HRM4Baltics what's new – March 2025

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	Approver Type	Approver No.	Approver Description	Allowed Substituent
→	0	:	☐	Employee	A001		
	1		☐	Manager		juht	A001|A002
	2		☐	Employee	T004	Personalispetsialist	
	3		☑	Substitutes/Employees	T005	Asendaja	

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.

Request Cause Of Absence (HRM4Baltics)   ✓ Saved

| Search | + New | Edit List | Delete |

	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	☐	☑	☐	L_LAPS	☐				Standard	Show
	ÕPPE	0		7D	☑	☑	☐	P_OPPE	☐				Standard	Show
→	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)

Toivo Aare - Puhkusetaotlus

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

Request Information   Show less

Request Name	Puhkusetaotlus	Current Approver Role	
Request No.	TA00847	Connected 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)

Toivo Aare - Puhkusetaotlus

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

Request Information

Request Name	Puhkusetaotlus	Current Approver Role	
Request No.	TA00847	Connected Requests	
Request Status	New	Employee No.	113
Request Date	27.03.2025		
Holiday Journal Name			

? Request TA00847 has warnings, do you want to continue?
Holiday must 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.

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

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.

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.

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.

Multiline Entry Types (HRM4Baltics)

	Code ↑		Description	Connected Type	Connected No.	Qty Connected No.
	WORKLOAD		Workload	Contract	10	
→	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.

Request Types (HRM4Baltics)

Request Type ↑	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	Allow R
→ Requested 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.

My Working Schedule

Tootmine

◀ Previous | **March 2025** | Next ▶ | 🔒 Free Days

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

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.

Free day					✓ Saved
Free Days Request (HRM4Baltics) 🔍 Search + New ☰ Edit List 🗑 Delete ➡ Copy ➡ Submit ➡ Submit (All)					
Date ↑ ▼	From Time ↑	To Time ↑	Duration	Description	Status
03.05.2025	12:00:00	14:00:00	2 hours	Doctor	New
→ 05.05.2025	09:00:00	17:00:00	8 hours	Free day	Submitted

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.

Free day					✓ Saved
Free Days Request (HRM4Baltics) 🔍 Search + New ☰ Edit List 🗑 Delete ➡ Copy ➡ Submit ➡ Submit (All)					
Date ↑ ▼	From Time ↑	To Time ↑	Duration	Description	Status
03.05.2025	12:00:00	14:00:00	2 hours	Doctor	New
05.05.2025	09:00:00	17:00:00	8 hours	Free day	Denied
→ 28.05.2025			1 day	Free day	Manager Inserted

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.

Notification Setup Card (HRM4Baltics)

TEADE31 · Free Text

Notification Setup

Code	TEADE31		Holiday Payment Filter	
Type	Free Text		Use Seniority	⬤
Description			Notification Language Code	
Sorting No.	0		Hide In List	⬤
Employee Filters	...		Entries	0
Additional Filter				

Sending Setup

Notification Formula	-CM+19D		Send 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)

TOOTMINE

New   Working Schedule   Working Shifts   History   Reports | Related ⌄   Fewer options

🖩 Import

Working Schedule

No.	TOOTMINE
Description	Tootmine
Applied Job No.	
Jobs usage Type	Employee
Hide	⬤
Default Template	⬤
First Usage	01.10.2019
Last Usage	28.02.2025
Absence Journal Batch	PUHKUS

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.

ERP HRM CRM BI

Working Schedule Setup (HRM4Baltics)

📦 Shifts   🖥️ Working Schedule Templates   🗂️ Groups

Normal Time	06:00:00
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	🔵
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)

Karri Laanemets 01.03.25-31.03.25

Employee   Working Schedule   Planning   Approval   One Employee

👤 Employee Card   🗓️ Employee Free Days   📊 Employee Entries   ℹ️

Delfi   Töötajad   Filter   FIN osakond   Filtrite loend   Uuenda vaadet   Puhkusesal

Tootmine | ◀ March 2025 ▶ | Show: ☐ Time ☐ Shifts ☐ Free Day ☐ Em

Calendar Year (actual)	Calendar Year (nominal)	Employee Name	Profession Desc.	Nominal Hours	Total Hours	Difference	3 months in Groups (diff.)	Calendar Year (diff.)
	504	Karri Laane	Juhatuse	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.

