

# HRM4Baltics updates – January 2024

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## General

### Shortcuts in payroll

Shortcuts have been added to the payroll window, allowing users to easily navigate to different tabs pertaining to the selected employee without exiting the payroll window.

← Payroll Calculation

|                 |                                    |                    |         |
|-----------------|------------------------------------|--------------------|---------|
| Calculation     | A08                                | Accounting period  | 2024-02 |
| Description     | Tööaeg ja töötasud koos puudumiste | Payment period     | 2024-03 |
| Accounting Date | 29.02.2024                         | Calculation period | 2024-02 |
| Payment date    | 04.03.2024                         |                    |         |

Calculation Journals Report History

Employees | [Manage](#)

- Filter
- Employment
- Seniority Entries
- Salaries
- Bank Accounts
- Claims
- Dimensions
- Employee Card
- Contracts
- Passivity
- Parameters
- Percentages
- Non-Resident

### Configurable email templates for notifications

The notification solution now includes an option to send email notifications using a pre-set email template. Email templates allow longer and more structured notifications to be sent to employees.

To use the solution, an email template must be set up for the desired notifications. To this end, a new 'Notification' type has been created in email templates.








← E-Mail Templates (HRM4Baltics)

Search + New Manage

| Template Type                | Template Code | Description ↑ ▼ | Subject           |
|------------------------------|---------------|-----------------|-------------------|
| <a href="#">Notification</a> | NOTIFICATION  | Announcement    | Shortened workday |

A new column for the email template indicator has been created in the notification settings, providing the ability to select a pre-set email template.


 Notification Setup (HRM4Baltics)

|  Search  New  Edit List  Delete  Edit  View  Add All |                 |             |                      |                      |  |
|--|-----------------|-------------|----------------------|----------------------|--|
| Code ↑ ▼   | Type ↑          | Sorting No. | Notification Formula | E-Mail Template Code |  |
| → NOTE   | ⋮ National H... | 0           |                      | NOTIFICATION         |  |
|  |                 |             |                      |                      |  |

## Payroll

### Adding a decimal point to wage groups

When setting up wage groups, it is now possible to enter values with a decimal point in the 'Minimum wage' column.


 Salary Group Levels (HRM4Baltics)

|  Search  New  Edit List  Delete |         |                |                |              |  |
|---|---------|----------------|----------------|--------------|--|
| From Date   | To Date | Minimum Salary | Maximum Salary | Value Points |  |
| → 01.03.2024  | ⋮       | 4,25           | 8              |              |  |
|   |         |                |                |              |  |

### Setup of holiday pay calculation by standard hours

A new formula syntax has been created for holiday pay calculation, which allows for holiday pay to be calculated on an hourly basis when calculating holiday pay according to maintenance of wages or monthly wages.

This solution is primarily designed for enterprises where the length of the working day varies from day to day. If different working day lengths have been established in the enterprise, the new formula syntax can determine the daily holiday pay in hours according to the set working day lengths when calculating holiday pay according to maintenance of wages and monthly wages. This ensures that, in the case of maintenance of wages, the employee receives their regular monthly wage.

### Nominal Hours

|                         |     |
|-------------------------|-----|
| Monday Nominal Hours    | 8,2 |
| Tuesday Nominal Hours   | 8,2 |
| Wednesday Nominal Hours | 8,2 |
| Thursday Nominal Hours  | 8,2 |
| Friday Nominal Hours    | 7,2 |
| Saturday Nominal Hours  |     |
| Sunday Nominal Hours    |     |

## Absences

### Adding an approval round based on absence type

It is now possible to set up a separate approval round for each absence type. An approval round can be added from the 'Reasons for lack of application' list. If no separate approval round has been set for the absence type, the default approval round set for the absence type will be used.

