

# HRM4Baltics what's new – December 2024

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## Events

### Displaying the relation between the Event request and the Purchase invoice

Displaying the relation between the Event request and the Purchase invoice. When the Event request is linked to a Purchase invoice, it is possible to navigate directly from the request to the invoice and vice versa. This applies to both posted and unposted Purchase invoices. Invoice information is also displayed on the Fact box.

Event Request Card (HRM4Baltics)

Hannes Koosla · Lähetus · 27.11.24-29.11.24 · Eesti

Request Overview

No.	TAOT00435	Employee Name	Hannes Koosla
Category Code	LÄHETUS	Require Feedback	No
Category	Lähetus	Original Request No.	
Type Code	KOOSOLEK	Copied From Request No.	
Type	Koosolek	Participants	1
Subtype Code		Budget Cost	0,00
Subtype		Actual Cost	280,00
Expense Template Code	LÄHETUS	Connected posted invoices 1	
Business Trip Status	Approved	Remark	
Employee No.	A003		

Absences

- 26.11.24 - 28.11.24 Kooolitus
- 27.11.24 - 28.11.24 Lähetus
- 28.11.24 - 01.12.24 Kooolitus
- 29.11.24 - 03.12.24 Lähetus
- 04.12.24 - 08.12.24 Lähetus
- 10.12.24 - 13.12.24 Lähetus

Invoices

- Invoice 108111

Venue and dates

Event No.	SYNDM0302	Starting Date	27.11.2024
Business Trip Name		Starting Time	12:00:00

Posted Purchase Invoice

108111 · Hannes Koosla

Process Correct Print/Send Invoice Incoming Document

General

No.	108111	Due Date	27.11.2024
Vendor	Hannes Koosla	Quote No.	
Buy-from		Order No.	
Address		Vendor Invoice No.	ARUANNE0729
Address 2		Vendor Order No.	
City		Pre-Assigned No.	1202
Post Code		No. Printed	0
Country/Region		Order Address Code	
Contact No.		Purchaser Code	
Phone No.		Responsibility Center	
Mobile Phone No.		Training No.	
Email		Connected Event Requests 1	
Contact		Cancelled	No
Posting Date	29.11.2024	Corrective	No
VAT Date	29.11.2024		

## Control of changing the Expense template in the case of a confirmed Offer on the Event and Event request

Expense template control on the Event/Request/Offer card:

1. If the Offer is confirmed, a message is displayed to the user: " Offer has been submitted and expense template code can not be changed."
2. If the Offer is not confirmed, a warning is displayed asking if the user wants to continue and delete the amounts: " Do you want to delete the offer lines and create again?"
  - Yes – the lines are deleted, and the new lines from the updated template are added.
  - No – nothing happens.

Do you want to delete the offer lines and create again?

Yes No

A new setting has been created for using the solution on the Event Categories page: "Show Expense template (Offer)".

Event Categories (HRM4Baltics)

Code *	Captions Syntax (Estonian)	Captions Syntax (English)	Allow Empty Type	Allow Currency	Show Sub... (Eve...)	Show Expense Template (Event)	Show Expense Template (Offer)
→ KOOLITUS	Kooolitus %1	Training %1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KOOLITUS-LÄHETUS	Kooolitus-lähetuse %1	Business Trip - Training %1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LÄHETUS	Lähetuse %1	Business Trip %1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Request

Approval workflow for a new employee request

A new approval workflow has been created for the new employee request. The approval workflow must be configured on the Request Types page for the "Adding Employee" type.

Request Types (HRM4Baltics)

Request Type ↑	Minimum Signature Size	Show Dro...	Show Ending Date (Income Tax)	Show Portal	Allow Requests	Show Mana...	Show Assistant	Approval Group No.
→ Adding Employee		<input checked="" type="checkbox"/>	Hide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ANKEET

Kui uue töötaja taotlus esitatakse, siis juhul kui kinnitusringi seadistus on lisatud ja on kehtivaid kinnitajaid siis luuakse kinnituskanded.

The request can be approved, cancel or rejected.

Supported email notifications include Need to Approve, Approved and Rejected emails (along with portal notifications if they are added to the template).

