

HRM4Baltics what's new – July 2024

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Events

New configuration for Expense Report type

New field "Require Applied No." required on the Expense Report Type card. When the marker is activated, it is mandatory to link the travel expense report to the event request.

Expense Report Type Card (HRM4Baltics)

BUSINESS TRIP

Shortcut Dimensions

Expense Report Type Setup

Code	BUSINESS TRIP	File Required	<input type="checkbox"/>
Report Name	Business trip report	Require Applied No.	<input checked="" type="checkbox"/>
Instructions	Expenses personally paid by the employee related to the business trip will be reimbursed.	Allow Multiple Employees	<input checked="" type="checkbox"/>
		Allow Jobs	<input checked="" type="checkbox"/>

Advance account fulfillment upon invoice creation from the event request

Two new fields have been added to the event expense template lines to simplify the handling of prepayments in event requests. The new fields are „Prepayment Posting Number“ and „Prepayment Payroll Account No“. When these fields are filled, the accounts from the newly configured fields will be included when creating the prepayment invoice in the event request card.

Event Expense Template Lines (HRM4Baltics)

Search + New Edit List Delete

Cost Type	Amount Type	Default Value	Maximum Unit Amount	Allowed Cost Increase %	Allowed Compensation %	Allowed Fraction	Unit Cost Incr.	Starting Before	Ending After	Posting Type	Posting No.	Prepayment Posting No.	Prepayment Payroll Account No.
→ PER DIEM	Daily Allowar	50,00	0,00	0,00	0,00	0,00	<input type="checkbox"/>	22:00:00	03:00:00	G/L Account	3659		
ACCOMMOD...	Night	0,00	95,00	0,00	0,00	0,00	<input type="checkbox"/>			G/L Account	3659		
PLANE	Participant	0,00	0,00	0,00	0,00	0,00	<input type="checkbox"/>			G/L Account	3659		
CATERING	Day	0,00	0,00	0,00	0,00	0,00	<input type="checkbox"/>			G/L Account	3659		

Notification of Event prepayment request

When the „Requested Prepayment amount" field is completed on the event request, it will now be possible to send a notification to the accountant once the request is approved for a prepayment.

To enable this notification, you need to activate the "Notify Event Prepayment" marker on the Approvers page and add an email template to the "Event Prepayment E-mail Template" field on the Approval group page.

Approvers (HRM4Baltics)

Search + New Edit List Delete Edit View Dimensions

Sorting No.	Approver Type	Approver No.	Approver Description	Notify Event Prepayment
0	Project Mana		Project Manager	<input type="checkbox"/>

Approval Group (HRM4Baltics) BUSINESS TRIP

Approval Approvers

General

Approval Setup No: BUSINESS TRIP
 Description: Business trip
 Allow to Delete:
 Allow to Insert:
 Allow to Replace:
 Automatic Replace:
 Allow Approvals:

Disable Duplicates:
 Automatic Complete:
 Last Approver Automatic Complete:
 Require Comments:
 Outlook:
 Allow Take Back One Step Only:

E-mail templates

Need to Approve E-Mail Template:
 Reject E-Mail Template:
 Cancel Approval E-Mail Template:
 Approved E-Mail Template:
 Cancel E-Mail Template:

Need Complete E-Mail Tempt:
 Completed E-Mail Template:
 Stop Approval E-Mail Template:
 Message E-Mail Tempt:
 Event Prepayment E-mail Template:

Requests

Multiline Request Event Name

Multiline Request new field „Event Name“.

Multiline Request (HRM4Baltics) Mari Murakas

New Submit Cancel Approvals Request Log

Request Information

Request No: TACT01242 Event No: SYNDM0192
 Request Subtype: EVENT Event Name: Summer days
 Request Name: Current Approver Role:

Multilane Request Event Required

New marker field on the Multiline Request subtypes: "Event Required".

