

# HRM4Baltics what's new – March 2025

IRM4BALTICS WHAT'S NEW – MARCH 2025	1
Requests	1
Holiday request warnings and HR approval enhancements	1
Notification of Sickness Request	3
Contract Existence Check for Multiline Request Entry Type	4
In a multiline request for workload and salary changes, a new contract line is not created with the salary updo	ate.5
SELF-SERVICE PORTAL	5
Requested free Days in the Portal and New Request Type	5
NOTIFICATIONS	6
A free-text calendar notification that takes the added date formula into account for calculation	6
WORKING SCHEDULE	7
The default absence journal worksheet for Working Schedule groups	7
In the case of an automatic group factor, if the contract line is missing, the working factor in the group will be	set
to 0	7
The summarized hours in the Working Schedule are displayed on a calendar year basis	8
New field "Entry Type" in Working Schedule Shifts	8
A new button "Holiday Balance" has been added to the working schedule row setup	9
A new view "Men/Women" has been added to the Working Schedule UX Template Card	9
WEBSERVICES	10
When adding a new row to the web services, an automatic Entry GUID will be generated	10
Journal Insert webservice enhancements	12
REPORTS	13
On the payroll report show the row bold based on the account	13
Емрloyee	13
Employee Profession Groups	13
The contract printout will now, by default, include all valid salaries from the payroll setup	14
PROJECTS	15
Automatic project synchronization	15

## Requests

Holiday request warnings and HR approval enhancements

If a holiday request is configured to require HR approval, it is now possible to set up approvers who can be selected in the approval workflow of the request.

This configuration can be done on the "Approvers" page in the "Allowed Substituent" field.





Approvers (HRM4Baltics)

		- /					
Search	New	🐯 Edit List	📋 Delete 🛛 🖉 Edit	🔿 View 🛛 🎝	Dimensions		
Sorting No. ↑		Require HR Manager Approve On Holiday	r Approver Type		Approver No.	Approver Description	Allowed Substituent
0	÷		Employee		A001		
1			Manager			juht	A001 A002
2			Employee		T004	Personalispetsialist	
3			Substitutes/Employ	/ees	T005	Asendaja	
	Search +	Search + New Sorting No. t C C C C C C C C C C C C C	Search + New Edit List Sorting No. t Require HR Manage Approve On Holiday t 1 1 2 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Search + New I tist III Delete 2 Edit List III Delete 2 Edit IIII 2 IIII 2 IIIIIIIIIIIIIIIIIIIIIII	Search + New Edit List Delete C Edit O View A Sorting No. t Require HR Manager Approve On Holiday C Delete C Edit O View A Approver Type Employee Manager 2 0 Employee 3 0 Substitutes/Employees	Search     + New     Image: Edit List     Delete     Edit     O View     Demensions       Sorting No. 1     Require HR Manager Approve On Holiday     Approver Type     Approver No.       0     Image: I	Search       + New       The Edit List       Delet       Edit       Out       Dimensions         Sorting No.       Require HR Manager Approver Type       Approver No.       Approver No.       Approver Description         0       Image: Complexity of the Manager Approver Type       Approver No.       Approver Description         1       Image: Complexity of the Manager Approver Type       Approver No.       Approver Description         1       Image: Complexity of the Manager Approver Type       Approver No.       Approver Description         1       Image: Complexity of the Manager Approver Type       Approver No.       Approver Description         1       Image: Complexity of the Manager Approver Type       Approver No.       Approver Description         2       Image: Complexity of the Manager Approver Type       Image: Complexity of the Manager Approver Type       Image: Complexity of the Manager Approver Type         3       Image: Complexity of the Manager Approver Type       Image: Complexity of the Manager Approver Type       Image: Complexity of the Manager Approver Type         3       Image: Complexity of the Manager Approver Type       Tot Type       Approver Type         3       Image: Complexity of the Manager Approver Type       Tot Type       Approver Type         3       Image: Complexity of the Type       Tot Type       Tot Type </td

Additionally, it is possible to configure the warning text and its style on the "Requests Cause of Absence" page using the "Instructions" and "Instructions Style" fields.

Re	quest Cause Of	Abser	nce (HRM4Bal	ltics)										√ Saved	1 🖬 🤘
,	O Search +	New	🐼 Edit Li	st 📋 Dele	te										18 V 🗉
	Holiday Type †		Default Holiday Duration	Need Complete Date Formula	Auto Complete Date Formula	Aut Co	Aut Co Edit	Inac	Cause of Absence Code	Def	Require HR Confirmation on Balance	Require HR Confirmation on Duration Less Then	Instructions	Instructions Style	Show File
	AJATEENIS		0		7D				AJAT					Standard	Show
	LAPS		0		7D		1		L_LAPS					Standard	Show
	ÖPPE		0		7D				P_OPPE					Standard	Show
7	PUHKUS/H	+	0		7D				P_PUHKUS		-5,00	7	Talk to manager	Red Bold Italic	Show
	STAAŽIPU		0		7D				V_STAAŽ					Blue Bold	Show
	TERVIS/HE		0		CD				V_TERVIS					Standard	Show
	VANEMAP		0		7D				LHOOLD					Red Bold Italic	Hide

When creating a holiday request, if a duration warning is added to the approval, it will be displayed in the "Verification" field.

