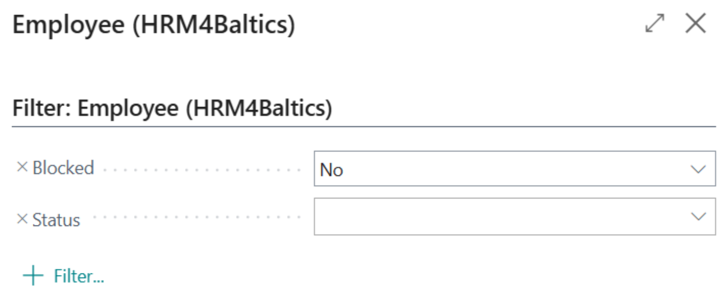
HRM4Baltics updates – September 2025

Employee

Filter option when updating employees

A new option has been added to the payroll structure setup to exclude the updating of data for blocked employees. When the “Update employee data” button is clicked, a filter window opens where the default setting is Blocked → NO, meaning that the records of blocked employees will not be updated.



Setting the vendor’s preferred bank account on the employee’s bank account, and permissions for changing bank accounts in the portal

Two new options have been added in the Bank type settings in the Request types:

- Create Closing Entries On Adding New Bank Account – When this option is activated, adding a new bank account line automatically closes the old line with an end date one day before the start date of the new account.
- Assign New Bank Account from Portal Vendor Preferred Bank Account – When this option is activated, the new bank account added through the portal will automatically be set as the vendor’s preferred bank account, based on the start date of the new bank account.
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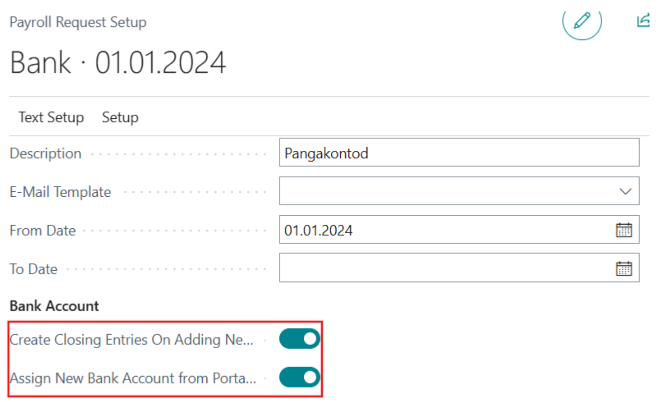
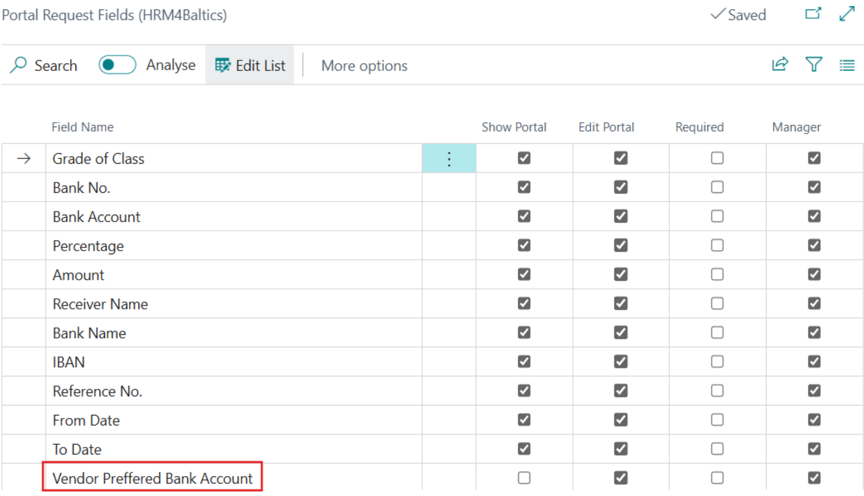
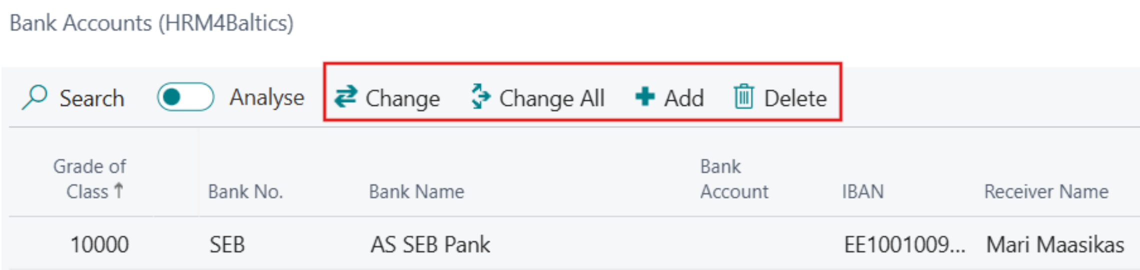


A new field "Vendor Preferred Bank Account" has been added in the Request types "Bank" fields setup.



