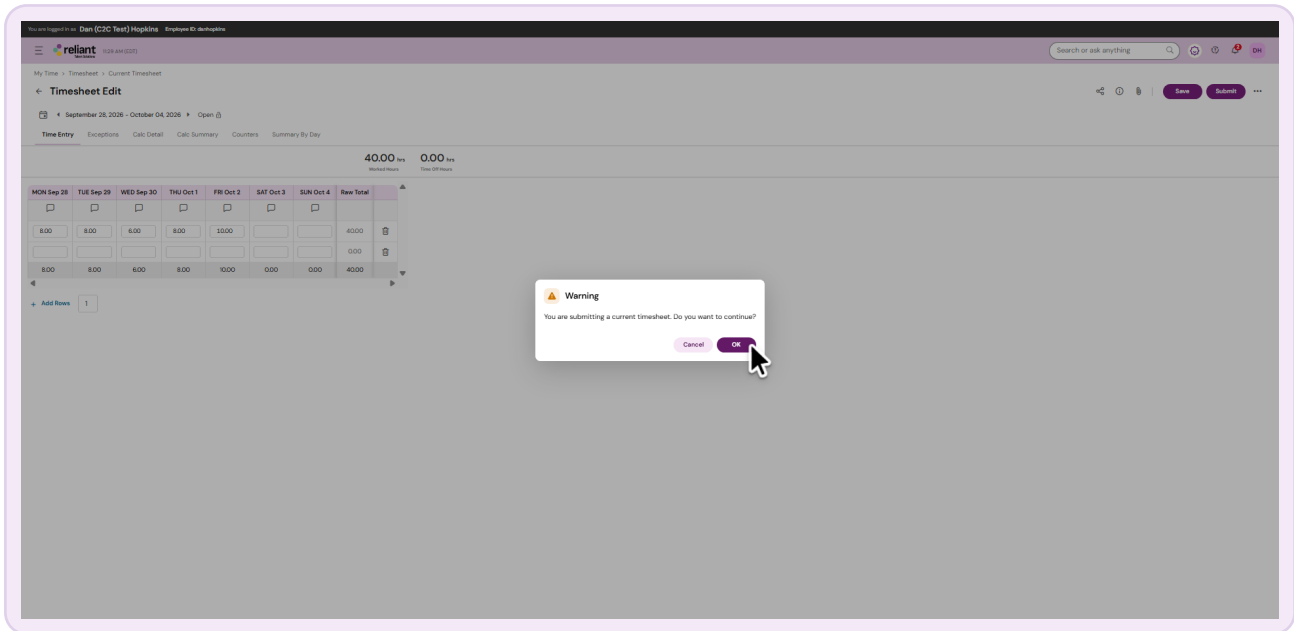
Confirm Your Submission

The Submit for approval box reminds you that no changes can be made after you submit. Add a comment if needed, then click Submit.



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A Warning message asks if you want to submit the current timesheet. Click OK. You're done.



That's it — your timesheet is submitted.

Your manager will review and approve it

Quick recap

- Click View my timesheet in the Clock box on your dashboard
- Type your hours in the box for each day you worked
- Check the Raw Total and Worked Hours
- Click Save
- Click Submit, confirm, then click OK

Need help?

If a screen doesn't look like this guide, your hours won't save, or you need to change a timesheet you already submitted, email UKGsupport@hirereliant.com and we'll help. Include your name and a screenshot if you can.