Select - Multiline Request Subtypes (HRM4Baltics) | Search + New Edit List

Code	Description	Approval Group No.	Mul... Em...	Show Dim...	Show Qua...	Quantity Type	Show Perc...	Show Rea... Code	Show Acti... Type	Show Event	Event Required
EVENT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee

Automatic Health Inspection Card Creation Based on Professions

New Field on the Profession Card: "Automatic Create Health Inspection." When the marker is active, it will add a health inspection card with the status "New" for the employee if the employee does not already have a valid and active health inspection card.

The necessity of adding the health inspection card is verified when adding a profession to the employee contract (both manually and when approving a new employee request).

Profession Card (HRM4Baltics)

0200-01

Category
 Planning
 Hour Rates

Profession

No. 0200-01

Name Chairman of the Board

Name (English)

Type Normal

Totalling

Dimension Value

Automatic Create Health Inspection

Projects

New Field "Job Type" Added to Schedule Jobs and Employee Jobs

The new field "Job Type" has been created with the following possible values:

- Time: Default value. Automatically added to the employee's working schedule job table. Can be modified at the employee level.
- Expenses: For events, expense reports, or business trips, only jobs with the Expenses option can be selected.
- Time and Expenses

Schedule Jobs (HRM4Baltics)

Search
 + New
 Edit List
 Delete
 Tasks
 Employees
 Splits
 Unit Costs

Job No. ↑	Description	Responsible No.	Main Job No.	Job Type	Dimensiosakond
→ BHB	BHB	T002		<input checked="" type="checkbox"/> Time <input type="checkbox"/> Expenses <input type="checkbox"/> Time and Expenses	
H00	H00	T001			
H01	H01	T003	H00		

Employee Jobs (HRM4Baltics)

Search
 + New
 Edit List
 Delete

Employee No. ↑	Employee Name	Job No. ↑	Line No. ↑	Description	From Date	To Date	Job Type
T001	Karsten Kalo	BHB	1	Projekt 2			<input checked="" type="checkbox"/> Time <input type="checkbox"/> Expenses <input type="checkbox"/> Time and Expenses
T012	Mari Murakas	BHB	1	Projekt 2		30.09.2024	<input checked="" type="checkbox"/> Time <input type="checkbox"/> Expenses <input type="checkbox"/> Time and Expenses
T311	Kary Kar	BHB	1	BHB			

Expense Report Job (HRM4Baltics)

Search
 + New
 Edit List
 Delete
 Add Template

Job No. ↑	Job Description	Percentage
→		0
		100
BHB	Projekt 2	
HLN	HLN	

Expense Report
 Report No. ARJANNED539
 Report Type MAJANDUSKULU

Working Schedule

New Field "Total Amount" Added to Working Schedule List

The new field will sum up the values entered for the employee based on the entry type.

Working Schedules: All | Search | New | Delete | Process

◀ Previous | June 2024 | Next ▶

Status	Def. Nominal Day Hours	Total Amount	Nominal Day Days Calc.
Open	10	—	All Days
Open		—	All Days
Open	8	—	No Weekend
Open		—	Manual
Open		49	All Days

General

Application Area setup enhancements

Added the ability to configure functionalities based on company-specific needs.

Application Areas List (HRM4Baltics) ✓ Saved

Search + New Edit List Delete

Company Name	Est. Payr.	Lat. Payr.	Lith. Payr.	Com. Em.	File Types	Out. Calc.	Payr. Curt.	Publ. Serv.	Con. Add.	Seni. Types	Inst. Val.	Em. Per.	Trai. Rec.	On-Off.	Inte. Sch.	Wor. Jobs	Gates Log	Free Days	Add. Wor. Fac.	Res. Pre.	Plan. Portal	Portal Res. Req.	Portal Exp. Req.	Portal My Web Sch.	Asset App.	Dir. 3.0	Stat.

Additionally, it is possible to activate functionalities for Estonia, Latvia, and Lithuania using a marker in the Application Area.

Application Areas (HRM4Baltics)

DEMO AS

BC Application Areas List

Global

DEMO AS

Countries

Estonian Payroll

Latvian Payroll

Lithuanian Payroll

Seniority Types enhancements

A new field "Law Section" has been added to the Seniority Types list, where you can enter the legal provision on which the seniority calculation is based.