← Request Cause Of Absence (HRM4Baltics)

Search + New Edit List Delete

| Holiday Type ↑ | Holiday Description | Default Holiday Duration | Approval Group No. | Need Complete Date Formula | Auto Complete Date Formula |
|----------------|---------------------|--------------------------|--------------------|----------------------------|----------------------------|
| EMAPUHK...     | Emapuhlkus          | 0                        | NATIONAL HOLIDAY   |                            |                            |
| ISAPUHKUS      | Isapuhkus           | 1                        | NATIONAL HOLIDAY   | 7D                         | 5D                         |
| LAPSEPUH...    | Lapsepuhkus         | 1                        | NATIONAL HOLIDAY   | 7D                         | 5D                         |
| → LISAPUHK...  | Lisapuhkus 7 pä...  | 0                        | HOLIDAY            | 7D                         | 5D                         |
| ÖPPEPUHK...    | Öppepuhkus          | 0                        | NATIONAL HOLIDAY   | 7D                         | 5D                         |
| PUHKUS         | Puhkus              | 1                        | NATIONAL HOLIDAY   | 7D                         | 25D                        |
| TALVEPUH...    | Talvepuhkus         | 7                        | HOLIDAY            | 7D                         | 5D                         |
| VANEMAP...     | Vanemapuhkus        | 0                        | NATIONAL HOLIDAY   |                            |                            |

### Finding a substitute for person approving holiday requests

If previously the substitute for the person approving holiday requests was always selected from the employee card, now a new setting called 'Type of approval substitute' has been added to payroll settings, with the options 'Substitute records' and 'Employee card' under it. If the person

responsible for approving holiday requests is on holiday and the 'Substitute records' option is selected, the request for holiday will be forwarded for approval to the substitute approver who has been designated as the substitute on the approver's holiday request. If the 'Employee card' option is selected, the substitute will be chosen from the employee card.

### Absence and Working Hours Setup

|                               |  |
|-------------------------------|--|
| Holiday Code Filter           | P_PUHKUSJP_TAIENDAV  |
| Absence Insert Check          | Warning  |
| Absence Reg. Check            | Warning  |
| Aged Holiday Allowed Date     | <input type="text"/>                                       |
| Find Approval Subtituent From | Employee Card<br><b>Employee Card</b><br>Subtituent Ladger |

### Timesheets

Layout of day columns in the timesheet is configurable

It is now also possible to configure the layout of the days section when designing timesheets. A new row called 'Day columns' has been introduced to field settings, to which a sort number can be assigned similarly to other columns.

← Fields (HRM4Baltics)

Search Edit List Delete Show Selected Show All

| Field No. ↑ | Field Name                 | Sorting No. | Visible                             | Always Visible           | Width | Text Bold                           |
|-------------|----------------------------|-------------|-------------------------------------|--------------------------|-------|-------------------------------------|
| → 0         | Day Columns                | 10000       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3,20  | <input type="checkbox"/>            |
| 1           | Working Schedule Group No. |             | <input type="checkbox"/>            | <input type="checkbox"/> | 5,00  | <input type="checkbox"/>            |
| 2           | Employee No.               | 200         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5,00  | <input checked="" type="checkbox"/> |
| 3           | Month                      |             | <input type="checkbox"/>            | <input type="checkbox"/> | 5,00  | <input type="checkbox"/>            |

### Automatic break type

A new type of break – 'Combined' – has been introduced to the automatic break-adding solution for timesheets that can add up different shift entries and calculate the total hours worked per day. The system calculates the total consecutive hours worked and determines breaks based on the configured settings.

This solution is primarily intended for enterprises that do not use a designated break solution for shifts.

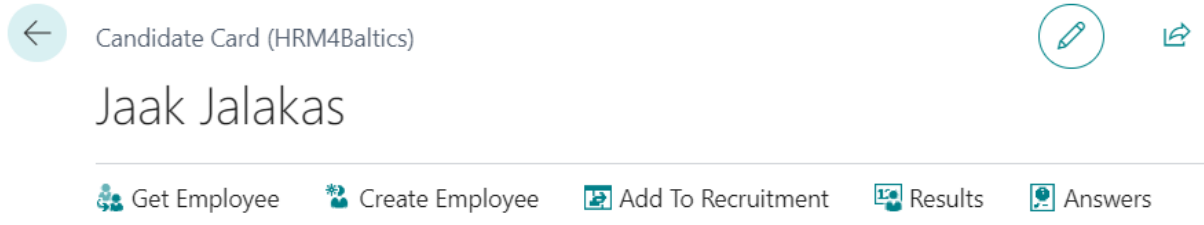
**Breaks**

|  |                       |      |
|--|-----------------------|------|
| Break Type .....                         | Reduces Working Hours | ▼    |
| Automatic Break .....                    | Multiple              | ▼    |
| Length of Time to Get Break .....        |                       | 4,00 |
| Length of Time to Get Double Break ..... |                       |      |
| Length of Break (Hours) .....            |                       | 0,50 |

