

HRM4Baltics what's new – December 2024

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Events

Displaying the name of the manager of the employee participating in the Event on the Event card, Event request and Offer

An enhancement has been made to the solution on the Event card, Event request card and Offer card, where the manager's name of the employee is displayed in the participant list.

Event Card (HRM4Baltics)

Lähetus · 10.07.22-19.07.22

Dimensions Create Offer Offers Participants Requests Create One Request Create Requests Send Messages Cost Entries Jobs Make a Copy

Event Progress: Event (1 participant), Event Offers (1/1 Approved Cost: 121), Request (1 request), Approvals (0/1 Approved), Cost Reports (Missing)

Event Type >

*Event Information > 10.0

Employee Name ↑	Req. Fee...	Employee Job Title	Employee Status	Osakond Name	Allüksus Name	Employee Manager Name
→ Arbo Arrak		Ostuspetsialist	Active	Turundusosakond	-	Mari Murakas

Offer Card

PÄRING0052 · Business Trip Offer · 10.07.22-19.07.22

Re-Open Jobs Open Card Add to Purchase Invoice Remove Purchase Invoice

Organizer No.	T003	Starting Date	10.07.2022
Organizer Name	Kalle Kolmas	Ending Date	19.07.2022
Expense Template Code	LÄHETUS	Country Code	
Web Request Template Code		Country Name	
Offer Participants	2	City Name	
Participant Amount	60,50		
Total Amount	121,00		

Participants Manage

Employee Name	Employee Status	Osakond No.	Osakond Name	Employee Manager Name
→ Kalle Tamm	Active	10	Finantsosakond	Mari Murakas
Arbo Arrak	Active	12	Turundusosakond	Mari Murakas

Event Request Card (HRM4Baltics)

Hannes Koosla · Koolitus · 28.11.24-01.12.24 · Eesti · test

Jobs Request Log Send Message Approvals Take Back Approve Reject Create Offer Offers Create Repo

Event Progress: Koolitus (One participant), Request (Waiting Approval), Event Offers (Missing), Approvals (Waiting Approval Hannes Koosla), Cost Reports (Missing)

Request Overview >

Venue and dates >

Request Budget >

Participants Manage Employees Event Request Fewer options

Employee Name ↑	Employee Status	Osakond Name	Allüksus Name	Employee Manager Name
→ Hannes Koosla	Active	-	-	Mari Murakas

Linking the Expense report approval workflow to the Event category

A new field "Expense Report Approval Group No." has been created for the Event category.

Event Categories (HRM4Baltics)

Search + New Edit List Delete Types Dimensions Fields Setup

Code ↑	Absence Code	Captions Syntax (Estonian)	Captions Syntax (English)	Allow Empty Type	Allow Currency	Show Sub-Item (Exp...)	Show Exp. Item (Offer Approval Group No.)	Offer Coordination Group No.	Expense Report Approval Group No.
→ TRAINING						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

An enhancement has been made to the solution where it checks if the Event category has an approval workflow assigned. If it does, that approval workflow is used; if not, the approval workflow assigned to the Expense report type is applied.

Mandatory fields for the Offers are configurable

A new menu button "Offer Fields Setup" has been added to the Events setup, allowing the configuration of mandatory fields for Offer requests.

Events Setup (HRM4Baltics)

Categories Web Request Templates Expense Templates Cost Types Permissions Offer Fields Setup

Event Request Setup

Event Nos. SYNDM Expense Report Nos.

To set mandatory fields, mark the desired fields as "Required" on the opened page.

Table Name	Field No. 1	Field Name	Required
Offer	4	Offer Date	<input checked="" type="checkbox"/>
Offer	8	Organizer No.	<input checked="" type="checkbox"/>
Offer	20	Event Description	<input checked="" type="checkbox"/>
Offer	25	City Name	<input checked="" type="checkbox"/>
Offer	26	Country Code	<input checked="" type="checkbox"/>
Offer	27	Country Name	<input checked="" type="checkbox"/>
Offer	37	Vendor No.	<input checked="" type="checkbox"/>
Offer	39	Web Request Template Code	<input checked="" type="checkbox"/>
Offer	136	Expense Template Code	<input checked="" type="checkbox"/>
Offer Line	3	Cost Type	<input type="checkbox"/>
Offer Line	4	Cost Description	<input type="checkbox"/>
Offer Line	5	Instructions	<input type="checkbox"/>
Offer Line	102	Days	<input type="checkbox"/>
Offer Line	105	Total Amount	<input type="checkbox"/>

Configuration for status restriction when creating an expense report

A new field "New Expense Report Allowed if" has been created for the event category type and subtype, with the following options:

- **New Request** - The Event request has not been sent for approval, it is already possible to create an Expense report.
- **Submitted Request** - The Event request has been sent for approval and only then the expense report card can be created.
- **Approved Request** - The Event request is approved and only then the expense report can be created.

