

# HRM4Baltics what's new – September 2024

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## Events

### Displaying the expense template at the event

The marker „Show Expense Template (Event)“ is added to the Event Category page. If expense templates are not configured, the marker can be used to ensure that the expense template field is not displayed on the expense report for the respective event category.

Event Categories (HRM4Baltics) ✓ Save

Code ↑	Aut... Event	Approval Group No.	Absence Code	Captions Syntax (Estonian)	Captions Syntax (English)	Allow Em... Type	Allow Curr...	Show Sub... (Eve...)	Show Expense Template (Event)
→ KOOLITUS	<input checked="" type="checkbox"/>	SÜNDMUS	LÄHETUS	Koolituse %1	Training %1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KOOLITUS-...	<input checked="" type="checkbox"/>	SÜNDMUS		Koolitus-lähetuse %1	Training-Business trip %1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LÄHETUS	<input checked="" type="checkbox"/>	SÜNDMUS	LÄHETUS	Lähetuse %1	Business trip %1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MUUS SÜN...	<input checked="" type="checkbox"/>	SÜNDMUS		Muu sündmuse %1	Event %1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A new field has been added to the Event Request card.

A new „Remark“ field has been created on the Event Request card.

Event Request Card (HRM4Baltics) ✓ Saved

Kaspar Kaalikas · Koolitus-lähetus · 22.05.24-25.05.24 · Accounting advanced training

Jobs	Request Log	Send Message	Approvals	Submit	Cancel	Delete	Create Offer	Offers	Create Report	Reports
Subtype	-									
Training No.	-									
Training Name	-									
Training Company No.	-									
Training Company Name	-									
Training Hours	-									
Training Academic Hours	-									
Original Request No.	-									
Copied From Request No.	-									
Participants	1									
Budget Cost	240,00									
Actual Cost	0,00									
Remark	...									

## Offers

### Currency support for Offers

It is possible to add amounts in a foreign currency to Offers. To use a currency, the marker in the „Allow Currency“ field must be activated for the desired designation on the Event Category page.

Select - Event Categories (HRM4Baltics) ✓ Save

Code ↑	Event Req...	Trai...	Allow Jobs	Aut... Event	Approval Group No.	Absence Code	Captions Syntax (Estonian)	Captions Syntax (English)	Allow Em... Type	Allow Currency
→ KOOLITUS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SÜNDMUS	LÄHETUS	Koolituse %1	Training %1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
KOOLITUS-...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SÜNDMUS		Koolitus-lähetuse %1	Training-Business trip %1	<input type="checkbox"/>	<input type="checkbox"/>

New fields have been added to the Offer Card: „Currency Code“, „Currency Day Cost“, „Currency Participant Cost“, and „Currency Total Amount“.

When a currency code is selected, the „Currency Day Cost“ field must be filled in. The „Daily Cost“ field is calculated by the system based on the exchange rate.

Offer Card ✓ Saved

Training Offer: Turvakoolitus

Open Card ✓ Approve ✗ Cancel Jobs More options

Request > Estravel AS New

Participants >

Offer Lines New Line Delete Line Allocate Jobs

Cost Type	Currency Code	Day Cost	Currency Day Cost	Days	Participant Cost	Currency Participant Cost	Participants	Total Amount	Currency Total Amount	Entries As
→ KOOLITUS	SEK	3,89	40,00	3	11,67	120,00	2	23,34	240,00	
MAJUTUS	SEK	5,84	60,00	3	17,52	180,00	2	35,04	360,00	

Expense allocation among employees on the Offer Card.

On the Offer Card, it is now possible to allocate expenses among employees. A new „Allocation“ button has been added to the Offer Lines for this purpose.

Offer Lines New Line Delete Line Allocate Jobs

Cost Type	Cost Description	Maximum Unit Amount	Amount Type	Currency Code	Day Cost	Currency Day Cost
KOO...	Training		Trip	SEK	3,89	40,00
→ MAJ...	Accommodation	75,00	Trip	SEK	5,84	60,00

On the opened page, it is possible to allocate the expense amounts among employees according to the type of expense. By default, the amounts are distributed equally among all employees. The amounts can be manually adjusted.

Offer Cost Allocation (HRM4Baltics) ✗

Employee Dimension Update Allocation

Employee Name ↑	TOTAL (LCY)	Training (SEK)	Accommodation (SEK)
<b>Total Cost</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
Katrin Karumari	29,19	120,00	180,00
→ Mari Murakas	29,19	120,00	180,00
<b>Total Employees</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
<b>Difference</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

The unallocated amount is displayed in red on the page.

Offer Cost Allocation (HRM4Baltics) ✗

Employee Dimension Update Allocation

Employee Name ↑	TOTAL (LCY)	Training (SEK)	Accommodation (SEK)
<b>Total Cost</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
→ Katrin Karumari	24,33	70,00	180,00
Mari Murakas	29,19	120,00	180,00
<b>Total Employees</b>	<b>53,52</b>	<b>190,00</b>	<b>360,00</b>
<b>Difference</b>	<b>-4,87</b>	<b>50,00</b>	<b>0,00</b>

Using the „Update Allocation“ button, the remaining balance can be calculated for the other employees.

