

# HRM4BALTICS UPDATES – MARCH 2026

31. March 2026

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## 1. TRAININGS

### 1.1. Additional fields in the training plan list

All available fields on the training plan card page are now displayed in the training plan list.

No 1	Training Plan Status	Description	Valid from	Valid until	Responsible Name	Osakond No.	Budget (expected)	Budget (as planned)	Actual Cost
2023 AASTA...	New	2023 aasta koolitusplaan	01.01.2023	31.12.2023	-		2 000,00	700,00	453,00
E3E3	New	2024 plaan	01.01.2024	31.12.2024	-		30 000,00	454,00	400,00

## 2. INTEGRATIONS

### 2.1. Employee dimension transfer to Directo

Directo integration has been enhanced, and it is now also possible to transmit dimensions to Directo.

## 3. PORTAL

### 3.1. Employee form and employee information – mobile phone number

It is now possible on the employee card and the form to configure a check between the Mobile Phone and Company Mobile Phone fields that detects if the same phone number is entered in both fields. This check can be configured in payroll setup under the field “Duplicate Mobile Phone No. Check”, where you can specify whether the check is none, shows a warning, or shows an error.

# Payroll Setup (HRM4Baltics)

[Periods](#)
[Structure](#)
[Notifications](#)
[Tax Declaration Setup](#)
[Related Dimensions](#)

Check Repeating Email ·

Company E-mail Do... ·

**Duplicate Mobile Pho...** ·

**Duplicate Mobile Phone No. Check**

Checks that employee personal and company mobile phone numbers are not the same.

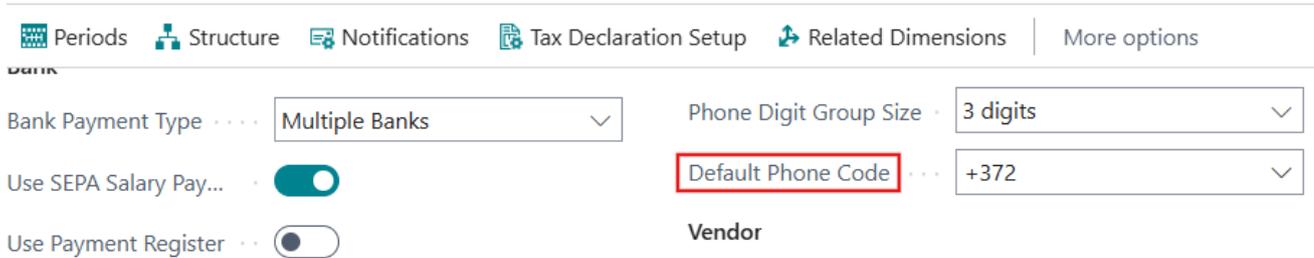
[Show Help](#)

Changes to Mobile Phone and Company Mobile Phone Fields:

1) Default phone code

The mobile phone and company mobile phone fields can now be filled with the default country code +372. Phone codes can be configured in the “Phone Codes” table via the “Fill” button on the ribbon menu. The default country code can be set in payroll setup under the field “Default Phone Code.”

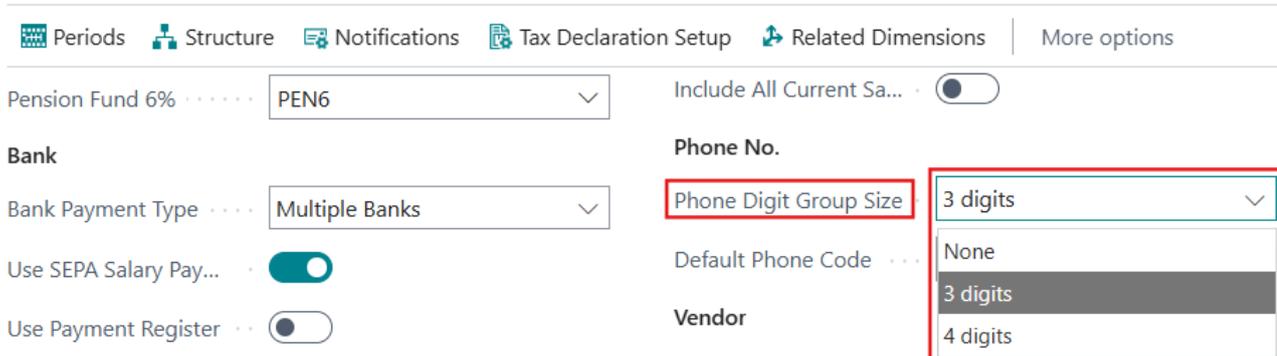
## Payroll Setup (HRM4Baltics)



2) Phone Digit Group Size

The mobile phone and company mobile phone fields can now display numbers in grouped digits, for example in groups of 3 or 4. This setting can be found in payroll setup under the field “Phone Digit Group Size.” When grouping, the formatting starts from the last digit toward the first.

## Payroll Setup (HRM4Baltics)



## 4. HOLIDAYS

4.1. Role-based column visibility in the holiday schedule UX view

A new field, “Sensitive Data”, has been added to the setup of the holiday schedule UX template fields.