Code T	Def/Vendor No.	Offer Web Request Template Code	Training Area Code	Training Type Code	Training Subtype Code	De-Tal...	Allowed Increase Amount	Allowed Increase Percentage	Creation Text	No of Allowed Expense Reports	Send Reminder	New Expense Report Allowed #
EESTI	H00011					<input checked="" type="checkbox"/>	1,00	1,00	lus Eestis toimuv kooolitus	1	<input checked="" type="checkbox"/>	Submitted Request
MAJA	H00012		MEESKOND	KOOLITUS	MAJA	<input checked="" type="checkbox"/>	1,00	1,00	lus majasiene kooolitus	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> New Request <input checked="" type="checkbox"/> Submitted Request <input checked="" type="checkbox"/> Approved Request
ÜLDINE						<input type="checkbox"/>	1,00	1,00		1	<input checked="" type="checkbox"/>	

If the Event request is not in the correct status according to the configuration, a warning is displayed when clicking the "Create Report" button:

- The event request has not been submitted; the expense report cannot be created.
- The event request is not approved; the expense report cannot be created.

Notification to managers about event approval

An enhancement has been made to the Event approval workflow, allowing the configuration of a notification email to the manager's superior, who is not included in the approval workflow.

For the solution new "Approver Type" options have been added to the approvers page:

- E-mail to Manager
- E-mail to Manager's Manager

E-mail to Management

Approvers (HRM4Baltics)

Search + New Edit List Delete Edit View Dimensions

Sorting No.	Approvers	Approver Description
1	Substitutes/Employees	Kalle Kolmas
2	Employee	Karmen
3	Job	Karula

- Substitutes/Employees
- Manager
- Employee
- Job
- Holiday Approver
- E-Mail Responsible
- Submitter
- Project Manager
- Head of Structure 1
- Head of Structure 2
- Project/Asset Responsible
- Substitutes Managers/Employees Managers
- Submitter Manager
- Fixed Asset Responsible Employee
- Level 1 Manager (by Line Dimension)
- Level 2 Manager (by Line Dimension)
- Level 3 Manager (by Line Dimension)
- Level 4 Manager (by Line Dimension)
- Owners
- E-Mail to Manager
- E-Mail to Manager's Manager
- E-Mail to Management

A new configurable field "Email Template (Managers & Management)" has been added to the "Approvers" page.

Approvers (HRM4Baltics) Saved

Search + New Edit List Delete Edit View Dimensions

Sorting No.	Allow Cha...	Noti... Reject	Noti... Can...	Noti... Stop	Noti... Cha...	Notify Need Approve	Notify Approved	Noti... App... Can...	Noti... Need Co...	Noti... Co...	Send Notification to Employee	Automatic Approve	Req... Digi... Sign	Sub... Can not be	Not Allo... On Mo...	Exception Approver	E-Mail Template (Managers & Management)
1																	

A "Valid for Countries" field must also be configured for the approver, with options for EU and Non-EU.

Approvers (HRM4Baltics)

Search + New Edit List Delete Edit View Dimensions

Sorting No.	Approver Type	Approver No.	Approver Description	Notify Event Prepayment	Valid for Countries
1	Employee	T003	Kalle Kolmas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Employee	T001	Karmen	<input type="checkbox"/>	<input type="checkbox"/>
3	Employee	T002	Karula	<input type="checkbox"/>	<input type="checkbox"/>

Note! On the Countries/Regions page, it is necessary to configure for each country whether it belongs to the EU or not in the "Expense Report Country Type" field.

Countries/Regions Saved

Search + New Edit List Delete Custom Address Format More options




Code T	Name	ISO Code	ISO Numeric Code	Address Format	Contact Address Format	County Name	EU Country/Re... Code	Intrastat Code	VAT Scheme	Taxonomy Classification	Expense Report Country Type
AE	Araabia Ühendemiraalid			City+Post Cod	After Compa...						Non-EU
AT	Austria			Post Code+...	After Compa...		AT	AT			EU
AU	Austraalia			City+County...	After Compa...						EU
BE	Belgia			Post Code+...	After Compa...		BE	BE			EU

A new configurable field "Email Template (Managers & Management)" has been added to the approval workflow, where the required template can be configured.

E-mail templates

Need to Approve E-Mail Template	KULLARUJANNE	Need Complete E-Mail Templ.	
Reject E-Mail Template		Completed E-Mail Template	
Cancel Approval E-Mail Template		Stop Approval E-Mail Template	
Approved E-Mail Template	ARUJANNE KINNITATUD	Message E-Mail Templ.	
Cancel E-Mail Template		Event Prepayment E-mail Template	
Change E-Mail Template		E-Mail Template (Managers & Management)	

A new email template has been created, which can be selected in the previously described field.