Holiday Request (HRM4Baltics)					Ø +	۱.	
Toivo Aare - Puhk	usetaotlus				_		
💱 New 🕴 Submit 🛚 😪 Delet	e 🔯 Approvals	📝 Request Log	н	oliday Balance	Vacation Expiration	5	
Request Information							Show less
Request Name	Puhkusetaotlus			Current Ap	prover Role		
Request No.	TA00847			Connected	l Requests		-
Request Status	New			Employee	No	113	
Request Date	27.03.2025			Name		Toivo Aare	
Holiday Journal Name				Job Title		Klienditeenindaja	
Instructions >							

Holiday Type	PUHKUS/HOLIDAY	Verification	Holiday must be at least 7 days
Starting Date	30.03.2025	]	
Holiday Duration	2	]	
Ending Date	31.03.2025	Used Holiday Days	2 days
Holiday Payment	Payday 🗸	Balance at date 31.03.25	27,8 - 1 - 2 = 24,8 days

Additionally, the user will be notified with the same warning when submitting the request.

Holiday Request (HRM4Baltics)				() +	Û
Toivo Aare - Puhk	usetaotlus				
🕼 New 🕴 Submit 🔮 Dele	e 🕅 Approvals	🕞 Request Log	IIII Holiday Balance	To Vacation Expiration	s
Request Information					
Request Name	Puhkusetaotlus		Current Ap	oprover Role	
Request No.	TA00847		Connected	d Requests	
Request Status	New		Employee	No.	113
Request Date	27.03.2025		Request 1	A00847 has warnings, do	you want to continue?
Holiday Journal Name			Holiday n	nust be at least 7 days	
					Yes No
Instructions >			-		





When a manager starts approving a submitted request, a pop-up window will appear with a warning about the allowed holiday duration. The manager must provide a reason for approving the holiday and select an approver from the HR-approved approvers list.

#### Notification of Sickness Request

A new request type "Sickness Request" has been created. Both employees and managers can submit a sickness notification.



A specific sickness type must be configured separately for notification – H\_RES (Sickness Reservation), which is the default value. Under the cause of absence type, it is also possible to define the instruction text displayed on the sickness notification form.

Req	uest Cause	Of Abse	nce (HRM4Baltics)													√ Saved [
۶	Search	+ New	🐯 Edit List	📋 Delete												<i>É</i> 1
	Holiday Type ↑		Holiday Description		Default Holiday Duration	Need Complete Date Formula	Auto Complete Date Formula	Aut Co	Aut Co Edit	Inac	Cause of Absence Code	Def	Require HR Confirmation on Balance	Require HR Confirmation on Duration Less Then	Instructions	
$\rightarrow$	H_RES		Sickness Reserva	tion	1						H_RES					

The employee can submit the notification using the new portal button "Notify of Sickness", which is also available in the mobile view.

2 Job Queue Er You need to pr	ntries needs attent ocess 808 request(	ion. (s)		
Employees	My Information	Payslips	Holiday Wishes	Holiday
216	0,00	0	0,00	O,OO
>	>	>	>	→
Holidays	Working Schedule	Events	Business Trips & Trainings	Expense Reports
27,48	0,00	1	0	0
>	>	>	>	→
Rejected Reports	Reports	My Requests	My Approvals	Submitted
0	0	5	0	808
>	>	>	>	>



Sickness





Sickness Request	+ ii	✓ Saved 🖾 📌
Toivo Aare - Haigestumisest teavitamine		
💱 New 🕴 Submit 🔮 Delete 🔯 Approvals 😨 Request Log		0
Request Information	Show more	Calendar $\!$
Request No	Employee No. 113	March 2025
Request Status · · · · · · · · · · · · · · · · · · ·	Name ····· Toivo Aare	E I K N K L P 1 2
Current Approver Role		W10 3 4 5 6 7 8 9
		W 11 10 11 12 13 14 15 16
		W 12 17 18 19 20 21 22 23
Sickness Type · · · · · · · H_RES · · ·	Comment	W 13 24 25 20 27 20 25 30
Starting Date		
Duration 4		
Ending Date		
		Absences $\vee$

In the request, the employee can select the Starting date, the estimated Ending date and then Submit the request.

