

# HRM4Baltics what's new – February 2025

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## Events

### The Event organizer's right to view and submit the list of Requests

The event organizer has the right to create Requests for all participants from the "Event Card," view the list of Requests for events they have created and submit those Requests. Requests cannot be accessed without the appropriate permissions.

To use the solution, the marker field "Organizer Can Submit Event Request for Participants" must be activated on the "Event Types" card.

Event Types (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Subtypes Dimensions Fields Setup

Code ?	Offer Web Request Template Code	Training Area Code	Training Type Code	Training Subtype Code	Do... Trai...	Allowed Increase Amount	Allowed Increase Percentage	Creation Text	No. of Allowed Expense Reports	Send Reminder	New Exp. Rep. Allo...	Organizer Can Submit Event Request for Participants
→ EESTI					<input checked="" type="checkbox"/>	1,00	1,00	uus Eestis toimuv koolitus	1	<input checked="" type="checkbox"/>	Submit	<input type="checkbox"/>
MAJA		MEESKOND	KOOLITUS	MAJA	<input checked="" type="checkbox"/>	1,00	1,00	uus majasisene koolitus	1	<input checked="" type="checkbox"/>	New ...	<input type="checkbox"/>
ÜLDINE					<input type="checkbox"/>	1,00	1,00		1	<input checked="" type="checkbox"/>	New ...	<input type="checkbox"/>

## Request

The visibility and mandatory status of the fields in the new employee request and form conditional

A new setting has been created that allows controlling the visibility and mandatory status of fields in the new employee request/form based on the Contract type or Profession No.

To use the solution, configurations must be made on the "Portal Request Fields" page in the fields "Visibility Filter" and "Mandatory Filter." This applies only to the „Adding Employee “ and „Employee Form“ request types.

Portal Request Fields (HRM4Baltics)

Search Edit List More options

Field Name	Visibility Filter	Mandatory Filter
Personal ID	--	--
→ Created Employee No.	<input checked="" type="checkbox"/>	--
First Name	--	--
Last Name	--	--
Birth Date	--	--

**Filter Page** ↗ ✕

**Filter: Employee Form**

✕ Contract Type

✕ Profession No.

+ Filter...

When selecting an Event, the employee is added as a participant to the Contract line

A new event can be added to the new employee request from the previously entered Event selection.

Adding An Employee

TAOT01841: ✓ Saved

Submit Delete Request Log Approvals Structure Selection

---

**Request Information**

Request No. TAOT01841 Request Status **New**

Request Date 11.03.2025 Signature +

Created User Name MERILY

---

**Employee Base Information**

Created Employee No. Citizenship Name

First Name \* Native Language Code

Last Name \* Native Language Name

Personal ID \* Vehicle Registration Plate

Birth Date Event No. SYNDM0231

Sex Event Name New training

Citizenship Code

The Event code and name are transferred to the employee's contract line.

A001 - Holger Saviauk

Employee Contracts (HRM4Baltics) Search + New Edit List Delete Send to Working Register Working Register Log Structure Option Figure Classification

Working Register ID	Links	Employee No.	Employee Name	Employee Status	Employee Job Title	Loc...	Event No.	Event Name
->		A001	Holger Saviauk	Active			SYNDM0231	New training

An event can also be added to the employee's contract printout. New fields: „PER\_Event\_No“ and „PER\_Event\_Name“.

Email recipient selection for the Holiday request approval circle

A new setting has been created for the Holiday request approval circle under "Send Notification to Employee" on the "Approvers" page. The options are: Company, Personal and Both.