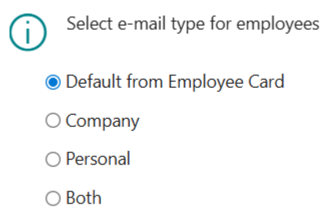
Updates have been made in the portal to the button options in the bank account change request:

- Change – Changes only the selected entry, other entries remain unchanged. When processing, the preferred bank account is set on the vendor card if it is marked.
- Change All – When adding a new entry, the new line is set as preferred according to the settings. When adding a new line with a start date, all existing lines that are valid before the start date are found, and end dates are added in the request. If the "Create Closing Entries" option is marked, deleting the line from the request is not allowed.
- Add – If the relevant settings exist, the "Vendor Preferred Bank Account" marker is automatically added to the new entry. The user can remove it if necessary. When processing, this account is set as preferred on the vendor card, and end dates are automatically added to previous lines if the new line has a start date.
- Delete – If the "Close old entry" option is enabled in the settings, deletion is not allowed.



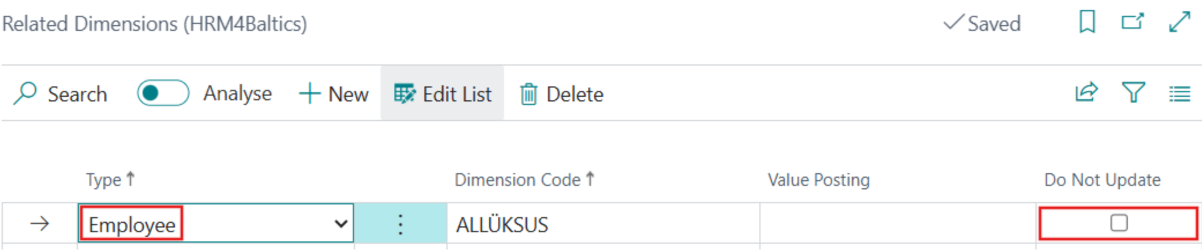
Sending emails to selected employees from the employee list

When sending an email from the employee list, it is now possible to choose whether the email is sent to the employee card`s default, company, personal, or both email addresses.



Updating dimensions on BC employee cards

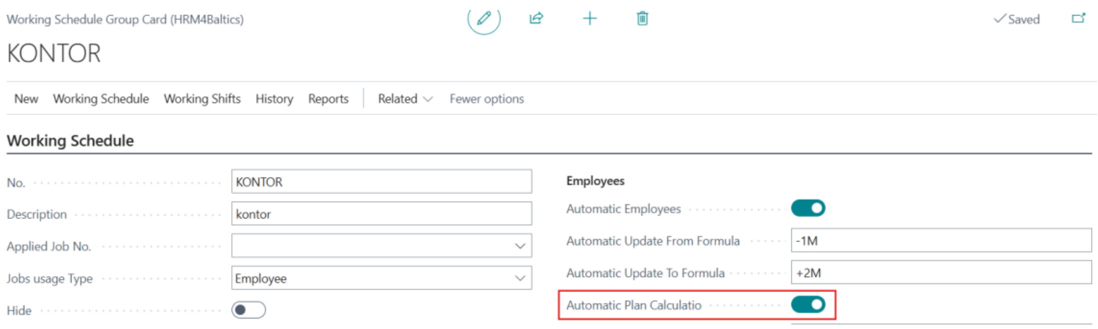
In the payroll setup, it is now possible to assign related dimensions “Employee” type, which are added to the BC employee card and kept in sync with the HRM employee card. If no related dimension setup is made for the “Employee” type, all dimensions are added to the BC employee card as before and kept in sync.



