

# HRM4Baltics updates – December 2025

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## Reports

### Payroll and jobs - Employee position filter

When generating the “Payroll and Jobs” statistic report, it is possible to specify an employee position as a filter, based on which the employees included in the report are selected. The position is checked as of the last date of the period.

Please select Employee Position filter ✖

#### Filter: Employee (HRM4Baltics)

× Employee Position .....

[+ Filter...](#)

Filter totals by:

[+ Filter...](#)

<input type="checkbox"/>	Trainee
<input type="checkbox"/>	Employee
<input type="checkbox"/>	Manager
<input type="checkbox"/>	Board
<input type="checkbox"/>	Council
<input type="checkbox"/>	Contract

In the statistics report setup, you can specify the period type based on which the data for line 9 is included in the report. By default, the report is based on the accounting period (as before), but it is now also possible to select the calculation period for the line. In this case, the entire report is generated based on the same period.

### Statistics Report Setup (HRM4Baltics)

 Report "Payroll and Jobs"

Payroll Stat. Line 6 Type .....	10 <input type="button" value="▼"/>
Payroll Stat. Line 7 .....	1130..1162 <input type="button" value="..."/>
Payroll Stat. Line 7 Type .....	10 <input type="button" value="▼"/>
Payroll Stat. Line 8 .....	1221..1224 <input type="button" value="..."/>
Payroll Stat. Line 8 Type .....	10 <input type="button" value="▼"/>
Payroll Stat. Line 9 .....	1311..1313 1322..1324 1420..1512 <input type="button" value="..."/>
Payroll Stat. Line 9 Type .....	10 <input type="button" value="▼"/>
Stat. Line 9 Period Type .....	Accounting Period <input type="button" value="▼"/>
Payroll Stat. Line 10 .....	Accounting Period <input type="button" value="..."/>
Payroll Stat. Line 10 Type .....	Calculation Period <input type="button" value="..."/>
Payroll Stat. Line 11 .....	0 <input type="button" value="..."/>
Payroll Stat. Line 11 Type .....	0 <input type="button" value="▼"/>

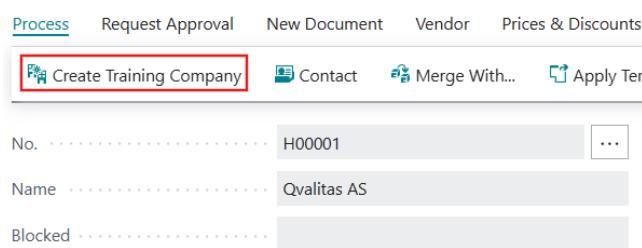
## Trainings

### Creating a training company based on a vendor

A “Create Training Company” button has been added to the Vendor Card. When clicked, the vendor is added to the Training Companies list as a training company, with the vendor number becoming the training company number and the vendor name becoming the training company name.

Vendor Card

H00001 · Qvalitas AS



Vendor Card (H00001 · Qvalitas AS)

Process Request Approval New Document Vendor Prices & Discounts

**Create Training Company** Contact Merge With... Apply Term

No. ..... H00001 ...

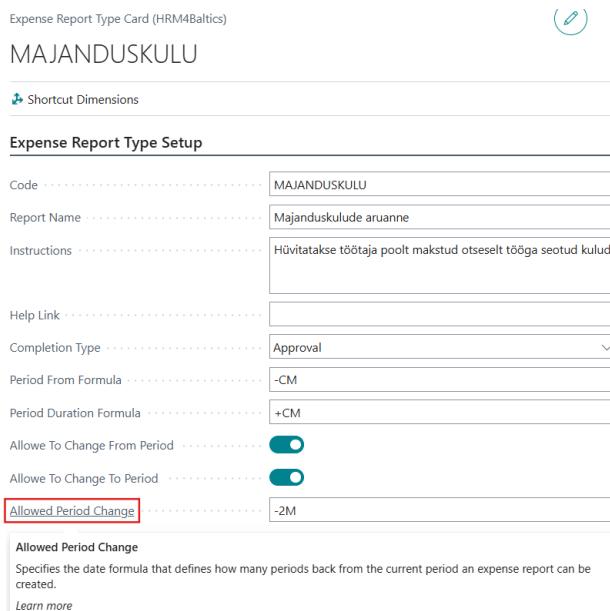
Name ..... Qvalitas AS

Blocked .....