Offer Cost Allocation (HRM4Baltics) ✗

Employee Dimension Update Allocation

Employee Name ↑	TOTAL (LCY)	Training (SEK)	Accommodation (SEK)
<b>Total Cost</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
→ Katrin Karumari	24,33	70,00	180,00
Mari Murakas	34,06	170,00	180,00
<b>Total Employees</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
<b>Difference</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

Zero expense amounts for employees are displayed in red on the page.

Offer Cost Allocation (HRM4Baltics) ✗

Employee Dimension Update Allocation

Employee Name ↑	TOTAL (LCY)	Training (SEK)	Accommodation (SEK)
<b>Total Cost</b>	<b>58,38</b>	<b>240,00</b>	<b>360,00</b>
Katrin Karumari	6,81	70,00	0,00
→ Mari Murakas	34,06	170,00	180,00
<b>Total Employees</b>	<b>40,87</b>	<b>240,00</b>	<b>180,00</b>
<b>Difference</b>	<b>17,52</b>	<b>0,00</b>	<b>180,00</b>

Additionally, the expense distribution can be recalculated after removing or adding employees from the Offer lines. Manually adjusted amounts will not be changed, but the remaining balance will be distributed among the remaining employees.

A new field „Unallocated Amount“ has been added to the Offer lines. If an expense type has not been totally allocated among employees, the unallocated amount will be displayed in red.

Under participants, only those employees will be shown whose expense amount for the expense type line is greater than 0.



Offer Lines										
Cost Type	Currency Day Cost	Days	Participant Cost	Currency Participant Cost	Participants	Total Amount	Currency Total Amount	Entries Amount	Unallocated Amount	
KOO...	40,00	3	11,67	120,00	2	23,34	240,00	23,34	0,00	
→ MAJ...	60,00	3	35,04	360,00	1	35,04	360,00	17,52	17,52	

Expense distribution check when accepting the Offer card: Cost are not allocated. Do you want to approve the offer?

## Requests











### Displaying the Offer cost on the Event Request

A new field „Offer Cost“ has been added to the Request Budget fast tab of the Event Request. The amount will appear on the request after the Offer is confirmed.

Event Request Card (HRM4Baltics)  + 

Esme Aabna · Koolitus ·

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Jobs  Request Log  Send Message  Approvals  Submit  Delete  Create Offer  Offers  Create Report  Reports  Cc

Business Trip Purpose:

Starting Date .....\*

Starting Time .....\*

Days .....

Ending Date .....\*

Ending Time .....\*

---

Request Budget | Manage

Cost Type	Maximum Unit Amount	Currency Code	Day Cost	Currency Day Cost	Days	Offer Cost	Participant Cost	Currency Participant Cost	Difference
KOO...		AUD	21,55	43,333333...	3	40,00	64,64	80,00	-24,64
→ MAJ...	75,00	AUD	30,79	50,00	3	177,11	92,37	200,00	84,74
<b>TOTAL</b>						<b>217,11</b>	<b>157,01</b>		<b>60,10</b>

The difference is calculated as the difference between the Participant cost and the Offer Cost amount. The budget deficit is displayed in blue, and the surplus is displayed in red.

Holiday approval in case of overlap between the approver and the manager substitution.

An enhancement made to the holiday approval process so that the manager does not need to approve the holiday multiple times. In the approval groups, activating the marker in the field „Allow approve once“ is required.

## Approval Groups (HRM4Baltics)

Approval Setup No. ↑	Description	Allow to Del...	Allow To Insert	Allow To Repl...	Aut... Repl...	Allow App...	Disable Duplicates	Allow Approve Once
→ HOLIDAY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It works without the „Disable Duplicates“ marker.

If single approval is allowed, when an employee enters the approval loop twice (e.g., manager and substitute), approval must only be given once, but the approval loop will show that both approvers have added their confirmation.

If the employee cancels their approval, the approvals of both approvers will be canceled.

Multiline request sub-type entry type check: The value must not be 0.

A new field „Value Required“ has been created for the multiline request sub-type code. When the marker is activated, it will check whether the value entered in the multiline request field „Value“ is anything other than 0.

## Multiline Entry Types (HRM4Baltics)

Code ↑	Show Curr... Salary	Value	From Date Formula	To Date Formula	Min To Date Formula	Default	Loc...	Limit Value	Value Required
→ LEPING	<input checked="" type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>

Asset registration with a multiline request.

It is possible to register an asset with a multiline request, either with an approval circle or without an approval circle.

Multiline Request (HRM4Baltics) ✎ + 🗑 ✓ Saved 🗨

Esmee Aabna Vara arvelevõtmine

🆕 New 📄 Submit ✖ Cancel 🗑 Delete 🔄 Approvals 📋 Request Log

**Request Information** Show

Request No. ....	TAOT_01679	Asset Action Type .....	
Request Subtype .....	VARA_ARVELE	Current Approver Role .....	
Request Name .....	Vara arvelevõtmine	Approval Group No. ....	MULTI
Request Status .....	New	Name .....	Esmee Aabna
Request Date .....	03.10.2024	Job Title .....	Müügiesindaja

**Request Lines** | **Manage** 🔗

Employee No. ↑	Employee Name	Code ↑	Description	From Period or Accounting Date	To Period or Payment Date	Reason Description	Current Employee No.	Asset Action Type	Asset Category Code
→ T355	Esmee Boucher	TV0006	Lenovo Thinkpad	03.10.2024					MUUD

To register an asset, the request subcategory for asset registration must be configured in advance. Make sure to activate the marker in the „Show asset fields“ field so that the necessary fields will appear in the multiline request.

