HRM4Baltics what's new – March 2024

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General

Change in Job Positions and Employment Contract description

The character limit for job position and employment contract descriptions has been changed. It is now possible to add up to 4000 characters in the descriptions.

Adding a QR code generator

Now it's possible to generate a QR code for the employee card.
Configuration can be done in the Payroll Setup window:

Payroll Setup (HRM4Baltics)

| Periods | Structure | Notofications | Tax Declaration Setup | Related Dimensions | Actions ··· |
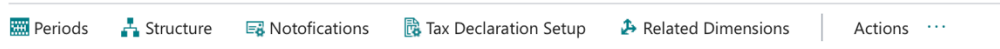
Global Settings

Trust Fund Interface

Trust Fund 1%	PEN1 ▾
Trust Fund 2%	PEN2 ▾
Trust Fund 3%	PEN3 ▾

QR Code

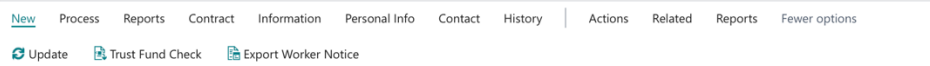| Automatic QR Code | ⬤ (on) |
| QR Code Lenght | 20 |

And then the code is generated onto the employee card:

Employee Card (HRM4Baltics)

A001 · Holger-Kulgur Saviauk

New | Process | Reports | Contract | Information | Personal Info | Contact | History | Actions | Related | Reports | Fewer options

↻ Update | Trust Fund Check | Export Worker Notice

Basic Information   Show less

No.	A001	Title	Mr. ▾
First Name	Holger-Kulgur	Search Name	HS
Last Name	Saviauk	Previous Name	
Personal ID	45710120319	Nickname	Hulk
Job Title	IT mees	Employee Position	Employee ▾
Serniority	10 years	Fontes Manager Type	▾
Education Level		Health Inspection	○
Status	Active	Blocked	○
Birth Date	10.12.1957	QR Code	bUVMJQU0uGjPU0eytbhq
Age	66 years	QR Picture	[QR code image]
Deny Birth Date Publish	⬤ (on)		
Sex	Male ▾		

Managing manager information on a date-based structure plan

In the structure plan by date, a new field Manager No.has been created. This provides a better overview and allows for date-based management of executive information on the structure line.

Structure Plan by Date

| Search | + New | Edit List | Delete | Level 2 | Professions |

Plannig Date   08.04.2024

Osakond I Tase No. ↑	Name	Manager No.	Current Manager No.	Dimension Value	Loc...	Excl. from Stru... Plan	From Date ▼
→ 10 ⋮	Finantsosakond	T003	T003	FIN	☐	☐	
11	Juhatus	T003	T003	JUH	☐	☐	
12	Turundusosakond	T003	T003	TUR	☐	☐	
13	Müügiosakond	T003	T003	MYYK	☐	☐	
14	Teenindus	T012	T003	TEENINDUS	☐	☐	28.03.2024

In the contract line, limiting file templates.

Now it is possible to add filters to the required file template settings, which simplifies the process of hiring a new employee. Based on the configured filters, the appropriate set of files to be sent to the employee is displayed.

Required Files Sets (HRM4Baltics):	All ⌄	Search	+ New	Delete	Edit List	File Types				
Set No. ↑	Description		No. of File Types	One Request per Set	Contract Type Filter	Profession Filter			Blocked
NEWEMP	New Employee Set		0	✓					☐
NEWEMPDOC	New Emloyee Documents		3	✓	10|11	1020-00			☐
SET1 ⋮	New type		1	✓					■

Absences

Email notification to the manager

Now it's possible to set up notification configurations to also include the manager. For example, if a manager wants to receive a notification at the beginning of each month when their subordinates take leave that month, they can configure this on the Notification Setup Card. Make sure to also add it to the Group Extra Notification Formula.

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Notification Setup Card (HRM4Baltics)

TEADE17 · Vacation (Begin)

Notification Setup

Code	TEADE17	Additional Filter	
Type	Vacation (Begin)	Holiday Payment Filter	
Description		Use Seniority	⬤
Sorting No.	5	Hide In List	⬤
Employee Filters	VERSION(1) SORTING(Nr.) WHERE(Seisuno ···	Entries	109

Sending Setup

Notification Formula	-2D	Send E-mail to Manager	
Group Date Formula	2D	E-mail	
Grouping Type		E-Mail Template Code	

Default payment to the Holiday Schedule

We made an enhancement to the holiday schedule. If a default holiday payment is assigned to the employee card, it will be included when adding the employee to the holiday schedule.