## Expense Reports

### Allowed period for changing expense report

An additional field, „Allowed Period Change”, has been added to the expense report type card setup. This field allows you to specify how many periods back the period on an expense report can be changed.



Expense Report Type Card (HRM4Baltics)

MAJANDUSKULU

Shortcut Dimensions

**Expense Report Type Setup**

Code ..... MAJANDUSKULU

Report Name ..... Majanduskulude aruanne

Instructions ..... Hüvitatakse töötaja poolt makstud otseselt tööga seotud kulud

Help Link .....

Completion Type ..... Approval

Period From Formula ..... -CM

Period Duration Formula ..... +CM

Allowe To Change From Period .....

Allowe To Change To Period .....

**Allowed Period Change** ..... -2M

**Allowed Period Change**  
Specifies the date formula that defines how many periods back from the current period an expense report can be created.  
[Learn more](#)

## Creating a purchase invoice from an expense report – Purchase invoice line “Description 2”

A new setup field “Purchase Invoice Line Description 2” has been added to the expense report type card. This field allows you to define which text is displayed on the purchase invoice in the “Description 2” column. To compose the text, % variables can be used.

Available % variables:

- %1 – Cost Date
- %2 – Milage
- %3 – Destination / Cost Description
- %4 – Amount

Expense Report Type Card (HRM4Baltics)

✓ Saved

AUTO

Shortcut Dimensions			
Report Type	Car	Allow Empty Type	<input checked="" type="checkbox"/>
Default Expense Template Code	AUTO	Automatically Subtract Prepayment	<input checked="" type="checkbox"/>
Approval Group No.	AUTO	Report Caption Expression	...
Creation Text	Uus autokompensatsiooni aruanne	Purchase Invoice First Line	%1 - %2
Description Text	...	Purchase Invoice Line Description 2	%1 - %2 - %3 - %4
Limit Amount Type	Month	Car Log Repair	<input checked="" type="checkbox"/>
Limit Amount	335,00	Require Car Log Change Reason	<input checked="" type="checkbox"/>

## Checking request status and projects when submitting an expense report

The following enhancements have been made when submitting an expense report:

- On the event categories type and subtype, the following setup options have been added:

**“Expense Report Submit Allowed If”** – allows you to define the request status in which submitting an expense report is permitted. For example, when an employee submits a travel expense report, the system checks the status of the related request. If the request is not in the required status, the following error message is displayed: *“The expense report cannot be submitted because the related request has not been submitted.”*

**“Expense Report Job Check”** – allows you to verify whether the projects on the expense report match the projects on the related request. If the projects on the request have changed after the expense report was filled out, a message is displayed upon submission, prompting the user to review and, if necessary, update the expense report projects to match the request.

Event Subtypes (HRM4Baltics)

✓ Saved

Code		Description		Default Expense Template Code	Exp... Rep... Tem... Code	Training Area Code	Training Type Code	Training Subtype Code	Do... Trai...	Creation Text	No. of Allowed Expense Reports	New Expense Report Allowed if	Expense Report Submit Allowed if	Expense Report Job Check
→ INFOSÜSTE...	Infoüsteemid	EESTI KOOLIT...	TARKVARA	KOOLITUS	SISE	<input checked="" type="checkbox"/>	Loon uue IT koolituse		1	<input type="checkbox"/>	Approved ...	New Request	None	
JUHTIMINE	Juhitmine	EESTI KOOLIT...	JUHTIMINE	KONVERENTS		<input checked="" type="checkbox"/>	Loon uue juhitmise kooli...		1	<input type="checkbox"/>	New Request	New Request	None	
KEELED	Keele koolitus	EESTI KOOLIT...	KEELED	KOOLITUS	SISE	<input checked="" type="checkbox"/>	Loon uue keelte koolituse		1	<input type="checkbox"/>	New Request	New Request	None	
PERSONAL	Personalivaldkonna infopäevad	EESTI KOOLIT...	HRM	KONVERENTS		<input checked="" type="checkbox"/>	Loon uue HRM koolituse		1	<input type="checkbox"/>	New Request	New Request	None	

