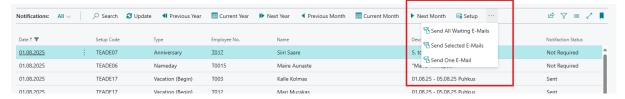# HRM4Baltics updates – August 2025

ERP HRM CRM BI

Notifications

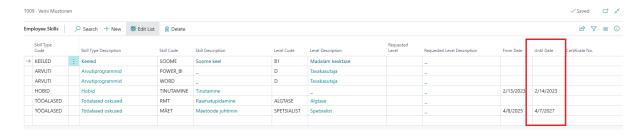## Sending notification e-mails by hand on the Notifications page

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

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 notificaion is sent.

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)

	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			☐		
	RAHVUSVA...	Internation...	Rahvusvaheline tähtpäev	13	-1D		☐		
→	TEADE01	National H...		2	-2D	-8D	☐		
	TEADE01_2	National H...		2			☐		
	TEADE05	Birthday		1	CD		☐		
	TEADE06	Nameday		0			☐		
	TEADE07	Anniversary		0	-1D		☐		

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 sk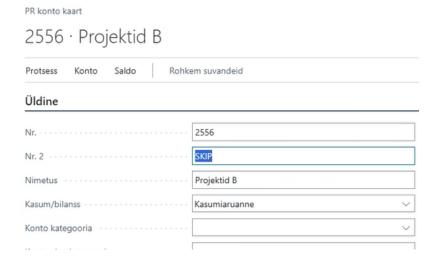ills** or **Add skills to all**. After that the dates will be updated to employees, who already had the skills and added for new skill gainers.

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.	2556
Nr. 2	SKIP
Nimetus	Projektid B
Kasum/bilanss	Kasumiaruanne
Konto kategooria	

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.

Working schedules

Additional work type of entry and checkmark

For working scheduleis 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.
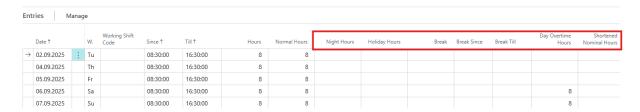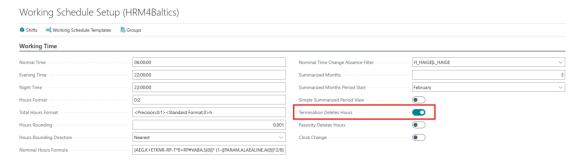
Date ↑	W.	Working Shift Code	Since ↑	Till ↑	Hours	Normal Hours	Night Hours	Holiday Hours	Break	Break Since	Break Till	Day Overtime Hours	Shortened Nominal Hours
→ 02.09.2025	Tu		08:30:00	16:30:00	8	8							
04.09.2025	Th		08:30:00	16:30:00	8	8							
05.09.2025	Fr		08:30:00	16:30:00	8	8							
06.09.2025	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.
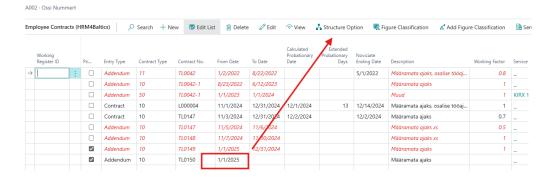
Working Schedule Setup (HRM4Baltics)

⚙ Shifts 📋 Working Schedule Templates 👥 Groups

Working Time

Normal Time	06:00:00	Nominal Time Change Absence Filter	H_HAIGE|L_HAIGE
Evening Time	22:00:00	Summarized Months	3
Night Time	22:00:00	Summarized Months Period Start	February
Hours Format	0:2	Simple Summarized Period View	○
Total Hours Format	<Precision,0:1> <Standard Format,0>h	Termination Deletes Hours	●
Hours Rounding	0,001	Passivity Deletes Hours	○
Hours Rounding Direction	Nearest	Clock Change	○
Nominal Hours Formula	[AEG.K+ETKNR-RP-T*8+RP#VABA,S{0}]* (1-[[PARAM,ALAEALINE,A{0}]*2/8])		

ERP HRM CRM BI

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.