Holiday Schedule (HRM4Baltics)

Batch Name ··········· 2024

New   Manage   Excel   Substitution   Posting   Absences | Actions   Reports   Fewer options

Employee No.		Employee Name	From Date	To Date	Days	Holiday Code	Description	Holiday Payment	Posted
T007	⋮	Tanel Kaupmees	02.02.2024	07.02.2024	6	P_PUHKUS	Puhkus	Payday	No
T007		Tanel Kaupmees	20.05.2022	24.05.2022	5	P_PUHKUS	Puhkus	Payday	No
T007		Tanel Kaupmees	13.03.2024	19.03.2024	7	P_PUHKUS	Puhkus	Payday	No
T007		Tanel Kaupmees	07.03.2024	13.03.2024	7	P_PUHKUS	Puhkus	Payday	No
T007		Tanel Kaupmees	12.12.2024	31.12.2024	17	P_PUHKUS	Puhkus		No
T007		Tanel Kaupmees	22.11.2024	23.11.2024	2	P_PUHKUS	Puhkus		No
A004		Bilbo Paunaste-Pommer	15.03.2024	22.03.2024	8	P_PUHKUS	Puhkus		No

Working Schedule

Day view in the new Working Schedule

In the new working schedule view, it is now possible to open a day view. Day view can be displayed by double-clicking on the weekday.

View - Working Schedule Entries (HRM4Baltics)

Employee No. ↑	Employee Name	Working Schedule Group No.	Date ↑ ▼	W.	Working Shift Code	Since ↑	Till ↑	Hours	Normal Hours	Night Hours	Holiday Hours	Break	Day Overtime Hours	Sho Nomina
A002	Kuldar Kuldar Kuldar Kuldar Kuld...	SELVER KESK...	01.03.2024	Fr		08:24:10	16:24:10	8	8					
T003	Kalle Tamm	TOOTMINE	01.03.2024	Fr	KON	08:30:00	17:00:00	8,5	8,5					
T003	Kalle Tamm	AUTOD	01.03.2024	Fr		10:00:00	16:00:00	5	5			1		
T003	Kalle Tamm	AUTOD	01.03.2024	Fr		16:00:00	18:00:00	2	2				1	
T004	Olga Ruusla	AUTOD	01.03.2024	Fr		10:00:00	14:00:00	4	4					
T004	Olga Ruusla	AUTOD	01.03.2024	Fr		14:00:00	18:00:00	3,5	3,5			0,5		
T004	Olga Ruusla	AUTOD	01.03.2024	Fr		18:00:00	20:00:00	2	2				3,5	
T007	Tanel Kaupmees	AUTOD	01.03.2024	Fr		09:45:00	13:45:00	4	4					
T007	Tanel Kaupmees	AUTOD	01.03.2024	Fr		13:45:00	17:45:00	4	4				2	
T008	Elar Põldmaa	TOOTMINE	01.03.2024	Fr	KON	08:30:00	17:00:00	8,5	8,5					
T012	Mari Murakas	TOOTMINE	01.03.2024	Fr	KON	08:30:00	17:00:00	8,5	8,5				0,5	
T012	Mari Murakas	TOOTMINE2	01.03.2024	Fr	KON	08:30:00	17:00:00	8,5	8,5					
T349	Kalle Muna	AUTOD	01.03.2024	Fr		09:00:00	15:00:00	5,5	5,5			0,5		
T349	Kalle Muna	AUTOD	01.03.2024	Fr		15:00:00	20:00:00	5	5				4,5	

Contract Factor in Working Schedule

The contract factor in the working schedule has been added as a new field in the working schedule, allowing to display the employee's working factor in that working schedule group. For example, if an employee works in two stores, with a load of 0.3 in the first store and 0.5 in the second store, then the contract factor in the working schedule group will be displayed alongside their factor in that group.

Apteek ◀ **aprill 2024** ▶ Show: ☑ Hours ☑ Time ☑ F

Group Factor	Contract Factor	Nimi	Nominal Hours	
1h	1	Holger-Kulgur Saviauk	528h	
1h	1	Palle Kamm	176h	
1h	1	Garibaldi Pommer	176h	
1h		Kalle Tamm	144h	
1h	0,5	Olga Ruusla	176h	
1h	0,2	Pirgit-Mai Guru	123,2h	
1h	0,7	Mango Rukis	123,2h	

Hour registration in the Working Schedule

The registration of working hours for a single employee now includes a confirmation prompt. During registration, you will be asked if you want to register the specific hours for this employee. This solution

helps prevent accidentally registering hours for the wrong employee when you intend to register for another.

> (?) Do you want to accept TRI-0151 Heli Tõruke aprill 2024 working schedule (0 h) ?
>
> [Yes] [No]

In the new view of the Working Schedule table, arrow navigation has been added.

