

General

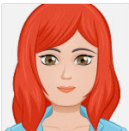
The user can use this menu option to query the **master data** and **account balances** of the most important time recording accounts for a specific key date.

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


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

W A R N U N G

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