Email variables:

%1 – receiver

%2 – Email sender

%4 – Request name (e.g., Employee Addition – Sandra Saar)

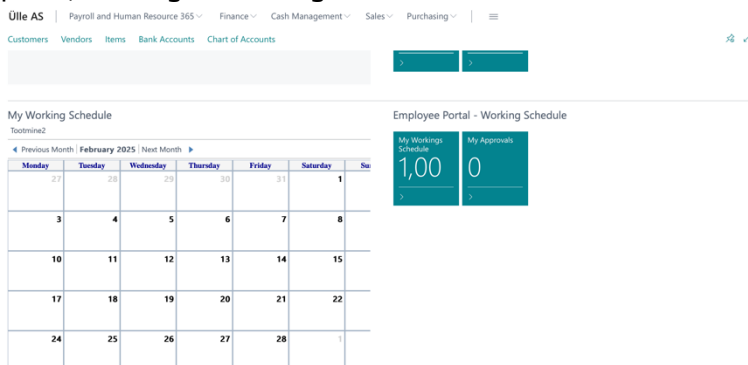
%5 – Request comment (e.g., reason for rejection)

%6 – URL to the request

## Self-service portal

Displaying the work time sheet in the portal for the Business Manager and Accountant role centers

In the Accountant/Business manager role center, a new feature has been added to display elements from our portal, including the Working Schedule.



Ülle AS | Payroll and Human Resource 365 | Finance | Cash Management | Sales | Purchasing

Customers | Vendors | Items | Bank Accounts | Chart of Accounts

### My Working Schedule

Tootmine2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun
27	28	29	30	31		1
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28		1

### Employee Portal - Working Schedule

My Working Schedule	My Approvals
1,00	0

## Salaries

Default value for the salary type

A new setting „Default Amount“ has been added to the salary type. The default amount is applied when selecting and adding the salary type on the employee's salary card. If the salary amount is changed in the

settings, it does not affect previously created salary entries.

Salary Type Card (HRM4Baltics)



TASU\_LISA

Salary

Salary No. TASU\_LISA

Description Igakuine lisatasu

Default Payment Type 10

Default Amount 100,00

A002 - Kuldar Petersell

Employee Salaries (HRM4Baltics) Search + New Edit List Delete Actions Fewer opt

Salary No.	From Date	To Date	Amount	Full-time Salary	Description
TASU_LISA	06.02.2025		100	0,00	Igakuine lisatasu

## Contracts

Event selection for the new employee request and contract printout

For the new employee request, it is possible to add an Event from the previously entered Event selection.

Adding An Employee

TAOT01768: Karl Kana

Request Date 04.02.2025

Created User Name MERLY

Employee Base Information

First Name Karl

Last Name Kana

Personal ID 38829123312

Birth Date

Sex

Citizenship Code

Event No. and Event Name selection table:

Event No.	Event Name	Starting Date	Ending Date	C
SYNDM0024	Exceli koostöö edasijõudnutele	25.02.2022	25.02.2022	E
SYNDM0025	Taru Märatun	20.06.2022	20.06.2022	E
SYNDM0026	IT aastakonverents	16.11.2022	18.11.2022	E
SYNDM0027	Kino koolitus	27.06.2022	01.07.2022	E
SYNDM0028	Talvepäevad 2022	23.03.2022	24.03.2022	E

The Event no and name are also transferred to the employee contract line. The Event can also be added to the employee contract printout (PER\_Event\_No, PER\_Event\_Name).

## Reports

Report The Number of employees by dimensions

A new report "No. of Employees by Dimensions," has been created.

No. of Employees By Dimension

Printer (Handled by the browser)

Report Layout Reports\PLK No. of EmployeesByDim.rdl

Options

Payroll Dimension No. 1

Dimension Code OSAKOND

Alates kuupäevast 01.01.2025

To Date 31.03.2025

Exclude Inactives on To Date

The report header allows you to select the dimension based on which the report will be generated, the period for which the report is created, and whether passive employees should be included in the report.

## Data-based reporting

The solution enables the submission of salary and workforce-related reports to the Statistics Estonia via the X-Road interface (Salary and Workforce; Gross Hourly Wage of Male and Female Employees in October).

List of generated reports – The image shows the report periods, submission times, and generated files.