## Recruitments

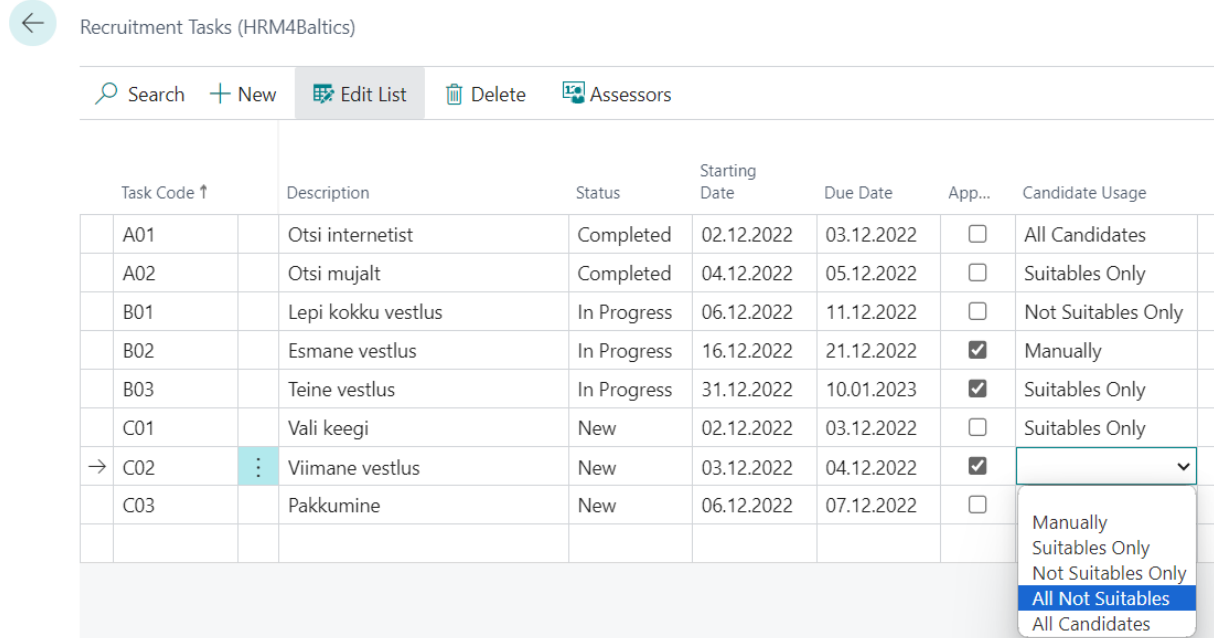
Candidate card now includes 'Results' and 'Answers' buttons

The shortcuts 'Evaluations' and 'Responses' have been introduced to the candidate card, allowing users to conveniently access the candidate evaluations and responses page. If a candidate moves from one recruitment stage to the other, their evaluations move along with them.



'All unsuitable' option added to the recruitment tasks card

A new option 'All unsuitable' has been added to recruitment task lines, which consolidates all candidates marked with 'Not suitable' under 'Suitability' on their card. This option allows all unsuitable candidates to be grouped onto a single task line (eg providing feedback to unsuitable candidates).



## Training

VAT configurable when adding a purchase invoice amount to training card

When linking purchase invoices to training, it is now possible to set whether the amount is taken from the purchase invoice with or without VAT. This setting can be found under type of training cost.