Approvers (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Edit View Dimensions

Sorting No. ↑	Require HR Manager Approve On Holiday	Approver Type	Approver No.	Approver Description	Notify Event Prepayment	Valid for Countries	Use Job Sub...	Use Employee Substituent	Use Manager Substituent	Send Notification to Employee
1	<input type="checkbox"/>	Manager		Juht	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both
2	<input type="checkbox"/>	Employee	T004	Personalispetsialist	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-> 3	<input checked="" type="checkbox"/>	Substitutes/Employees	T005	Asendaja	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Personal <input type="checkbox"/> Company <input type="checkbox"/> Both

The email address is retrieved from the employee card based on the corresponding field. If the field in the newly created setting is empty, the notification email is retrieved from the employee card according to the "Default email type" setting.

The default dimension selection for Multiline requests can be made either by the employee or the submitter

A new field "Default Dimension Source" has been created for the Multiline Requests Subtypes.

Possible options:

- Employee – on the request row by default employees' dimension is added
- Submitter – on the request row dimension is added by submitter

Multiline Request Subtypes (HRM4Baltics) ✓ Saved

Search + New Edit List Delete Entry Types

Code ↑	Event Req.	Show Lines	Show Time	Reignation Letter	Only HR can Reject/Unsubmit	Loc...	Instructions	Instructions Style	Sign. Vis...	Sign. Req.	Hide Req. Info	Hide To Date	Default Dimension Source
LAHKUMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee
-> TASU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Submitter

## Working Schedule

Opening the working schedule list by default from the previous month

A new field "No. of Working Days Opening Prev Month" has been created in the Work Schedule Setup. This setting allows defining the number of workdays during which the previous month's view will be opened by default.

## Working Schedule Setup (HRM4Baltics)

[Shifts](#)   [Working Schedule Templates](#)   [Groups](#)

Hours Format ..... 0:2  
 Total Hours Format ..... <Precision,0.1> <Standard Format,0>h  
 Hours Rounding ..... 0,001  
 Hours Rounding Direction ..... Nearest

### Working Schedule

Posting Group Code ..... VAIKIMISI  
 Show Button Bar .....   
 Don't Allow to Change Since .....   
 Automatic Group Factor .....   
 Deny editing confirmed working schedule .....   
 Schedule Plan Approved Mail Template .....  
 No. of Working Days Opening Prev Month ..... 2

When opening the working schedule list, the date is checked based on this value, calculated from the working date.

A separate date cannot be configured based on the Working schedule group.

The Summarized Hours field has been added across Working Schedule groups to the old format working schedule

Fields for summarized period hours has been added to the old format working schedule, calculating the total hours of the employee across all working schedules. These fields are hidden by default but can be made visible through customization.

March 2025 : Tallinna kauplus : Karmen Kaks

Status	Sorting Group	Sorting No.	Employee Name	Fixed Amount	Inserted Amount	Contract Salary	Calculated Salary	Nominal Hours	Total Hours	3 months in Groups	3 months in Groups
→ Open			Karmen Kaks	-					38h	38h	-

### Automatic schedule sending to the employee

As a solution update, it is now possible to automatically send the schedule to the employee, including the updated schedule after modifications. The schedule is sent to the employee after the month is approved. If an employee works in multiple schedules, the changes are sent only after all schedules have been approved. Changes are highlighted in blue in the schedule.

To enable automatic schedule sending, a new field "Schedule Plan Approved Mail Template" must be configured on the "Working Schedule Setup" page. This field defines the email template base. The template can be set at Working Schedule Setup level, there is no separate configuration based on the Working Schedule Group.

## Working Schedule Setup (HRM4Baltics)

[Shifts](#)   [Working Schedule Templates](#)   [Groups](#)

---

Night Time .....	<input type="text" value="22:00:00"/>
Hours Format .....	<input type="text" value="0:2"/>
Total Hours Format .....	<input type="text" value="&lt;Precision,0:1&gt; &lt;Standard Format,0&gt;h"/>
Hours Rounding .....	<input type="text" value="0,001"/>
Hours Rounding Direction .....	<input type="text" value="Nearest"/>

### Working Schedule

Posting Group Code .....	<input type="text" value="VAIKIMISI"/>
Show Button Bar .....	<input checked="" type="checkbox"/>
Don't Allow to Change Since .....	<input type="checkbox"/>
Automatic Group Factor .....	<input type="checkbox"/>
Deny editing confirmed working schedule .....	<input type="checkbox"/>
Schedule Plan Approved Mail Template .....	<input type="text"/>

### Disable hour modification/adding after the working schedule has been registered

In the „Working Schedule Setup“, a new marker "Deny editing confirmed working schedule" has been added. When enabled, hours cannot be modified or entered a registered schedule.

