

# HRM4Baltics updates – August 2025

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## Notifications

### Sending notification e-mails by hand on the Notifications page

On the Notifications page there is now an opportunity to send e-mails by hand. For this functionality there are created new buttons:

1. Send all waiting e-mails
2. Send selected e-mails
3. Send one e-mail

Notifications: All						Search	Update	Previous Year	Current Year	Next Year	Previous Month	Current Month	Next Month	Setup	...	Filter	Menu	Help
Date	Setup Code	Type	Employee No.	Name	Desc	Notification Status												
01.08.2025	TEADE07	Anniversary	T01Z	Siiri Saare	5. te...	Not Required												
01.08.2025	TEADE06	Nameday	T0015	Maire Aunaste	*Ma...	Not Required												
01.08.2025	TEADE17	Vacation (Begin)	T003	Kalle Kolmas	01.08.25 - 05.08.25 Puhkus	Sent												
01.08.2025	TEADE17	Vacation (Begin)	T01Z	Mari Murakas	01.08.25 - 05.08.25 Puhkus	Sent												

## Employee's skills

On the skills list there is a possibility to send automatic notification, when the skill is about to expire. The notification is sent when the skill has an **end date**. On the set up there is also a possibility to add a filter for which skill the notification is sent.

T009 - Veini Mustonen										Saved	...
Employee Skills											
Skill Type Code	Skill Type Description	Skill Code	Skill Description	Level Code	Level Description	Requested Level	Requested Level Description	From Date	Until Date	Certificate No.	
→ KEELED	Keeled	SOOME	Soome keel	B1	Madalam kesktaase		–				
ARVUTI	Arvutiprogrammid	POWER_BI	–	D	Tavakasutaja		–				
ARVUTI	Arvutiprogrammid	WORD	–	D	Tavakasutaja		–				
HOBID	Hobid	TINUTAMINE	Tinutamine	–	–		–	2/13/2023	2/14/2023		
TOOLALASED	Toolalased oskused	RMT	Raamatupidamine	ALGTASE	Algtase		–				
TOOLALASED	Toolalased oskused	MAET	Mäetööde juhtimine	SPETSIALIST	Spetsialist		–	4/8/2025	4/7/2027		

## Sending past due date Calendar notifications

It is possible to make settings for sending notifications after the sending date according to formula has passed. For this functionality there is created a new column Past Entries formula.

Notification Setup (HRM4Baltics)

Search

New

Edit List

Delete

Edit

View

Add All Types

Code ↑	Type ↑	Description	Sorting No.	Notification Formula	Past Entries Formula	Only On We...	Send Notification to Employee	Send to Subs
OSKUSE AE...	Skill Expirat...		0			<input type="checkbox"/>		
RAHVUSVA...	Internation...	Rahvusvaheline tähtpäev	13	-1D		<input type="checkbox"/>		
→ TEADE01	National H...		2	-2D	-8D	<input type="checkbox"/>		
TEADE01_2	National H...		2			<input type="checkbox"/>		
TEADE05	Birthday		1	CD		<input type="checkbox"/>		
TEADE06	Nameday		0			<input type="checkbox"/>		
TEADE07	Anniversary		0	-1D		<input type="checkbox"/>		

## Trainings

### Adding skills start/end date to employee's skills from trainings card

When the employees are acquiring a new skill from a training, there is a possibility to add this skill to a employee's skills with a start and end date. For this on the trainings card one must press the button **Add skills** or **Add skills to all**. After that the dates will be updated to employees, who already had the skills and added for new skill gainers.

## Interfaces

### General Ledger account not added to XML export

In the general ledger account settings there is a possibility to determine that the account won't be added to XML export. For this one must write SKIP to field nr.2

PR konto kaart

2556 · Projektid B

Protsess	Konto	Saldo	Rohkem suvandeid
----------	-------	-------	------------------

#### Üldine

Nr. ....	<input type="text" value="2556"/>
Nr. 2 .....	<input type="text" value="SKIP"/>
Nimetus .....	<input type="text" value="Projektid B"/>
Kasum/bilanss .....	<input type="text" value="Kasumiaruanne"/> ▼
Konto kategooria .....	<input type="text"/> ▼
.....	<input type="text"/>

## Requests

### Limitation for choosing contract types when creating an request for new employee

There is a possibility to limitate managers options to choose contract types when creating requests for new employees. For this there is created a new Portal permission set – New employee contract type.

### Request types as cards

Request types setup is opened as card and setups are grouped as topicblocks. Setup fields that are not relevant with the request type are displayd as not active and are not adjustable.