E-Mail Template (HRM4Baltics)   

Approval · JUHI MEIL

[Send Test E-Mail](#) [HTML Editor](#) [Variables Help](#)

E-Mail Setup

Template Type	Approval	<?Tere %1 s!> <?odusemisiütaja %3!> <?Lühetus algab %6 ja kestab kuni %7.> <?Lühetuse eeskoostajaks on %8.>
Template Code	JUHI MEIL	
Description	Teavitust juhile	
Subject	Tötaja löheb löhetusse	
E-mail Scenario	Payroll365 Template Approval	
Blind Copy		
HTML	<input checked="" type="checkbox"/>	
Test Receiver E-Mail		
Use Log	<input type="checkbox"/>	

Customizations to the appearance of the Offers card

A new field "Vendor Offer No." has been added to the Offer card, where the offer number can be manually entered.

Offer Card

PÄRING0252 · Training Offer · 13.05.24-15.0

[Send Coordination Request](#) [Re-Open](#) [Jobs](#) [Approvals](#) [Re](#)

Request

Offer No.	PÄRING0252
Offer Date	14.11.2024
Vendor No.	H00011
Vendor Name	Koolitaja OÜ
Vendor Offer No.	

Change in the logic of the header information order for the Offer: Offer No. · Event Request Offer · Start-End · Country · Event Name.

As an enhancement to the approval status fact box, two separate blocks have been created: Cooperation and Approval. Different colors are used – red is displayed for persons who are unapproved/in coordination or need approval/coordination, green is displayed for persons who have approved/sent for coordination or the submitter's names, and blue is displayed for names of persons who have coordinated.

[Details](#) [Attachments \(0\)](#)

Approval Status

Cooperation

Coordinated
Hannes Koosla

Coordinator: Hannes Koosla

Approval

Approved
Hannes Koosla

Support for dimensions has been added to the event card and approval workflow

A new field "Employee Dimensions" has been added to the "Event Participants" block on the event card, where the employee and event-based dimensions can be viewed, which are checked in the approval workflow.

Event Card (HRM4Baltics) ✓ Saved

Koolitus · 17.01.25-17.01.25 · Eesti · Training

[Dimensions](#)
[Create Offer](#)
[Offers](#)
[Participants](#)
[Requests](#)
[Create One Request](#)
[Create Requests](#)
[Send Messages](#)
[Cost Entries](#)
[Jobs](#)
[Make a Copy](#)

Event
Event Offer
Request
Approvals
Cost Reports

One participant | Missing | 1 request | 0/1 Approved | 0/1 Approved Cost: 0

Event Type >

Event Information > Eesti | 17.01.2025 | 17

[Event Participants](#) | [Manage](#) | [Employees](#) | [Event Request](#) | Fewer options

Employee Name	Employee Manager Name	Töölere Name	Grupp Name	Employee No.	Employee Dimensions
Hannes Koosla	Mari Murakas	-	-	A003	TUR.KOOLITUS,MUSTAMÄE.SPETSIALIST,FIN,A003,KILE

SYNDM0321 - Training - A003 - Hannes Koosla

Event Participant Dimension

Dimension Code	Dimension Value Code
ALLÜKSUS	MUSTAMÄE
AMETIGRUPPP	SPETSIALIST
PROJEKTUJHT	A003
TÖÖTAJA	A003
OSAKOND	TUR
TEGEVUS	KOOLITUS

Requests

Intelligent notification and information on the quick info pane for the rejection of expense reports, vacation requests, and event requests

A configuration has been created on the "My Notifications" page for the rejection of expense reports, holiday requests, and event requests. It can be managed on a user-specific basis.

Edit - My Notifications

Notification	Enabled	Conditions
→ Hoiata kui sündmuse taotlus on tagasi lükatud (HRM4Baltics)	<input checked="" type="checkbox"/>	---
Warn if the Holiday Request has been rejected (HRM4Baltics)	<input checked="" type="checkbox"/>	---
Hoiata kui kuluaruanne on tagasi lükatud (HRM4Baltics)	<input checked="" type="checkbox"/>	---

When the "Allowed" marker is activated, the rejection notification is displayed in the request header and the fact box including the full extent of the notification, along with the name of the person who rejected it.