In the working schedule table, it is possible to navigate using the arrow keys on the keyboard. You can move up and down, down and up, left and right, and right and left between the squares.

Displaying multiple shifts in the new view of the working schedule table.

In the new view of the working schedule table, it is possible to display multiple different shifts. This can be used when an employee needs to, for example, visit a doctor during lunchtime and then continue with their workday.

Group Factor	Contract Factor	Nimi	Nominal Hours	Total Hours	Nominal Hours Calculated	Difference	Employee Nominal Hours	Employee Hours	Employee Difference	Groups Nominal Hours	Groups Total Hours	Groups Difference	3 months (nominal)	3 months (actual)	3 months (diff.)	R 1
1h		Kati Karula-Karu	152h	7h	152h	-145h	152h	7h	-145h	304	7	-297h	328h	7h	-321h	9:00-12:00 14:00-18:00

Interfaces

EBS General Ledgerl Entry Import File

The HRM4Baltics solution now includes a general ledger entry (payroll) import file for EBS accounting software.

CV Online Interface
Integration with CV Online software has been added to the HRM4Baltics solution. Through the interface, it is possible to retrieve candidate information and CVs into the HRM4Baltics recruitment solution.

Self-Service

Mass approval of holiday requests

In the My Approvals view, it is possible to approve multiple holiday requests at once. To do this, you need to activate the desired holiday requests and then select the Approve button under the Requests section.

Expanding portal rights to include access to working schedules.

From the portal setup, it's now possible to add permissions for viewing working schedules. If an employee is assigned two working schedules to fill out and there's a desire to display a summary table, this can now be configured. From the portal permission template, select the permissions:

Portal Permission Templates (HRM4Baltics)   ✓ Saved

🔍 Search   + New   📝 Edit List   🗑 Delete   🔲 Permissions

	Code ↑		Description	Employees	Default
→	EELARVEJUHT	⋮	Eelarve juht - prillid, sport	1	No
	ISETEENINDUS		Iseteenindus	2	Yes
	ISETEENINDUS ÜKS...		Iseteenindus koos oma üksuse lähetustega	_	No
	JUHT		Juht	3	No

And then add the corresponding working schedule to the Edit Type filter:

Permission Lines   ✓ Saved

🔍 Search   + New   📝 Edit List   🗑 Delete   🎞 View List   🎞 Edit List   🎞 Test (View)   ⋯

	Type ↑		Edit Filters	Edit Extra Filters	Edit Type Filter
	Event Requ...				
	Expense Re...				
→	Working Sche	⋮			⌄

No. ↑	Description
3	Topeltpuudumine2
4	Topeltpuudumine3
APTEEK	Apteek
AUTOD	Autod
COL	Col

Leaving working Schedule with plan has s a control question

In the configuration of the work schedule group, under the "Approval and Registration" sub-tab, a new marker "Plan Confirmation Notice" has been added.

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Approval & Registering

Approval Group No. · · · · · **WS** ⌄

Plan Approval Group ... · · · ⌄

Disable Log · · · · · · · · · · ⬤

Plan Reapproval Notice · · ⬤

When the marker is enabled, the solution will check that the user does not leave the working schedule table without confirming a new plan after making changes. If the user attempts to leave the table without confirming, a message "You made changes, please confirm the plan!" will be displayed. This notification appears when the user leaves the table or changes the month. The notification will not be displayed when closing the browser window.

Copying Planned Costs to Expense Report Lines

A separate button Copy Budget Costs has been added to the expense report, allowing for convenient copying of planned event costs to the expense report.

Business Trip/Training Expenses	Manage					↗ ⊡
🎵 Line Dimensions	📋 Line Jobs	📑 Copy Budget Costs	⇲ New Line	⇲ Delete Line		⊣
→			LENNUK	Lennupiletid	1	0,00			

Employee Form and New Employee Form Mandatory Field Red Notifications

Red asterisks have been added next to the fields on the Employee Form and New Employee Form that are designated as mandatory.

Employee Form

Taavi Sau

✔ I Confirm and Submit | More options

Personal ID	3556663343443	Company Mobile Pho...	
Birth Date		E-Mail ✱	
Sex		Company E-Mail ✱	
Job Title		Default E-mail Type	Personal
Vehicle Registration Pl...		Citizenship Code	
Holiday Payment		Citizenship Name	
Student	⬤	Native Language Code	
Comment		Native Language Name	

Address

Non-Resident

Address ✱		Non-resident	⬤
Address 2			

Contact Address

City ✱		Contact Address	
Post Code ✱		Contact City	
County ✱		Contact Post Code	
Country Code		Contact County	
		Contact Country Code	

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