## Working Schedule Setup (HRM4Baltics)

[Shifts](#)   [Working Schedule Templates](#)   [Groups](#)

Evening Time	22:00:00
Night Time	22:00:00
Hours Format	0:2
Total Hours Format	<Precision,0:1> <Standard Format,0>h
Hours Rounding	0,001
Hours Rounding Direction	Nearest

### Working Schedule

Posting Group Code	VAIKIMISI
Show Button Bar	<input checked="" type="checkbox"/>
Don't Allow to Change Since	<input type="checkbox"/>
Automatic Group Factor	<input type="checkbox"/>
Deny editing confirmed working schedule	<input type="checkbox"/>

#### Deny editing confirmed working schedule

Once the marker is activated, only employee with exception "Working Schedule: Allow editing confirmed working schedule" can change/enter the hours of the working tables.

[Learn more](#)

A new marker "Working Schedule: Allow editing confirmed working schedule" has been created in „Employee Exceptions“ to grant specific employees permission to edit registered schedules.

Employee Exceptions (HRM4Baltics)

Employee No. ↑	Employee Name	HR Specialist	Worki... Sched... Allow insert...	Working Schedule: Allow automatic fill/submit	Working Schedule: Allow editing confirmed working schedule
→ A001	Holger Saviuk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A002	Kuldar Petersell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For those with the marker activated, they can modify/add hours in the registered schedule. To modify already registered hours, the "Accepted" marker must be removed from the entry.

## Webservices

### Notification Entries API

A new API service PER API Notification Entries [page 24017219] has been created, which allows retrieving calendar notifications.

Field Name	Type	Comment	Data from Table PLK Payroll Notification Entry [24002198]
<b>EntryNo</b>	Integer		Entry No.
<b>EmployeeNo</b>	Code		Employee No.
<b>EmployeeName</b>	Text		Full Name
<b>EmployeeFirstName</b>	Text		First Name
<b>EmployeeLastName</b>	Text		Last Name
<b>Type</b>	Option	National Holiday/Birthday/Nameday/Annive	Type

		rsary/Retirement/Employment/Termination/Noviciate(Middle)/Noviciate(Begin)/Noviciate(End)/Vacation(Begin)/Vacation(End)/Heath Certificate(Current)/Heath Certificate(Next)/Portal Message/Document/Absence/Inactivity(Begin)/Inactivity(End)/Vacation Expiration/Training Feedback/Country National Holiday/Working Environment Representative End/International Day. Enum values.	
<b>Date</b>	Date		Date
<b>Description</b>	Text		Integer
<b>FromDate</b>	Date		From Date
<b>ToDate</b>	Date		To Date
<b>SortingNo</b>	Integer		Sorting No

#### Example Query:

[http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/api/BCS\\_Itera\\_Payroll365/Info/v2.0/companies\(e5b4a36e-b3b3-eb11-b82e-000d3a2059de\)/notificationEntries](http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/api/BCS_Itera_Payroll365/Info/v2.0/companies(e5b4a36e-b3b3-eb11-b82e-000d3a2059de)/notificationEntries)