Holiday Request (HRM4Baltics) ✓ Saved

HR Specialist : Kalle Kolmainus 01.02.22-22.02.22 Puhkus

Request has been rejected by Kalle Kolmainus: ei luba. Don't show again

[New](#)
[Submit](#)
[Cancel Holiday](#)
[Delete](#)
[Approvals](#)
[Request Log](#)
[Holiday Balance](#)
[Vacation Expirations](#)
[Absence](#)
[Cause of Absence](#)

Request Information Show less

Request Name	Puhkus	Current Approver Role	
Request No.	PUHK0000061	Approval Comment	ei luba
Request Status	Rejected	Employee No.	T003
Request Date	21.01.2022	Name	Kalle Kolmainus
Holiday Journal Name		Job Title	Vanemraamatupidaja

Approval Status

Rejected
Kalle Kolmainus

ei luba

Instructions >

The resignation request title now displays the departing employee's number and name

The Resignation Letter title now displays the departing employee's number and name.

Payroll Request Setup
Multiline · 01.01.2023

Text Setup Setup

Upper text

Upper Left Text Style Standard Upper Right Text Style Standard

Upper Left Text Upper Right Text

Bottom Text

Bottom Left Text Style Standard Bottom Left Text

Bottom Right Text Style Standard Bottom Right Text

Submitting Text

Dialog box content:
 %1 - Grounds for Term. Desc.
 %2 - Last date of Employment
 %3 - Cause for Term. Desc.
 %4 - Employee Name
 %5 - Employee No.

If the request submitter is the first approver, the request can be configured to be automatically approved

A new field "Allow Auto Approve" has been added to the approval workflow configuration. If the value "First Approver is Submitter" is selected, the request is automatically approved.

Approval Group (HRM4Baltics)

LÄHETUS

Approval Approvers

General

Approval Setup No. LÄHETUS

Description Lähetused

Allow to Delete

Allow Approve Once

Allow Auto Approve First Approver is Submitter

Automatic Complete

Employee

An Address Assistant has been added to the Employee and Workstation Code cards

When entering an address on the Employee card, it is possible to use the Address Assistant.

To use this functionality, the HRM4Baltics Connection App must be utilized and the "Enabled" marker must be activated in the Address Search configuration.

Address Search Setup

Test Connection Automate Fewer options

General

Enabled Remove District from ...

Employee Address and Contacts

Address

Address Tammsaare tee 111

- A. H. Tammsaare tee, Kristiine linnaosa, Tallinn, Harju maakond
- A. H. Tammsaare tee, Mustamäe linnaosa, Tallinn, Harju maakond
- A. H. Tammsaare tee 112, Mustamäe linnaosa, Tallinn, Harju maakond
- A. H. Tammsaare tee 116a, Mustamäe linnaosa, Tallinn, Harju maakond

Post Code 12911

Working Schedule

A new Summarized Hours field has been added, which aggregates hours across working schedule groups

A new Summarized Period Hours field has been added to the working schedule, which calculates the total hours worked by the employee across all schedules.

Working Schedule (HRM4Baltics)

Hannes Koosla 01.12.24-31

[Employee](#) Working Schedule Planning On

Employee Card Employee Free Days

Töötajad Filtrite loend Uuenda vaadet

Tootmine2 | ◀ December 2024 ▶ Show: H

Employee Name	Profession Desc.	Nominal Hours	Total Hours	Difference	3 months in Groups (diff.)
Hannes		146h	148h	2h	-539,5 h
Kalle Kolmas		149h	145h	-4h	-181h
Mari Murak	Juhatus	112,6h	116,5h	0h	-114,3 h

To display the field in the working schedule, the configuration must be done at the working schedule group by selecting Formatted UX Template->Fields page.

Fields (HRM4Baltics)

Search Edit List Delete Show Selected Show All

Field No. ↑	Field Name	Sorting No.	Visible
181	3 months (nominal)		<input type="checkbox"/>
182	3 months (add.)		<input type="checkbox"/>
183	3 months in Groups (diff.)	503	<input checked="" type="checkbox"/>

When registering a Working Schedule, the plan is required

A new additional setting "Plan Required [All entries]" has been created for the working schedule posting group. When the marker is enabled, the monthly hours cannot be approved until each entry is associated with a schedule plan.

Working Schedule Posting Groups (HRM4Baltics)

Search New Edit List Delete

Code ↑	Description	Groups	Plan Required (All Entries)
→ TOOTMINE	Tootmine	2	<input type="checkbox"/>
LISATASU	Lisatasu	-	<input type="checkbox"/>

A new field "Modified Hours" has been added to the working schedule view, where the hours that have been modified compared to the approved plan are displayed.