Period No. 1	Description	From Date	To Date	Questionnaire Used	Report Language	Sent to X-Road	Time Sent	Event File Name	XML File Name
2024-10	Andmeühine anandus oktoobe...	01.10.2024	31.10.2024	6	Estonia	✓	06.02.2025 10:08	Andmeühine anandus 2024-10.xl...	Report2024-10.xml
2024-11	Andmeühine anandus novemb...	01.11.2024	30.11.2024	8	Estonia	✓	17.01.2025 11:50	Andmeühine anandus 2024-11.xl...	Report2024-11.xml
2024-12	Andmeühine anandus detsem...	01.12.2024	31.12.2024	8	Estonia	✓	02.01.2025 09:09	Andmeühine anandus 2024-12.xl...	Report2024-12.xml
2025-01	Andmeühine anandus jaanuar...	01.01.2025	31.01.2025	9	Estonia	✓	14.01.2025 14:15	Andmeühine anandus 2025-01.xl...	Report2025-01.xml
2025-02	Andmeühine anandus veebruar...	01.02.2025	28.02.2025	0	Estonia	✓	-	-	-
2025-03	Andmeühine anandus märts 2...	01.03.2025	31.03.2025	0	Estonia	✓	-	-	Report2025-03.xml

The prerequisite for using the interface is the presence of an X-Road security server and the activation of the corresponding services by Statistics Estonia. A consultant will assist with more detailed instructions and configurations.

### TSD A1 Tax residency

As an enhancement to the TSD solution, the TSD A1 certificate will always include the code of the issuing country. For payment type 11, the issuer will always be Estonia. For payment type 12, the country code will be taken from the employee's non-resident card, where the Tax Residency, date, and country code must be

A002 · Kuldar Petersell

Non-Resident (HRM4Baltics) | Search + New Edit List Delete

Type	From Date	To Date	Country Code for Tax Declaration
→ Tax Residency	04.02.2025		BE

configured.

### Setups

The default hidden marker has been created for the Parameters, Salary Types and Payroll Posting Groups pages

Markers have been created in the lists of Parameters, Payroll Posting Groups, and Salary Types that allow values not currently in use to be hidden from the default view. If needed, the locked marker can be removed to make the value active again.

On the Payroll Parameters page, the marker for this is „Hidden Parameter“.

No. 1	Description	Don't close	Employee List Name	No. of Employees	Use in Transfer	VISA Status	Type Of Employment	Hidden Parameter
→ ALAEALINE	Alaealine	<input type="checkbox"/>		1	<input type="checkbox"/>	-		<input type="checkbox"/>
AMETHYH	Ametsühing	<input type="checkbox"/>	AJ liige	2	<input type="checkbox"/>	-		<input type="checkbox"/>
MITTERES	Mitteresident	<input type="checkbox"/>		3	<input type="checkbox"/>	-		<input type="checkbox"/>

On the Salary Types page, the marker for this is "Hide from Overview".

Salary No. 1	Description	No. of Employees	Default Payment Type	Default Amount	Show Salary Report	Salary Report Description	Hide in Overview
→ ELATIS_MAKSJA	Elatiraha maksmine	2			<input type="checkbox"/>		<input type="checkbox"/>
ELATIS_SAAJA	Elatiraha saaja	-			<input type="checkbox"/>		<input type="checkbox"/>
KOMP_AUTO	Autokompensatsioon	3			<input type="checkbox"/>		<input type="checkbox"/>

## In the Posting Groups, the marker for this is "Locked".

Posting Groups (HRM4886363)

Search + New Edit List Delete Dimensions Splitting Posting Setup ✓ Saved

No.	Suspense Account Type	Suspense Account No.	Summable Dimensions	Splitting Type	Main Posting Group No.	Splitting Remaining Amount	Method	Corr.	Job Posting Dimension	Task Posting Dimension	Job Keeps Payr. Dim...	Use Job Dim. Only	Do Not Split Job	Corr. Entry Prefer G/L	Locked
→ 1.AVANES	G/L Account		—			Original Ent...	One Line	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.ELATIS	G/L Account		—			Original En...	One Line	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.OULPRE	G/L Account		—			Original En...	One Line	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>