## Multiline Request Subtypes (HRM4Baltics)

Code ↑	Description	Approval Group No.	Multiple Employe...	Show Asset Fileds	Show Dim...	Show Qua...	Quantity Type	Show Perc...	Show Res... Code	Show Act... Type	Show Event	Event Req...	Show Lines
→ VARA_ARVELE	Vara arvelevõtmine	MULTI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

An asset can also be registered from the Assets list using the „Acquisition“ button.

Assets List (HRM4Baltics)

Search + New Manage History Expired Expire (month) Unused Assets Show All FA Card FA Location History Add to Employee

Asset Code	Name	Status	Asset Category Code	Asset Type Code	Asset Subtype Code	Asset Number	Previous System No.	
ARVUTID001	Arvuti Lenovo ThinkPad	Active	PÕHIVARA	ARVUTID		7878789	12345	<ul style="list-style-type: none"> <li>Acquisition</li> <li>Assign</li> <li>Return</li> <li>To Maintenance</li> <li>From Maintenance</li> <li>Disposal</li> </ul>

The button is visible only when an 'Asset Type' is selected on the asset card, and the corresponding request sub-type is configured for the asset type. For example, in the case of asset registration, the 'Asset Registration Request Sub-Type' must be configured.

Select - Asset Types (HRM4Baltics) | Search + New Edit List

Code 1	Description	Responsible Type	Responsible No.	FA Class Code	FA Subclass Code	Only Active in Portal	Acquisition Request Subtype	Assign Request Subtype	Return Request Subtype	To Maintenance Request Subtype	From Maintenance Request Subtype	Disposal Request Subtype
ARVUTID	Arvutid	Employee		POHI		<input type="checkbox"/>	VARA_ARVELE...	VARA_OMISTA	VARA_TAGA	VARA_H-SSE	VARA_H-ST	VARA_MAHA
SÕIDUKID	Sõidukid	Employee		POHI		<input type="checkbox"/>	VARA_ARVELE	VARA_OMISTA	VARA_TAGA	VARA_H-SSE	VARA_H-ST	VARA_MAHA

It is possible to register multiple assets at once from the asset list by selecting the desired assets.

Assets List (HRM4Baltics)

Search + New Manage History Expired Expire (month) Unused Assets Show All FA Card FA Location History Add to Employee

Asset Code	Name	Status	Asset Category Code	Asset Type Code	Asset Subtype Code	Asset Number	Previous System No.	
TV0031	Vara7	New	PÕHIVARA	ARVUTID	SÜLEARVUTI			<ul style="list-style-type: none"> <li>Acquisition</li> <li>Assign</li> <li>Return</li> <li>To Maintenance</li> <li>From Maintenance</li> <li>Disposal</li> </ul>
TV0034	Arvuti1	New	PÕHIVARA	ARVUTID	SÜLEARVUTI			

A request for asset registration will then be created for the selected assets.

Multiline Request (HRM4Baltics) | Edit + Delete | Saved | Share

Esme Aabna Masstaatolus

New Submit Cancel Delete Approvals Request Log

**Request Information** Show less

Request No.	TAOT_01680	Asset Action Type	Acquisition
Request Subtype	VARA_ARVELE_ILMA	Current Approver Role	
Request Name	Masstaatolus	Approval Group No.	
Request Status	New	Name	Esme Aabna
Request Date	03.10.2024	Job Title	Müügiesindaja

**Request Lines** | Manage

Employee No.	Employee Name	Code 1	Description	From Period or Accounting Date	To Period or Payment Date	Reason Description	Current Employee No.	Asset Action Type	Asset Category Code	Asset Code
TRU-0232	Esme Aabna	TV0031	Vara7			Acquisition		Acquisition	PÕHIVARA	ARV

After submitting and confirming the request, the asset is registered, its status becomes „Active“, and then it can be issued to the employee.

## Connected events

A new button „New Connected“ has been added to the event request card to create a follow-up events for the employee, for whom a new event will be created from the request.

Event Request Card (HRM4Baltics) | Edit + Delete

Esme Boucher · Koolitus · 25.02.22-25.02.22 · Eesti · Exceli koolitus edasijõudnutele

Jobs Request Log Send Message Approvals Create Offer Offers Create Report Reports Cost Entries New Copy New Connected

5 participants | New | Missing | New | 1/1 Approved Cost: 10

## Employee

### Pay slip for manager

A new field „Manager Payslip Type“ has been added to the employee card with the options Company/Personal. When a value is selected for this field, a copy of the payslip will be sent to the Manager number selected in the Connections and Settings field.

Employee Card (HRM4Baltics)

A002 · Esme Kivistik

[New](#) | [Process](#) | [Contract](#) | [Information](#) | [Personal Info](#) | [Contact](#) | [History](#) | [Actions](#) | [Related](#) | [Fewer options](#)

[Update](#) | [Send On/offboarding form](#) | [Initiate On/offboarding](#) | [Trust Fund Check](#) | [Send to Working Register](#) | [Export Worker Notice](#)

Address .....  | Personal E-Mail .....   
 Address 2 .....  | Company E-Mail .....   
 Post Code .....  | Default E-mail Type .....   
 City .....  | Payslip Sending Type .....   
 County .....  | Manager Payslip Type .....   
 Country Code .....  | Mobile Phone No. ....   
 Company Mobile Phone No. ....