#### Example response:

```
{
  "@odata.context":
  "http://palk.westeurope.cloudapp.azure.com:7448/PALK20APPTTEST/api/BCS_Itera_Payroll365/Info/v2.0/$metadata#companies(e5b4a36e-b3b3-eb11-b82e-000d3a2059de)/notificationEntries",
  "value": [
    {
      "@odata.etag": "W/\"JzE5OzE2MTM5MzQ1NTYyNDk3MDA1NzIxOzAwOyc=\"",
      "EntryNo": 1,
      "EmployeeNo": "T0004",
      "EmployeeName": "Aira Kukk",
      "EmployeeFirstName": "Aira",
      "EmployeeLastName": "Kukk",
      "Type": "Birthday",
      "Date": "2020-11-19",
      "Description": "41. aasta sünnipäev",
      "FromDate": "0001-01-01",
      "ToDate": "0001-01-01",
      "SortingNo": 1
    },
    ...
  ]
}
```

## Expense Reports

When changing the employee number in the cost report, the employee field in the existing rows will be updated accordingly

An enhancement has been made to the solution for submitting a cost report on behalf of an employee. Previously, dimensions were taken from the creator of the cost report, but now it is possible to bring the dimensions of the employee for whom the report is being submitted to the rows.

By default, a cost report row is created based on the creator's employee number, and the dimensions are taken from there:

Expense Report (HRM4Baltics) Karri Laanemets | Ma...

Submit Copy Report De

Report Period From .....

Report Period To .....

Jobs Amount .....

Other Amount .....

Total Amount .....

Compensation Amount .....

Compensation Amount to Employeee .....

Payment Method .....

Hüvitatakse töötaja poolt makstud otses

Economic Expenses | Manage

Employee No.	Employee Name
→ T318	Karri Laaneme

Expense Report Dimensions

Search + New Edit List Delete

Dimension Code ↑	Dimension Value
→ AMETIGRUPPP	RTS001
OSAKOND	JUH
TÖÖTAJA	T318
VARAD	AAA01

When selecting an employee for whom the report is to be submitted, the dimensions are updated to match the selected employee's dimensions:

Expense Report (HRM4Baltics) Karri Laanemets | Ma...

Submit Copy Report De

Report Period From .....

Report Period To .....

Jobs Amount .....

Other Amount .....

Total Amount .....

Compensation Amount .....

Compensation Amount to Employeee .....

Payment Method .....

Hüvitatakse töötaja poolt makstud otses

Economic Expenses | Manage

Employee No.	Employee Name
→ A003	Hannes Koosla

Expense Report Dimensions

Search + New Edit List Delete

Dimension Code ↑	Dimension Value
→ ALLÜKSUS	MUSTAMÄE
AMETIGRUPPP	SPETSIALIST
OSAKOND	RMTMP
PROJEKTIJUHT	A003
TEGEVUS	KILETAMINE
TÖÖTAJA	A003
VARAD	AAA01

## Holiday

Related Professions are checked in the Holiday Request

As an enhancement to the absence control on the Holiday request, a new field "Connected Profession (Absence Check)" has been added to the „Profession“ card. This field allows configuring position relationships where employees in these positions cannot be on vacation at the same time.

#### Professions (HRM4Baltics)

<span>🔍 Search</span> <span>➕ New</span> <span>📄 Edit List</span> <span>🗑 Delete</span> <span>✎ Edit</span> <span>👁</span>			
No.	Name	Connected Professions (Absence Check)	
<b>0200-00</b>	<b>JUHATUS</b>		
0200-01	Juhatusesimees		
<b>1020-00</b>	<b>Raamatupidamine</b>		
1020-01	Pearaamatupidaja	1020-02	
1020-02	Vanemraamatupidaja	1020-01	

When adding a relationship to one profession, the reverse relationship is automatically added to the related profession.

The allowed number of absences is still checked based on the profession of the employee for whom the control is being performed. However, absences are now also counted from the related professions.

#### Holiday request with HR approval

Enhancements have been made to the vacation request, where the manager can no longer approve the request, and it must be sent to HR for approval.

