

HRM4Baltics what's new – May 2024

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Webservices

New webservice AbsenceAll

In English: The new service allows querying not only the usual types of absences but also absences added through the self-service portal, including absences related to event requests.

Events

New expense template option on the Event card

On the Event card, there is an option to add the employee's travel expense per night.

Event Request Card (HRM4Baltics)



Kaspar Kaalikas · Koolitus-lähetus · 22.05.24-25.05.24 · Accounting advance

[Jobs](#) [Request Log](#) [Send Message](#) [Approvals](#) [Submit](#) [Delete](#) [Create Offer](#) [Offers](#) [Create Report](#) [Report](#)

Ending Date 25.05.2024

Ending Time 16:00:00

[Request Budget](#) [New Line](#) [Delete Line](#) [Open Line Invoices](#) [Create Prepayment](#) [Jobs](#)

Cost Type	Maximum Unit Amount	Day Cost	Days	Participant Cost	Cost Description	Amount Type
→ PÄEVARAHA		60,00	4	240,00	Daily allowance	Daily Allowance
MAJUTUS	95,00		3		Accommodation	Night
LENNUK			4		Flight Tickets	Trip

Requires configuration of the Amount Type field in the Event expense template line.

Töö Juures AS | Lists ▾ | Tasks ▾ | Documents ▾ | Archive ▾ | Menu ▾ | All Reports | ≡

Event Expense Template Lines (HRM4Baltics): All ▾ | Search | Analyze | + New | Delete | Edit List

Cost Type	Cost Description	Def... Cost Type Code	Instructions	Sort No. ↑	Allo... Offe... (Ma...)	Allo... Offe... (Aut...)	Allo... Req... (Ma...)	Allo... Req... (Aut...)	Allo... Exp... Rep...	Amount Type	Defa
SUNNITOETUS	Sünnitoetus	✓	Sünnitoetus 150 eurot lapse ko...	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trip	
MAJUTUS	Majutus	<input type="checkbox"/>	majutususega seotud kulud	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Trip	
TAKSO	Takso	<input type="checkbox"/>	Takso	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trip	
MAJUTUS	Majutus	<input type="checkbox"/>	Majutuskulud	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trip	
MAJUTUS	Majutus	✓	Majutuskulud	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Night	
MAJUTUS	Majutus	<input type="checkbox"/>	majutus	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Night	

Contracts

Creating connections between the contract and salary is configurable.

On the Payroll setup page, there is a new field: Contract and Salary Connection type.

Payroll Setup (HRM4Baltics)

Periods Structure Notifications Tax Declaration Setup Related Dimensions Actions Automate Fewer options

Vendor Template Code

Skil Employee Dimensions to Vendor

Views

Company Group

Employee Sync. Filters

Synchronize BC Employees

Synchronize Simple Employees

Company External ID

RKA Allowed

Company Main EHAK Code

Contract and Salary Connection Type

Training

Training Over Comp. Nos. %1-%2

Training Document Nos. KL-DOK

Default Training Feedback Questio... ÜLDINE

Health

Health Certificate Nos. TERVISEKON

Risk Factor by Profession

Health Certificate Document Type TER_TÖEND

Fixed Assets

FA Use Payroll Employee

FA Connection

Deny Direct FA on Assets

Resource

Hide Resource Button

Seadistuse väärtused võimaldavad alljärgnevat:

- Create new connection - New relationships are created from the salary change journal for salaries when new contract lines are also created; from the new employee request; from adding structure-based compensation.
- Copy from previous - An automatic relationship is not created from the salary change journal or when adding a structure-based compensation line; it is only prompted when manually adding a new contract line. If you answer yes, the relationship is created.
- Always create and copy - A relationship is always created from all sources. When manually adding a new contract line, a prompt will also appear.

Self-service portal


In the portal, active assets are displayed based on their type, and assets can be mass-approved from the portal.









A new configuration, "Active in portal only," has been added to "Asset Categories" and "Asset Types."