The manager will receive an email notification regarding the approval requirement. Once the manager approves the notification, it is formatted as an H\_RES absence and appears in the working schedule. Unapproved hours at the end of the month within the sickness period will be deleted, while approved hours will remain. To remove approved hours, HR must revoke the working schedule approval.

In the sickness approval view, both the employee and the manager can see working schedule entries within the sickness period. The manager can also navigate directly to the working schedule using the "Open Working Schedule" button.

Sickness Request				(	Ĩ		
Toivo Aare - Haig	estumisest	teavitamin	9				
💱 New 🕴 Submit 🔗 Delet	e 🐹 Approvals	🙀 Request Log					
Request Information						Shov	<i>w</i> more
Request No.	TA00848			Employee No.	113		
Request Status	New			Name	Toivo Aare		
Current Approver Role							
Sickness Type	H_RES		$\sim$	Comment			
Starting Date	27.03.2025		<b></b>				
Duration			4				
Ending Date	30.03.2025		Ē				
Working Schedule Entries	Manage					Ŀ	62
Open Working Schedule							-12

#### Contract Existence Check for Multiline Request Entry Type

A new field "Allowed Contract Type Filter" has been added to the entry type settings for the multiline request subtypes.

1	Multiline Entry Types (HRM4Baltics)											✓ Saved				
	🔎 Search	+ New	📴 Edit List	📋 De	lete										ß	Y
	Add         On.         Add         Main.         Show           Deer and         Sala.         Res.         norm.         norm. <th>Allowed Contract Type Filter</th> <th>,</th>										Allowed Contract Type Filter	,				
	$\rightarrow$ KULUD							Add & Termin							10	
	TÖÖAEG							Add & Ter								

When the filter is applied, the system checks whether the employee has a valid contract for the selected entry type (the check is based on the From and To dates). If no valid contract exists, the user receives a warning message allowing them to adjust the date. If the request is submitted with an incorrect contract type, the user receives a blocking error message.





In a multiline request for workload and salary changes, a new contract line is not created with the

salary update

An enhancement has been made to the multiline request, where for the related type "Contract" the system checks whether a contract line with the same dates already exists. If a matching line is found, the existing entry is updated.

For the related type "Salary" the system also checks whether a contract line with the same dates exists. If a matching line is found, the creation of a new entry is skipped.

Mul	1ultiline Entry Types (HRM4Baltics)												
Ç	Search +	New	🐯 Edit List	🗓 Delete									
	Code 1		Description		Connected Type	Connected No.	Qty Connected No.						
	WORKLOAD		Workload		Contract	10							
$\rightarrow$	SALARY	÷	Salary		Salary	TASU_TUND							

## Self-Service Portal

Requested free Days in the Portal and New Request Type

New request type "Requested Free Days". In the request settings, it is now possible to add a date formula that determines the deadline for submitting the request.

Rec	Request Types (HRM4Baltics)											✓ Saved	П	ď	л <sup>к</sup>			
۶	Search	🐼 Edit List	📋 Dele	ete Process Reports												Ŀ	7	-
	Request T	ype† 🐨		Description	Request Nos.	Date Formula	Upper Text	Bottom Text	Reje Co Req	Show Comment	Show File	Sign Req	Minimum Signature Size	Show Dro	Show Ending Date (Income Tax)	Show Portal	Alk	ow R
$\rightarrow$	Request	ed Free Days		Soovipäevad	TAOTLUS	-1M-CM+2					Show				Hide			

On the Role Center under My Working Schedule and in the Working Schedule a new button "Free Days" has been added.





ERP HRM CRM

My Working Schedule

Tootmine

Previous | March 2025 | Next > | 🔓 Free Days

Su	Saturday	Friday	Thursday	Wednesday	Tuesday	Monday
	1	28	27	26	25	24
	8	7	6	5	4	3
	15	14	13	12	11	10
	15	14	13	12	11	10

On the page, users can enter preferred free days for the allowed month, optionally including the duration and description and then submit the days using the "Submit" button.

	$\rightarrow$	05.05.2025	1	09:00:00		17:00:00		8 hours		Free day	Submitted		
		03.05.2025		12:00:00		14:00:00		2 hours		Doctor	New		
		Date † 🐨		From Time †		To Time †		Duration		Description	Status		
F	ree Da	ys Request (HRM4Baltics)	,∕⊃ Sear	ch + New	📴 Edit List	🔋 Delete	Ð Сору	🔊 Submit	Đ Submit (All)			67	-
F	ree day	/									✓ Saver	3 0	2

The employee can see the requested free days in the list that the manager has submitted from the working schedule. The manager can delete the days submitted by the employee from the working schedule. In this case, the days will be displayed to the employee in a Denied status.

