

# 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 / Accounts

Refresh Print

Date 07/01/2021

**Personal Data**

|                            |            |
|----------------------------|------------|
| Lastname                   | Rosso      |
| Firstname                  | Cloudia    |
| Employee id                | 000210342  |
| Card no.                   | 0000000000 |
| Username                   | ppross     |
| Group                      | PP-AGB1    |
| Holiday entitlement (vrl.) | 25.0       |

**Account values**

|                                    |          |
|------------------------------------|----------|
| Time balance                       | 24.54 h  |
| Remaining holidays                 | -242.0 d |
| Unplanned holidays (to 31.12.2021) | -300.0 d |
| Planned holidays (to 31.12.2021)   | 58.0 d   |
| Consumed holidays (yearly)         | 2.0 d    |
| Sick days (yearly)                 | 0.0 d    |
| yr. Doctor's appointments (hrl.)   | 0.00 h   |
| Passive travel time (mily.)        | 0.00 h   |

## 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.)**

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