

Where can I find vacation data?

Information on your own vacation allowance

Every user can find details such as the number of available vacation days under [Master data / Accounts](#)¹ in the menu.

The vacation allowance is affected by vacation requests ([vacation request](#)² or [absence request](#)³) and by the cancellation of such requests ([absence cancellation](#)⁴).

Information on the vacation accounts of other employees

As an admin or in the "HR" role, you can find data in the following functions:

- [Correction-Client # Day view](#)⁵: corrections to vacation accounts are also made here, e.g. for aliquoting in the year of joining
- [Reports # Annual accounts # Vacation](#)⁶: here you will find various vacation accounts as of a reference date for all employees or a subgroup of them. Querying individual persons is also possible.
- [Reports # Statistics # Vacation](#)⁷: for each person, you can track the development of vacation accounts over the course of a selected year

Which changes are possible?

- Changes to the vacation allowance, the assignment date, possible tiering, parameters for aliquoting, etc. are generally made under Person/Settings/Time tracking/Vacation.
- Corrections to the remaining vacation allowance available to a person for the current year are made in the [Correction-Client # Day view](#)⁸.
- Corrections to absences, e.g. if approved vacation could not be fully taken because of illness during the vacation, are made in the [Absence Client](#)⁹.

1. </daisy/personalwolke-admin/5869-dsy.html?language=4>
2. </daisy/personalwolke-admin/10099-dsy.html?language=4>
3. </daisy/personalwolke-admin/5876-dsy.html?language=4>
4. </daisy/personalwolke-admin/6858-dsy.html?language=4>
5. </daisy/personalwolke-admin/6190-dsy.html?language=4>
6. </daisy/personalwolke-admin/10726-dsy.html?language=4>
7. </daisy/personalwolke-admin/10752-dsy.html?language=4>
8. </daisy/personalwolke-admin/6190-dsy.html?language=4>
9. </daisy/personalwolke-admin/6152-dsy.html?language=4>