

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...

☐

Trainee

☐

Employee

☐

Manager

☐

Board

☐

Council

☐

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	▼
Payroll Stat. Line 7	1130..1162	...
Payroll Stat. Line 7 Type	10	▼
Payroll Stat. Line 8	1221..1224	...
Payroll Stat. Line 8 Type	10	▼
Payroll Stat. Line 9	1311..1313 1322..1324 1420..1512	...
Payroll Stat. Line 9 Type	10	▼
Stat. Line 9 Period Type	Accounting Period	▼
Payroll Stat. Line 10	Accounting Period	
Payroll Stat. Line 10 Type	Calculation Period	▼
Payroll Stat. Line 11	0	...
Payroll Stat. Line 11 Type	0	▼

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

Process	Request Approval	New Document	Vendor	Prices & Discounts
Create Training Company	Contact	Merge With...	Apply Terr	
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	<input checked="" type="checkbox"/>
Allowe To Change To Period	<input checked="" type="checkbox"/>
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 type="checkbox"/>
Default Expense Template Code	AUTO	Automatically Subtract Prepayment	<input 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 type="checkbox"/>
Limit Amount	335,00	Require Car Log Change Reason	<input 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

Search + New Edit List Delete Dimensions Fields Setup

Code ↑	Description	Default Expense Template Code	Exp... Rep... Tem... Code	Training Area Code	Training Type Code	Training Subtype Code	Do... Trail...	Creation Text	No. of Allowed Expense Reports	Send Rem...	New Expense Report Allowed if	Expense Report Submit Allowed if	Expense Report Job Check
→ INFOSÜSTE...	Infosüsteemid	EESTI KOOLIT...		TARKVARA	KOOLITUS	SISE	<input checked="" type="checkbox"/>	Loon uue IT koolituse	1	<input type="checkbox"/>	Approved ...	New Request	None
JUHTIMINE	Juhtimine	EESTI KOOLIT...		JUHTIMINE	KONVERENTS		<input checked="" type="checkbox"/>	Loon uue juhtimise 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.

Employees by Accounts (HRM4Baltics) ✓ Saved  

Analysis Name Koondpalgaleht (alati palgateatise perioodi järgi) Exclude Locked Employees ☐

Hide zero lines ☐

Date Filter




Accounting Filter

Payment Filter

Calculation Filter

Employees by Date

Show by Period

 Send to Approval  Calculate  Send to Excel

Employee Filter

Register Filter

Osakonna dim Filter

Ametigrupp dim Filter

Tegevus dim Filter

Allüksuse dim Filter



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

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.





Employees by Dimensions (HRM4Baltics) ✓ Saved  

Analysis Name Exceli vaade Calculation Filter 2025-12

Hide zero lines ☐

Accounting Filter 2026-01 Register Filter

Payment Filter 2025-12 Employees by Date 31.01.2026

 Calculate  Send To Excel  

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 0,00

Last Statement No. Bank Acc. Posting Group RÜHM1

Transfer

SWIFT Code * Payment Export Format *

IBAN * Payroll Bank File Format None

Bank Statement Import Format * Max No. of Payroll Payments 20

Abcenses

Holiday balance at end of year

A new column “Põhip. jääk 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. jääk perioodi alguses	Põhip. kasutatud	Põhip. jääk perioodi lõpus	Põhip. jääk 31.12	MARCH				
TRI-0177	Annika Kannike	Turundusassistent	T01	Jõujaam	01.01.21	TUR1		No	37,2	10	51,09	46,49	W9 2025	W10 2025	W11 2025	W12 2025	W13 2025
									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 jääk aasta lõpus	4000400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Põhip. jääk 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 View 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)

Request Types	Messages	Employee List Fields Setup	Permission Templates
Messages Change Rate (Seconds)	3	Request List Default Filter	VERSION(1) SORTING(Field1) WHERE(Field25=1(40))
Show Employee Type	Show	Employee Search Regex Expression	[0-9-a-z-A-Z]
Show Company Type	Show	Max No. Of Results in Search	2
Show Search and Hide Employees List	<input type="checkbox"/>	My Approval Red From No. of Entries	13
Show Salaries by Manager	<input type="checkbox"/>	Default Portal Permission Template	ISETEENINDUS
My Information Seniority Type		Portal Absence Period Type	Month