To send the request to HR for approval, configurations must be made on the following pages:

- The Request Cause of Absence type configuration new fields „Require HR Confirmation on Balance“ and „Require HR Confirmation on Duration Less Than“.

Request Cause Of Absence (HRM4Baltics)

<span>🔍 Search</span> <span>➕ New</span> <span>📄 Edit List</span> <span>🗑 Delete</span>										
Holiday Type ↑	Holiday Description	Default Holiday Duration	Need Complete Date Formula	Auto Complete Date Formula	Aut... Co... Edit...	Inac...	Cause of Absence Code	Def...	Require HR Confirmation on Balance	Require HR Confirmation on Duration Less Than
→ EMAPUHK...		0			<input type="checkbox"/>	<input type="checkbox"/>	L_EMAPUHK	<input type="checkbox"/>		
ISAPUHKUS	Isapuhkus	1	7D	2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L_ISAPUHK	<input type="checkbox"/>	-2,00	
LAPSEPUH...	Lapsepuhkus	1	7D	2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L_RIIKLIK	<input type="checkbox"/>	-1,00	
PALGATA	Palgata puhkus	7	7D	2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P_PALGATA	<input type="checkbox"/>		
PUHKUS	Puhkus	1			<input checked="" type="checkbox"/>	<input type="checkbox"/>	P_PUHKUS	<input checked="" type="checkbox"/>		7
TALVEPUH...	Talvepuhkus	7	7D	2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P_TALV	<input type="checkbox"/>		

- On the Approval page- „Approver type“ value "Substitutes/Employees", where you can define the HR specialist to whom the request will be sent for approval. Additionally, you must check the box for "Require HR Manager Approval on Holiday".

## Approvers (HRM4Baltics)

Sorting No.	Require HR Manager Approve On Holiday	Approver Type	Approver No.
1	<input type="checkbox"/>	Manager	
2	<input type="checkbox"/>	Employee	T004
3	<input checked="" type="checkbox"/>	Substitutes/Employees	T005

## Trainings

In the Training list view, the names of the participants will be displayed

A new field "Participants" has been added to the Training list. This field will display the full names of the participants, separated by commas.

Trainings (HRM4Baltics)

No. ↑	To Date	Training Location	Academic Hours	Training Amount	Number of Participants	Participants
KO0001	15.09.2019		16,00	100,00	3	Ave Israel, Kati Karu,
KO0002	10.05.2019		16,00	1 850,00	2	Kati Karu, Neeme Salo
KO0003	13.02.2020		16,00	890,00	2	Kati Karu, Mari Murakas
KO0004	22.10.2020		0,00	0,00	1	Margaret Hanson

## Education

The filtering of summaries on the Education Overview fact box has been implemented

The „Education Overview“ page has been enhanced with the consideration of filters on the fact box.

Filters in the fact box can now be applied based on entities, contract type, profession group and profession.

For example, filtering by contract type:

Employee No. ↑	Employee Name	Grupp Name	Contract Type	Profession Group Code	Profession Group Description	Education Level
A003	Hannes Koosa		10	SPETSIALISTID	Spetsialistid	
T001	Karmen Kaks		10	SPETSIALISTID	Spetsialistid	
T004	Taisi Soovälli		10			
T005	Karl Seegel		10	SPETSIALISTID	Spetsialistid	
T006	Priit Pedanik		10			
T010	Siiri Kaevand		10			Higher Edu...
T010	Siiri Kaevand		10			Higher Edu...
T012	Mari Murakas		10	JUHTIMINE	Juhtimine	Higher Edu...

**Educations Overview**

1 has higher education, i.e. 2,38 % of the managers. 0 have higher education, i.e. 0 %

0 has a vocational education, i.e. 0 %

0 has a secondary education, i.e. 0 %

0 has a basic education, i.e. 0 %

0 has other education, i.e. 0 %

40 has no information, i.e. 95,24 %

**Total Number of employees 42**  
of those 0 managers.