

Record and Save Your Work Hours in Your Timesheet

Browser / Desktop Walkthrough

Use this guide to clock in, fix or add hours on your timesheet, add notes, and save your work. It takes about 5 minutes. Use Chrome or Edge on your computer.

Forgot to clock in or out?

No problem. You can type your hours in by hand on your timesheet (Steps 05–06). Add a note so your manager knows what happened (Steps 08–11).

Save often — submit at the end of the week

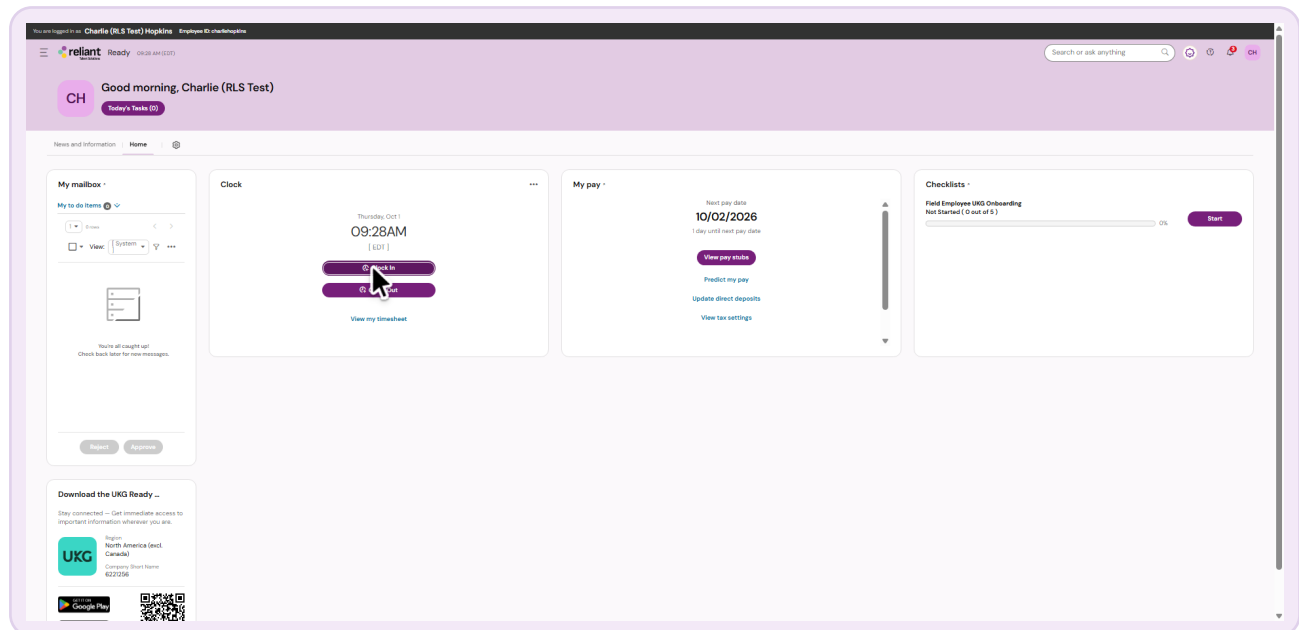
Click Save any time you make a change. When your hours for the week are complete, click Submit so your timesheet can be approved and paid.

What you'll do

- Sign in and clock in from your dashboard
- Open your timesheet
- Enter or adjust your hours for each day
- Add a note to explain an entry
- Save your changes, then submit when your week is done

01 Clock In from Your Dashboard

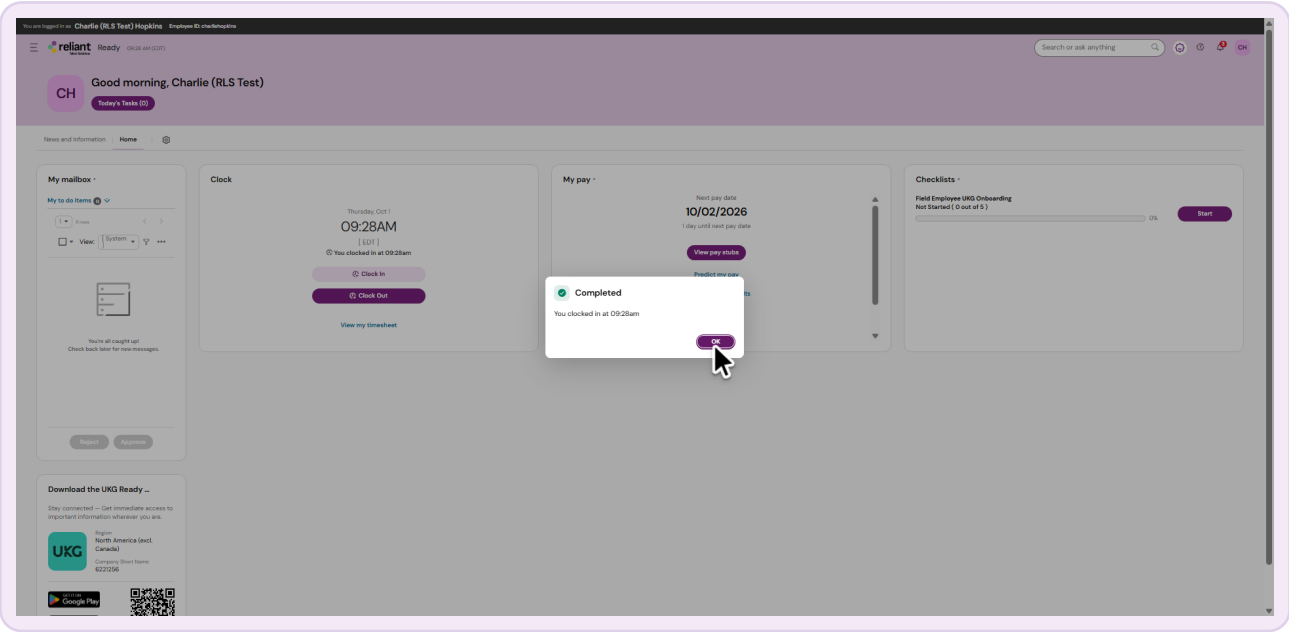
Go to secure7.saashr.com and sign in. On your dashboard, find the Clock box and click Clock In to start your workday.



