

HRM4Baltics updates – September 2025

HRM4Baltics updates – September 2025	1
Employee	2
Filter option when updating employees	2
Setting the vendor's preferred bank account on the employee's bank account, and permissions for changing bank accounts in the portal	2
Sending emails to selected employees from the employee list	3
Updating dimensions on BC employee cards	4
Working schedules	4
Automatic calculation of the working schedule plan	4
Sending the working schedule of a group by email.....	4
Working schedule and archive compare	5
Approvals.....	5
Approval group exception filter by date	5
Analysis.....	6
Quick filter for employees by accounts in the analysis	6
Events	6
Automatic per diem calculation for travel on event requests and event cost entries.....	6
Requests	6
Hide zero columns on analysis views request	6
Fixed „to date“ for multiline request type	7
Expense report amount column in the list of unapproved reports.....	7

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.

Employee (HRM4Baltics)



Filter: Employee (HRM4Baltics)

× Blocked	No	▼
× Status		▼

+ Filter...

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.
-

Payroll Request Setup





Bank · 01.01.2024







Text Setup	Setup
Description	Pangakontod
E-Mail Template	▼
From Date	01.01.2024
To Date	

Bank Account

Create Closing Entries On Adding Ne...	<input checked="" type="checkbox"/>
Assign New Bank Account from Porta...	<input checked="" type="checkbox"/>

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

Portal Request Fields (HRM4Baltics) ✓ Saved  







 Search  Analyse  Edit List More options   

Field Name	Show Portal	Edit Portal	Required	Manager
→ Grade of Class	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bank No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Percentage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Receiver Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IBAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reference No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
From Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
To Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vendor Preferred Bank Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.


Bank Accounts (HRM4Baltics)

 Search  Analyse  Change  Change All  Add  Delete

Grade of Class ↑	Bank No.	Bank Name	Bank Account	IBAN	Receiver Name
10000	SEB	AS SEB Pank		EE1001009...	Mari Maasikas




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.

-  Select e-mail type for employees
- ☒ Default from Employee Card
- ☐ Company
- ☐ Personal
- ☐ Both

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.

Related Dimensions (HRM4Baltics) ✓ Saved   






 Search  Analyse  New  Edit List  Delete   

Type ↑	Dimension Code ↑	Value Posting	Do Not Update
→ Employee	ALLÜKSUS		<input type="checkbox"/>

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.

Working Schedule Group Card (HRM4Baltics)     ✓ Saved 

KONTOR

New Working Schedule Working Shifts History Reports Related Fewer options





Working Schedule

No.	KONTOR	Employees	
Description	kontor	Automatic Employees	<input checked="" type="checkbox"/>
Applied Job No.		Automatic Update From Formula	-1M
Jobs usage Type	Employee	Automatic Update To Formula	+2M
Hide	<input type="checkbox"/>	Automatic Plan Calculation	<input checked="" type="checkbox"/>

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.

New Employee Working Schedule Planning One Employee Posting **Reports** Actions Fewer

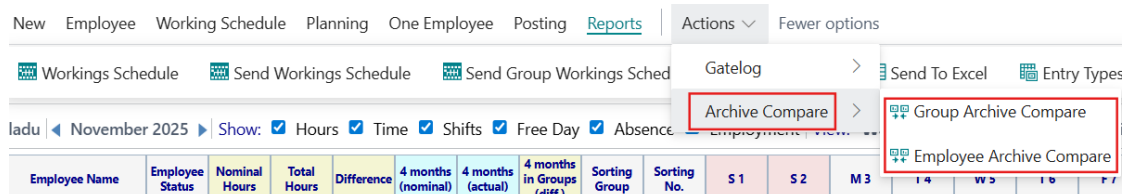
 Workings Schedule  Send Workings Schedule  **Send Group Workings Schedule**  Excel Repo

ladu | November 2025 | Show: ☒ Hours ☒ Time ☒ Shifts ☒ Free Day ☒ Absence ☒ Employment | Vi

Employee Name	Employee Status	Nominal Hours	Total Hours	Difference	4 months (nominal)	4 months (actual)	4 months in Groups (diff.)	Sorting Group	Sorting No.	S 1	S 2
Kristjan Koppel	Active	102	101,5	-0,5	238	243,5	5,5	1	1		H
Joel Sepp	Active	80	182	102	172	364	192	1	2	ÕHT	ÕHT

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.

Total							
Normal Hours	91	Shortened ...	—	Break Hours	5	Haige	10,00
Night Hours	10,5	Nominal Ho...	102	Quantity	—	Puhkus	48,00
Holiday Hours	—	Difference	-0,50	Amount	—		
Total Hours	101,5	Day Overtim...	—				

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.



Approvers (HRM4Baltics)

Search Analyse + New Edit List Delete Edit View Dimensions							
Sorting No. ↑	Approver Type	Approver No.	Approver Description	Use Job Sub...	Use Em... Sub...	Use Ma... Sub...	Approval Employee Filter
→ 0	Employee	T0002		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—
	Manager			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—

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.

Employees by Accounts (HRM4Baltics) ✓ Saved  

Analysis Name **Palgaleht** Exclude Locked Employ... ☒

Hide zero lines ☐

Date Filter Employees by Date 

Accounting Filter Show by Period

Payment Filter Employee Filter

Calculation Filter Osakond Filter

Allüksus Filter

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	<input type="checkbox"/>
PÄEVARAHA50	Päevaraha 50 eurot	01.01.2026		<input type="checkbox"/>
PÄEVARAHA75	Päevaraha 75 eurot		31.12.2025	<input type="checkbox"/>
PÄEVARAHA80	päevaraha 80 eurot	01.01.2026		<input type="checkbox"/>

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.

Koondpalgaleht (alati palgateatise perioodi järgi)

 Submit  Cancel  Delete  Approvals  Request Log

Request Information Show more

Request Name Koondpalgaleht (alati palgateatise ... Current Approver Role

Request Status **New** Hide Zero Lines ☐

Request Info Koondpalgateatis: , , , 2025-10 Hide Zero Columns ☒

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.

Request Information

Request Subtype	OPILANE	Request Status
Request Name	Õpilane	Current Approve

Request Lines | Manage

Employee Name ↑	Code ↑	Description	From Period or Accounting Date	To Period or Payment Date
→ Mari Maasikas	OPILANE	Õpilane	01.11.2025	31.08.2026

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.”

My Approvals

Search	Request	Status Filters	My Filters	Time Filters		
Request Status	Request Name	Request No. ↑	Name ▼	Expense Report Amount	Expense Report Compensation Amount	
Waiting Approval	Secondment	TAOT02141	Mari Murakas			