

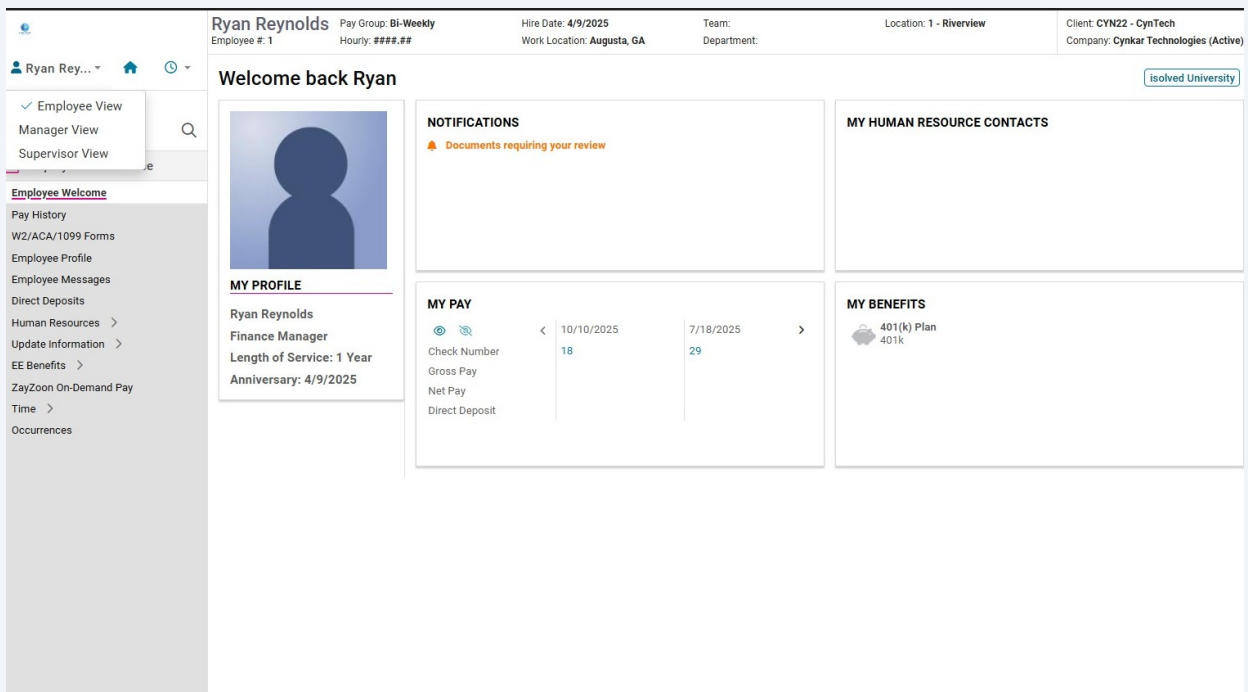
# How To View Approaching Overtime Alerts



This guide demonstrates how to track approaching overtime hours within isolated. Follow these steps to efficiently monitor alerts and generate detailed reports for payroll and management review.

If you do want these alerts sent as a notification or email, let us know and we can set this up.

1 Navigate to <https://connect.threadhcm.com/default.aspx#/default.aspx>



2 Select "Manager View" from the user profile menu.

**isolved** Delivered by thread

RC

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location: 1 - Riverview Client: CYN22 - CynTech  
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Acti

Welcome back Ryan isolved University

**MY PROFILE**  
Ryan Reynolds  
Finance Manager  
Length of Service: 1 Year  
Anniversary: 4/9/2025

**NOTIFICATIONS**  
Documents requiring your review

**MY HUMAN RESOURCE CONTACTS**

**MY PAY**

	< 10/10/2025	7/18/2025 >
Check Number	18	29
Gross Pay		
Net Pay		
Direct Deposit		

**MY BENEFITS**  
401(k) Plan  
401k

Employee View  
Manager View  
Supervisor View

Employee Welcome  
Pay History  
W2/ACA/1099 Forms  
Employee Profile  
Employee Messages  
Direct Deposits  
Human Resources >  
Update Information >  
EE Benefits >  
ZayZoon On-Demand Pay  
Time >  
Occurrences

**isolved** Delivered by thread

RC

Ryan Reynolds Pay Group: Bi-Weekly Hire Date: 4/9/2025 Team: Location: 1 - Riverview Client: CYN22 - CynTech  
Employee #: 1 Hourly: ####.## Work Location: Augusta, GA Department: Company: Cynkar Technologies (Acti