02

Confirm You're Clocked In

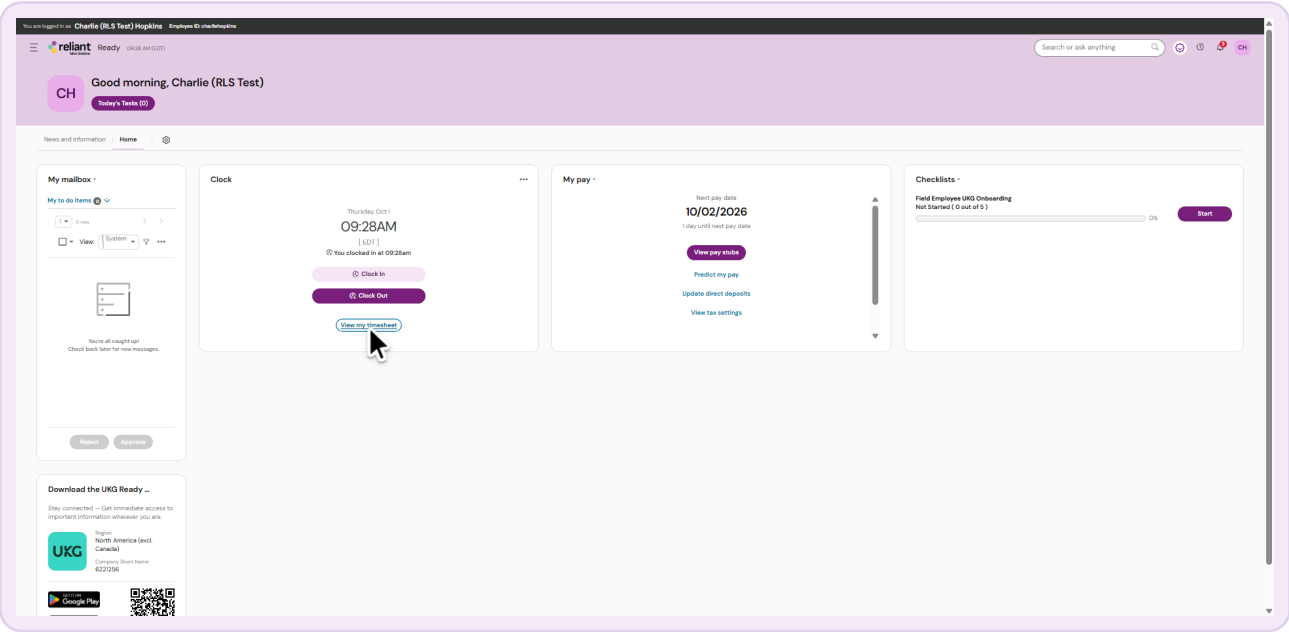
A Completed message pops up with your clock-in time. Click OK to close it.