Employee Card (HRM4Baltics)

A002 · Esme Kivistik

[New](#) | [Process](#) | [Contract](#) | [Information](#) | [Personal Info](#) | [Contact](#) | [Hist](#)

[Update](#) | [Send On/offboarding form](#) | [Initiate On/offboarding](#)

Project Code .....

**Connections And Setup**

Manager No. ....

Manager Name .....

On the Payroll Setup page, in the Pay slip Setup fast tab, a new configurable field „Mail Subject“ has been added, where the subject of the email sent to the manager can be defined: %1 is the period, and %2 is the employee’s name. If the field is not filled, the email subject will be by default the pay slip period.

Payroll Setup (HRM4Baltics)

[Periods](#) | [Structure](#) | [Notifications](#) | [Tax Declaration Setup](#) | [Related Dimensions](#) | [Actions](#) | [Fewer options](#)

7. Split Dimension .....

8. Split Dimension .....

**Pay Slip Setup**

Default E-mail Type .....  | Mail Subject .....

### Employments list marker „Primary“

A new field "Primary" has been created in the employments list. If multiple employment relationships are entered for an employee, the dates of the primary employment, will be displayed in the employee list.

## Employments (HRM4Baltics)

Working Register ID	From Date ↑	To Date	Primary
→	⋮	01.01.2014	<input type="checkbox"/>

## Seniority types

A new field „Law Section“ has been added to the Seniority types page. This field allows the specification of a legal reference or clause that pertains to a particular seniority type.

Seniority Types (HRM4Baltics) ✓ Saved

Code ↑	Description	Primary	Show In Contract	Law Section
→ AMETIKOHT	Ametikoha staaž	<input type="checkbox"/>	<input type="checkbox"/>	
ASUTUSESTAAŽ	Asutuse staaž	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

A new field „Law Section“ has been added to the Employee Seniority Entries page.

Employee Seniority Entries (HRM4Baltics)

Seniority Type ↑	Law Section	Contin...	From Date ↑	To Date ↑	Seniority	Seniority Years
→ ASUTUSESTAAŽ	⋮	<input type="checkbox"/>	22.11.1999			
ATS		<input type="checkbox"/>	01.01.2002	31.12.2002		

When adding seniority to an employee, the default legal Law Section is set to the value configured for the specific seniority type. The user has the option to modify the legal clause details on an employee-specific basis if necessary.

The "Seniority Law Section" field has also been added to the Seniority Overview page.

Seniority Overview (HRM4Baltics) Date All Companies

Employee Status	Employee No. ↑	Employee Name	Employee Job Title	Employee Seniority	Seniority Type	Seniority Description	Seniority Law Section
Active	MK0001	Mihkel Suurup	müügjuht	2,30	ASUTUSESTA...	Asutuse staaž	
Active	T001	Margaret Mustikas	kaupluse juhataja	5,00	AMETIKOHT	Ametikoha staaž	
Active	T001	Margaret Mustikas	kaupluse juhataja	5,00	ASUTUSESTA...	Asutuse staaž	
Active	T001	Margaret Mustikas	kaupluse juhataja	5,00	ATS	Avaliku teenistuse staaž	
Active	T002	Kati Karu	müügiassistent	6,20	ASUTUSESTA...	Asutuse staaž	
Active	T003	Marek Hanson	pearaamatupidaja	8,40	ASUTUSESTA...	Asutuse staaž	

## Contracts

Contract templates new fields.

New fields related to the start and end dates of salary types have been added to the contract templates:

- Komp\_Auto\_FromDate
- Komp\_Auto\_FromDate\_Words
- Komp\_Auto\_ToDate
- Komp\_Auto\_ToDate\_Words
- Komp\_Uur\_FromDate
- Komp\_Uur\_FromDate\_Words
- Komp\_Uur\_ToDate



- Komp\_Uur\_ToDate\_Words
- Lim\_Telefon\_FromDate
- Lim\_Telefon\_FromDate\_Words
- Lim\_Telefon\_ToDate
- Lim\_Telefon\_ToDate\_Words
- Tasu\_Graafik\_FromDate
- Tasu\_Graafik\_FromDate\_Words
- Tasu\_Graafik\_ToDate
- Tasu\_Graafik\_ToDate\_Words
- Tasu\_GraafikÕ\_FromDate
- Tasu\_GraafikÕ\_FromDate\_Words
- Tasu\_GraafikÕ\_ToDate
- Tasu\_GraafikÕ\_ToDate\_Words
- Tasu\_Juhatus\_FromDate
- Tasu\_Juhatus\_FromDate\_Words
- Tasu\_Juhatus\_ToDate
- Tasu\_Juhatus\_ToDate\_Words
- Tasu\_JuhNK\_FromDate
- Tasu\_JuhNK\_FromDate\_Words
- Tasu\_JuhNK\_ToDate
- Tasu\_JuhNK\_ToDate\_Words
- Tasu\_Kuupalk\_FromDate
- Tasu\_Kuupalk\_FromDate\_Words
- Tasu\_Kuupalk\_ToDate
- Tasu\_Kuupalk\_ToDate\_Words
- Tasu\_Lisa\_FromDate
- Tasu\_Lisa\_FromDate\_Words
- Tasu\_Lisa\_ToDate
- Tasu\_Lisa\_ToDate\_Words
- Tasu\_Noukogu\_FromDate
- Tasu\_Noukogu\_FromDate\_Words
- Tasu\_Noukogu\_ToDate
- Tasu\_Noukogu\_ToDate\_Words
- Tasu\_Tund\_FromDate
- Tasu\_Tund\_FromDate\_Words
- Tasu\_Tund\_ToDate
- Tasu\_Tund\_ToDate\_Words
- Tasu\_TundÕ\_FromDate
- Tasu\_TundÕ\_FromDate\_Words
- Tasu\_TundÕ\_ToDate
- Tasu\_TundÕ\_ToDate\_Words
- Tasu\_TVL\_FromDate
- Tasu\_TVL\_FromDate\_Words
- Tasu\_TVL\_ToDate
- Tasu\_TVL\_ToDate\_Words
- Tasu\_TVLTund\_FromDate
- Tasu\_TVLTund\_FromDate\_Words
- Tasu\_TVLTund\_ToDate
- Tasu\_TVLTund\_ToDate\_Words