$\rightarrow$	28.05.2025	1					1 day		Free day	Manager Inser	ted	
	05.05.2025		09:00:00		17:00:00		8 hours		Free day	Denied		
	03.05.2025		12:00:00		14:00:00		2 hours		Doctor	New		
	Date † 🐨		From Time †		To Time †		Duration		Description	Status		
Free D	ays Request (HRM4Baltics)	₽ Sear	th + New	😰 Edit List	🔋 Delete	🔊 Сору	🔊 Submit	n Submit (All)		ß	8	-
Free d.	iy									✓ Saved		×.

Approval workflow is not used. Notifications

A free-text calendar notification that takes the added date formula into account for calculation

A new type "Free Text" has been added to the notification settings. Multiple entries with free text can be configured. The date formula allows for setting both recurring and specific date logic, for example, the 20th of every month – CM+19D.

BCS	Sitera
	Notification Setup Card (HRM4Baltics) TEADE31 · Free Text
	Notification Setup

Notification Setup			
Code	TEADE31	Holiday Payment Filter	~
Туре	Free Text $\checkmark$	Use Seniority (	
Description		Notification Language Code	~
Sorting No.	0	Hide In List (	
Employee Filters		Entries	(
Additional Filter			
Sending Setup	-CM+19D	Sand E-mail to Manager	
Group Date Formula		E-mail · · · · · · · · · · · · · · · · · · ·	
Grouping Type	~ ~	E-Mail Template Code	~
Group Extra Notification Form		Subject	
Group Main From Date Formula			
Group Main To Date Formula		Body ·····	
Group Extra From Date Formula			

## Working Schedule

### The default absence journal worksheet for Working Schedule groups

In the Working Schedule group card it is now possible to configure the default Absence journal worksheet. A new field "Absence Journal Batch" has been created on the configuration card for this purpose. Working Schedule Group Card (HRM4Baltics)

(∅) + 🛍

TO	OTMINE						
New	Working Schedule	Working Shifts	History	Reports	Related $\vee$	Fewer options	
翻 Ir	mport						
Work	ting Schedule						
No. · ·			TOOTMINE				
Descrip	otion		Tootmine				
Applie	d Job No.						$\sim$
Jobs us	sage Type		Employee				$\sim$
Hide							
Defaul	t Template						
First Us	sage		01.10.2019				
Last Us	sage		28.02.2025				
Absend	ce Journal Batch		PUHKUS				$\sim$

Absences entered through the working schedule are registered via this worksheet and if absence is revoked, the absence will be returned to the corresponding absence journal worksheet.

The goal is to reduce the number of absence journals in the case of a large number of working schedule groups.

In the case of an automatic group factor, if the contract line is missing, the working factor in the

group will be set to 0

A new field "Automatic Group Factor" has been added to the Working Schedule Setup page.



# BCS itera

# Working Schedule Setup (HRM4Baltics)

🗊 Shifts	📑 Working Schedule Templates	🖹 Groups
Normal Tim	e · · · · · · · · · · · · · · · · · · ·	06:00:00
Evening Tim	e	22:00:00
Night Time		22:00:00
Hours Form	at • • • • • • • • • • • • • • • • • • •	0:2
Total Hours	Format	<precision,0:1><standard format,0="">h</standard></precision,0:1>
Hours Roun	ding	0,001
Hours Roun	ding Direction	Nearest

#### Working Schedule

Posting Group Code	VAIKIMISI ~	
Show Button Bar		
Don't Allow to Change Since		
Automatic Group Factor		

When this marker is enabled, during the automatic addition of employees to the working schedule (provided that the corresponding contract line with working factor exists), the workload will be assigned to the employee in the group. If the employee does not have a contract line associated with the working schedule group, when manually adding the employee to the working schedule, their working factor will be set to 0.

The summarized hours in the Working Schedule are displayed on a calendar year basis

#### New fields in the Working Schedule: Calendar Year(actual), Calendar Year(nominal), Calendar Year(diff.)

Working Schedule (HRM4Baltics)

Working Shifts (HRM4Baltics)

#### Karri Laanemets 01.03.25-31.03.25

Employe	e Wo	orking Scl	hedule	Plannir	ng Ap	proval	One Er	nployee		
🚨 Em	ployee C	ard	🛛 Emplo	yee Free	Days	🐹 Empl	oyee Enti	ries 🚺		
Delfi Ta	Delfi Töötajad Filter FIN osakond Filtrite loend Uuenda vaadet Puhkusesal Tootmine        March 2025     Show:   Time   Shifts   Free Day   Err									
Calenda r Year (actual)	Calenda r Year (nomina l)	Employ ee Name	Professi on Desc.	Nomina l Hours	Total Hours	Differen ce	3 months in Groups (diff.)	Calenda r Year (diff.)		
	504	Karri Laane	Juhatu se	168h	0h	-168h	-336h	-504h		

## New field "Entry Type" in Working Schedule Shifts

A field "Entry Type" has been added to the Working Schedule Shifts page.