03

Open Your Timesheet

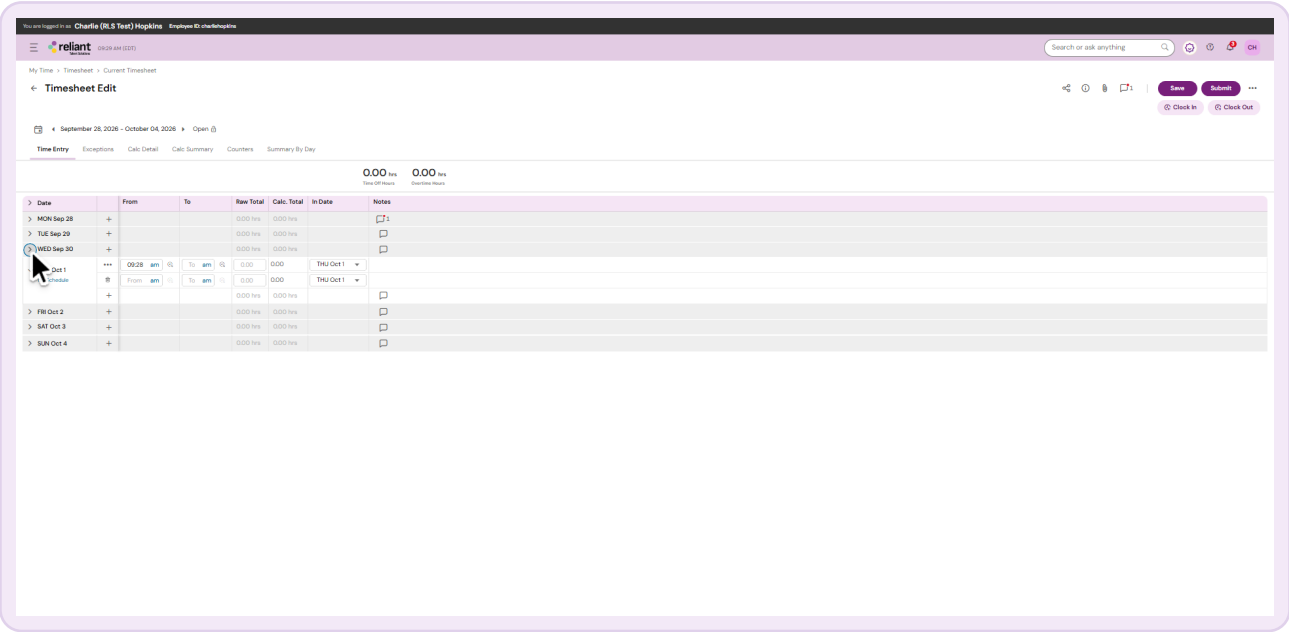
In the Clock box, click View my timesheet to see your hours for the current pay period.



04

Expand a Day

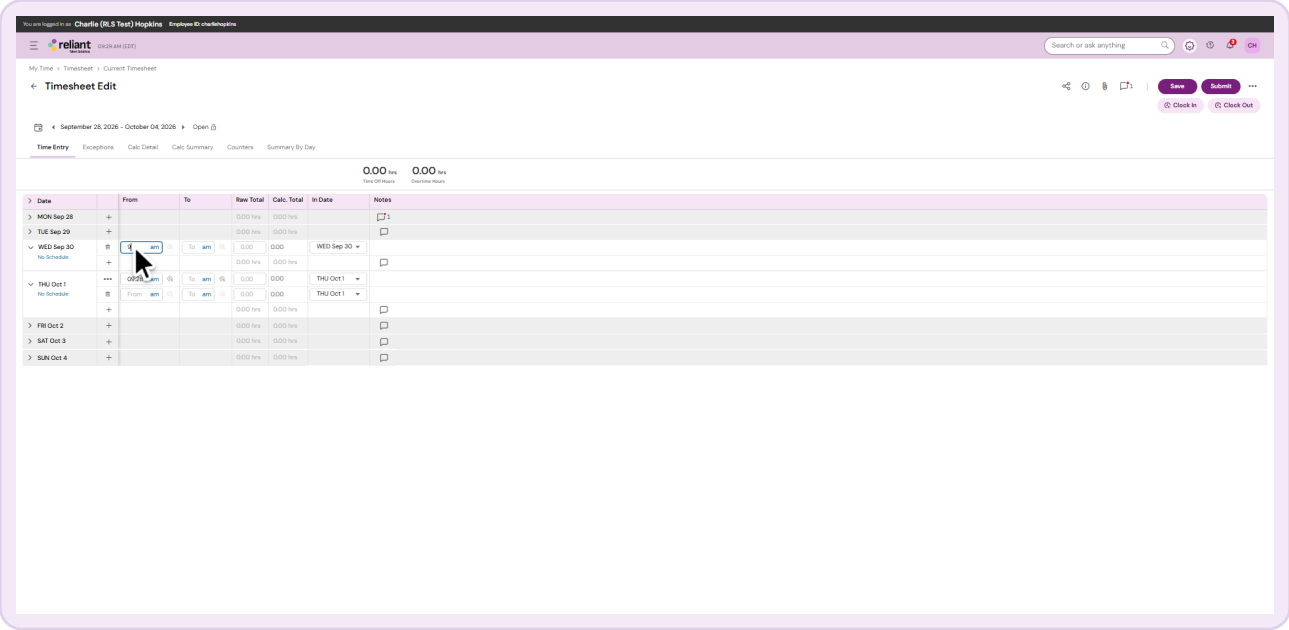
Click the arrow next to the day you want to update. This opens the time entry rows for that day.



