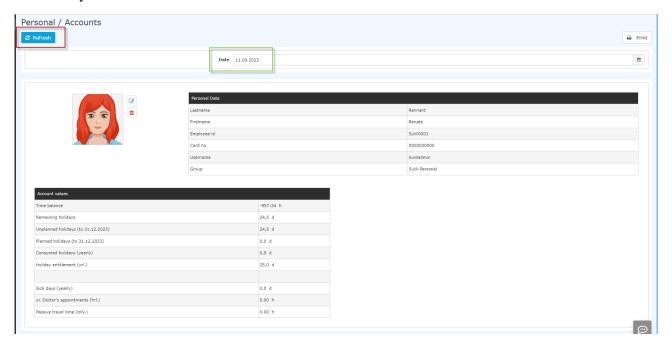
Personal / Accounts

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** (marked green), 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.: 03.04.2023) or selected by clicking on the calendar symbol. By updating (click on the "**Refresh**" button, marked red) 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)
- Card no e.g. of ID-card or access-card
- 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.

Account values

The account values provide an overview / summary of the most important time accounts for the **key date** selected under "Date":

NOTIZ

Note: There may be company-specific deviations in the list of account values shown!

- **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

Personal / Accounts

- Consumed holidays days of holiday already consumed
- Holiday entitlement: days left to book
- Sick days (yearly) the annual sick days
- **Doctor's appointments (hrl.)** the booked doctor's courses in hours
- Passive travel time (mly.)

WARNUNG

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

Personal / Accounts 2