

## 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**, 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.: 03.04.2021), or selected by clicking on the calendar symbol. By updating (click on the "**Refreash**" button) you will get the account values for the selected key date.

### 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)

**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.

**Holiday entitlement** - employee's vacation entitlement in days

## Account values

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

**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

**Sick days (yearly)** - the annual sick days

**Doctor's appointments (hrl.)** - the booked doctor's courses in hours

**Passive travel time (mly.)**

#### WARNUNG

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