05

Enter Hours Worked

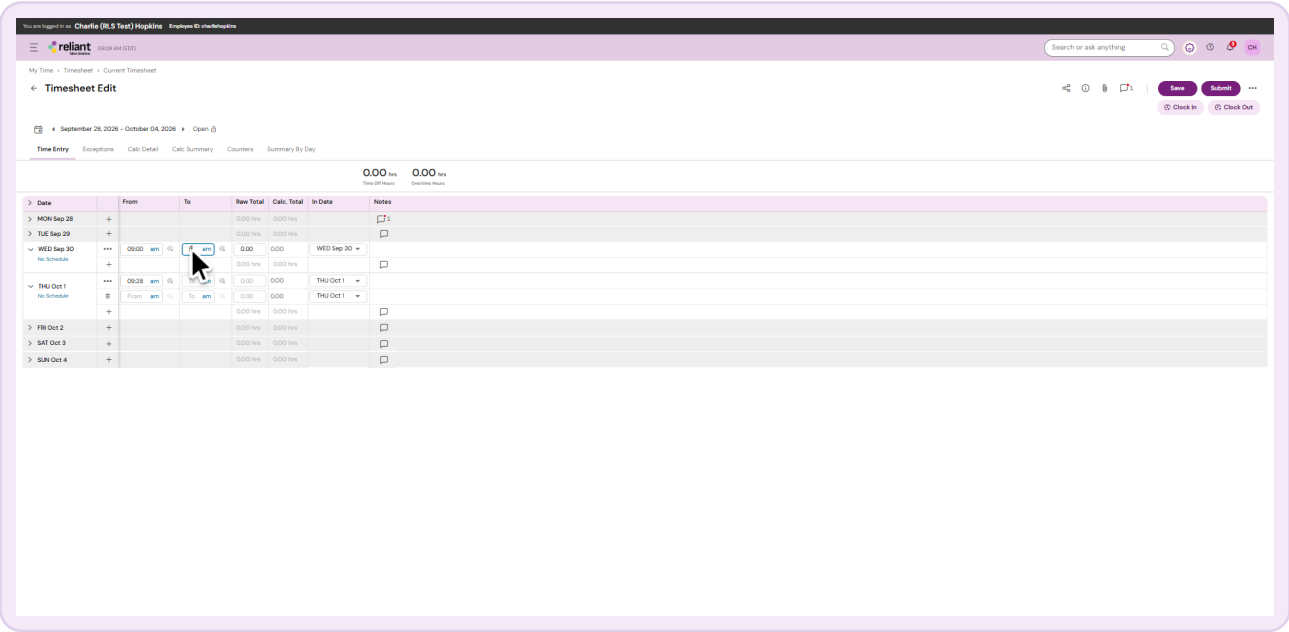
Forgot to clock in or out? Type your start time in the From box. You can enter hours by hand for any day you missed.



06

Add Your End Time

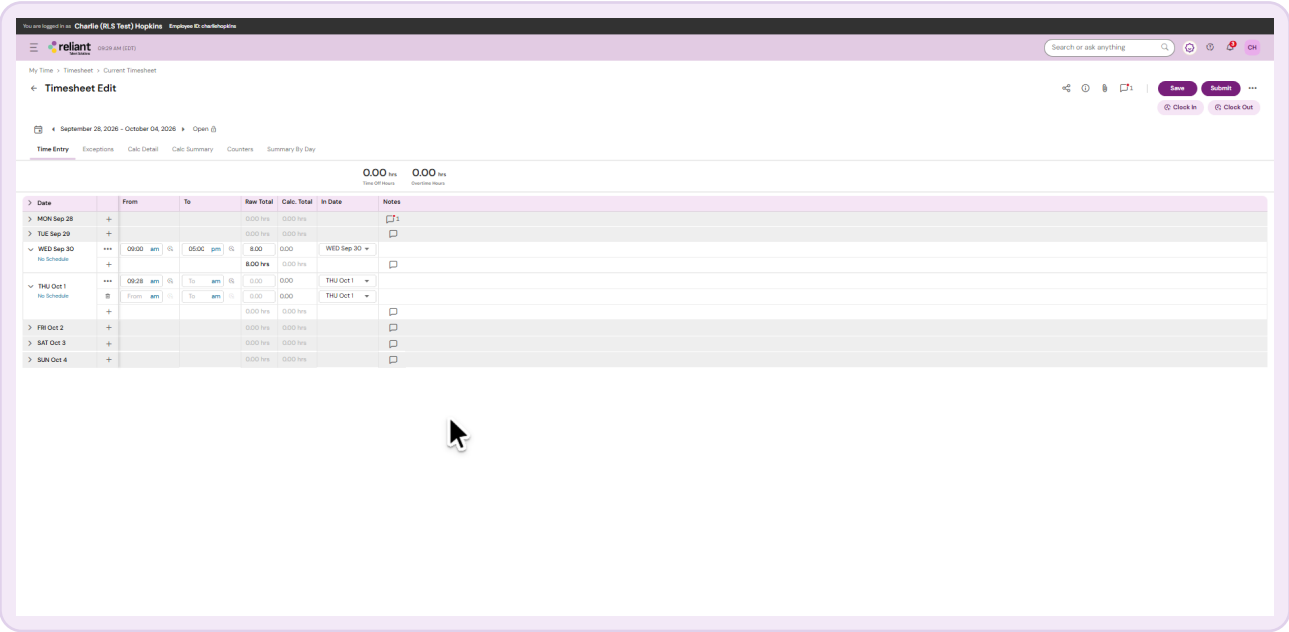
Type your end time in the To box. Your total hours for the day update automatically.