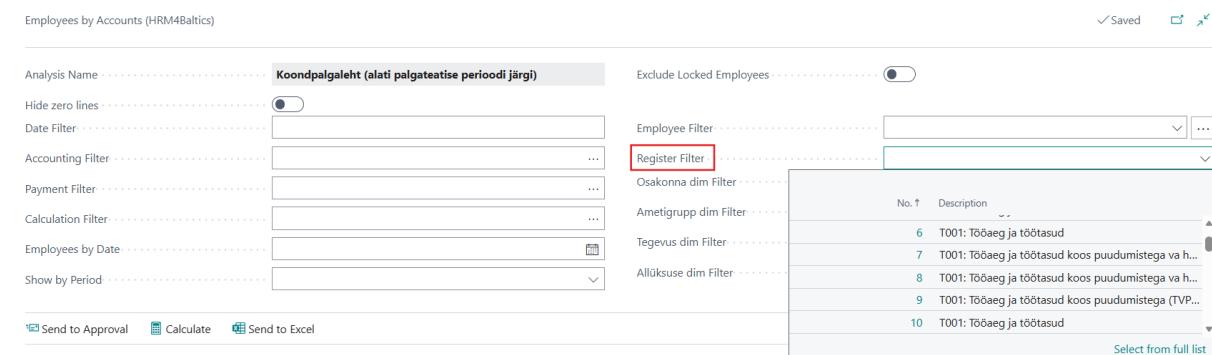
- A project cannot be removed from a request if an expense report has been approved for it.
- An expense report cannot be submitted for a project that is not included on the related request.

## Payroll analysis views

### Payroll analysis „Employees by accounts/calculations“ – register filter

In the „Employees by Accounts“ and „Employees by Calculations“ payroll analysis views, a new filtering option “Register Filter” has been added. This opens a list of payroll registers from which the user can select one or more registers.

By default, the selection shows registers of types “calculation” and “registration”; the default filter can be removed if needed.



The screenshot shows the 'Employees by Accounts (HRM4Baltics)' analysis view. On the right, a 'Register Filter' dropdown menu is open, displaying a list of payroll registers. The list includes:

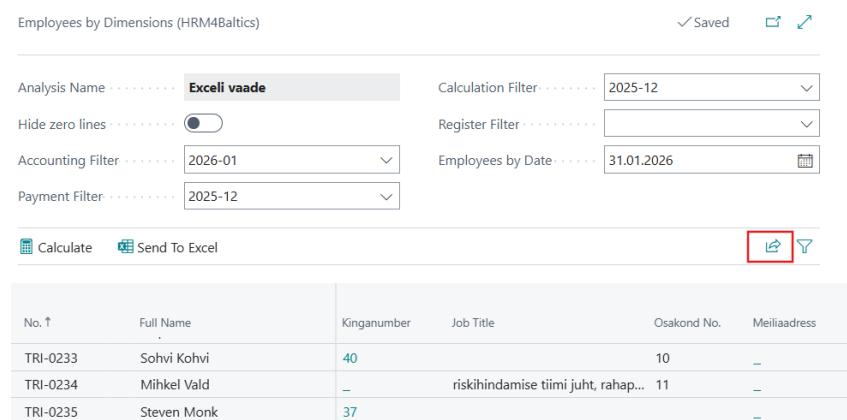
No. ↑	Description
6	T001: Tööaeg ja töötasud
7	T001: Tööaeg ja töötasud koos puudumistega va h...
8	T001: Tööaeg ja töötasud koos puudumistega va h...
9	T001: Tööaeg ja töötasud koos puudumistega (TVP...
10	T001: Tööaeg ja töötasud

At the bottom of the dropdown, there is a link 'Select from full list'.

### Payroll analysis „Employees by calculation“ – Excel export

For the payroll analysis type “Employees by Calculation”, a new option has been added so that when an Accounting Filter period is specified, employee data (such as job title, department, etc.) is displayed according to the selected period. The information shown is the data that was valid on the last date of the selected period.

The data can be exported to Excel using the arrow icon on the right side of the view.



