Master data / accounts

General

This menu item lets you query your **master data** and the **account balances** of your most important time tracking accounts for a specific key date.

In the **date field** (marked green), you can enter an alternative date (alternative key date). The date can either be entered directly in the format mm/dd/yyyy (e.g., 04/03/2023) or selected by clicking the calendar icon. Refreshing (clicking the "**Query**" button, marked red) returns the account values for the selected key date.

Personal data

In addition to general personal data such as **last name** and **first name**, further information is displayed:

- **Employee ID** - employee number including the fixed prefix ("SuW" in this case; in general: the first 4 characters of the employee number)
- **ID card no.** - if your company has employee ID cards or similar, their number is recorded here
- **Username** - login name; the email address can also be used to log in
- **Department** - the department you are assigned to
- **Annual vacation entitlement** - your 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":

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Note: The list of account values shown may deviate depending on your company.

- **Balance** - the sum of the actual time (actual attendance) minus the target time
- **Remaining vacation** - the remaining vacation currently available, in days
- **Unscheduled vacation** - corresponds to the remaining vacation minus the scheduled vacation, in days
- **Scheduled vacation** - scheduled vacation in days
- **Vacation days taken (annual)** - the vacation days already taken
- **Sick days (annual)** - the annual sick days
- **Doctor's visits (hrs)** - the booked doctor's visits in hours
- Passive travel time (monthly) - information on the time spent traveling as a passenger

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Important: The values displayed are the values as of the selected key date!