Working Schedules: All | Search | New | Delete | Process | Month | Status | Working Schedule | Overview | Emp

◀ Previous | January 2025 | Next ▶

Status	Submitter Name	Employees	Not Planned Employees	Nominal Hours	Total Hours	Modified Hours	Not Accepted Hours
Open	—	—	—	—	—	—	—
Open	Hannes Koosla	3	3	528h	88h	—	88h
Open	Mari Murakas	—	—	—	—	—	—
Open	Kati Karumari	—	—	—	—	—	—
Open	—	—	—	—	—	—	—
Open	Kalle Kolmas	—	—	—	—	—	—
Open	⋮ Kalle Kolmas	—	—	—	—	—	—
Open	Hannes Koosla	—	—	—	—	—	—
Open	—	—	—	—	—	—	—
Open	—	—	—	—	—	—	—
Open	Hannes Koosla	1	1	176h	—	—	—
Open	⋮ Kati Karumari	2	2	336h	164,5h	5,5h	164,5h
Open	—	—	—	—	—	—	—
Open	Kalle Kolmas	1	1	88h	56h	56h	56h

By clicking on the hours, the working schedule entries page opens, where it is possible to view the unapproved plan hours.

Working Schedule Entries (HRM4Baltics)

Search | + New | Edit List | Delete

Working Schedule Group No. ▼	Employee No. ↑	Employee Name	Date ↑ ▼	W.	Working Shift Code	Since ↑	Till ↑	Hours	Normal Hours	Night Hours
TOOTMINE	T341	Saara-Pille Liinilend	01.12.2024	Su		11:14:14	03:14:14	16	10,76	5,24
TOOTMINE	T341	Saara-Pille Liinilend	02.12.2024	Mo	KILE	08:30:00	12:30:00	4	4	
TOOTMINE	T341	Saara-Pille Liinilend	03.12.2024	Tu	KILE	08:30:00	12:30:00	4	4	
TOOTMINE	T341	Saara-Pille Liinilend	04.12.2024	We	KILE	08:30:00	12:30:00	4	4	
TOOTMINE	T341	Saara-Pille Liinilend	05.12.2024	Th	KILE	08:30:00	12:30:00	4	4	
TOOTMINE	T341	Saara-Pille Liinilend	06.12.2024	Fr	KILE	08:30:00	12:30:00	4	4	
TOOTMINE	T341	Saara-Pille Liinilend	06.12.2024	Fr		11:22:37	16:22:37	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	07.12.2024	Sa		11:22:37	16:22:37	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	08.12.2024	Su		11:22:38	16:22:38	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	09.12.2024	Mo		11:22:34	20:22:34	9	9	
TOOTMINE	T341	Saara-Pille Liinilend	09.12.2024	Mo		11:22:36	16:22:36	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	10.12.2024	Tu		11:22:36	16:22:36	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	11.12.2024	We		11:22:37	16:22:37	5	5	
TOOTMINE	T341	Saara-Pille Liinilend	12.12.2024	Th		11:22:37	16:22:37	5	5	

Self-Service portal

An addition has been made to display dimensions in both the Employee Portal and the simplified Employee Portal list

To display dimensions in the portal and the simplified list, configuration must be made on the "Employee List Fields setup" page:

Employee List Fields Setup (HRM4Baltics)

Search | + New | Edit List | Delete

View Type ↑	Field No. ↑	Field Name
Portal Employee	200	Tase 2
Portal Employee	210	Tase 2 nimi
Portal Employee	1010	Palga dimensioon 1 tähis
Portal Employee	1020	Palga dimensioon 2 tähis
Portal Employee	1030	Palga dimensioon 3 tähis
Portal Employee	1040	Palga dimensioon 4 tähis
Portal Employee	1050	Palga dimensioon 5 tähis
Portal Employee	2010	Palga dimensioon 1 nimetus
Portal Employee	2020	Palga dimensioon 2 nimetus
Portal Employee	2030	Palga dimensioon 3 nimetus
Portal Employee	2040	Palga dimensioon 4 nimetus

Employee List Fields Setup (HRM4Baltics)

Search + New Edit List Delete

View Type ↑	Field No. ↑	Field Name
Simple List		
→ Simple List	5	Nimetus
Simple List	9	Ametinimetus
Simple List	2010	Palga dimensioon 1 nimetus
Simple List	2020	Palga dimensioon 2 nimetus
Simple List	2030	Palga dimensioon 3 nimetus
Simple List	2040	Palga dimensioon 4 nimetus

An enhancement has been made to the portal access rights template

A new marker field "Allow Processing" has been added to the Permission Lines page of the portal access rights template. This field affects the HR role and works in conjunction with multiline requests.

Permission Lines

Search + New Edit List Delete View List Edit List Test (View) Test (Edit)

Type ↑	Responsible Type Filter	Edit Filters	Edit Extra Filters	Edit Type Filter	Allow Processing
→ Event Reques					<input checked="" type="checkbox"/>
Expense Re...					<input checked="" type="checkbox"/>

Salary

A Contract group and its connection to salary have been added

It is now possible to select predefined contract groups for a contract.