The screenshot shows the 'Employees by Dimensions (HRM4Baltics)' analysis view. On the right, there is a 'Send To Excel' button, which is highlighted with a red box.

Below the analysis name, there are several filter dropdowns and input fields:

- Analysis Name: Exceli vaade
- Calculation Filter: 2025-12
- Register Filter: (dropdown menu)
- Employees by Date: 31.01.2026
- Hide zero lines: (checkbox)
- Accounting Filter: 2026-01
- Payment Filter: 2025-12

At the bottom, there are 'Calculate' and 'Send To Excel' buttons.

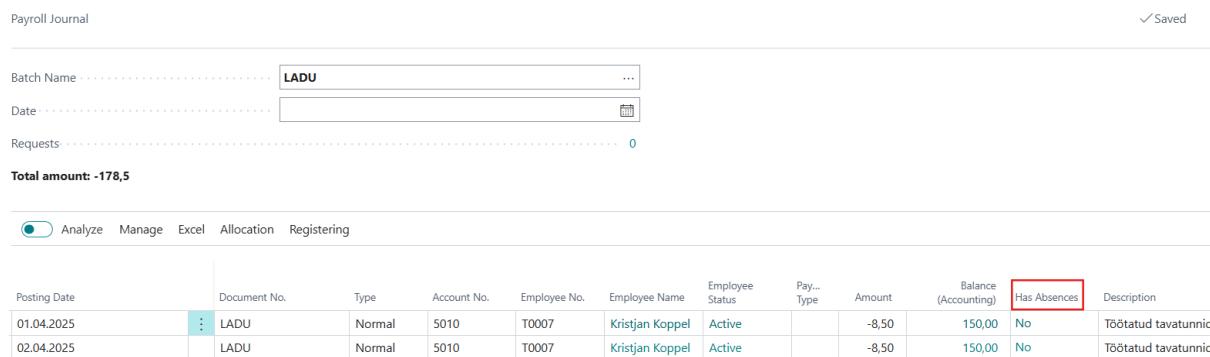
No. ↑	Full Name	Kinganumber	Job Title	Osakond No.	Meiliaadress
TRI-0233	Sohvi Kohvi	40		10	—
TRI-0234	Mihkel Vald	—	riskihindamise tiimi juht, rahap...	11	—
TRI-0235	Steven Monk	37			—

## Payroll Journal

### Absences field on payroll journal lines

A new column „Has Absences” has been added to the payroll journal. This column indicates whether the employee has any absences recorded for that date. Clicking the column opens the corresponding filtered absence entry.

The column can be made visible through personalization.



Payroll Journal ✓ Saved

Batch Name: LADU ...

Date: ...

Requests: 0

Total amount: -178,5

Analyze Manage Excel Allocation Registering

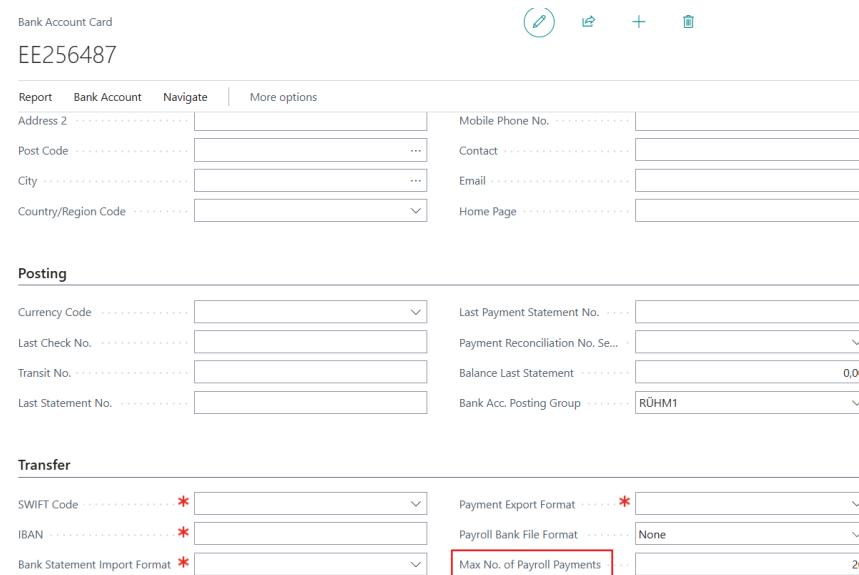
Posting Date	Document No.	Type	Account No.	Employee No.	Employee Name	Employee Status	Pay... Type	Amount	Balance (Accounting)	Has Absences	Description
01.04.2025	LADU	Normal	5010	T0007	Kristjan Koppel	Active		-8,50	150,00	No	Töötatud tavatunnid
02.04.2025	LADU	Normal	5010	T0007	Kristjan Koppel	Active		-8,50	150,00	No	Töötatud tavatunnid