- TMV\_Kuu\_FromDate
- TMV\_Kuu\_FromDate\_Words
- TMV\_Kuu\_ToDate
- TMV\_Kuu\_ToDate\_Words

## The enhancements to the Latvian solution

Substitute public holidays that reduce standard working hours.

Two new fields have been added to the public holidays list: "Actual free day " and "Country."

Legal Holidays (HRM4Baltics) ✓ Saved 🔖 🔗 🔄

🔍 + New Edit List Delete 🔗 🔍 ☰

Date ↑	Description	Previous Workday Shortened	Actual Free Day	Country
→ 01.01.2016	Uusaasta	3		Latvia
24.02.2016	Iseisvuspäev	3		
25.03.2016	Suur Reede			
27.03.2016	Ülestõusmispühade 1. püha			
01.05.2016	Kevadpüha			
15.05.2016	Nelipühade 1. püha			
23.06.2016	Võidupüha	3		
24.06.2016	Jaanipäev			
20.08.2016	Taasiseseisvumispäev			
24.12.2016	Jõululaupäev	3		

October 2024 ↑ ↓

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Go to today

The configuration allows controlling the exceptions for the Latvian standard hour calculation.

## Health Certificate Card

In the Health Certificate card new button „Print Health Certificate card“.

Health Certificate Card (HRM4Baltics)

TER0001

📄 Documents 🖨️ Print Health Certificate Card 📁 Files

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**Health Certificate**

**Health Check**

Health Certificate No. .... TER0001 ⋮

Status ..... Active ⌵

Health Check Date ..... 10.10.2019 📅

Health Check Time .....

Company No. .... H00001 ⌵

Company Name ..... Qvalitas AS

The button generates a health check card in PDF format, as submitted by the Latvian employer.

Example:

Annex 3  
The Cabinet of Ministers  
10 March 2009 the Regulation No 219

**Mandatory health examination card**

**I. Dispatch to the mandatory health check**

1. Employer:  
Cronus Ülle MTÜ
2. Person name and surname: Gerhard Kupffer
3. Identify number: 3701022248
4. Residence: Ohtu 8, Tartu Harju maakond 50510
5. Occupation: Raamatupidamine
6. Health working environment conditions:
- |   |   |
|---|---|
| 1 | Füsioloogiline (Next Examination Date: 10.10.19)  |
| 2 | Psühholoogiline (Next Examination Date: 10.10.19) |
7. Special working conditions:
8. Work experience in the health working environment conditions mentioned under point 6:  
-
9. Work experience referred to in paragraph 7 in special working conditions:
10. Gerhard Kupffer is assigned to the following the mandatory health check:
- |                                      |
|--------------------------------------|
| 10.1. the first health check;        |
| 10.2. the extraordinary health check |
| 10.3. periodic health examination.   |

The employer or his authorized person:  
Position:  
Signature and transcript: \_\_\_\_\_  
Date: \_\_\_\_\_  
Stamp

Annex 3  
The Cabinet of Ministers  
10 March 2009 the Regulation No 219

**II. Opinion on the compliance of the state of health to the work to be done**

11. Personal health assessment (underline the appropriate):
- 11.1. State of health corresponds to the work to be done;
- 11.2. The health state does not correspond to the work to be done;
- 11.3 Signs of an occupational disease.
12. Specific comments and suggestions for the employer
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Certified occupational physician \_\_\_\_\_
- Signature and transcript: \_\_\_\_\_
- Date: \_\_\_\_\_
- Medical institution stamp

**III. Actions taken by the employer in accordance with the opinion of the mandatory health examination**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The employer or his authorized person:  
Position:  
Signature and transcript: \_\_\_\_\_  
Date: \_\_\_\_\_  
Stamp

## The enhancements to the Lithuanian solution

### Lithuanian state reports

Lithuanian state reports have been created in the HRM4 Baltics solution. To use the reports, the „Lithuanian payroll“ must be enabled in the Application Area.

Application Areas (HRM4Baltics)

## 2021 DEMO

BC Application Areas [List](#)

### Global

#### 2021 DEMO

##### Countries

Estonian Payroll

Latvian Payroll

Lithuanian Payroll

Then, on the „Lithuanian Payroll Setup“ page, you can configure the reports and generate the required report from the „Actions“ button.