Seniority Types (HRM4Baltics) ✓ Copy ✓ Paste ✓ Refresh

Search + New Edit List Delete

Code ↑	Description	Primary	Show In Contract	Law Section
→		<input type="checkbox"/>		

Employee Portal

Change the color of the "My Approval" box to red in the portal.

A new field "My Approval Red From No. of Entries" has been added to the Portal setup. This field allows you to define the number of pending documents after which the "My Approval" box in the employee portal turns red.

Portal Setup (HRM4Baltics)

Request Types Messages Employee List Fields Setup Permission Templates

Portal Setup

Messages Change Rate (Seconds) Show Salaries by Manager Employee Search Regex Expression

Show Employee Type My Information Seniority Type Max No. Of Results in Search

Show Company Type Request List Default Filter My Approval Red From No. of Entries

Offers

Approval circle to Offers

To enable the approval circle functionality for Offers, you must first configure a new field on the Event Categories: "Offer Approval Group No."

Event Categories (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Types Dimensions Field Setup

Code 1	Description	Event Request	Training	Allow Index	Automatic Event	Approval Group No.	Absence Code	Caption System (Estonian)	Caption System (English)	Allow Empty Type	Offer Approval Group No.	Offer Coordination Group No.
BUSINESS TRIP	Business tripp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUSINESS TRIP	TRIP	Koolitus-lühetause %1	Business Trip - Training %1	<input type="checkbox"/>	BUSINESS TRIP	BUSINESS TRIP
OTHER	other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUSINESS TRIP		Õrtause %1	Event %1	<input type="checkbox"/>		
TRAINING	Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUSINESS TRIP	TRAINING	Koolituse %1	Training %1	<input type="checkbox"/>		

Peale seadistuse tegemist ilmuvad Hinnapäringu lehele kinnitusringi jaoks vajalikud nupud.

Offer Card ✎

Business Trip - Training Offer: Summer days

Open Card Cancel Jobs Send Coordination Request Approvals

Request

Offer No. Offer Status

Offer Date Coordination Status

Vendor No. Approval Status

Vendor Name Event Category

Interfaces

Assets reading webservice

New API 2.0 webservice employeeAssets for reading assets list data.

```
{
  "@odata.etag":
  "W/\\"JzIwOzEzNTg4MDYyOTQ2NTk3MDk2NzkwMTswMDSn\" ",
  "employeeNo": "A002",
  "assetCode": "ARVUTI001",
  "employeeName": "Kuldar Peterse11",
  "employeeJobTitle": "",
  "name": "Arvuti Lenovo ThinkPad",
  "assetStatus": "Active",
  "assetNumber": "7878789",
  "assetID": "776656",
  "faLocationCode": "",
  "fromDate": "0001-01-01",
  "toDate": "0001-01-01",
  "value": 1500,
}
```

```
"assetCategoryCode": "PÕHIVARA",
"assetTypeCode": "ARVUTID",
"assetSubtypeCode": "SÜLEARVUTI",
"faNo": "",
"faInactive": false,
"faUnderMaintenance": false,
"faBlocked": false,
"faDescription": "",
"faAcquisitionCost": 0,
"faSerialNo": "",
"requestStatus": " ",
"entryNo": 1,
"responsibleName": "",
"employeeUsageEndingDate": "0001-01-01",
"usageEndingDate": "2022-01-31",
"expirationDate": "0001-01-01",
"notes": ""
},
```

Employees webservice new fields

Odata webservice page ID 24012900 GET request new fields:

```
{
  "Custom_Text_Field_1": "Pärnu",
  "Custom_Text_Field_2": "",
  "Custom_Text_Field_3": "",
  "Custom_Text_Field_4": "",
  "Custom_Text_Field_5": "",
  "Custom_Text_Field_6": "",
  "Custom_Text_Field_7": "",
  "Custom_Text_Field_8": "",
  "Custom_Text_Field_9": "",
  "Custom_Text_Field_10": ""
},
```