✓ Search + Nev	v 🐯 Edit List	🗓 Delete	🍓 Planned Emp	oloyees 😨	Bonus Time		
Code 🕇 🝸	Description		Profession No.	Beginning	Ending	Duration	Entry Type
→ TEST :	Test			08:00:00	17:00:00	7 hours	





The value for the "Entry Type" can be selected from the available working schedule entry types.

When selected, the chosen entry type is automatically assigned to the shift by default. When adding a shift to the working schedule, the default entry type from the settings will be automatically applied to the associated entry for that shift.

A new button "Holiday Balance" has been added to the working schedule row setup

A new field "Holiday Balance" has been added to the working schedule button row setup.

В	utto	ns (HRM4Baltics)					~s	aved	Ľ	2
	Q	Search + New	<b>1</b>	Edit List	间 Delete			Ŀ	$\nabla$	
		Button Type 🔻		Button Na	me	Button Hypelink		Sorting N	No. †	
	$\rightarrow$	Holiday Balance	÷	Holiday	Balance			5		

When the option is configured, the "Holiday Balance" button will be displayed in the working schedule for easy access to the holiday balance information.

Working Schedule (HRM4Baltics)

Hanne	es Koo	osla 01.	03.25-	31.03.2	25	
Employee	Working	Schedule	Planning	Approval	One Employee	Posting
🕹 Employ	vee Card	and Employe	ee Free Days	😨 Emple	oyee Entries	Productiv
Delfi Tööta	jad Filter	FIN osakond	Filtrite loen	d Uuenda v	aadet Holiday B	alance

When the "Holiday Balance" button is clicked in the working schedule, it will display the active employee's holiday balance from the employee card's holiday balance page.

A003 · Hannes Koosla Date · · · · · · 28.03.202	5	Ē
	L	≩ 🏹
Description Saldo Days Type		
Isapuhkus 10 working days		
Öppepuhkus (tasemekoolitus)		
Puhkus 12,69 days		
Staažpuhkus <b>30</b> days		
Täiendavad puhkepäevad		
Talvepuhkus :		

A new view "Men/Women" has been added to the Working Schedule UX Template Card





#### A new marker field "Show Gender View" has been added to the Working Schedule UX Template card.

Working Schedule UX Template Card (HRM4Baltie	cs)	Ø	+ 🛍
ТК			
🗱 Fields		,	
Data Display			
Show Secondary Data	Mixed	$\sim$	Visible Hours
Secondary Font size		15	Visible Time
Others Line Color	#e1eb34		Visible Shifts
Conflict Line Color	#eb3443		Visible Entry Type
Cause Of Absences FactBox			Visible Free Days
Holidays FactBox			Visible Absences
Absences FactBox			Visible Status
Working Schedule Group FactBox			Show Gender View

When the marker "Show Gender View" is enabled, a "Men/Women" button will be displayed in the working schedule.

Working Schedule (HRM4Baltics)	Ø	+	Ĩ
Hannes Koosla 01.03.25-31.03.25			
Employee Working Schedule Planning Approval One Employee Posting Reports	Actio	ons $\vee$	Fewer options
🏝 Employee Card 🛛 🔓 Employee Free Days 🛛 🐯 Employee Entries 🕕 Productivity Table			
Delfi Töötajad Filter FIN osakond Filtrite loend Uuenda vaadet Holiday Balance			
Tootmine    March 2025  Show: Time Shifts Free Day Employment View: Work	king Time	Not Acc	epted Men/Wome

When the "Men/Women" button is clicked, men will be displayed in blue and women in red.

Tootmine    March 2025  Show: Time Shifts Free Day E								Day 🗌 En
Calenda r Year (actual)	Calenda r Year (nomina l)	Employ ee Name	Professi on Desc.	Nomina l Hours	Total Hours	Differen ce	3 months in Groups (diff.)	Calenda r Year (diff.)
		Hanne s	Pearaa matupi	0h	0h	0h	-15h	0h
		Karme n Kaks	Pearaa matupi	0h	0h	Oh	38h	Oh
	504	Karri Laane	Juhatu se	168h	0h	-168h	-336h	-504h
		Kati Karula	Raama tupidaj	0h	0h	0h	0h	0h

## Webservices

When adding a new row to the web services, an automatic Entry GUID will be generated

The OData web services have been updated for the following endpoints:

- 24008304 PER SOAP Children Insert
- 24008307 PER SOAP Bank Insert
- 24008302 PER SOAP Contract Insert
- 24008303 PER SOAP Parameter Insert
- 24008305 PER SOAP Salary Insert
- 24008300 PER SOAP Employees Insert
- 24008306 PER SOAP Status Insert

When writing data to BC, a unique Entry GUID will be automatically generated for each new row.