## Pank

### Splitting payment files based on number of lines

A new setup field “Max No. of Payroll Payments” has been added to the bank account card.

When a maximum number of payments is specified, the system checks the number of lines in the payment file during creation. If the number of lines exceeds the specified limit, the payments are automatically split into multiple files according to the maximum number defined in the setup.



Bank Account Card

EE256487

Report Bank Account Navigate More options

Address 2	Mobile Phone No.
Post Code	Contact
City	Email
Country/Region Code	Home Page

**Posting**

Currency Code	Last Payment Statement No.
Last Check No.	Payment Reconciliation No. Se...
Transit No.	Balance Last Statement
Last Statement No.	Bank Acc. Posting Group

**Transfer**

SWIFT Code *	Payment Export Format *
IBAN *	Payroll Bank File Format
Bank Statement Import Format *	Max No. of Payroll Payments

## Abcenses

### Holiday balance at end of year

A new column “Põhip. jääl 31.12” has been added to the holiday schedule view and shows the holiday balance at the end of the year.

### Holiday Schedule UX (HRM4Baltics)

◀ 2025 ▶ | View: Year by weeks ▾ |  Registered  Requests  Holiday Schedule  Holiday Schedule Request  Holiday Wishes | Filters: Click to add filters |

Employee No.	Name	Job Title	Osakond No.	Tase 1 nimi	Employment Date	Tiim No.	Tiim Name	14 p	Põhip. jääl perioodi alguses	Põhip. kasutatud	Põhip. jääl perioodi lõpus	Põhip. jääl 31.12	MARCH				
													W9 2025	W10 2025	W11 2025	W12 2025	W13 2025
TRI-0177	Annika Kannike	Turundusassistent	T01	Jõujaam	01.01.21	TUR1		No	37,2	10	51,09	46,49					
													Puuduvad töötajad				
													Puuduv FTE				

The new field is available for selection on the Holiday Schedule UX Template Fields page.

Holiday Schedule UX Template Fields: [Custom filtered](#) ▾ |  Search |  New |  Delete |  Edit List

Field No. ▾	Field Caption	Sorting No. ↑	Visible	Always Visible	Background Color	Manual Name
40004	Põhipuhkuse jääl aasta lõpus	4000400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Põhip. jääl 31.12

### End date formula for holiday schedule period

Two new date formula fields have been added to the holiday schedule UX template setup, which define the validity of the holiday schedule period.

### Holiday Schedule UX Template (HRM4Baltics)

 Fields  Total Lines

Font size	9,00
Default Show Type	Me
Schedule Year View From Filter	-CY+2M
Schedule Year Vire To Filter	CY+2M

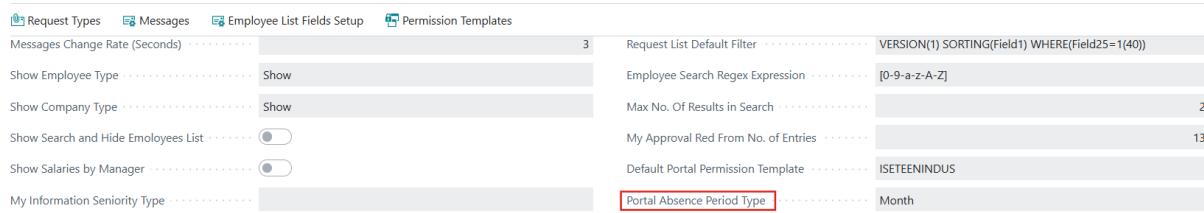
## Portal Absences time view

A new field “Portal Absences Period Type” has been added to the Portal Setup. This setting allows you to define how absences are displayed in the portal.