07

Check Your Totals

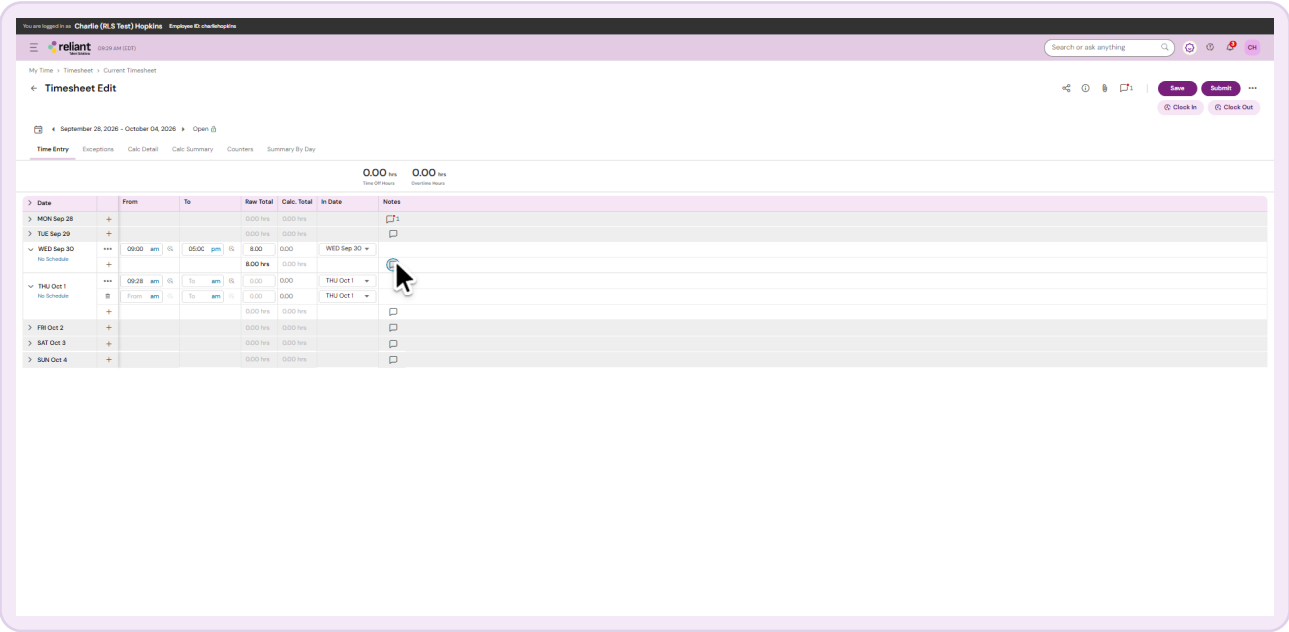
Review the day's entry and your total hours at the top of the timesheet. Make sure everything looks right.



08

Open the Notes Box

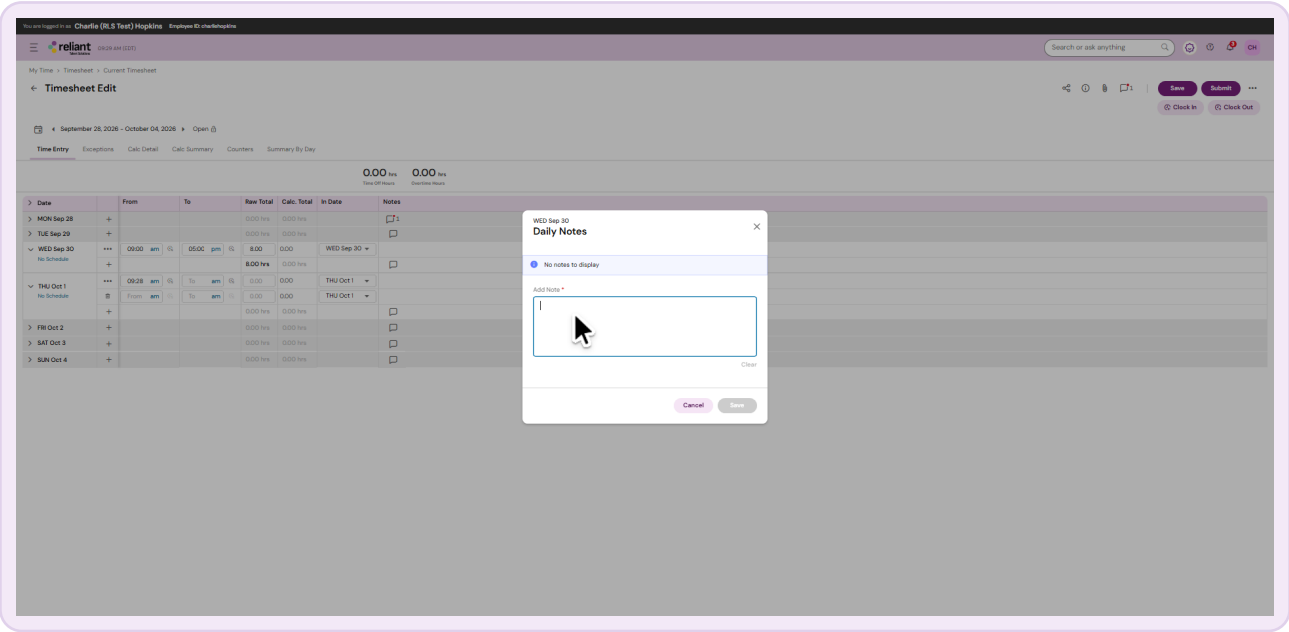
Click the note icon in the Notes column for that day.