Asset Categories (HRM4Baltics) ✓ Saved

Search Analyze + New Edit List Delete Asst Types More options

Code ↑	Description	Responsible Type	Responsible No.	No. Series	FA Class Code	Only Active in Portal
→ KAPP	Kapp					<input type="checkbox"/>
LIGIPÄÄSUD	Ligipääsud					<input type="checkbox"/>
MAALID	Maalid					<input type="checkbox"/>
MUUD	Muud varad					<input type="checkbox"/>
PÕHIVARA	Põhivara	Employee	T004		ARVUTID	<input checked="" type="checkbox"/>

Asset Types (HRM4Baltics) ✓ Saved  



 Search
 Analyze
 New
 Edit List
 Delete
 Asst Subtypes
More options 
  









Code ↑	Description	Responsible Type	Responsible No.	FA Class Code	FA Subclass Code	Only Active in Portal
→ KAARDID	Kaardid			-		<input type="checkbox"/>

With this configuration, it is possible to ensure that only assets with an Active status are displayed in the portal.

In the request types Assets and Asset approvals, it is possible to include FA-related fields among the configurable fields:

FA No., FA Serial No., FA description.

Portal Request Fields (HRM4Baltics) ✓ Saved  

 Search
 Analyze
 Edit List
Actions 
Automate 
Fewer options 
  

Field Name	Show Portal	Edit Portal	Required	Manager
→ Asset Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Category Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Type Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Subtype Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Asset ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
From Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
To Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Value	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FA No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FA Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FA Serial No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

An enhancement has been made to the list of requests My approvals, allowing for mass approval of assets with the "Approve" button.

Approval Requests

Search Analyze Home Status Filters My Filters Time Filters More options

Open Request Approvals Request Log Approve Cancel Approval Send Back

Request Status	Request Name	Request No. ↑	Name	Job Title
<input type="radio"/> Waiting Ap...	Sündmuse taotluse aruanne	TAOT00109	Paul Pasun	Raamatupidaja
<input type="radio"/> Waiting Ap...	Sündmuse taotluse aruanne	TAOT00110	Paul Pasun	Raamatupidaja
<input type="radio"/> Waiting Ap...	Sündmuse taotluse aruanne	TAOT00162	Margaret Mustik	Raamatupidamine
<input type="radio"/> Waiting Ap...	Fail			
<input checked="" type="radio"/> Waiting Ap...	Vara kinnitused			
<input checked="" type="radio"/> Waiting Ap...	Vara kinnitused			
<input checked="" type="radio"/> Waiting Ap...	Vara kinnitused			
<input type="radio"/> Waiting Ap...	Vara kinnitused			

Do you want to approve 3 request Asset?

An option for a signature box has been added for multiline requests.

When submitting a multiline request in the self-service portal, an option has been created to add a signature to the request.

Multiline Request (HRM4Baltics)



Kaspar Kaalikas Lähetuskulud

New
Submit
Cancel
Delete
Approvals
Request Log

Request Lines
New Line
Delete Line

	Employee No. ↑	Employee Name	Code ↑	Descriptic
→				

Signature

Sign

It requires configuration on the "Multiline Request Subtypes" page in the "Signature Required" field.

Select - Multiline Request Subtypes (HRM4Baltics) | 🔍 🔍 🔍 Analyze + New 🔍 Edit List ⋮ ☰ ↗ ✕

Code ↑	Description	Mul... Emp...	Show Dim...	Show Qua...	Show Perc...	Show Rea... Code	Show Acti... Type	Show Event	Show Lines	Resi... Letter	Only HR can Reje...	Loc...	Instructions	Instr... Style	Signature Required
KOORMUS	Koormuse muudatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stand...	<input type="checkbox"/>	
LAHKUMIS...	Lahkumisavaldus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Avaldusele lisa kindlasti lahkum...	Green...	<input type="checkbox"/>	
LEP_MUUD...	Töölepingu muudatus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stand...	<input type="checkbox"/>	
→ LÄHETUSK...	Lähetuskulud	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stand...	<input checked="" type="checkbox"/>	

Additionally, configuration must be done in the Portal Setup -> Request Types -> Signature Required.
Request Types (HRM4Baltics)