Request Type Card (HRM4Baltics)



✓ Saved



## Employee

Request Type	Employee	Signature	
Description	Töötaja andmed	Signature Required	<input type="checkbox"/>
Request Nos.	PALK_TAOT	Minimum Signature Si...	
Allow Requests	<input checked="" type="checkbox"/>	Visibility	
Warn On Close	<input type="checkbox"/>	Show Portal	<input checked="" type="checkbox"/>
Approval Group No.		Show Manager	<input checked="" type="checkbox"/>
Dates		Allow Manager Reque...	<input checked="" type="checkbox"/>
Date Formula		Show Assistant	<input type="checkbox"/>
Show Ending Date (In...	Hide	Show Record Filter	...

## Working schedules

### Additional work type of entry and checkmark

For working schedule is added checkmark „Additional work“. When turning on this marker all working hours added with this type of entry will be converted as additional work hours.

### Working schedules view Update on employee's card

On the working Schedule there is added bank holiday hours, over and under hours, additional work hours.

Entries		Manage											
Date ↑	W.	Working Shift Code	Since ↑	Till ↑	Hours	Normal Hours	Night Hours	Holiday Hours	Break	Break Since	Break Till	Day Overtime Hours	Shortened Nominal Hours
→ 02.09.2025	Tu		08:30:00	16:30:00	8	8							
04.09.2025	Th		08:30:00	16:30:00	8	8							
05.09.2025	Fr		08:30:00	16:30:00	8	8							
06.09.2025	Sa		08:30:00	16:30:00	8	8						8	
07.09.2025	Su		08:30:00	16:30:00	8	8						8	

### Passive employee not included into working Schedule

Into working Schedule setup has been added a marker Passivity deletes working hours. When the manager confirms the schedule's plan, then all the active employees will get a e-mail with the plan and all the passive employees won't get the working plan.

Working Schedule Setup (HRM4Baltics)

Shifts Working Schedule Templates Groups

#### Working Time

Normal Time	06:00:00	Nominal Time Change Absence Filter	HJHAIGEILHAIGE
Evening Time	22:00:00	Summarized Months	3
Night Time	22:00:00	Summarized Months Period Start	February
Hours Format	02	Simple Summarized Period View	<input type="checkbox"/>
Total Hours Format	<Precision.0>1> <Standard Format.0>h	Termination Deletes Hours	<input checked="" type="checkbox"/>
Hours Rounding	0.001	Passivity Deletes Hours	<input type="checkbox"/>
Hours Rounding Direction	Nearest	Clock Change	<input type="checkbox"/>
Nominal Hours Formula	[AEG,K+ETKNR-RP-T*B+RPVABA,S(0)]*(1-([PARAM,ALAEALINEA(0)]*(2/R))		

## Contract

### Employee's workload from contract, not 1 by default

Employee's workload is added according to contract type, not by default 1. With employment contract the load is 1, with contract agreement it's 0. This solution simplifies summation working hours calculation in working schedules, where employee's normal hours are 0 and difference is calculated according real worked hours.

### Valid structure units on a contract row

With date based structure there is possible to choose for employee only these structures that are currently valid. So on the contract row it's not possible to choose structure units which validity period has ended or starting date has not begun yet.

A002 - Ossi Nummert

Employee Contracts (HRM4Baltics) Search + New Edit List Delete Edit View Structure Option Figure Classification Add Figure Classification Send

Working Register ID	Pri...	Entry Type	Contract Type	Contract No.	From Date	To Date	Calculated Probationary Date	Extended Probationary Days	Noviciate Ending Date	Description	Working Factor	Service
→		<input type="checkbox"/> Addendum	11	TL0042	1/2/2022	8/22/2022			5/1/2022	Määramata ajaks, osalise tööaj...	0.8	—
		<input type="checkbox"/> Addendum	10	TL0042-1	8/23/2022	6/12/2023				Määramata ajaks	1	—
		<input type="checkbox"/> Addendum	50	TL0042-1	1/1/2023	1/1/2024				Muud	1	KIRX 1
		<input type="checkbox"/> Contract	10	L000004	11/1/2024	12/31/2024	12/1/2024	13	12/14/2024	Määramata ajaks, osalise tööaj...	1	—
		<input type="checkbox"/> Contract	10	TL0147	11/3/2024	12/31/2024	12/2/2024		12/2/2024	Määramata ajaks	0.7	—
		<input type="checkbox"/> Addendum	10	TL0147	11/5/2024	11/5/2024				Määramata ajaks xs	0.5	—
		<input type="checkbox"/> Addendum	10	TL0148	11/7/2024	11/30/2024				Määramata ajaks xs	1	—
		<input checked="" type="checkbox"/> Addendum	10	TL0149	1/1/2025	12/31/2024				Määramata ajaks	1	—
		<input checked="" type="checkbox"/> Addendum	10	TL0150	1/1/2025					Määramata ajaks	—	—

### Work load change column in Contract change list

In to Contract change list has been added workload change column, which is displayed with type Contract:

- When only workload changes, in column Type will be displayed Workload change as text
- When unit and workload have been changed, then will be displayed unit and workload change
- When unit, profession name and workload will be changed, these will be also displayed.