09

Add a Note

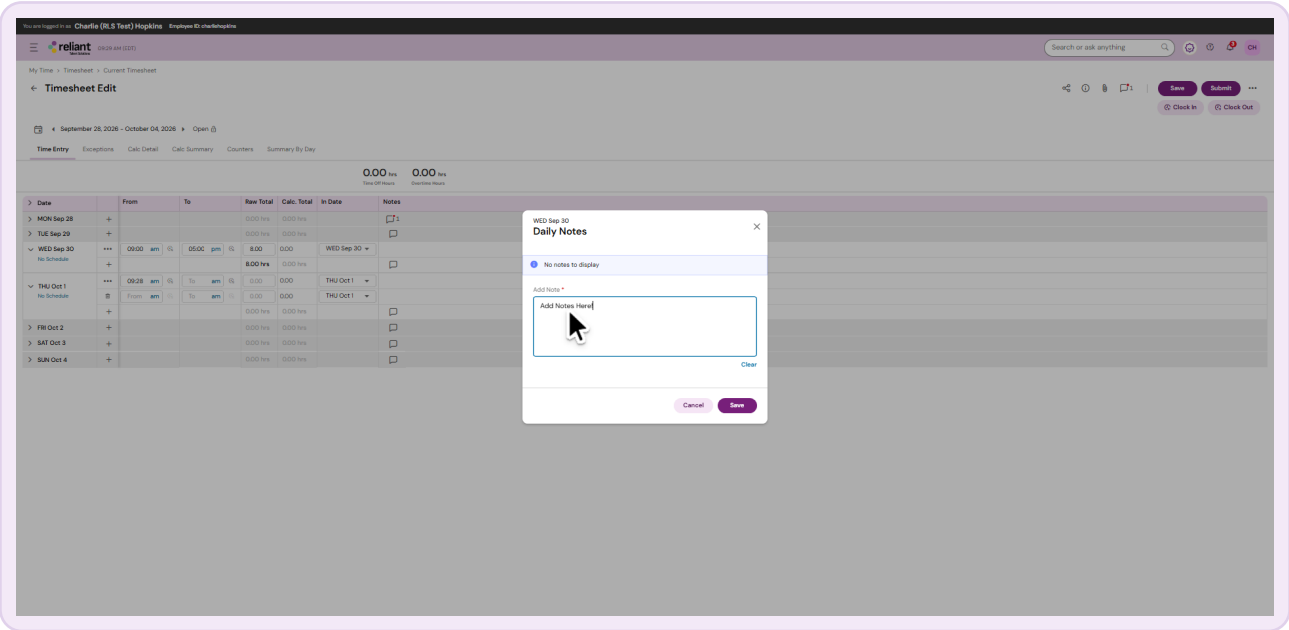
The Daily Notes box opens. Click inside the text box to start typing.



10

Type Your Note

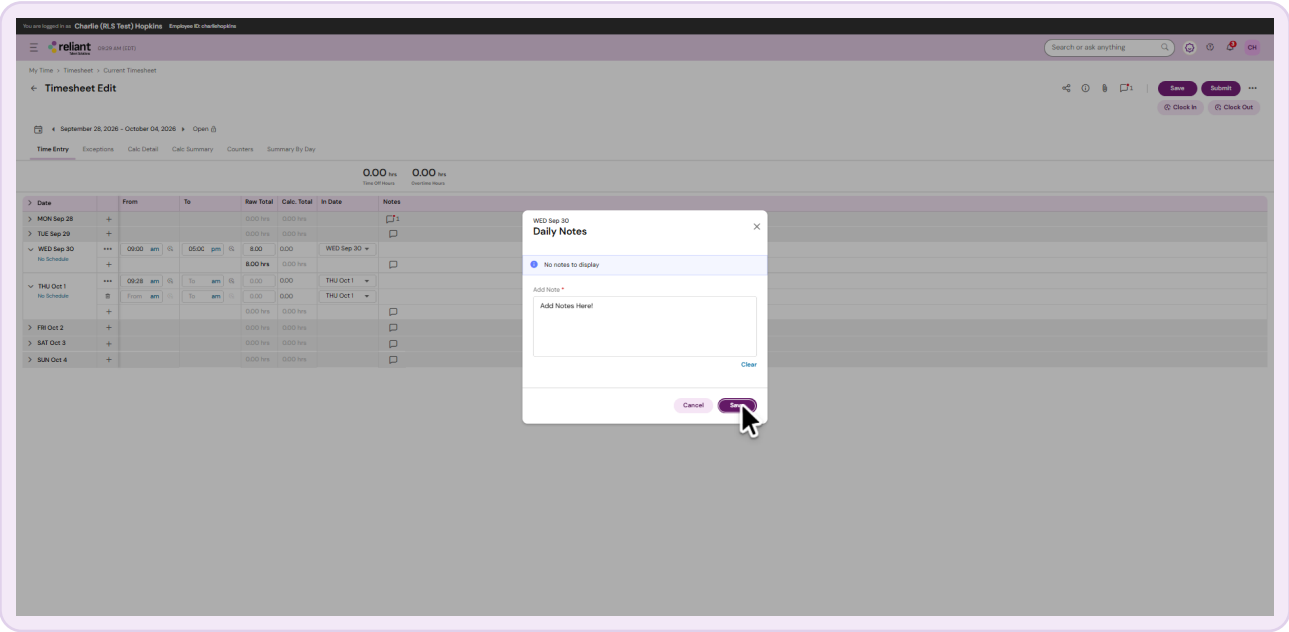
Add a short explanation — for example, "Forgot to clock out" or "Worked late for a client deadline."