### Lithuanian Payroll Setup (HRM4Baltics)

Actions

Sodra

**Sodra**

Common	SAM
Sodra Policyholder Co...	Sodra SAM Latest Do... 0
Sodra Insurance Series	Sodra SAM Latest Exp...
Sodra Income	<b>NP-SD2</b>
Sodra Payment	Sodra NP-SD2 Matern...
<b>Manager</b>	Sodra NP-SD2 Latest ... 1
Sodra Manager Full N...	Sodra NP-SD2 Latest ... 02.10.2024 09:48
Sodra Preparator Det...	<b>GPM Common</b>
Sodra Manager Job P...	Sodra GPM Taxes Acc...
<b>1-SD</b>	<b>GPM312</b>
Sodra 1-SD Latest Do... 1	Sodra GPM312 Emplo...
Sodra 1-SD Latest Run 20.09.2024 15:32	Sodra GPM312 Non-R...
<b>2-SD</b>	Sodra GPM312 Latest ...

### Lithuanian Payroll Setup (HRM4Baltics)

Actions

Sodra





- 1-SD
- 2-SD
- 12-SD
- SAM
- NP-SD2
- GPM312
- GPM313

Common	SAM
Sodra Manager Full N...	Sodra SAM Latest Do... 0
Sodra Preparator Det...	Sodra SAM Latest Exp...
Sodra Manager Job P...	<b>NP-SD2</b>
<b>1-SD</b>	Sodra NP-SD2 Latest ... 1
Sodra 1-SD Latest Do... 1	Sodra NP-SD2 Latest ... 02.10.2024 09:48
Sodra 1-SD Latest Run 20.09.2024 15:32	<b>GPM Common</b>
<b>2-SD</b>	Sodra GPM Taxes Acc...
Sodra 2-SD Latest Do... 0	<b>GPM312</b>
Sodra 2-SD Latest Run	Sodra GPM312 Emplo...
<b>9-SD</b>	Sodra GPM312 Non-R...
	Sodra GPM312 Latest ...
	<b>GPM313</b>
	Sodra GPM313 Car Re...
	Sodra GPM313 Car Re...

## Working Schedules






### Overview of the entry types with a new working schedule design

A new button „Entry Types Overview“ has been added to the new working schedule design, from which the corresponding summary report can be opened.



Working Schedule (HRM4Baltics)    

Mihkel Suurup 01.09.24-30.09.24



Home Working Schedule Planning Approval One Employee Posting Reports

 Workings Schedule  Send Workings Schedule  Excel Report  Send To Excel  Entry Types Overview

Töötajad Töötaja kaart Tootmistulemus Filtrid Assistent Kõik töötajad Filtrite loend Uuenda vaadet

Kauplus  September 2024  Show:  Hours  Time  Shifts  Entry Type  Free Day  Absence  Employment View: W

Nimi	Seisund	Norm	Normal Hours	Night Hours	Holiday Hours	Total Hours	Vahe	S 1	M 2	T 3	W 4	T 5	F 6	S 7
Mihkel Suurup	Active	168	151,5			151,5	-16,5	PA_HM			PA_ÖH	PA_HM	PA_ÖH	PA_ÖH
Kaspar Kaalikas	Active	168	125,5			125,5	-42,5	KPHM	KPOH		KPOH	KPHM		KP



Working Schedule Types Overview  

Employee No.	Employee Name T	S1	M2	T3	W4	T5	F6	S7	S8	M9
T043	Kaspar Kaalikas	5	4,5	-	4,5	5	2	9,5	-	9,5
MK001	Mihkel Suurup	7,5	-	-	7	7,5	7	7	7,5	-
TOTAL		12,5	4,5	-	11,5	12,5	9	16,5	7,5	9,5







## Holidays

### Rejected Holiday request deletion

A button "Delete" has been created on the portal's holiday request page, allowing users to remove rejected holiday requests from the list. Canceled holiday requests cannot be deleted.

Holiday Request (HRM4Baltics)  

Margaret Mustikas 01.10.24-02.10.24 Puhkus

 New  Submit  Delete  Approvals  Request Log  Holiday Balance

**Request Information**

Request No. .... PUIHK0000112 Current Approver Role ...

Request Status .... **Rejected** Approval Comment .....

**Instructions**

## Interfaces

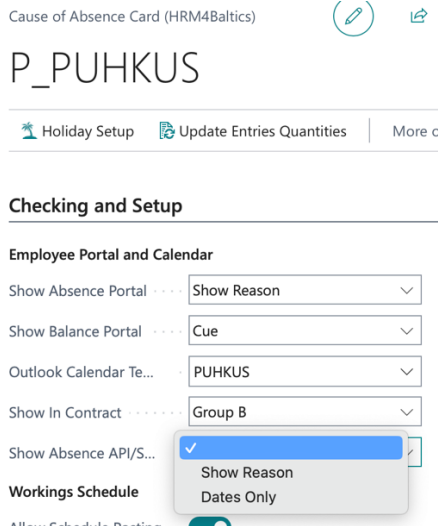
### All Absences Odata webservice

New SOAP Webservice AllAbsences.