Welcome back Ryan isolved University

**MY PROFILE**  
Ryan Reynolds  
Finance Manager  
Length of Service: 1 Year  
Anniversary: 4/9/2025

**NOTIFICATIONS**  
Documents requiring your review

**MY HUMAN RESOURCE CONTACTS**

**MY PAY**

	< 10/10/2025	7/18/2025 >
Check Number	18	29
Gross Pay		
Net Pay		
Direct Deposit		

**MY BENEFITS**  
401(k) Plan  
401k

Employee View  
Manager View  
Supervisor View

Employee Welcome  
Pay History  
W2/ACA/1099 Forms  
Employee Profile  
Employee Messages  
Direct Deposits  
Human Resources >  
Update Information >  
EE Benefits >  
ZayZoon On-Demand Pay  
Time >  
Occurrences

### 3 Select "Alert Monitoring" from the menu.

The screenshot shows the 'My Dashboard' interface. On the left, a navigation menu lists various options, with 'Alert Monitoring' highlighted by an orange circle. The main dashboard area displays a summary of pending transactions and punches, including a notification about pending time off requests and a status for pending punches between 1/26/2026 and 7/21/2026.

### 4 Select the "Approaching OT" option from the Alert Type Dropdown. Choose the date range You're looking for Click "Apply"

The screenshot shows the 'Alert Monitoring' configuration page. The 'Alert Type' dropdown menu is open, and 'Approaching OT' is selected, highlighted by an orange circle. The 'Apply' button is also highlighted. The page includes various filters for Policy Group, Worked Labor, EE Status, Manager, EE Group, Pay Group, Labor Value, EE Type, Supervisor, Severity, Start Date, and End Date. The 'Apply' button is located at the bottom of the filter section.

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Filtered: Status (Active), Alert Type (Approaching OT), Start Date (04/15/2026), End Date (04/21/2026)

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...
- Occurrence Tracking

Policy Group: ANY, Worked Labor: ANY, Active, EE Status: ANY, Manager: ANY, EE Group: ANY

Pay Group: ANY, Labor Value: ANY, EE Type: ANY, Supervisor: ANY

Severity: ANY, Alert Type: Approaching O..., Start Date: 4/15/2026, End Date: 4/21/2026

Apply Reset

Employee N... Date/Time... Alert Type... Severity... Department... Project... Manager... Supervisor

5

Here you'll see all employees who have an Approaching OT Alert on their timecard. Locate the desired record and click "View" to go to the timecard

Client: CYN22 - CynTech Legal: Cynkar Technologies

My Dashboard

Filtered: Status (Active), Alert Type (Approaching OT), Start Date (04/15/2026), End Date (4/25/2026)

Options

- Pending Transactions
- Pending Punches
- Alert Monitoring
- Employee Punch Status
- Punch Note Response
- Scheduled Vs Worked Hou...
- Earnings Summary of Hou...
- Occurrence Tracking

Employee N...	Date/Time	Alert Type	Severity	Department	Project	Manager	Supervisor
● Bailey, Christo...	04/22/2026	Approaching ...	Low			Reynolds, Ryan	View
● Button IV, Benj...	04/22/2026	Approaching ...	Low			Reynolds, Ryan	View

6

Once you've gotten to the timecard, you'll be able to see the Alert symbol on the block of time where they crossed over the Approaching OT Threshold. If you put your mouse over the block of time, you can see the alert.

The screenshot shows a timecard for Ryan Rey... with a navigation menu on the left. The main area displays a calendar view for the week of Sun 04/19/2026 to Sat 05/02/2026. A tooltip is shown over a 9.50 hour block on Wednesday, 4/23, from 8:00 AM to 5:30 PM. The tooltip contains the following information:

- Hour:** 9.50 hrs
- In:** Wed 8:00 AM EDT
- Out:** Wed 5:30 PM EDT
- Duration:** 9.50
- Labor:**
- Alerts:** Approaching OT
- Status Severity:** Low
- Policy Group:** Hourly FT

7

You can also navigate to Reports and run the Alert Export by Date Range to view this information for all employees. Click Reports

The screenshot shows the 'Employee List' page in the 'Reports' section. The 'Reports' menu item is circled in orange. The page displays a table of employees with the following columns:

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2427	Ryan			Delete	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		

## 8 Click "My Reports"

Client: CYN22 - CynTech Client Search

### Employee List

[Expand All Groups](#)
[Collapse All Groups](#)
[Clear Grouping/Filters](#)