Search Analyze Edit List Delete Home Reports

Request Setup Fields Setup Types Of Absences

Request Type ↑	Bottom Text	Reje... Co... Req...	Show Co...	Show File	Signature Required
Adding Employee	One	<input type="checkbox"/>	<input type="checkbox"/>	Show	<input checked="" type="checkbox"/>
Training Plan		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
Expense Report		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
Vehicle		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
Salary		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
Instructions		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input checked="" type="checkbox"/>
Contract		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
Payslips		<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
File		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>
→ <u>Multiline</u>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Show	<input checked="" type="checkbox"/>

The text of the signature button can be managed on the Payroll Request Setup for Multiline request

Payroll Request Setup ✎ ↗ + 🗑 ✓ Saved ↶ ↷

Multiline · 01.01.2023

[Home](#) | [Setup](#) | [More options](#)

- [Name Translation](#)
- [Bottom Left Text Translation](#)
- [Signature Agreement Translation](#)
- [Upper left Text Translation](#)
- [Bottom Right Text Translation](#)
- [Submitting Translation](#)
- [Upper Right Text Translation](#)
- [Signature Button Translation](#)

Bottom Text

Bottom Left Text Style	<input type="text" value="Standard"/>	Signature Agreement ...	<input type="text"/>
Bottom Left Text	<input type="text"/>	Signature Button Text	<input type="text"/>
Bottom Right Text Style	<input type="text" value="Standard"/>	Submitting Text	<input type="text"/>
Bottom Right Text	<input type="text"/>		

page.

Expense Report

The amounts of the price inquiries are summed up in the Event request card.

The solution update allows the Application to merge two lines with the same type of Expense based on price inquiries. The combined amount is displayed in the Participant Cost field.

Event Request Card (HRM4Baltics)

Kaspar Kaalikas · Koolitus · 27.05.24-28.05.24 · Eesti ·

Cost Type	Amount	Day Cost	Days	Participant Cost	Cost Description	Amount Type	Amount
→ KOOLITUS				90,00	Koolituskulud	Trip	0,00
MAJUTUS	75,00			50,00	Majutus	Trip	0,00

Participants | New Line | Delete Line | Employees | Event Request

Employee Name ↑	Send Portal Mes...	Connected Offers	Has Request	Event Request Status	Req... Fee...	Employee/Job Title	Employee Status	Osakond Name	
→ Kaspar Kaalikas		<input type="checkbox"/>	HNP0034 HN...	Yes	New		juhatuse esimees	Active	Juhatus

Prerequisite: approved offers.

Creation of a zero invoice from an expense report allowed

As a supplement to the expense report, it is possible to submit an expense report with an amount of 0.

Prerequisite: an activated marker in the "Allow zero line amounts" field on the Expense report type card:

Expense Report Type Card (HRM4Baltics)

LÄHETUS

Shortcut Dimensions		Automate	Fewer options
Report Name	Lähetuskulude aruanne	Vehicle Required	None
Instructions	Kompenseeritakse lähetusega seotud kulud.	Require Payment Method	<input type="checkbox"/>
Help Link		Require Cost Description	<input type="checkbox"/>
Completion Type	Approval	File Required	<input type="checkbox"/>
Period From Formula		Allow Jobs	<input checked="" type="checkbox"/>
Period Duration Formula		Allow Currency	<input checked="" type="checkbox"/>
		Allow Zero Line Amounts	<input checked="" type="checkbox"/>

This marker enables that when creating an expense report:

- 1) The "Amount" field of the expense report line can remain 0
- 2) The amount to be compensate may remain 0 on the report, and the accountant can create an invoice with an amount of 0, but other information is taken from the lines of the expense report

Assets

Limitation of management of fixed assets in the employee's assets

A new field "Deny Direct FA on Assets" has been added to the payroll setup.

Payroll Setup (HRM4Baltics)

[Periods](#)
[Structure](#)
[Notofications](#)
[Tax Declaration Setup](#)
[Related Dimension](#)

Use Payment Register

Training

Education Numbers

Training Plan Nos.

