

## General

The user can use this menu option to query the **master data** and **account balances** of the most important time recording accounts for a specific key date.

In the **date field** (marked green), the user can enter an alternative date (alternative key date). The date can either be entered directly in the format dd.mm.yyyy (e.g.: 03.04.2023) or selected by clicking on the calendar symbol. By updating (click on the "**Refresh**" button, marked red) you will get the account values for the selected key date.

Personal / Accounts

Refresh

Date 11.09.2023

Print

**Personal Data**

Lastname	Rennard
Firstname	Renate
Employee id	SuW0001
Card no.	0000000000
Username	SuWadmin
Group	SuW-Personal

**Account values**

Time balance	-957:34 h
Remaining holidays	24,5 d
Unplanned holidays (to 31.12.2023)	24,5 d
Planned holidays (to 31.12.2023)	0,0 d
Consumed holidays (yearly)	0,5 d
Holiday entitlement (yearly)	25,0 d
Sick days (yearly)	0,0 d
yr. Doctor's appointments (hrl.)	0,00 h
Passive travel time (mily.)	0,00 h

**NOTIZ**

Note: There may be company-specific deviations in the list of account values shown!

## Personal data

In addition to general personal data such as **surname** and **first name**, further information is also displayed:

- **Employee ID** - Personnel number including the fixed prefix (0001 in this case; generally: the first 4 digits of the employee ID)
- **Card no** - e.g. of ID-card or access-card
- **Username** - Login name of the employee, whereby the e-mail address can also be used for the login.
- **Group**- the department to which the employee is assigned.

## Account values

The account values provide an overview / summary of the most important time accounts for the **key date** selected under "Date":

### NOTIZ

Note: There may be company-specific deviations in the list of account values shown!

- **Time balance** - the sum of the actual time (actual attendance) reduced by the target time.
- **Remaining holidays** - the currently available remaining vacation in days
- **Unplanned holidays** - corresponds to the remaining vacation minus the planned vacation in days.
- **Planned holidays** - Planned vacation in days

- **Consumed holidays** - days of holiday already consumed
- **Holiday entitlement:** days left to book
- **Sick days (yearly)** - the annual sick days
- **Doctor's appointments (hrl.)** - the booked doctor's courses in hours
- **Passive travel time (mly.)**

W A R N U N G

**Important:** The displayed values are the values for the selected key date!