To update an existing row, the Entry GUID of the existing row must be included in the query when writing data to BC.

#### Example of a query in JSON format:

{ "Employee No": "A001", "Entry\_Type": "Contract", "Contract\_No": "L000004", "Contract\_Date": "2002-01-04", "Contract\_Code": "11", "From Date": "2022-04-01", "To\_Date": "0001-01-01", "Description": "Määramata ajaks, osalise tööajaga", "Profession\_Category\_No": "", "Job\_Title": "Tuuritaja", "Working\_Factor": 1, "Additional\_Working\_Factor": 0, "Grounds\_for\_Term\_Code": "", "Department\_No": "", "Level\_2\_No": "", "Level\_3\_No": "", "Level 4 No": "", "Noviciate\_Ending\_Date": "2022-01-01", "Delete\_Entry": false }

#### Example response:

```
"@odata.context":
```

{

"http://palk.westeurope.cloudapp.azure.com:7548/PALK21APPTEST/ODataV4/\$metadata#Company('%C3%9Clle%20AS')/C ontractInsert/\$entity",

- "@odata.etag": "W/\"JzIwOzE3MzM3MDkwODQyMTE1NjM5MjI3MTswMDsn\"",
- "SOAP\_Entry\_No": 4,
- "Entry\_GUID": "2ace7b28-c9f8-4bd1-aa94-40c3eef12c8a",
- "Employee\_No": "A001",
- "Entry\_Type": "Contract",
- "Contract\_No": "L000004",
- "Contract\_Date": "2002-01-04",
- "Contract\_Code": "11",
- "From Date": "2022-04-01",
- "To\_Date": "0001-01-01",
- "Description": "Määramata ajaks, osalise tööajaga",
- "Profession\_No": "",
- "Job\_Title": "Tuuritaja",
- "ISCO Code": "",
- "Working\_Factor": 1,
- "Additional\_Working\_Factor": 0,
- "Profession\_Category\_No": "",
- "Job\_Description": "",
- "Grounds for Term Code": "",
- "Department\_No": "",
- "Level\_2\_No": "",





```
"Level_3_No": "",
"Level_4_No": "",
"Noviciate_Ending_Date": "2022-01-01",
"Delete_Entry": false
}
```

Journal Insert webservice enhancements

```
Webservice with ID 24012906 Journal Insert new field "Type" has been added to the request. Options:
Normal/Additional.
JSON example:
ł
"Journal_Batch_Name": "VAIKIMISI",
"Type": "Additional",
"Account No": "5011",
"Employee No": "T0004",
"Posting Date": "2025-03-23",
"Amount": 500,
"Description": ""
"Remark": "",
"Accounting_Period": "2025-03",
"Payment_Period": "2025-03",
"Calculation_Period": "2025-03"
"Payroll_Dimension_1_Code": ""
"Payroll_Dimension_2_Code": ""
"Payroll_Dimension_3_Code": "",
"Payroll_Dimension_4_Code": "",
"Currency_Code": "",
"Currency_Amount": 0
}
Example response:
{
  "@odata.context":
"http://palk.westeurope.cloudapp.azure.com:7748/PALK23APPTEST/ODataV4/$metadata#Company('%C3%9Clle%20AS')/P
LKSOAPJournalInsert/$entity",
  "@odata.etag": "W/\"JzE5OzQ1NDE5MTM3MzY4NjMyMzgzMDUxOzAwOyc=\"",
  "Journal Batch Name": "VAIKIMISI",
  "Line_No": 10600,
  "Entry_GUID": "f8c5d418-aa75-47fa-b959-aec6d35dcb1d",
  "Account_No": "5011",
  "Employee_No": "T0004",
  "Posting Date": "2025-03-23",
  "Type": "Additional",
  "Amount": 500,
  "Description": "",
  "Remark": "",
  "Accounting Period": "2025-03",
  "Payment Period": "2025-03",
  "Calculation_Period": "2025-03",
  "Payroll Dimension 1 Code": "",
  "Payroll_Dimension_2_Code": "",
  "Payroll Dimension 3 Code": "",
  "Payroll Dimension 4 Code": "",
  "Payroll_Dimension_5_Code": "",
```





```
"Payroll_Dimension_6_Code": "",
"Payroll_Dimension_7_Code": "",
"Payroll_Dimension_8_Code": "",
"Currency_Code": "",
"Currency_Amount": 0
}
```

## Reports

On the payroll report show the row bold based on the account

A new marker field "Payroll Report Bold" has been created on the payroll account fast tab under Payroll Report. This setting allows you to display the rows of the selected account in bold on the payroll report.