Training Over Comp. Nos.

Training Document Nos.

Default Training Feedback Questio...

Health

Health Certificate Nos.

Risk Factor by Profession

Health Certificate Document Type

Fixed Assets

FA Use Payroll Employee

FA Connection

Deny Direct FA on Assets

If the fixed asset has been added to the employee via the fixed asset card, and the assets have also appeared in the list of HRM assets and employee assets, this takes away the HR employee's ability to mistakenly change/overwrite/remove the fixed asset from the employee's assets. All asset management is done from the BC FA card.



Requests

The person submitting the request for approval of the expense report cannot be the approver himself




Updated options for approving the request for an expense report. From now on, it is possible to manage the approval round in such a way that the submitter can no longer approve the expense report made by himself.

The solution requires the settings on the "Approval Setup" page.

In order for the solution to work, a field „Submitter can not be approver" has been created on the page.

Approval Setup (HRM4Baltics) ✓ Saved  

Analyze

Sorting No. ↑	Has Dimen...	From Date ↑	To Date ↑	Allow Error	Allow Cha...	Noti... Reject	Noti... Can...	Noti... Stop	Noti... Need App...	Noti... App...	Noti... App... Can...	Noti... Need Co...	Noti... Co...	Send Notification to Employee	Aut... App...	Req... Digi... Sign	Submitter Can not be Approver
→ 1	No			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	No			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The request confirmer is found in the fields according to the settings made on the same page:

- Use Job Substituent
- Use Employee Substituent
- Use Manager Substituent

Approval Setup (HRM4Baltics)

Search <input type="checkbox"/> Analyze <input checked="" type="checkbox"/> + New <input checked="" type="checkbox"/> Edit List <input type="checkbox"/> Delete <input type="checkbox"/> Dimensions <input type="checkbox"/> More options							
Sorting No. ↑	Approver Type	Approver No.	Approver Description	Use Job Substituent	Use Employee Substituent	Use Manager Substituent	
→ 1	Submitter		Esitaja	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Manager		Esitaja juht	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

In the event that the setting „Submitter can not be approver" has been made and a substitute has not been selected, the submitter will be skipped in the approval round and move on to the next approvers.

Limiting the number of expense reports generated per event request

A new field "No. of Allowed Expense Reports" has been created for the event request - event type and sub-type that allows you to control how many expense reports can be added per request.

Select - Event Types (HRM4Baltics) | Analyze + New Edit List ...

Code ↑	Add Def... Time	Def.Vendor No.	Offer Web Request Template Code	Training Area Code	Training Type Code	Training Subtype Code	Do... Trai...	Allowed Increase Amount	Allowed Increase Percentage	Creation Text	No. of Allowed Expense Reports
→ KONVEREN...	<input type="checkbox"/>						<input type="checkbox"/>	0,00	0,00		
STRAT PÄE...	<input type="checkbox"/>	H00010		MEEKOND	SEMINAR		<input checked="" type="checkbox"/>	0,00	0,00		
SUVEPÄEVAD	<input type="checkbox"/>	H00010					<input checked="" type="checkbox"/>	0,00	0,00		
TALVEPÄEV...	<input type="checkbox"/>	H00010					<input checked="" type="checkbox"/>	0,00	0,00		

Select - Event Subtypes (HRM4Baltics) | Analyze + New Edit List ...

Code ↑	Training Area Code	Training Type Code	Training Subtype Code	Do... Trai...	Creation Text	No. of Allowed Expense Reports
→				<input type="checkbox"/>		

The control of the number of expense reports is applied when creating the report under the Event request, as well as by selecting the number of the Event request from the Expense report.

Display of the contract line current working factor to a multiline request

In self-service portal new field in Multiline request „Current working factor" is created.