You can choose from three options:

- Empty – displays absences starting from the beginning of the current month.
- Month – displays absences by month. You can navigate to the previous or next month using the ribbon menu buttons.
- Year – displays absences for the current year. You can navigate to the previous or next year using the ribbon menu buttons.

### Portal Setup (HRM4Baltics)



**Working Schedule Setup**

Show Workings Schedule Infobox	All	Working Schedule Portal Opening Type	Planned
Show Workings Schedule Cue	Hide	Portal Working Schedule Design	TK
Working Schedule Portal Visible Type	Used Employees	Portal Working Schedule Size	10
Working Schedule Portal Hours Type	All	Working Schedule Portal Message Type	Date+Time

**Requests**

My Holidays Default Date Formula	-12M
----------------------------------	------

## Restriction on holiday requests in the holiday schedule

A new field “Deny Change Scheduled” has been added to the request cause of absence. When this option is selected and the absence has been added to the holiday schedule, the employee is not able to request changes to it.

Request Cause Of Absence (HRM4Baltics): All											Search	Analyze	+ New	Delete	Edit List
Holiday Type	Def...	Require HR Confirmation on Balance	Confirmation on Duration Less Then	Instructions	Instructions Style	Show File	File Instructions	Instructions Style	31.12 Balance Visible	End Date Balance Visible	Approval Group No.	Balance Text	Deny Change Scheduled		
EMAPUHKUS	<input type="checkbox"/>			Standard	Show			Standard	Hide				<input type="checkbox"/>		
ISAPUHKUS	<input type="checkbox"/>			Standard	Show			Standard	Show				<input type="checkbox"/>		
LAPSEPUHKUS	<input type="checkbox"/>			Standard	Show			Standard	Hide				<input type="checkbox"/>		
ÖPPEPUHKUS	<input type="checkbox"/>			Standard	Show			Standard	Show				<input type="checkbox"/>		
ÖPPEPUHKUS	<input type="checkbox"/>			Standard	Show			Standard	Show				<input type="checkbox"/>		
PUHKUS	<input checked="" type="checkbox"/>			Standard	Show			Standard	Show				<input type="checkbox"/>		

## Requests

### Declaration of economic interests request

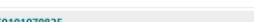
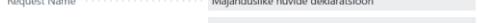
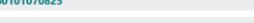
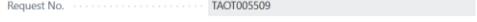
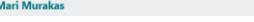
In the employee portal, in „My Information“, the „New“ page displays a form called „Declaration of Economic Interests“. Through this form, an employee can view, add, modify, and terminate all connections with companies associated with them. The data entered in the form is saved to the employee card in the „Related Persons“ list.

The form can be preconfigured. Additionally, an approval group can be assigned to the form along with an email template that includes a link to the form. Approvers in the group receive a notification and must acknowledge receipt of the information. Approval is not required for the data to be saved in BC.

Create Request

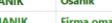
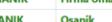
TAOT005509 · Majanduslike huvide deklaratsioon · Mari Murakas

✓ Saved 

  + 	  
Submit  Cancel  Delete  Help  Approvals  Request Log 	Personal ID  60101070825
Request Name  Majanduslike huvide deklaratsioon	Name  Mari Murakas
Request No.  TAOT005509	Job Title  Juhatuse esimees
Request Date  29.12.2025	Request Status  New

Alus: töölepingu p. 7.1-7.3  
Väljal "Tegevusala" kõik valikud, v.a. "Muu": deklareerida tuleb igasugune osalus ja kõik loetletud seoses väljal "Töötaja seos äriühingu/FIE-ga". Väljal "Tegevusala" valik "Muu": deklareerida tuleb osalusdest üle 10% ja kõik loetletud seoses väljal "Töötaja seos äriühingu/FIE-ga"  
Kui äriühingul on mitu konkureerivat tegevusala (vt liisti väljal "Tegevusala"), siis valida peamine  
Kui töötajal on sama äriühinguga mitu seost (vt liisti väljal "Töötaja seos äriühingu/FIE-ga"), siis kanda need erinevatele riidadel