Working Shifts (HRM4Baltics)

🔍 Search   ➕ New   📝 Edit List   🗑️ Delete   👥 Planned Employees   🕐 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.

Buttons (HRM4Baltics)   ✓ Saved

| Search | + New | Edit List | Delete |

Button Type ▼	Button Name	Button Hypelink	Sorting No. ↑
→ 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)

Hannes Koosla 01.03.25-31.03.25

Employee   Working Schedule   Planning   Approval   One Employee   Posting

👤 Employee Card   📇 Employee Free Days   📅 Employee Entries   ℹ Productiv

Delfi   Töötajad   Filter   FIN osakond   Filtrite loend   Uuenda vaadet   Holiday Balance

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.

Employee Holiday Balance (HRM4Baltics)   ✓ Saved

A003 · Hannes Koosla   Date · · · · · · · · · · · · · · 28.03.2025

Description	Saldo	Days Type
Isapuhkus	10	working days
Õppepuhkus (tasemekoolitus)		
Puhkus	12,69	days
Staažpuhkus	30	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.

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

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

Calendar Year (actual)	Calendar Year (nominal)	Employee Name	Profession Desc.	Nominal Hours	Total Hours	Difference	3 months in Groups (diff.)	Calendar Year (diff.)
		Hannes	Pearaamatupi	0h	0h	0h	-15h	0h
		Karmen Kaks	Pearaamatupi	0h	0h	0h	38h	0h
	504	Karri Laane	Juhatuse	168h	0h	-168h	-336h	-504h
		Kati Karula	Raamatupidaj	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:

```json
{
"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:

```json
{
  "@odata.context":
"http://palk.westeurope.cloudapp.azure.com:7548/PALK21APPTEST/ODataV4/$metadata#Company('%C3%9Clle%20AS')/ContractInsert/$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:

```
{
"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/$metadata#Company('%C3%9Clle%20AS')/PLKSOAPJournalInsert/$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.

Payroll Account Card (HRM4Baltics)

1110

♫ Dimensions			

Name	Kuupalk	Direct Registering	⬤
Account Type	Registering	Posting Group	1.POHITASU
Totaling		Default Payment Type	11
Copy To Account No.		Require Payment Type	⬤
Currency Code		Blocked	○
Target Company Name		External ID	

Group Selection >

Payroll Report

Payroll Report Type	Left Box	Payroll Report Dimension	1.dimension
Payroll Report Level	Account	Payroll Report Quantity Account	4020
Payroll Report Name	Põhipalk	Payroll Report No Period	○
Payroll Report Negative Name		Payroll Report Bold	⬤

Kuldar Petersell (A002)   **Ülle AS**

February 2025   28.03.2025 10:21

Müügiosakond (13)
Jaemüük (1302)
Sales Director

ACCOUNTING			PAYMENT		
	Quantity	Amount			Amount
February 2025			Töötaja töötuskindlustus		7,04
Põhipalk	**19,00**	**356,00**	Tulumaks		86,63
Lisatasu		84,21	04.03.25 Väljamaks		346,54
	TOTAL:	**440,21**		**TOTAL:**	**440,21**

Normtööpäevi kuus	19,00	Ettevõtte töötuskindlustus	3,52
Normtunde kuus	76,00	Sotsiaalmaks	165,00
Normtunnid arvestades puudumisi	76,00	**Puhkuse jääk**	**8,88**
KOKKU töötatud tunde kuus:	**76,00**	Täiendava puhkuse jääk	7,00

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.

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

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.

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.

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

Payroll Create Contract   ↗ ✕

| Printer | (Handled by the browser) ▾ |
| 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 for project synchronization has been added to the Payroll setup page.

✓ Saved

Payroll Setup (HRM4Baltics)

▦ Periods   ⚊ Structure   ⬚ Notifications   ⬚ Tax Declaration Setup   ⬚ Related Dimensions | Actions ∨   Fewer options

Friday Nominal Hours		
Saturday Nominal Hours		
Sunday Nominal Hours		

Global Settings

Trust Fund Interface

| Trust Fund 1% | PEN1 ▾ |

Projects

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.

ERP HRM CRM BI