			$\bigcirc$		
110					
Dimensions					
ame	Kuupalk	D	Virect Registering		
count Type	Registering	~ P	osting Group	1.POHITASU	~
Italing		~ D	efault Payment Type	11	~
opy To Account No.		R	equire Payment Type		
urrency Code		~ В	locked		
rget Company Name		~ E	xternal ID		
roup Selection >					
ayroll Report					
iyroll Report Type	Left Box	~ P	ayroll Report Dimension	1.dimension	~
iyroll Report Level	Account	~ P	avroll Report Quantity Account	4020	~
yroll Report Name	Põhipalk	P	avroll Report No Period		
			a) on the point to home		
ayroll Report Negative Name		P	ayroll Report Bold		
wroll Report Negative Name		P	ayroll Report Bold		Ülle AS
wroll Report Negative Name ···· Kuldar Petersell (A0 February 2025	002)	P	ayroll Report Bold		Ülle AS
yyroll Report Negative Name Kuldar Petersell (A0 February 2025 Müügiosakond (13) Jaemüük (1302) Sales Director	02)	P	ayroll Report Bold		Ülle AS 28.03.2025 10:2
Nyroll Report Negative Name	IO2) ACCOUNTING	P	ayroll Report Bold	PAYMENT	Ülle AS 28.03.2025 10:21
yroll Report Negative Name Kuldar Petersell (A0 February 2025 Vlüügiosakond (13) Jaemüük (1302) Sales Director	02) ACCOUNTING Quantit	y Amount	ayroll Report Bold	PAYMENT	Ülle AS 28.03.2025 10:2 Amount
yyroll Report Negative Name · · · · · · · · · · · · · · · · · · ·	02) ACCOUNTING Quantit	y Amount	ayroll Report Bold	PAYMENT	Ülle AS 28.03.2025 10:2 Amount 7,04
yyroll Report Negative Name · · · · · · · · · · · · · · · · · · ·	ACCOUNTING Quantiti 19,0	y Amount 0 356,00	Töötaja töötuskindlustus Tulumaks	PAYMENT	Ülle AS 28.03.2025 10:2 Amount 7,04 86,63
yyroll Report Negative Name	ACCOUNTING Quantiti 19,0	y Amount 10 356,00 84,21	Töötaja töötuskindlustus Tulumaks 04.03.25 Väljamaks	C PAYMENT	Ülle AS 28.03.2025 10:2' Amount 7,04 86,62 346,54
yyroll Report Negative Name	02) ACCOUNTING Quantit 19,0 TOTAL	y Amount 0 356,00 84,21 : 440,21	ayroll Report Bold Töötaja töötuskindlustus Tulumaks 04.03.25 Väljamaks	PAYMENT TOTAL:	Ülle AS 28.03.2025 10:2 Amount 7,0 86,6 346,5 440,2
Vyroll Report Negative Name ··· Kuldar Petersell (A0 February 2025 Müügiosakond (13) Jaemüük (1302) Sales Director February 2025 Põhipalk Lisatasu Normtööpäevi kuus	ACCOUNTING Quantit 19,0 TOTAL	y Amount 0 356,00 84,21 : 440,21 19,00	ayroll Report Bold Töötaja töötuskindlustus Tulumaks 04.03.25 Väljamaks Ettevõtte töötuskindlustus	PAYMENT TOTAL:	Ülle AS 28.03.2025 10:2 Amount 7,0 86,6 346,5 440,2 3,52
kuldar Petersell (A0 February 2025 Müügiosakond (13) Jaemüük (1302) Sales Director           February 2025           Põhipalk           Lisatasu           Normtööpäevi kuus           Normtunde kuus	ACCOUNTING Quantit 19,0 TOTAL	y Amount 0 356,00 84,21 : 440,21 19,00 76,00	ayroll Report Bold Töötaja töötuskindlustus Tulumaks 04.03.25 Väljamaks Ettevõtte töötuskindlustus Sotsiaalmaks	PAYMENT TOTAL:	Ülle AS 28.03.2025 10:2 Amount 7,04 86,63 346,54 440,2 3,52 165,00
kuldar Petersell (A0 February 2025 Müügiosakond (13) Jaemüük (1302) Sales Director           February 2025           Pöhipalk           Lisatasu           Normtööpäevi kuus           Normtunde kuus           Normtunnid arvestades p	ACCOUNTING Quantiti 19,0 TOTAL	y Amount 0 356,00 84,21 : 440,21 19,00 76,00 76,00	Töötaja töötuskindlustus Tulumaks 04.03.25 Väljamaks Ettevõtte töötuskindlustus Sotsiaalmaks Puhkuse jääk	PAYMENT TOTAL:	Ülle AS 28.03.2025 10:2 Amount 7,04 86,63 346,54 440,22 165,00 8,88

## Employee

### **Employee Profession Groups**

On the employee card, it is now possible to configure Profession Groups with valid date ranges.

