

# 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!