Personal / Accounts

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 "**Refresh**" 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.
Holidy 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.)

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