Working schedules

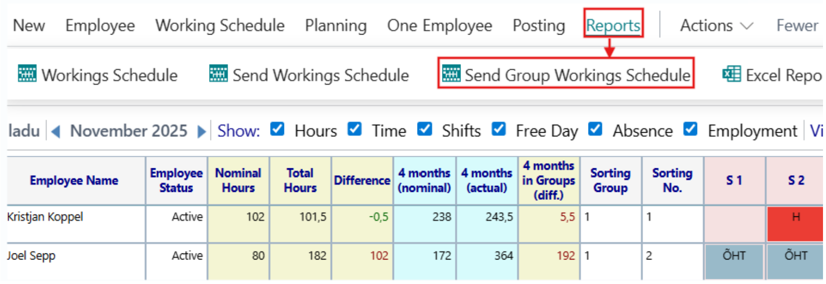
Automatic calculation of the working schedule plan

A marker “Automatic Plan Calculation” has been added to the Working Schedule Group Card. When this marker is switched on, the work schedule plan is automatically calculated when employees are added to the Working Schedule. The calculation takes place on the last day of the month or on the first day of the following month. Automatic calculation is driven by job queues.



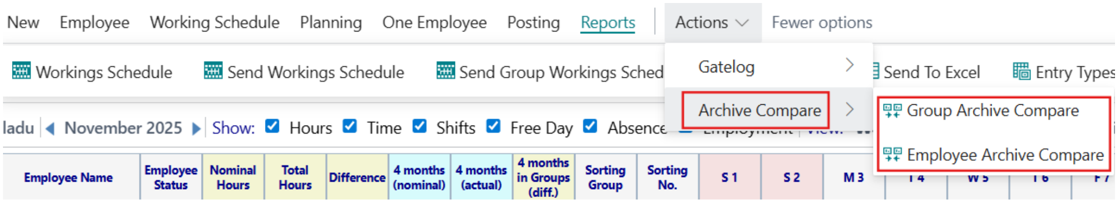
Sending the working schedule of a group by email

A button “Send Group Working Schedule” has been added to the Working Schedule. This allows sending the entire group’s working schedule by email to all employees in the group. The schedule can also be sent only to employees who are filtered in the working schedule group.
Sending emails requires BC email accounts to be set up.



Working schedule and archive compare

In the „Actions“ menu of the working Schedule, a new option has been added to compare an employee's archived planned hours with their actual hours.



Additionally, in the employee's detailed entries, both planned absence hours and unexpected absence hours are displayed.

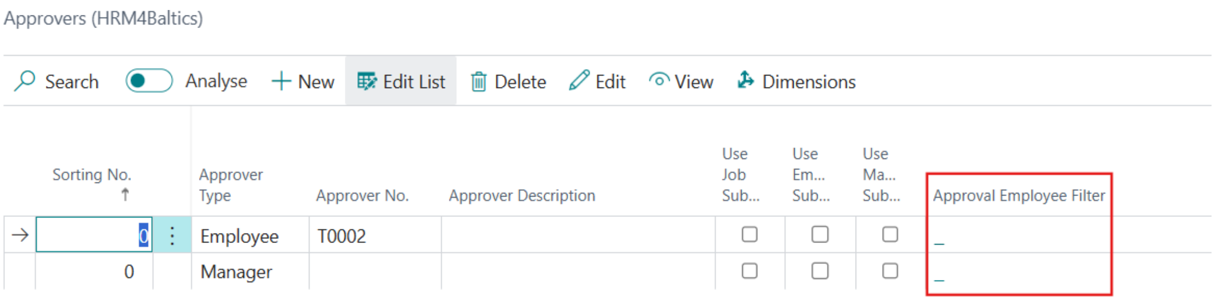
Approvals

Approval group exception filter by date

In the approval group settings, it is possible to add a date-based exception to a file request's approval group, which takes into account the date attached to the file. The filter is set on the "Approval Employee Filter" line. This setting applies specifically to file requests.
Since contracts are often prepared in advance when signing files, it is important that the system can determine the correct approver based on the date.
For example:

- If an employee currently holds a position where the approver is person A,
- but moves to a new position from the next month, where the approver is person B, the system will assign person B as the approver.