A001 - Holger Saviauk

Employee Contracts (HRM4Baltics) Search + New Edit List Delete Send to Working Register

Working Register ID	Pri...	Entry Type	Contract Type	Contract No.	Contract Group	Applied Contract No.	Addendum No.
	<input type="checkbox"/>	Contract	10	TL0057			
	<input type="checkbox"/>	Addendum	10	TL0058			
	<input type="checkbox"/>	Addendum	10				
	<input type="checkbox"/>	Addendum	10				
→	<input type="checkbox"/>	Addendum	10	TL0090			

Code ↑	Description
HARJU	Harju

+ New

It is possible to configure different salary tariffs for the group, which will be automatically applied to all employees who are assigned the corresponding group to their contract line.

Contract Group Card (HRM4Baltics)



HARJU

Contract Group Lines Update Employees (active contracts)

Contract Group

Code	HARJU	Employees
Description	Harju	Locked
Contract Lines	-	

Contract Group Lines Manage

Valid From	Valid To	Value Type	Value No.	Descripti...	Amount	Use Wor... Fact...	Salaries	Default Dimensions
→ 15.01.2025	:	Salary	TASU_KUUPA...	Kuupalk, ...	1 500	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>

A new field "Employees" has been added to the contract group page, where you can see how many employees have been assigned the contract group.

Select - Contract Groups (HRM4Baltics) |

Code	Description	Lines	Contract Lines	Locked	Employees
→ HARJU	Harju	1	-	<input type="checkbox"/>	-

Enhancements to the Salary change journal

In the salary change journal, it is now possible to modify multiple salaries at once. To do so, you need to configure the desired salary types in the "Salary Type" field.

Salary Change Journal (HRM4Baltics)

Batch Name	TLN	Salary Type	TASU_KUUPALKJTASU_TUND
Date		Amount Type	Percentage
Description		Amount	0,00
Create New Contract Lines	<input type="checkbox"/>		

Contracts

The contract printout date format is now configurable

A new field, "Contract Printout Date Format," has been added to the payroll settings, allowing you to control the format of the contract printout date according to the company's specific requirements.

Payroll Setup (HRM4Baltics)

Periods Structure Notifications Tax Declaration Setup Related Dimensions Actions Fewer options

Sunday Nominal Hours

Global Settings

Trust Fund Interface	Resource
Trust Fund 1% PEN1	Hide Resource Button <input type="checkbox"/>
Trust Fund 2% PEN2	QR Code
Trust Fund 3% PEN3	Automatic QR Code <input type="checkbox"/>
Trust Fund 4% PEN4	QR Code Length
Trust Fund 6% PEN6	Contract Print
Bank	Contract Print Date Format <Day>-<Month Text>-<Year4>-<Quarter>

The possible values and the resulting display will appear when you click on the described field "...".

i Allowed values for Date format
 Day, Month, Month Text, Quarter, Year, Year4, Week, Week Year, Week Year4, Weekday, Weekday Text

<Day,2>.<Month,2>.<Year> = 05.04.21
 <Day,2>.<Month,2>.<Year4> = 05.04.2021
 <Day>.<Month Text>.<Year4> = 5. April 2021.
 Default value is <Day,2>.<Month,2>.<Year>

Current format results: 17.January 2025 1

Rewards

The relationship between the Reward category and the Reward type

A setting "Connected category" has been created for the reward type.

Reward Types (HRM4Baltics) ✓ Saved

Search + New Edit List Delete

Code T	Description	Payroll Account No.	Include in Officer Service Report	Allow History in Portal To Manager	Connected Category
→ 100	:		<input type="checkbox"/>	<input type="checkbox"/>	PREEMIA
200			<input type="checkbox"/>	<input type="checkbox"/>	

When creating reward for an employee, if a category is selected that is not linked to any reward types, the list of reward types will be empty, and it must be set manually.

Employees Rewards (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Import from Excel Add to Journal

Reward No.	Employee No.	Employee Name	Reward Date	Reward Category	Reward Category Description	Reward Type	Reward Type Description	Reward Description
→ 123	A001	Holger Saviauk		HINNANG	Hinnang	-		
35	TRI-0234	Mihkel Vald	03.12.2024	PREEMIA	Preemia			

Code T Description

(There is nothing to show in this view)

+ New Select from full list

Employees Rewards (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Import from Excel Add to Journal

Reward No.	Employee No.	Employee Name	Reward Date	Reward Category	Reward Category Description	Reward Type	Reward Type Description	Reward Description
123	A001	Holger Saviauk		HINNANG	Hinnang	-		
→ 35	TRI-0234	Mihkel Vald	03.12.2024	PREEMIA	Preemia	200		

Code T Description

→ 100

+ New Select from full list

The entire Reward history of the employee, based on the reward type, will be visible to the manager

A new setting has been created for the reward type: "Allow History in Portal To Manager." When the marker is enabled, the manager can view all rewards of the employee associated with this reward type, including from periods when the employee was not yet part of the manager's team.