New Information  Manage 

Type	Name	Registry ID	Relation Type Code	Relation Type Description	Relation Start Date	Relation End Date	Address	City
→  Company	 Kuusepuu AS	 657668	 OSANIK	 Osanik	 01.11.2025	 31.12.2025	 Jahu 8	 Saku
→  Company	 Pirakas Pirukas OÜ	 4546656	 OMANIK	 Firma omanik	 13.06.2024	 31.12.2025	 Saiaikäik 9	 Tartu
→  Company	 Suusalumi AS	 3848578478	 OSANIK	 Osanik	 01.12.2025		 Lume puiestee 8-10	 Saku

### Enhancements to the declaration of economic interests request

The following enhancements have been made to the declaration of economic interests request:

- In the request header, next to the request number, the request name and the employee name are now also displayed.
- The ability to delete lines has been removed. The submitter can add new lines and modify existing ones.
- On editable lines, the data is visually distinguished: data already existing in the system is displayed in green, while data added or modified by the submitter is displayed in red.
- Among the lines that can be modified or added, only lines that are valid or will become valid in the future are displayed.
- Help link functionality has been added to the request.

Create Request

TAOT005517 · Majanduslike huvide deklaratsioon · Kuldar Petersell

Submit Cancel Delete Help Approvals Request Log

Request Name	Majanduslike huvide deklaratsioon	Personal ID	38710010356
Request No.	TAOT005517	Name	Kuldar Petersell
Request Date	30.12.2025	Job Title	Müügidirektor
Request Status	New		

Alus: töölepingu p. 7.1-7.3  
Väljal "Tegevusala" kõik valikud, v.a. "Muu": deklareerida tuleb igasugune osalus ja kõik loetletud seosed väljal "Töötaja seos äriühingu/FIE-ga". Väljal "Tegevusala" valik "Muu": deklareerida tuleb osalusdest üle 10 seosed väljal "Töötaja seos äriühingu/FIE-ga"  
Kui äriühingul on mitu konkureerivat tegevusalat (vt listi väljal "Tegevusala"), siis valida peamine  
Kui töötajal on sama äriühinguga mitu seost (vt listi väljal "Töötaja seos äriühingu/FIE-ga"), siis kanda need erinevatele riidale

New Information | Manage

Type	Name	Registry ID	Relation Type Code	Relation Type Description	Relation Start Date	Relation End Date	Address	City
→ Company	Ettevõte	12345	KAASOMAN...	Kaasomanik				
Company	Karmen AS	*					Kraavli 4	

## Working Schedules

### Project filter when entering working time

A new field "Working Schedule Job Status Filter" has been added to the Working Schedule Setup. This filter allows you to define for which job statuses time entry is permitted.

### Working Schedule Setup (HRM4Baltics)

Shifts Working Schedule Templates Groups

**Jobs**

Default Employee Group	KONTOR	Holiday Text	RP
Default Portal View	Jobs - Month (Days)	Saturday Text	LP
Show Portal Mobile View	●	Sunday Text	PYP
Portal View Dateformula		Working Schedule Job Status Filter	Status: Open
Nominal Hours Type	Project		

Filter Page

**Filter: Job**

Status	Open
+ Filter...	<input type="checkbox"/> Planning
	<input type="checkbox"/> Quote
Filter totals by:	<input checked="" type="checkbox"/> Open
+ Filter...	<input type="checkbox"/> Completed

OK Cancel

The schedule jobs list now also displays the job status, which is retrieved from the jobs module.

Schedule Jobs (HRM4Baltics): All														
Job No. ↓	Responsible No.	Main Job No.	Job Type	Dimension: osakond	Dimension: ametigrupp	Dimension: tegevus	Dimension: allikus	Split Type	Split Insert Type	Has Split	Task Batch No.	Connected Job No.	Connected Task No.	Job Status
X002	T012	X000	Time and E...	X002	JK0001	HOOLDUS		Percentage	Keep	No	MALL.NR.1			Planning
X001	T012	X000	Expenses	X001				Percentage	Keep	No	MALL.NR.1			Planning
X000	T012		Expenses	X000				Percentage	Remaining	Yes	MALL.NR.1			Planning
TLT87		HLN	Time and E...	FIN	JUHT	JUUST		Percentage	Keep	No	MALL.NR.1			Planning
SOOREBANE	T003		Time	JUH	JK0001	JOGURT		Percentage	Remaining	No	MALL.NR.1	BHB	ÄL	Open

## Salaries

### Salary change journal – Excel import

A new feature has been added to the salary change journal for importing salaries from Excel. The system searches for a salary with the same salary no as of the journal date.