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, proffession 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 parameeter 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 parameeter 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 me added this parameeter code and with due date as the employee's birthday when they turn 15.
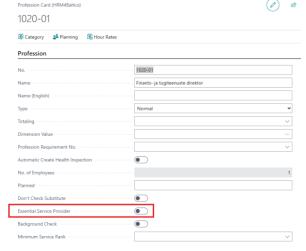
Age Settings

Minor Age	18
Minor No.	ALAEALINE
Minor Reserve No.	RESERV7A
Minor Reserv Contract Filter	10
Pensioner Age	65
Pensioner No.	PENSIONAR
Child under 3y No.	SMKUUEI
Shortened Normal Hours Until	
Shortened Normal Hours Until Code	

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 proffesions card and when for an employee is added this professioon, 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

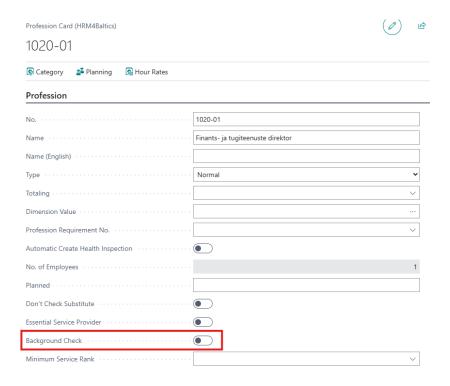|	
No.	1020-01
Name	Finants- ja tugiteenuste direktor
Name (English)	
Type	Normal
Totaling	
Dimension Value	
Profession Requirement No.	
Automatic Create Health Inspection	●
No. of Employees	1
Planned	
Don't Check Substitute	●
Essential Service Provider	●
Backround Check	●
Minimum Service Rank	

Backround check Control marker

On the proffessions card is a new marker for Backround 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 backround check. When on the profession card isn't marker active, but backround check is mandatory for the employee, it is possible to add it on contract road manually.
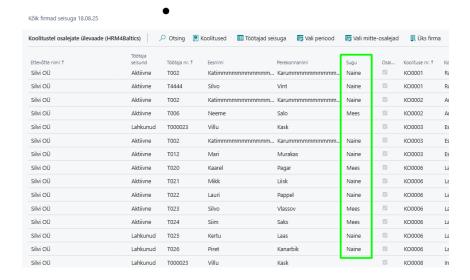
Profession Card (HRM4Baltics)

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	⚪
No. of Employees	1
Planned	
Don't Check Substitute	⚪
Essential Service Provider	⚪
Background Check	⚪
Minimum Service Rank	

Overviews

Gender in trainings list

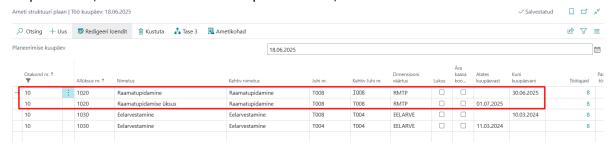On the trainings list is possible to display participants gender.

Structures

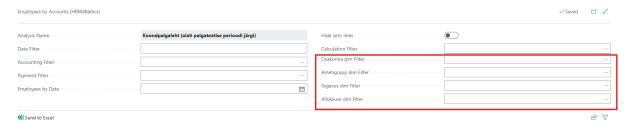## Unit name change in the structure

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.
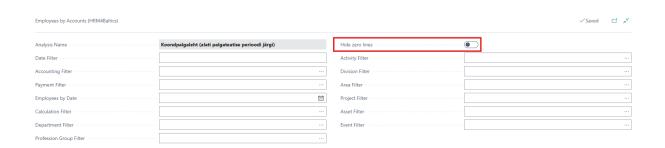

Analysis

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.

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.

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 sertificate.