The service can be configured to specify which absences, including passive ones, should be retrieved. Additionally, it is possible to retrieve absences related to events if the "Absence Reason" is configured in the event category. The service will display absences/passivity's based on the work date.

**Service Setups:**

- On the absence reason card, under the field "Show Absence API/SOAP", there is an option: "Show reason" – the actual absence reason is displayed. "Dates only" – instead of the description, only the absence dates are shown.



- In case of passivity, setups needs to be done in Cause of Inactivities page field „Show API/SOAP“.

Select - Cause of Inactivities (HRM4Baltics) | 🔍 | + New | 🗑️ Edit List

No. 1	Description	No. of Employees	Cov Working Inactive Class Code	Show Portal	Show API/SOAP
→ AJAT	Ajateenistus	- 2		Dates Only	✓ Show Reason Dates Only
PALGATA	Palgata puhkus	- 3		Show Reason	
VALMISTUS	Valmistus	- 1		Show Reason	

**Webservice fields**

Field Name	Type	Remark	Data from table PER EP Absence (24008840)
<b>Entry_No</b>	Integer		Entry No
<b>Indentation</b>	Integer		Indentation
<b>Employee_No</b>	Code		Employee No
<b>Employee_Name</b>	Text		Employee Name
<b>Cause_of_Absence_Code</b>	Code		Cause of Absence Code
<b>From_Date</b>	Date		From Date
<b>To_Date</b>	Date		To Date
<b>Description</b>	Text		Description
<b>Quantity</b>	Decimal		Quantity
<b>hours</b>	Decimal		Hours
<b>Status</b>	Option		Status
<b>Request_No</b>	Code		Request No
<b>SubstitutionTextSimple</b>	Text	Substitute name entered for absence in the payroll Substitutes table.	Substituent Name

Example query address:

[http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/ODataV4/Company\('Ülle%20AS'\)/Absences](http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/ODataV4/Company('Ülle%20AS')/Absences)

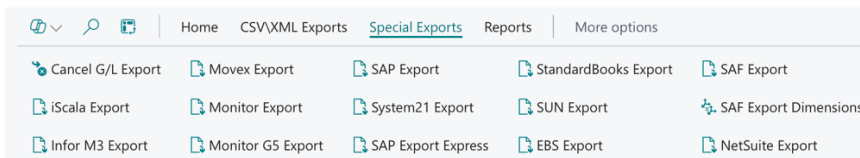
Sample query response

```
{
  "@odata.context":
  "http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/ODataV4/$metadata
  #Company('%C3%9C11e%20AS')/AllAbsences",
  "value": [
    {
      "@odata.etag": "W/\"JzIwOzEyMjA4MDU2NDg2MTY2MTk0NDE2MTswMDSn\"",
      "Entry_No": 3000000,
      "Indentation": 0,
      "Employee_No": "T0016",
      "Employee_Name": "Riikka Aabna",
      "Cause_of_Absence_Code": "P_PUHKUS",
      "From_Date": "2025-01-02",
      "To_Date": "2025-01-02",
      "Description": "Puhkus",
      "Quantity": 1,
      "hours": 8.2,
      "Status": "Actual",
      "Request_No": "",
      "SubstitutionTextSimple": ""
    },
    ...
  ]
}
```

Export of payroll entries to NetSuite financial software.

A new button "NetSuite Export" has been added to the Payroll Registers, which allows exporting a report in CSV format for importing data into NetSuite software.

Payroll Registers (HRM4Baltics)



Example fail:

NetSuite\_20241001

unique information per journal entry	Subsidiary (internal id)	tranDate =accounting date dd.mm.yyyy	journalItemLine_account (-external id)	journalItemLine_debitAmount	journalItemLine_creditAmount	name (-external id)	journalItemLine_memo	journalItemLine_cost center (-external id)	journalItemLine_r
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	183.05	0.00	TARTU	Palgamaksude võlg	MYKK	MOOK
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	0.00	183.05	TARTU	Swedbank	MYKK	MOOK
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	274.57	0.00		Palgamaksude võlg	ABC1233	JOGURT
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	0.00	274.57		Swedbank	ABC1233	JOGURT
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	1281.35	0.00	MUSTAMAE	Palgamaksude võlg	FIN	KILETAMINE
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	0.00	1281.35	MUSTAMAE	Swedbank	FIN	KILETAMINE
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	549.15	0.00	RMP	Palgamaksude võlg	HOOLDUS	HOOLDUS
PALGAKANDEPALK 12.0	8000	12.03.2024	3630	0.00	549.15	RMP	Swedbank	HOOLDUS	HOOLDUS

## Employee Portal

Training feedback in the portal – Default Expiration Date formula.

A new field "Default Expiration Dateformula" has been created on the training feedback page, which defines the duration for which the training feedback is visible in the self-service portal under Messages.

Questionnaire Setup (HRM4Baltics) ✓ Saved

🔍 📄 🗑️ 📄 + New 🔗 Edit List 🗑️ Delete 📄 Lines 📄 Overview 🔍 Log ⋮ More options

Questionnaire Code ↑	Type	Description	Default Expiration Dateformula
→ KOOLITAJA	Training Feedback	Koolitaja tagasiside ankeet	

## Portal enhancement - Overview of holidays in the list and report filters update

A new button "Holiday Overview" has been added under the "Holidays" section in the self-service portal.