11

Save Your Note

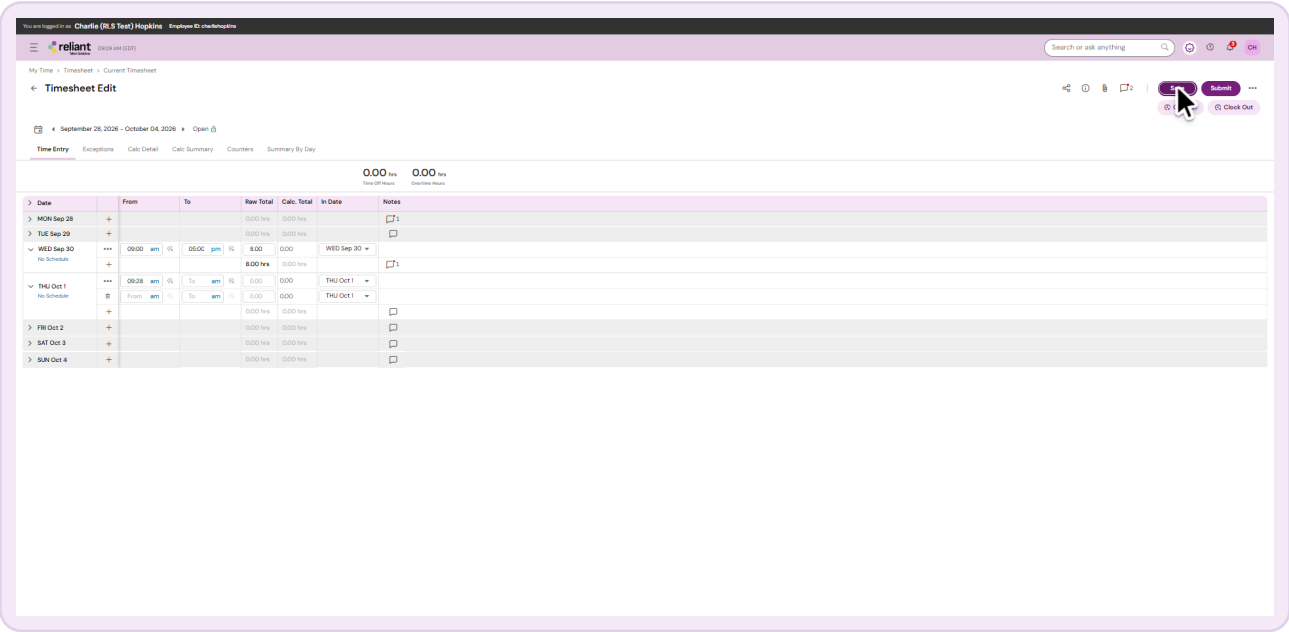
Click Save in the Daily Notes box. A note icon now shows on that day.



12

Save Your Timesheet

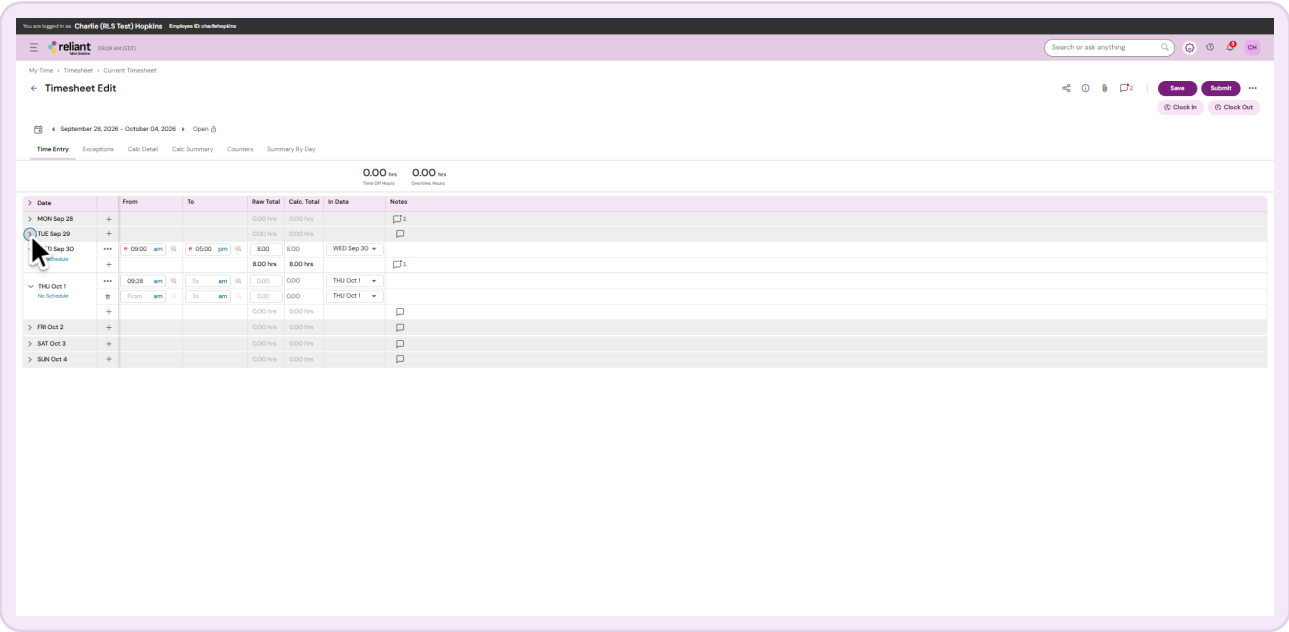
Click Save in the top-right corner of the timesheet to keep your changes.