- If a single match is found, the data from that line is imported into the journal, and the old line is automatically closed upon posting.
- If multiple active salaries of the same type are found, no link is created, and the old line must be closed manually.

## Employee form

### Employee form overview

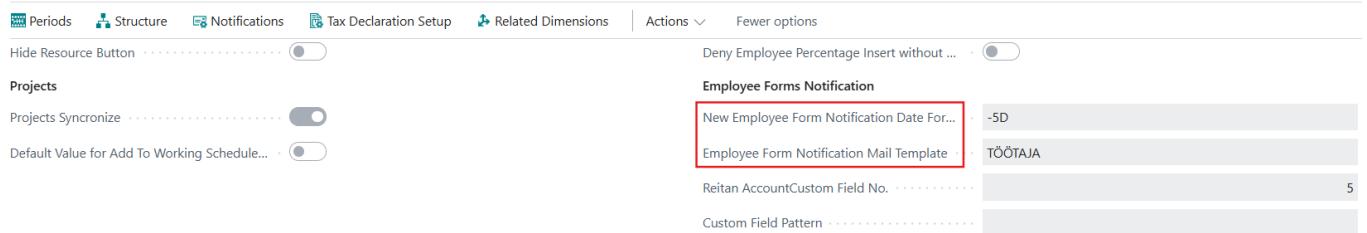
A new list “Employee Form Overview [HRM4Baltics]” has been created, which can be found via search. The list displays all employees, but by default a filter is applied that shows only active employees as of the given date.

Employee Form Overview (HRM4Baltics)							
<span>✓ Saved</span> <span>Print</span> <span>Export</span> <span>Close</span>							
<span>Current Date:</span> <span>29.12.2025</span> <span>Calendar</span>							
<span>Open Last Request</span> <span>Open Compare Request</span> <span>Send Form Notifications</span>							
Employee No. ↑	Full Name	Status	Last Form Notification Sent	Last Request No.	Last Request Status	Last Request Date	No. of Changes
A001	Holger Saviauk	Active	19.11.2025 13:50	TAOT01362	Submitted	02.07.2024	–
A002	Kuldar Petersell	Active	25.11.2025 13:28	TAOT02202	Completed	25.11.2025	4
A003	Hannes Koosla	Active		TAOT01622	Submitted	13.11.2024	5

VITS Employee Status	Aktiivne
VITS Update Required	<input checked="" type="checkbox"/>
VITS Company Name	
Last Form Notification Sent	19.11.2025 13:50
Blocked	<input checked="" type="checkbox"/>
Consent For Data Processing	<input checked="" type="checkbox"/>
Fusion Employee No.	

Two new fields have been added to payroll setup: “New Employee Form Notification Date Formula” and “Employee Form Notification Mail Template”, which are used by the corresponding job queues.

## Payroll Setup (HRM4Baltics)



Periods Structure Notifications Tax Declaration Setup Related Dimensions Actions ▾ Fewer options

Hide Resource Button .....

Projects Projects Syncronize .....

Default Value for Add To Working Schedule... .....

Employee Forms Notification

New Employee Form Notification Date For... ..... -5D

Employee Form Notification Mail Template ..... TÖÖTAJA

Reitan AccountCustom Field No. ..... 5

Custom Field Pattern .....

Notifications can also be sent from the „Employee Form Overview“ list, and they are sent to all employees whose records are marked as active.

## Claims

### Claim dimensions

A new “Dimensions” FastTab has been added to the employee claim card, allowing a specific deduction (e.g., compensation for damages caused to the company) to be linked to specific dimensions.



Dimensions

Department Code	Area Code
Profession Group Code	Project Code
Activity Code	Asset Code
Division Code	Event Code