Reward Types (HRM4Baltics)

Search + New Edit List Delete

Code T	Description	Payroll Account No.	Include in Officer Service Report	Allow History in Portal To Manager
→ 100	:		<input type="checkbox"/>	<input type="checkbox"/>
200			<input type="checkbox"/>	<input type="checkbox"/>

Holidays

Enhancements to the Holiday Schedule based on Absence reasons

Three new fields have been created for the Absence reason:

- Exception Age of toddler
- Exception Age of toddler (For school age children)

- Calculate End Date Balance

Cause of Absence Card (HRM4Baltics) ✎ +

P_PUHKUS

🔗 Holiday Setup 🔗 Update Entries Quantities

Balance Type Month

Balance Account No. 3510

Check Longest (Days) 14

Check Weekend 3,50

Exception Age of Toddler 2

Exception Age of Toddler 6

Calc End Date Balance

Holiday Schedule UX Main Absence

The created fields are used to display information in the "Exceptions" field of the Holiday schedule.

Holiday Schedule (HRM4Baltics) ✓ Saved ☰ ✎

Batch Name 2025

Manage New Excel Substitution Posting Absences Actions Reports Fewer options

Employee No.	To Date	Days	Holiday Code	Description	Holiday Payment	Posted	Last Check Message	Exception	Profession No.	Outs
→ T001	31.01.2025	5	P_PUHKUS	Puhkus	Payday	No	Puudub 14 päevane puhkus(Nõutud 1,43 nädalav...	Alla 7-aastane laps	1020-01	10
T012	27.02.2025	8	P_PUHKUS	Puhkus	Payday	No	Puudub 14 päevane puhkus(Nõutud 2,57 nädalav...	Alla 7-aastane laps	0200-01	13

A new information box for absences in the fact box and a comment line have been added to the Holiday request form

It is possible to display a comment line on the Holiday request form, requiring the activation of the "Show comment" marker on the Request Types page.

Request Types (HRM4Baltics)

Search Edit List Delete Process Reports

Request Type ↑	Request Nos.	Initial Date Formula	Upper Text	Bottom Text	Reje... Co... Req...	Show Comment
Holiday Request	PUHKUS		Two		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A new information box "Holiday Requests" has been added to the fact box, displaying absences registered in the Absence journal for the current year.

Holiday Request (HRM4Baltics) ✎ + ☰ ✓ Saved

Hannes Koosla 15.01.25-16.01.25 Puhkus

🔗 New 🔗 Submit 🔗 Delete 🔗 Approvals 🔗 Request Log 🔗 Holiday Balance 🔗 Vacation Expirations

Request Name Puhkus Current Approver Role

Request No. PUHK0000166 Employee No. A003

Request Status New Name Hannes Koosla

Request Date 15.01.2025 Job Title

Holiday Journal Name

Instructions >

Holiday Type PUHKUS Comment

Starting Date 15.01.2025 Verification

Holiday Duration 2 Used Holiday Days 2 days

Ending Date 16.01.2025 Balance at date 31.12.25 41,5 - 0 - 2 = 39,5 days

Holiday Payment Payday Request Filename Add request file

Automatic Complete Public Authority Right Ceased

Calendar ▾

January 2025

E	T	K	N	R	L	P
	1	2	3	4	5	
W	2	6	7	8	9	10
W	3	13	14	15	16	17
W	4	20	21	22	23	24
W	5	27	28	29	30	31

NB! 31.12.24 3h shorter
Uusaasta 01.01.25

Holidays Requests ▾

Holiday

15.01.25 - 16.01.25 PUHKUS_New

Reports

Salary analyses support up to 100 columns

Support for configuring up to 100 columns has been added to salary analysis types for:

- Accounts by dimensions
- Employees by accounts
- Employees by calculations

Insiders

Enhancements to the Insider List

Two new fields have been added to the Insider List: "Declaration of economic interests Due Date" and "Declaration of economic interests submitted," along with a new button "Change Due Date of Declaration of economic interests".

Employee No.	Company E-Mail	Removal Date	Cause of Removal Code	Cause of Removal Description	Exit	Declaration of economic interests Due Date	Declaration of economic interests submitted
A002							16.12.2024
A003	yllek@itera.ee					31.12.2025	10.12.2024
T001	mari.murakas@ylleas.ee						

To enable the completion of the „Declaration of economic interests Due Date“ field, a configuration must be made on the „Payroll Cause of Insider Addition“ page, under the field „Declaration of economic interests Due Dateformula“.