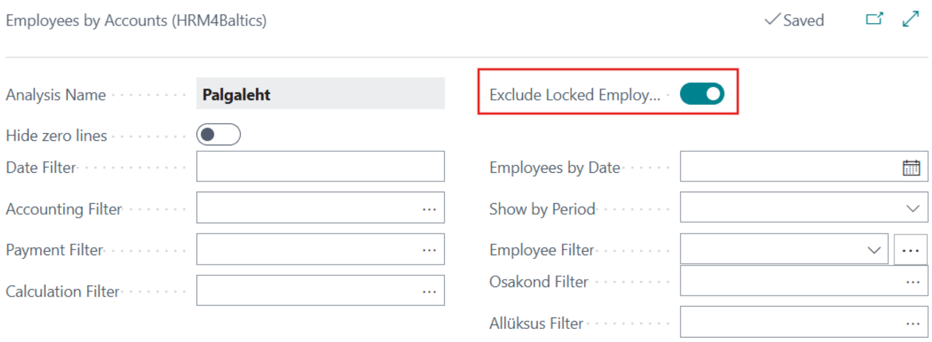
The signing process is based on the date attached to the file, which directs the file to the correct approver.



Analysis

Quick filter for employees by accounts in the analysis

A quick filter “Exclude Locked Employees” has been added to the Employees by Accounts analysis. The filter removes lines for employees whose employee card is locked.



Events

Automatic per diem calculation for travel on event requests and event cost entries

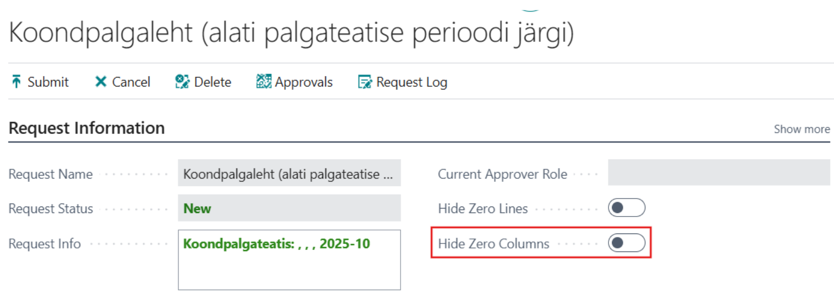
In the event expense template setup, different rates can be defined based on dates (valid from / valid to). If a new rate becomes valid in the new year, the per diem for events in the new year will be calculated using the new rate.

Cost Type	Cost Description	Valid From	Valid To	Def... Cost Type Code
PÄEVARAHA40	Päevaraha 40 eurot		31.12.2025	☐
PÄEVARAHA50	Päevaraha 50 eurot	01.01.2026		☐
PÄEVARAHA75	Päevaraha 75 eurot		31.12.2025	☐
PÄEVARAHA80	päevaraha 80 eurot	01.01.2026		☐

Requests

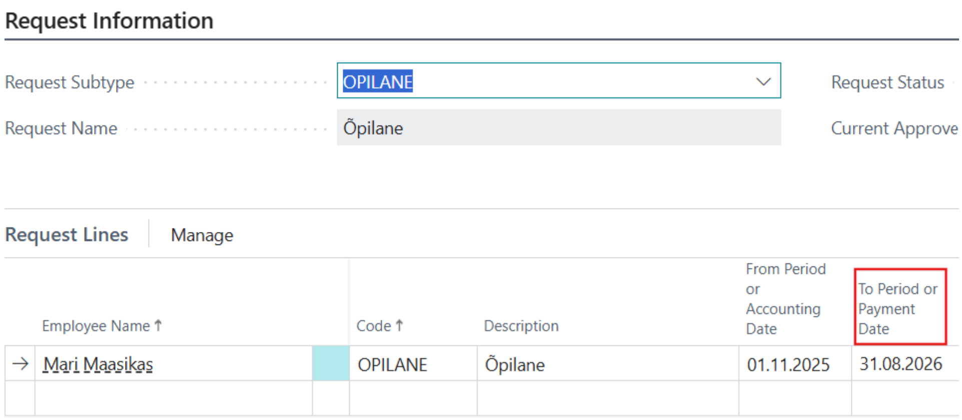
Hide zero columns on analysis views request

A “Hide Zero Columns” button has been added to the payroll analysis request. This allows hiding columns without values when sending a request created from the Employees by Accounts payroll analysis.



Fixed „to date“ for multiline request type

It is now possible to define a fixed „to date“ date for a sub-type of a multiline request. When the request is submitted, the fixed end date is automatically added and cannot be changed by the user.



Expense report amount column in the list of unapproved reports

In the “My Approvals” portal view, it is now possible to personalize the list of reports pending approval by adding the columns “Expense Report Amount” and “ Expense Report Compensation Amount.”