To use this feature, the "Employee Profession Groups" marker must be enabled in the Application Area setup page.





Application Areas (HRM4Baltics)	$(\mathscr{P})$ + $\mathbb{I}$
Ülle AS	$\sim$
🕼 BC Application Areas 🛛 🔼 List	
Ûlle AS	Global Setup
Countries	Central Employees
Estonian Payroll	File Types
Latvian Payroll	Outlook Calendar
Lithuanian Payroll 📀	Special
	Payroll Currency
	Public Service
	Field Manager
Employee	
Contract Addendum Separately	Employee Profession Group

When this marker is enabled, a new button "Employee Profession Groups" will appear in the "Contracts" menu on the employee card/list.

Employee Card (H	IRM4Baltics)				(2) + ii	
A002 · Ku	uldar Petersel					
New Process	Contract Information	on Personal Info	Contact Histo	ry Actions $\vee$	Related $\vee$ Fewer opt	tions
🗎 Employment	t 🔛 Seniority Entries	📑 Salaries	🚦 Bank Accounts	💕 Service Ranks	🕄 Non-Resident	ቆ Assistant Managers
🚡 Contracts	Passivity	Parameters	1 Percentages	😫 Claims	🚔 Manager Assitants	Employee Profession Groups
ADD2 · Kuldar Petersell						√Saved ⊑ ,× <sup>≪</sup>
Employee Profession Grou	ups P Search + New	Edit List 🔋 Delete				ピ ♡ ≡
Profession Group	Code	Profession Group Description	on		From Date 🕈 🐨	To Date 🕈 🐨

A date check has been added to the page. The same group cannot be assigned to an employee for the same period more than once.

A002 - Kuldar Petersell Not sav								5 74
Employee	Profession Groups 9 Search + 1	New 😨 E	dit List	Delete		E	3 7	7 🔳
😣 The p	bage has an error. <u>Refresh (F5)</u> to undo the char	nge, or correct	t the error					
	Profession Group Code		Profession	n Group Description	From Date † 👕	To Date † 🔻		
	KONTOR		Kontor		03.03.2025			
8	KONTOR		Kontor		8 03.03.2025			
					Validation Results			
					Profession Group KONTOR is already added to A002 for the period of 03.03.25 -			

The contract printout will now, by default, include all valid salaries from the payroll setup

A new field "Include All Current Salaries by Default" has been added to the Payroll setup. When this marker is activated, all valid salaries will be included by default in the contract's base details.

Payroll Setup (HRM4Baltics)						
🚍 Periods 🛛 🛔 Structure 🛛 🗟 Notification	s 🕞 Tax Declaration Setup 🕹 Related Dimensions 🛛 Ac	tions ~ Fewer options				
Find Approval Subtituent From	Employee Card	Thursday Nominal Hours				
		Friday Nominal Hours				
		Saturday Nominal Hours				
		Sunday Nominal Hours				
Global Settings						
Trust Fund Interface		Projects				
Trust Fund 1%	PEN1 ~	Projects Syncronize				
Trust Fund 2%	PEN2 ~	QR Code				
Trust Fund 3%	PEN3 V	Automatic QR Code				
Trust Fund 4%	PEN4 ~	QR Code Lenght				
Trust Fund 6%	PEN6 ~	Contract Print				
Bank		Contract Print Date Format ····· ··· ··· ··· ··· ··· ··· ··· ···				
Bank Payment Type	Multiple Banks	Include All Current Salaries by Default				

The same marker is enabled by default when generating the employee contract, ensuring that all valid salaries are included automatically.





Payroll Create Contract		$\nearrow$ $\times$
Printer	(Handled by the browser)	~
	(nanaled by the biotisely	
Report Layout	24002199-000022	
Options		
Include All Current Salaries		
Filter: Employee Banks		
+ Filter		
Filter totals by:		
+ Filter		
Advanced >		
Send to	Print Preview & Close	Cancel

## Projects

Automatic project synchronization

A new marker f	for projec	t synchroniza	ation has bee	n add	ed to the Payroll setup p	oage.	√Saved 凵 ⊔ א
Payroll Setup (HRM4Baltics)							
📰 Periods 🛛 👗 Structure	Rotifications	🔀 Tax Declaration Setup	Related Dimensions	Actions	✓ Fewer options		
	L	1.2			Friday Nominal Hours	۲	
					Saturday Nominal Hours		
					Sunday Nominal Hours		
Global Settings							
Trust Fund Interface					Projects		
Trust Fund 1%		PEN1		$\sim$	Projects Syncronize		

When this marker is enabled, the projects and tasks from the project module are automatically synchronized with the payroll working schedule projects. Additionally, it is possible to specify which dimensions from the project will be carried over to the payroll working schedule projects.