Multiline Request (HRM4Baltics)



✓ Saved

Kaspar Kaalikas Koormuse muudatus

Automate Fewer options

Request Information

Show less

Request No.	TAOT00581	Request Info	
Request Subtype	KOORMUS	Current Approver Role	
Request Name	Koormuse muudatus	Approval Group No.	TÖÖTASU MUUDATUSED
Request Status	New	Name	Kaspar Kaalikas
Request Date	27.05.2024		

Request Lines

Employee No.	Employee Name	Code	Description	Current Working Factor	Current Salary	Value	From Period or Accounting Date
→ T043	Kaspar Kaalikas	KOORM	Koormuse muudatus	1		0	01.06.2024

Requires the setup in the "Show Current Working Factor" field on the "Multiline entry types" page.

Multiline Entry Types (HRM4Baltics)

Search Analyze

Code	Min To Date Formula	Def...	Loc...	Limit Value	Over and Equal Connected No.	Under Connected No.	Default Action	Add Sala... By Stru...	Cre... Req... Files Set	Add Em... To Event	Allo... only on pro...	Show Current Working Factor
→ KOORM	:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	10	11	Add & Termin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

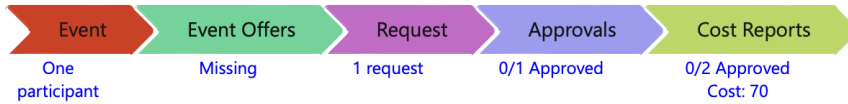
Shortcut to open expense reports from an event request

From the self-service portal, it is possible to open the reports allowed by the portal rights from the "Cost reports" button on the Event request card.

Event Card (HRM4Baltics)



Koolitus · 22.05.24-24.05.24 · Eesti ·

[Dimensions](#) [Create Offer](#) [Offers](#) [Participants](#) [Requests](#) [Create One Request](#) [Create Requests](#) [S](#)

Event Type
[Show more](#)

Event Name	<input type="text"/>	No. of Offers	0
Event Category Code	KOOLITUS	Offer Unit Amount	0,00
Event Type Code	EESTI	Offer Total Amount	0,00
Event Subtype Code	IT	Requests	1
Organizer No.	T043	Participants	1
Organizer Name	Kaspar Kaalikas	Closed	<input type="checkbox"/>

If the request has only one expense report, the expense report card will be opened directly. If there are several expense reports for the event, the list of expense reports opens:

Expense Reports (HRM4Baltics)

Report No.	Report Period From	Report Period To	Type	Employee Name	Event Description	Request Status	Total Amount	Compensation Amount
ARN0181	22.05.2024	24.05.2024	Event	Kaspar Kaalikas	Lähetuskulude aruanne 22.05.2...	New	0,00	0,00
ARN0184	22.05.2024	24.05.2024	Event	Kaspar Kaalikas	22.05.24 24.05.24 Eesti	New	70,00	70,00

Working Schedule

Dividing the hours of the shift remaining on the change of month

An addition has been made to the working schedule table in order to register the shift hours remaining in the month performed. To use this solution, a new setting "Shift split type" has been created for the Working Schedule group card.

Working Schedule Group Card (HRM4Baltics)



KAUPLUS

[New](#) Home Working Shifts History Reports | More options

 Import

Planning

Default Planning No. TEENINDUS

Default Beginning 08:00:00

 Shift Split Type

Day

Month

Rules

Rule Code REEGLID

- If you select Day in the settings, you can view the hours of a specific day in the table using the "Day" marker
- If you select "Month" as the type of shift splitting in the settings, only the hours of the monthly shift are split.

Split hours will also appear in the next month's table.

Absences

Working during long-term disability

In accordance with the amendment to the Health Insurance Act and the new documentation of the Health Insurance Fund, changes have been made to the interface of the Health Insurance Fund. Updates have been made to the Cause of Absences, where:

- Added Code: **H_KERGTÖÖ** - Working during long-term disability for work (from the 61st day) - does not reduce working hours
- Change Code: **H_KERGRASE** - (previously **H_KERGEM**) - Transfer to an easier job (pregnant) - does not reduce working hours, i.e. the employer can offer easier work and the employee continues to work in the company under easier conditions
- Added Code: **H_KERG_EI** - Transfer to an easier job during pregnancy, the employer cannot offer an easier job - reduces working hours