← Training Cost Types (HRM4Baltics) ✓ Saved

Search + New Edit List Delete

| Code ↑  | Name  | Column Order No. | Posting Type | Posting No. | Purchase Document Amount Type   |
|---------|-------|------------------|--------------|-------------|---|
| FOOD    | Food  | 0                |              |             | Amount Including VAT  |
| → HOTEL | Hotel | 0                |              |             | Amount Including VAT<br>Amount Including VA<br>Direct Unit Cost<br>Amount Including VAT |

## Self-service

Displaying balance on holiday request now configurable

New columns have been added to the settings for reasons for lack of holiday request, allowing users to configure whether and as of what date the balance is shown on the holiday request. On the holiday request, it is possible to display the balance either as of the end of the year or as of the end of the holiday period.

← Request Cause Of Absence (HRM4Baltics) ✓ Saved

Search + New Edit List Delete

| Holiday Type ↑ | Cause of Absence Code | Def...                              | Require HR Confirmation on Balance | Instructions                         | Instructions Style | Show File | File Instructions   | Instructions Style | 31.12 Balance Visible | End Date Balance Visible |
|----------------|-----------------------|-------------------------------------|------------------------------------|--------------------------------------|--------------------|-----------|---------------------|--------------------|-----------------------|--------------------------|
| → EMAPUHKUS    | L_EMAPUH              | <input type="checkbox"/>            |                                    |                                      | Standard           | Show      |                     | Bold               | Show                  |                          |
| ISAPUHKUS      | L_ISAPUHK             | <input type="checkbox"/>            |                                    |                                      | Standard           | Show      |                     | Bold               | Show                  |                          |
| LAPSEPUH...    | L_RIIKLIK             | <input type="checkbox"/>            |                                    | SKA-s on vaja ka taotlus esitada!    | Blue Italic        | Required  | SKA faili lisa siia | Standard           | Hide                  |                          |
| LISAPUHK...    | P_TAIENDAV            | <input type="checkbox"/>            |                                    |                                      | Standard           | Show      |                     | Bold               | Show                  |                          |
| ÖPPEPUHK...    | P_OPPE                | <input type="checkbox"/>            |                                    |                                      | Standard           | Show      |                     | Bold               | Show                  |                          |
| PUHKUS         | P_PUHKUS              | <input checked="" type="checkbox"/> | 6,00                               |                                      | Standard           | Hide      |                     | Bold               | Show                  | Show                     |
| TALVEPUH...    | P_TALV                | <input type="checkbox"/>            |                                    | Saad võtta ainult siis kui lumi o... | Red Bold It...     | Hide      | Faili ei pea lisama | Grey               | Show                  |                          |
| VANEMAP...     | LHOOLD                | <input type="checkbox"/>            |                                    |                                      | Standard           | Show      |                     | Bold               | Show                  |                          |

Last invoice number in the expenditure reports list

The expenditure reports list now includes a new column that displays the last invoice number related to the expenditure report.



Expense Reports (HRM4Baltics)

| Report No.<br>↑ | Event Description                 | Request Status | Total Amount | Compensation Amount | Payment Method | Has Invoice              | Last Invoice No. | Current Approver |
|-----------------|-----------------------------------|----------------|--------------|---------------------|----------------|--------------------------|------------------|------------------|
| ARUANNEO...     | Tapa, Eesti                       | New            | 0,00         | 0,00                |                | <input type="checkbox"/> |                  | -                |
| ARUANNEO...     | Tartu, Eesti                      | New            | 0,00         | 0,00                |                | <input type="checkbox"/> |                  | -                |
| ARUANNEO...     | Prillikompensatsioon periood a... | New            | 0,00         | 0,00                |                | <input type="checkbox"/> |                  | -                |
| ARUANNEO...     | Tapa, Eesti                       | New            | 0,00         | 0,00                |                | <input type="checkbox"/> |                  | -                |
| ARUANNEO...     | Tapa, Eesti                       | New            | 250,00       | 225,00              |                | <input type="checkbox"/> |                  | -                |

### Verification of absence of substitute configurable on holiday request

New fields have been added to the settings for reasons for lack of holiday request, allowing users to set up verification of holiday request substitute. The verification process is applied in a situation where the person designated as the holiday substitute is absent at the same time. The verification can be configured to either issue a warning or prohibit the submission of the holiday request if the substitute is on holiday at the same time.

Check Substitute

Substitute Insert Check (Portal)

Special 14 Days Check (Request)