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	Require HR Confirmation on Duration Less Than	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	Standard	Show		Standard	Hide				<input type="checkbox"/>
ISAPUHKUS		<input type="checkbox"/>		Standard	Standard	Show		Standard	Show				<input type="checkbox"/>
LAPSEPUH...		<input type="checkbox"/>		Standard	Standard	Show		Standard	Hide				<input type="checkbox"/>
ÖPPEPUHK...		<input type="checkbox"/>		Standard	Standard	Show		Standard	Show				<input type="checkbox"/>
ÖPPEPUHK...		<input type="checkbox"/>		Standard	Standard	Show		Standard	Show				<input type="checkbox"/>
PUHKUS		<input checked="" type="checkbox"/>		Standard	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     ✓ Saved 

TAOT005509 · Majanduslike huvide deklaratsioon · Mari Murakas

 Submit  Cancel  Delete  Help  Approvals  Request Log

Request Name	Majanduslike huvide deklaratsioon	Personal ID	60101070825
Request No.	TAOT005509	Name	Mari Murakas
Request Date	29.12.2025	Job Title	Juhatusesimees
Request Status	New		

Alus: töölepingu p. 7.1-7.3
Väljal "Tegevusala" kõik vallikud, v.a. "Muu": deklareerida tuleb igasugune osalus ja kõik loetletud seosed väljal "Töötaja seos äriühingu/FIE-ga". Väljal "Tegevusala" valik "Muu": deklareerida tuleb osalusel üle 10% ja kõik loetletud seosed väljal "Töötaja seos äriühingu/FIE-ga"
Kui äriühingul on mitu konkureerivat tegevusala (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 ridadele

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		Jahu 8	Saku
Company	Pirakas Pirukas OÜ	4546656	OMANIK	Firma omanik	13.06.2024	31.12.2025	Saiakäik 9	Tartu
Company	Suusalumäe 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 (edit) share + trash

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 osalusel üle 10 seosed väljal "Töötaja seos äriühingu/FIE-ga"
Kui äriühingul on mitu konkureerivat tegevusala (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 ridadele

New Information		Manage						
Type	Name	Registry ID	Relation Type Code	Relation Type Description	Relation Start Date	Relation End Date	Address	City
→ Company	Ettevõtte	12345	KAASOMAN...	Kaasomanik				
Company	Karmen AS	*					Kraavi 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	<input type="radio"/>	Sunday Text	PYP
Portal View Dateformula		Working Schedule Job Status Filter	Status: Open
Nominal Hours Type	Project		

Filter Page

Filter: Job

× Status

+ Filter...

Filter totals by:

+ Filter...

☐ Planning
☐ Quote
☒ Open
☐ Completed

OK

Cancel

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

Schedule Jobs (HRM4Baltics): All															Search		+ New	Delete	Edit List	Tasks	Employees	Splits	Unit Costs	
Job No. ↓	Responsible No.	Main Job No.	Job Type	Dimension: osakond	Dimension: ametigrupp	Dimension: tegevus	Dimension: allüksus	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	JKO001	HQOLDUS		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	JKO001	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)

Current Date

29.12.2025

Open Last Request

Open Compare Request

Send Form Notifications

Employee No. ↑	Full Name	Status ▼	Last Form Notification Sent	Last Request No.	Last Request Status	Last Request Date	No. of Changes
A001	Holger Saviak	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 type="checkbox"/>
Consent For Data Processing	<input 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					Deny Employee Percentage Insert without ...	
Projects					Employee Forms Notification	
Projects Synchronize					New Employee Form Notification Date For...	
Default Value for Add To Working Schedule...					Employee Form Notification Mail Template	
					Reitan AccountCustom Field No.	
					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	