13

Move to Another Day

Click the arrow next to another day to open it and add or review hours.



14

Keep Adding Days

Repeat for each day you worked. Expand each day, enter your From and To times, and add notes as needed.

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09:29 AM (EST)

Search or ask anything

My Time > Timesheet > Current Timesheet

Timesheet Edit

Save Submit

Click In Click Out

September 26, 2026 - October 04, 2026

Open ()

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

0.00 hrs

0.00 hrs

0.00 hrs

0.00 hrs

> Date	From	To	Raw Total	Calc. Total	In Date	Notes
MON Sep 28	+		0.00 hrs	0.00 hrs		
Tue Sep 29	From am To am		0.00	0.00	Tue Sep 29	
+			0.00 hrs	0.00 hrs		
WED Sep 30	09:00 am 05:00 pm		8.00	8.00	WED Sep 30	
+						
THU Oct 1	09:28 am To am		0.00	0.00	THU Oct 1	
+	From am To am		0.00	0.00	THU Oct 1	
+			0.00 hrs	0.00 hrs		
FRI Oct 2	+					
SAT Oct 3	+		0.00 hrs	0.00 hrs		
SUN Oct 4	+		0.00 hrs	0.00 hrs		

15

Review the Whole Week

Scroll through the week and confirm every day you worked has hours.

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09:29 AM (EST)

Search or ask anything

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

> Data

From

To

Raw Total

Calc. Total

In Date

Notes

MON Sep 28

No Schedule

8

From

am

To

am

0.00

0.00

MON Sep 28

+

0.00 hrs

0.00 hrs

TUE Sep 29

No Schedule

8

From

am

To

am

0.00

0.00

TUE Sep 29

+

0.00 hrs

0.00 hrs

WED Sep 30

No Schedule

08:00

am

8

08:00

pm

8

8.00

8.00

WED Sep 30

+

8.00 hrs

8.00 hrs

THU Oct 1

No Schedule

09:28

am

8

To

am

8

0.00

0.00

THU Oct 1

+

0.00 hrs

0.00 hrs

FRI Oct 2

+

0.00 hrs

0.00 hrs

SAT Oct 3

+

0.00 hrs

0.00 hrs

SUN Oct 4

+

0.00 hrs

0.00 hrs

16

Save and Submit

Click Save after each change. When your hours for the week are complete, click Submit to send your timesheet for approval.

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09:29 AM (GMT)

Search or ask anything

CH

My Time > Timesheet > Current Timesheet

Timesheet Edit

Save Submit

Click In Click Out

September 28, 2026 - October 04, 2026

Open

Time Entry

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

0.00 hrs

0.00 hrs

Save Off Hours

Save On-Call Hours

Date	From	To	Raw Total	Calc. Total	In Data	Notes
MON Sep 28 No Schedule	From 12:00 am To am	0.00	0.00	0.00 hrs	0.00 hrs	MON Sep 28
TUE Sep 29 No Schedule	From am To am	0.00	0.00	0.00 hrs	0.00 hrs	TUE Sep 29
WED Sep 30 No Schedule	08:00 am 08:00 pm	8.00	8.00	8.00 hrs	8.00 hrs	WED Sep 30
THU Oct 1 No Schedule	08:28 am am	0.00	0.00	0.00	0.00	THU Oct 1
FRI Oct 2 No Schedule	From am To am	0.00	0.00	0.00 hrs	0.00 hrs	FRI Oct 2
SAT Oct 3			0.00 hrs	0.00 hrs		
SUN Oct 4			0.00 hrs	0.00 hrs		

That's it — your hours are saved.

Remember to submit at the end of the week

Quick recap

- Clock in from your dashboard and click OK to confirm
- Open your timesheet with View my timesheet
- Expand a day and enter your From and To times
- Add a note to explain missed punches or changes
- Click Save after every change
- Click Submit when your week is complete

Need help?

If a screen doesn't look like this guide, your hours won't save, or you can't submit, email UKGsupport@hirereliant.com and we'll walk you through it. Include your name and a screenshot if you can.