HRM4Baltics updates – October 2025

ERP HRM CRM BI

Trainings

Extension of the training comments field

It is now possible to enter a training description of up to 2048 characters in the "Comments" field of the training card.

🗐 Copy	📇 Participants	🗨 Employees Feedback	🗨 Training Feedback	🗟 Create Skills	🗟 Skills	🔊 Post Absences	🗟 Create Co

Training Amount Total · · · · ·	0,00	Skill Level Code · · · · ·	∨
Training Company No. · ·	HK00003 ∨	Valid From · · · · · · · · ·	21.04.2025 📅
Training Company Name · ·	Koolitaja OÜ	Valid To · · · · · · · · ·	📅
Educators · · · · · · · · ·		Comments · · · · · · · ·	
From Date · · · · · · · · ·	12.12.2020 📅		
To Date · · · · · · · · ·	12.12.2020 📅	Events · · · · · · · · ·	0
Training Location · · · · · · ·		Requests · · · · · · · · ·	0

Holiday

Default date formula for the holiday balance page

A new field "Holiday balance page date formula" has been added to the payroll setup. Using a date formula, it is possible to define the default date as of which the holiday balance is displayed. The holiday balance date formula applies both to the holiday balance page on the employee card and to the holiday page in the employee's portal view.

Portal

Employment contract attachments in the portal

In the employee portal, on the My Information → Company → Contracts page, it is now possible to open and view attachments added to a contract record. The Attachment column can be made visible in the request type field settings.

Employee Information (HRM4Baltics)

Mari Maasikas

Personal	Skills	Company	Events	Reports

📇 Contracts	📇 Salaries	🖥 Assets	👥 Payslips	🖥 Files

Cancellation email template for requests without an approval workflow

It is now possible to send an email notification to the employee and display a message in the portal information window when a request submitted by the employee for adding or modifying data has been rejected.
New fields have been added to the request types setup: "Cancel E-mail Template" and "Cancel Portal Message Date Formula." These allow specifying the email template for rejections and defining how long the cancellation reason remains visible in the portal information window (e.g., 2D). The notifications can be set up separately for each request type.

Payroll Request Setup

Children · 01.01.2019

Text Setup   Setup

✓ Saved

Request

Request Type	Children	Submit Email Template	
Description	Lapsed	Submit E-mail Template	ANDMETE MUUTMINE
E-Mail Template		Submit E-mail Receiver No.	T012|T011
From Date	01.01.2019	Cancel Email Template	
To Date		Cancel E-mail Template	TAGASI LÜKKAMINE
		Cancel Portal Message Date Formula	2D

Consent for data processing and birthday visibility on the new employee form and employee data

A new checkbox "Consent For Data Processing" has been added to the new employee form and the employee information section in the employee portal. If this option is selected when submitting the request, it is automatically transferred to the employee card. The checkbox can be edited on the employee card. Additionally, a checkbox "Deny Birth Date Publish" has been added to the employee form. If this option is selected, it is automatically applied on the employee card when the request is submitted.

Request

Töötaja andmed: Mari Maasikas

🗑 Delete Request   ⬆ Send Request

Employee Information

New Information				Old Information			
First N...	Mari	Citizen...		First N...	Mari	Citizen...	
Last Na...	Maasikas	Citizen...		Last Na...	Maasikas	Citizen...	
Person...	48305286...	Native ...		Person...	48305286...	Native ...	
Birth D...	28.05.1983	Native ...		Birth D...	28.05.1983	Native ...	
Deny B...	⚪	Consen...	⚪	Deny B...	⚪	Consen...	⚪
Gender	Female			Gender	Female		

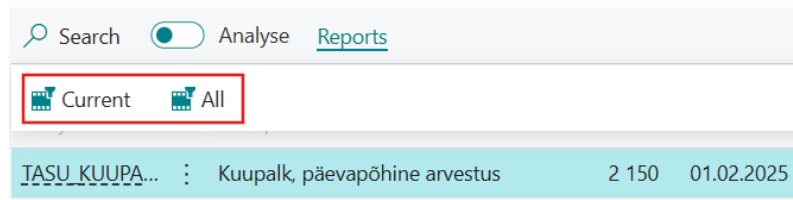## Authorizations in employee portal notifications

The Authorizations view in the portal now also displays the number of active authorizations. To display the authorizations tab, the corresponding option must be selected on the "Authority" request type in the request types page (visible in the portal).

Messages Ülle AS Bus.Trips & Trainings Reports **Authorizations**

Granted Authorities 1

Acquired Authorities 8

ERP HRM CRM BI
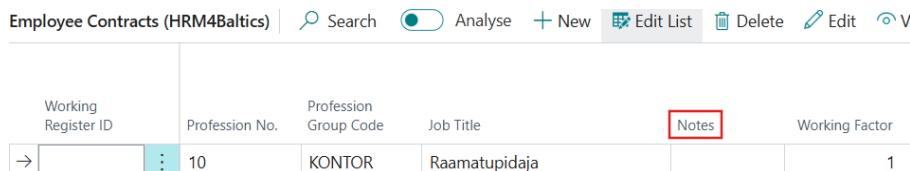
Default current salaries in the portal

The employee portal's salaries page now includes "All" and "Current" buttons, allowing more flexible viewing of salaries. By default, only current and upcoming salary records are displayed.

Notes field on contracts in the portal

The „Notes" field from the employee's contract record is now displayed on contracts in the portal. It can be set up on the "Contract" request type in the Request Types page in fields setup.

Structure

Six-level structure

HRM solution now supports a structure of up to six levels.

Employee

Job title in ohter language

A new field, "Name (Other)," has been added to the profession card. The column can be made visible through personalization.

Requests

Request submission email template for requests without an approval process

New fields, "Submit E-mail Template" and "Submit E-mail Receiver No," have been added to the request setup. These allow specifying who will receive a notification when an employee submits a request in the portal to add or modify their information. Notifications can be set up separately for each request type.

Request

Request Type	Education
Description	Haridus
E-Mail Template	
From Date	01.01.2019
To Date	

Submit Email Template

Submit E-mail Template	ANDMETE MUUTMINE
Submit E-mail Receiver No.	T012

Cancel Email Template

Cancel E-mail Template	
Cancel Portal Message Date Formula	

Working schedules

New field in the working schedules – Nominal Days

A new field, "Nominal Days," has been added to the working schedules. It can be made visible through fields setup in the template design. The formula for nominal days can be set up both on the working schedule group card and on the "Working Schedule Employees" page. This setup allows calculating the number of nominal working days for an employee in a month.

Field No. ↑		Field Name	Sorting No.	Visible	Visible
134		Nominal Days Formula		☐	☐
135	⋮	Nominal Days		☑	☑

Approval of hours in the Working Schedule for payroll before plan approval

A setting has been added to the "Plan Required (All Entries)" field of the working schedule posting groups. With this setting, if plan approval is required, the system will not allow approval of hours that have been modified and not yet approved according to the plan.

Code ↑		Description	Groups	Plan Required (All Entries)
EIKONT	⋮	Ei konteeri	_	☐
LISATÖÖ		lisatöö	_	☐
TATTUNNID		tööajatabeli tunnid ja tasud	_	☐
VAIKIMISI		Vaikimisi	4	☐

Salaries

Displaying recurring salary as a single line on the payslip

The payslip now shows a single line for a salary type if the dimensions change mid-month but the total amount remains the same.