My Holiday Requests (HRM4Baltics)

🔍 📄 🗑️ + New Home Submit Approval Change Holiday Status Filters Time Filters Autc

🔗 Open Request 🔗 Request Log 📄 Holiday Balance 🗑️ Vacation Expirations 📄 Holidays Overview

Request Status	Modification Status	Request No.	Starting Date ↑	Ending Date ↑	Holiday Type ↑	Days	Holiday Payment
Rejected		PUHK0000...	01.10.2024	02.10.2024	PÕHIPUHKJUS	2	Payday

### Default filters for the holiday overview:

- ACTIVE= Yes
- ABSENCES = Yes
- VIEW = ME
- Default absence filters from Payroll Setup
- Default dates current year

Holiday Requests Overview (HRM4Baltics) 🔍 ✕

Printer ..... (Handled by the browser) 📄  
 Report Layout ..... EmployeePortal\Request\_Holiday\Holiday... ⋮

**Setup**

Since ..... 01.01.2024 📅  
 Till ..... 31.12.2024 📅  
 View ..... Me 📄  
 Requests ..... All 📄  
 Absences .....   
 Active .....   
 Levels ..... 📄  
 Balance Absence Filter ..... P\_PUHKUSIP\_TAIENDAVIV\_STAAŽ

The expense report submission in the portal has been redesigned with a new layout.

In the portal, when creating a new expense report from the "My Requests" section, the user can create a new report either in list view or tiles view.




Expense Report Types (HRM4Baltics)

🔍 📄 🗑️ + Create Report ⋮ More options

Code ↑	Report Name
AUTO	Autokompensatsioon
LÄHETUS	Lähetuskulude aruanne
MAJANDUSKULUD	Majanduskulude aruanne
PRILLIKOMPENS...	Prillikompeensatsiooni taotlus
SPORT	Sportikulude aruanne
SÜNNITOETUS	Sünnitoetuse taotlus



Expense Report Types (HRM4Baltics)

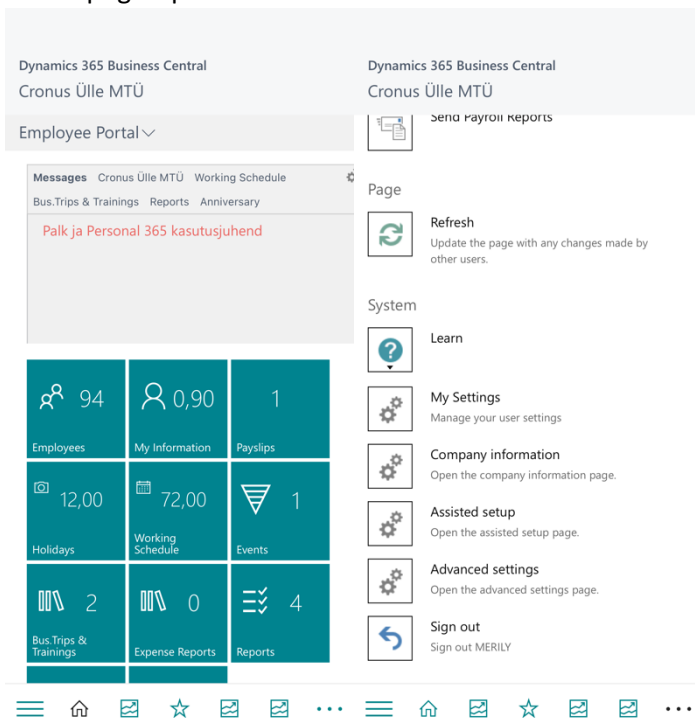
   <span style="margin-left: 20px;">+ Create Report</span> <span style="margin-left: 20px;">More options</span>	
AUTO Autokompensatsioon	LÄHETUS Lähetuskulude aruanne
PRILLIKOMPENSATIOON Prillikompensatsiooni taotlus	SPORT Spordikulude aruanne

To create a new report, select the appropriate report type and click the "Create Report" button on the ribbon. This will open the expense report card.

## Portal usage in mobile

### HRM4Baltics portal in mobile

The HRM4Baltics portal has been updated for mobile use, with several enhancements. The bottom of the screen now features buttons for Home, Employees, Calendar Notifications, and Working Schedule. Additionally, a refresh button has been added under the "..." menu for easier page updates.



Some examples of actions and pages available on mobile are:

- Approvals via mobile: In the approval groups, it is possible to configure which requests can be approved via mobile.

Edit - Report Request (HRM4Baltics) - Puhkusereserv (alati ...  
▼

## Process



Approve



Send Back



Approvals



Request Log

## Page



Refresh

Update the page with any changes made by other users.



Previous

Go to the previous document of the same type.



Next

Go to the next document of the same type.

## Help



Dynamics 365 Business Central Help

Get help using Dynamics 365 Business Central.



- **Holiday Request**

Edit - Holiday Request (HRM4Baltics) - Esme Aabna 27.09.2...  
▼

## Request Information

[Show more](#)

Request No.

PUHK000364

Request Status

**New**

## Instructions

Kui sa esitad taotluse siis palun jälgige, et sinu saldo ei läheks miinusesse. Kui sa esitad taotluse siis palun jälgige, et sinu saldo ei läheks miinusesse. Kui sa

Holiday Type

PUHKUS



Starting Date

27.09.2024



Holiday Duration

1