In the list is displayed Old workload and New workload.

## Parameters

### Normal working hours parameter for minors

In the payroll setup there is a possibility for minors to adjust **Shortened Normal Hours until** (until 15 years) and **Shortened Normal Hours until code** (for adding parameter, which is used in working schedule's norm hours formula).

- **Shortened Normal Hours until** — possibility to determine age. When the parameter must be automatically added to 14-year olds and not for 15-year olds, there must be number 15.

When the employee is younger than 15, into their parameters will be added this parameter code and with due date as the employee's birthday when they turn 15.

## Age Settings

Minor Age .....	<input type="text" value="18"/>
Minor No. ....	<input type="text" value="ALAEALINE"/>
Minor Reserve No. ....	<input type="text" value="RESERV7A"/>
Minor Reserv Contract Filter .....	<input type="text" value="10"/>
Pensioner Age .....	<input type="text" value="65"/>
Pensioner No. ....	<input type="text" value="PENSIONAR"/>
Child under 3y No. ....	<input type="text" value="SMKUUEI"/>
Shortened Normal Hours Until .....	<input type="text"/>
Shortened Normal Hours Until Code .....	<input type="text"/>

## Professions

## Essential Service Provider marker on profession card

On the professions card there is a new marker Essential Service Provider. It's an informative marker. When the marker is active on professions card and when for an employee is added this profession, then the marker will appear also on the contract row.

The marker is visible on employee's contract row, employee's list and employment overviews.

Profession Card (HRM4Baltics)

1020-01

Category Planning Hour Rates

## Profession

No. ....	<input type="text" value="1020-01"/>
Name .....	<input type="text" value="Finants- ja tugiteenuste direktor"/>
Name (English) .....	<input type="text"/>
Type .....	<input type="text" value="Normal"/>
Totalling .....	<input type="text"/>
Dimension Value .....	<input type="text"/>
Profession Requirement No. ....	<input type="text"/>
Automatic Create Health Inspection .....	<input type="checkbox"/>
No. of Employees .....	<input type="text" value="1"/>
Planned .....	<input type="text"/>
Don't Check Substitute .....	<input type="checkbox"/>
Essential Service Provider .....	<input checked="" type="checkbox"/>
Background Check .....	<input type="checkbox"/>
Minimum Service Rank .....	<input type="text"/>

## Background check Control marker

On the professions card is a new marker for Background check Control. It's an informative marker. When on a profession card is this marker active, it will be added also to employee's contract row. The marker is removable, when the employee doesn't need background check. When on the profession card isn't marker active, but background check is mandatory for the employee, it is possible to add it on contract road manually.

Profession Card (HRM4Baltics)



1020-01

Category Planning Hour Rates

## Profession

No.	1020-01
Name	Finants- ja tugiteenuste direktor
Name (English)	
Type	Normal
Totaling	
Dimension Value	
Profession Requirement No.	
Automatic Create Health Inspection	<input type="checkbox"/>
No. of Employees	1
Planned	
Don't Check Substitute	<input type="checkbox"/>
Essential Service Provider	<input type="checkbox"/>
Background Check	<input type="checkbox"/>
Minimum Service Rank	

## Overviews

## Gender in trainings list

On the trainings list is possible to display participants gender.

Kõik firmad seisuga 18.08.25

Koolitustel osalejate ülevaade (HRM4Baltics)									
Otsing Koolitused Töötajad seisuga Vali periood Vali mitte-osalejad Üks firma									
Ettevõtte nimi ↑	Töötaja seisund	Töötaja nr. ↑	Eesnimi	Perekonnanimi	Sugu	Osali...	Koolituse nr. ↑	Ko	
Silvi OÜ	Aktiivne	T002	Katimmmmmmmmmmm...	Karummmmmmmmmmm...	Naine	<input checked="" type="checkbox"/>	KO0001	Ru	
Silvi OÜ	Aktiivne	T4444	Silvo	Vint	Naine	<input checked="" type="checkbox"/>	KO0001	Ru	
Silvi OÜ	Aktiivne	T002	Katimmmmmmmmmmm...	Karummmmmmmmmmm...	Naine	<input checked="" type="checkbox"/>	KO0002	Au	
Silvi OÜ	Aktiivne	T006	Neeme	Salo	Mees	<input checked="" type="checkbox"/>	KO0002	Au	
Silvi OÜ	Lahkunud	T000023	Villu	Kask		<input checked="" type="checkbox"/>	KO0003	Es	
Silvi OÜ	Aktiivne	T002	Katimmmmmmmmmmm...	Karummmmmmmmmmm...	Naine	<input checked="" type="checkbox"/>	KO0003	Es	
Silvi OÜ	Aktiivne	T012	Mari	Murakas	Naine	<input checked="" type="checkbox"/>	KO0003	Es	
Silvi OÜ	Aktiivne	T020	Kaarel	Pagar	Mees	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Aktiivne	T021	Mikk	Liisk	Naine	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Aktiivne	T022	Lauri	Pappel	Naine	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Aktiivne	T023	Silvo	Vlassov	Mees	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Aktiivne	T024	Siim	Saks	Mees	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Lahkunud	T025	Kertu	Laas	Naine	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Lahkunud	T026	Piret	Kanarbik	Naine	<input checked="" type="checkbox"/>	KO0006	La	
Silvi OÜ	Lahkunud	T000023	Villu	Kask		<input checked="" type="checkbox"/>	KO0008	In	