Code 1	Description	Default	Report Description	Declaration of economic interests Due Dateformula
→ AMET	Ametikoht	<input checked="" type="checkbox"/>		+7D
KOMISION	Komisjoni liige	<input type="checkbox"/>		+7D

When the configuration is made on the specified page, the "Declaration of economic interests Due Date" field will automatically populate with the date according to the configured formula when adding the employee to the insider list. To change the date, the "Change Due Date of Declaration of economic interests" button on the insider's page must be used.

The "Declaration of economic interests submitted" column will show a date once the employee has submitted the form, and it has been processed by the HR specialist.

If the MHD is not submitted by the deadline, the row will turn red. When the employee submits the MHD, the row will return to black.

Absences

A new button for adding absences has been added to the employee card

A new button "Add Absence" has been created under the "New" menu on the employee card, allowing you to directly register an absence for the employee in the absence register from the employee card.

Employee Card (HRM4Baltics)

A001 · Holger Saviak

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

[Send to Working Register](#) [Export Worker Notice](#) [Update](#) [Add Absence](#)

Basic Information

Edit - New Absence (HRM4Baltics)

Employee No. A001

Employee Name Holger Saviak

Cause of Absence |

From Date [calendar icon]

To Date [calendar icon]

Description

Days 0,00

Hours 0,00

OK Cancel

Dimensions

The configuration for the vendor related dimensions

A new type "Vendor" has been added to the "Related Dimensions" page in Payroll Setup, along with a marker

Related Dimensions (HRM4Baltics) ✓ Saved [bookmark icon] [share icon] [refresh icon]

Search + New Edit List Delete [share icon] [filter icon] [list icon]

Type ↑	Dimension Code ↑	Value Posting	Do Not Update
→ Vendor	ALLÜKSUS		<input type="checkbox"/>
Vendor	OSAKOND		<input checked="" type="checkbox"/>
Vendor	TEGEVUS		<input checked="" type="checkbox"/>
Vendor	TÖÖTAJA		<input type="checkbox"/>

field "Do not update."

When the "Do not update" marker is enabled for the vendor dimension, the vendor dimensions will not be updated if the dimensions on the employee card are modified.

Payroll Entry

A new button "Add Payroll Entry" has been added to the employee card

A new button "New Payroll Entry" has been added under the "New" menu on the employee card. This allows users to directly register a payroll journal entry for the employee into the payroll database from the employee card.

Employee Card (HRM4Baltics) [edit icon] +

A001 · Holger Saviak

New Process Contract Information Personal Info Contact History Actions Related Fe

Send to Working Register Export Worker Notice Update Add Absence **New Payroll Entry**

Edit - New Payroll Entry (HRM4Baltics) - Holger Saviuk

Posting Date	20.01.2025
Document No.	PAYROLL 20.01.25
Type	Normal
Account No.	1224
Employee No.	A001
Employee Name	Holger Saviuk
Employee Status	Active
Payment Type	10
Amount	10.00
Description	Additional salary
Accounting Period	2025-01
Payment Period	2025-01
Calculation Period	2025-01

OK Cancel

Trainings

The changes made to the opening of the training feedback card

The opening of the training feedback survey has been made more convenient, allowing the survey sent via email to be directly opened in an editable view.

Please fill feedback for training Personalijuhtimise aastakonverents

BCS Itera Business Central

To: Mon 1/20/2025 9:55 AM

Please fill feedback for training Personalijuhtimise aastakonverents
Questionnaire is located [here](#).

Reply Forward

Personalijuhtimise aastakonverents - Hannes Koosla ✓ Saved

Questionnaire Answers Search Edit List Submit

Type	Description/Answer	Set
→ Question	How much I enjoyed it?	<input type="checkbox"/>
Answer	5	<input type="checkbox"/>
Answer	4	<input type="checkbox"/>
Answer	3	<input type="checkbox"/>
Answer	2	<input type="checkbox"/>
Answer	1	<input type="checkbox"/>

To use this feature, the marker must be activated in the Payroll Setup under the field "Skip Training Feedback Card."

Payroll Setup (HRM4Baltics)

Periods Structure Notifications Tax Declaration Setup Related Dimensions Actor

Trust Fund 3% PEN3

Trust Fund 4% PEN4

Trust Fund 6% PEN6

Bank

Bank Payment Type Multiple Banks

Use SEPA Salary Payment

Use Payment Register

Training

Education Numbers KOOLITUS

Training Plan Nos.

Training Over Companys Nos. %1-%2

Training Document Nos. KL-DOK

Default Training Feedback Questionnaire KÜSIMUSTIK

Skip Training Feedback Card