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Na...	Middle Name	Last Name	Status	Team	Department
Cynkar Technolo...	Bi-Weekly	0006	Christopher	Chris		Bailey	Active		
Cynkar Technolo...	Bi-Weekly	0025	Benjamin	Ben		Button IV	Active		
Cynkar Technolo...	Bi-Weekly	2427	Ryan			Delete	Active		
Cynkar Technolo...	Bi-Weekly	0013	David			Dooly IV	Active		
Cynkar Technolo...	Bi-Weekly	0024	Samuel			Doore	Active		
Cynkar Technolo...	Bi-Weekly	2354	Penn			Employee	Active		
Cynkar Technolo...	Bi-Weekly	2391	Test			Employee	Active		
Cynkar Technolo...	Bi-Weekly	0003	Guy		R	Fieri	Active		
Cynkar Technolo...	Bi-Weekly	2365	Rickie			Fowler	Active		
Cynkar Technolo...	Bi-Weekly	2381	David	Dave		Grohl	Active		
Cynkar Technolo...	Bi-Weekly	2378	Dustin			Hoffman	Active		
Cynkar Technolo...	Bi-Weekly	0018	John			Jack	Active		
Cynkar Technolo...	Bi-Weekly	38	Michael			Jackson	Active		
Cynkar Technolo...	Bi-Weekly	0026	Nathan			Johnson	Active		
Cynkar Technolo...	Bi-Weekly	2363	Bridget			Kelly	Active		

Page 1 of 1 (82 items)

## 9 Select "Alerts Export" from the list of report templates.

Report Category: All isolved University

Search:  [Filter](#)

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	Date Range
Alerts Export	By Payroll Run
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run
Bank Account Reconciliation	Date Range
Bank Account Reconciliation Summary	Date Range

[Generate Report](#) [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

#### Absence Export

Standard Report [TM] - This Date Range report displays employee absence details, with approval and comments. Format Excel.

**Filtering**

From Date:

To Date:

Legal Company: CYN22 - Cynkar Technologies

Pay Groups:

Employee:

**Options**

Format: Excel

isolved © 2026

10

Configure the report date range any other settings and click "Generate Report". Click "Go To My Reports Queue"

Client: CYN22 - CynTech

### My Reports

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	Date Range
Alerts Export	By Payroll Run
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

**Generate Report** **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

**Alerts Export**  
Standard Report [TM] - This By Payroll Run Excel Export displays all time card and scheduling alerts that occurred within the specified Pay Run

**Filtering**

From Date: 4/18/2026  
To Date: 4/25/2026  
Legal Company: CYN22 - Cynkar Technologies  
Pay Groups:  
Employee Status:

**Options**  
Format: Excel

Client: CYN22 - CynTech

### My Reports

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	Date Range
Alerts Export	By Payroll Run
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

**Generate Report** **Go To My Reports Queue**

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

**Alerts Export**  
Standard Report [TM] - This By Payroll Run Excel Export displays all time card and scheduling alerts that occurred within the specified Pay Run

**Filtering**

From Date: 4/18/2026  
To Date: 4/25/2026  
Legal Company: CYN22 - Cynkar Technologies  
Pay Groups:  
Employee Status:

**Options**  
Format: Excel

isolved Delivered by thread ✓ Your report request has been submitted. Client Search isolved University

Client: CYN22 - CynTech

### My Reports

Report Category: All Search:  Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	Date Range
Alerts Export	By Payroll Run
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

**Generate Report** [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

**Alerts Export**  
Standard Report [TM] - This By Payroll Run Excel Export displays all time card and scheduling alerts that occurred within the specified Pay Run

**Filtering**

From Date:  To Date:   
 Legal Company:   
 Pay Groups:   
 Employee Status:

**Options**

Format:

11

Click "View Report" to download or open the generated file.

isolved Delivered by thread Client Search isolved University

Client: CYN22 - CynTech

### My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
CYN22	Alerts Export	GENERATED	4/22/2026 04:42:59 PM	4/22/2026 04:42:59 PM	4/22/2026 04:43:03 PM	4/25/2026 04:43:03 PM	<a href="#">View Report</a>

[Delete](#) [Refresh](#)

**Report Parameters**

Report Name: Alerts Export  
 Report Type: Date Range  
 From Date: 4/18/2026  
 To Date: 4/25/2026  
 Legal Company: Cynkar Technologies  
 Format: Excel