## Structures

### Unit name change in the structure

In the date based structure is possible to change the units name but the unit code can remain the same. On the previous row needs to be ended with the **End date** and new row with new name with **From date**. The professions, which were in the unit with previous name, will be included into new unit.

Ameti struktuuri plaan | Tõs kuupäev: 18.06.2025

✓ Salvestatud

Osing + Uus Redigeeri loendit Kustuta Tase 3 Ametikohad

Planeerimise kuupäev 18.06.2025

Osakond nr. ↑	Allüksus nr. ↑	Nimetus	Kehtiv nimetus	Juhi nr.	Kehtiv Juhi nr.	Dimensiooni väärtus	Lukus	Ära kaasa koo...	Alates kuupäevast	Kuni kuupäevani	Töötajaid	Pau to
10	1020	Raamatupidamine	Raamatupidamine	T008	T008	RMTP	<input type="checkbox"/>	<input type="checkbox"/>		30.06.2025	8	
10	1020	Raamatupidamise üksus	Raamatupidamine	T008	T008	RMTP	<input type="checkbox"/>	<input type="checkbox"/>	01.07.2025		8	
10	1030	Eelarvestamine	Eelarvestamine	T008	T004	EELARVE	<input type="checkbox"/>	<input type="checkbox"/>		10.03.2024	8	
10	1030	Eelarvestamine	Eelarvestamine	T004	T004	EELARVE	<input type="checkbox"/>	<input type="checkbox"/>	11.03.2024		8	

## Analysis

### Unit and proffession filter in Analysis view

In the analysis view it is possible to filter out employees by unit and profession name. This gives an opportunity to display employees on the report, even when they change their unit and profession. It gives relevant data for employers about employees in given time period. This is important for managers, who need to confirm all the working hours for employees only in their unit.

Employees by Accounts (HRM4Baltics)

✓ Saved

Analysis Name Koondpalgaleht (alati palgateatise perioodi järgi)

Date Filter

Accounting Filter

Payment Filter

Employees by Date

Hide zero lines

Calculation Filter

Osakonna dim Filter

Ametigrupp dim Filter

Tegevus dim Filter

Allüksuse dim Filter

Send to Excel

### Hide zero lines in Payroll analysis application

Into the payroll analyses there have been added a button Hide zero lines. This functionality will remove from the list all employees who are not active the whole month.

Employees by Accounts (HRM4Baltics)

✓ Saved

Analysis Name Koondpalgaleht (alati palgateatise perioodi järgi)

Date Filter

Accounting Filter

Payment Filter

Employees by Date

Calculation Filter

Department Filter

Profession Group Filter

Hide zero lines

Activity Filter

Division Filter

Area Filter

Project Filter

Asset Filter

Event Filter



## Files

### Employee's files from request into employee's card

When an employee or their manager is making a request and adding a file with it, then the file should be transferred also into employee's files from the request.

From the request into Employee's files will be transferred:

- Vacation request
- New employee request
- Instructions request
- Multiline request

## X-road

### Changing dates in sick leave

On the sick leave page have been added fields, from which and to date an employee is not obligated to receive sick leave compensation. When to employee returns to work before official leave has not ended, then before registering the absence, there can be added specific dates from what time compensation is not paid. When the sick leave is already registered, the dates must be changed manually.

When the employee returns to work in the middle of the leave, the sick leave is divided and the new sickness is started with new sick leave certificate.

Täidab tööandja	
Töötaja tasu .....	0,00
Puudub õigus hüvitisele	
Puudub õigus hüvitisele alates .....	
Puudub õigus hüvitisele kuni .....	
Puudub õigus hüvitisele põhjuse tähis .....	▼
Puudub õigus hüvitisele põhjus .....	-
Tööõnnetus	
Tööõnnetuse kuupäev .....	
Kergem töö	
Töötamise täpsustuse tähis .....	▼
Töötamise täpsustus .....	-
Kergem töö alates .....	
Kergem töö kuni .....	
Tasu kergemal tööl .....	
Toost vabastamise aeg .....	