When a user views their own data or the data of their subordinates in the holiday schedule ux, fields marked as sensitive are displayed. When viewing colleagues’ data, sensitive fields are not shown.

With the HR specialist exception, the user can view all data.

Holiday Schedule UX Template Fields

Field No.	Field Caption	Sorting No.	Visi...	Alw... Visi...	Sensitive Data	Background Color
1	Töötaja nr.	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Nimetus	500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9	Ametinimetus	900	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
43	Tase 1	4300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
47	Department Description	4700	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
110	Tööle tulnud	11000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
200	Tase 2	20000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
210	Tase 2 nimi	21000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
40000	14 päeva reegel	4000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
40001	Põhipuhkuse jääk	4000001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	#e7f5e6
40003	Põhipuhkus kasutatud	4000190	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	#e7f5e6

4.2. Column colors in the holiday schedule UX view

In the holiday schedule UX view, it is now possible to display columns in color. Column colors can be defined in the setup of the holiday schedule UX template fields.

Holiday Schedule UX (HRM4Baltics)

Employee No.	Name	Job Title	Osakond No.	Tase 1 nimi	Employment Date	Tiim No.	Tiim Name	14 p	Põhip. jääk per alguses	Põhip. planeeritud	Põhip. jääk per lõpus (sh plan)	Põhip. jääk 31.12 (sh plan)	AE puhk jääk per algus	AE puhkus (plan)	AE jääk 31.12 (plan)	AE jääk per lõpus (plan)	TVP jääk per algus	TVP puhkus (plan)	TVP jääk 31.12 (plan)	TVP jääk per lõpus (plan)	W 1	T 2	F 3	S 4
1	Anu Tulp-Aed-Käoking	Juhataja asetäitja	1180	Elektrivargid	29.01.24	1180-2		No	45,48		73,4	66,5	4,71	3	6,01	6,01								
																					Puuduvad töötajad			
																					Puuduv FTE			

4.3. Enhancements to the holiday schedule UX view

Two new request types have been created:

- Holiday Schedule
- Employee Holiday Wish

Request Type	Description	Request Nos.	Date Formula	Request Setup	Fields Setup	Types Of Absences	Formulas	Reje... Co... Req...	Show Co...	Comment Required	Show File	Sign... Req...	Minimum Signature Size	Show Dro...	Show Ending Date (Income Tax)	Show Portal	Allow Req...
Holiday Schedule	Puhkuse ajakava	JAOTLUS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Hide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Holiday Wish	Töötaja puhkuse ajakava soov	TAOTLUS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Hide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For the schedule request, the allowed absence types must be configured in the “Types of Absences” setup.

In the holiday schedule request setup, the holiday schedule employee contract type must be specified.

2. A new report “Holiday Schedule UX” has been created.

The report structure can be configured in the Holiday Schedule UX Template. In the template, it is possible to define the setup of fields and filters, as well as create central filters. For filters to function correctly, the corresponding data must be available in the schedule template fields. The data is synchronized from the Employees (Simple List), therefore the required data must also be filled in there.

The absence types for annual leave, minor’s annual leave, and annual leave for persons with reduced work ability must also be configured in the schedule template. It is possible to use pre-calculated balances, with data sourced from job queue entries.

## Holiday Schedule UX Template (HRM4Baltics)

Fields
 Total Lines
 Filters

<p>Font size ..... <input style="width: 100px;" type="text" value="9,00"/></p> <p>Default Show Type ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="Me"/></p> <p>Default View Type ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="Year by days"/></p> <p>Schedule Year View From Fi... .. <input style="width: 100px;" type="text" value="-CY+3M"/></p> <p>Schedule Year View To Filter ..... <input style="width: 100px;" type="text" value="+CY+3M"/></p> <p><b>Colors</b></p> <p>Holiday Background Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#eb34ae"/></p> <p>Weekend Background Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#d5dedb"/></p> <p>Employment Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#d9d9d9"/></p> <p>Inactivity Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#f2f2f0"/></p> <p>Conflict Line Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#f54542"/></p> <p>Parent Info Line Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#8332a8"/></p>	<p><b>Type Options</b></p> <p>Registered ..... <input checked="" type="checkbox"/></p> <p>Approved ..... <input checked="" type="checkbox"/></p> <p>Waiting Approval ..... <input checked="" type="checkbox"/></p> <p>New ..... <input type="checkbox"/></p> <p><b>Absences</b></p> <p>Use Precalculated Holiday ... .. <input checked="" type="checkbox"/></p> <p>Absence Balance Code 1 ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="P_PUHKUS"/></p> <p>Absence Balance Code 2 ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="P_TAIENDAL"/></p> <p>Absence Balance Code 3 ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="P_TAIENDAV"/></p> <p>Sensitive Absence Code ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="P"/></p> <p>Sensitive Absence Descripti... .. <input style="border-bottom: 1px solid #ccc;" type="text" value="Põhipuhkus"/></p> <p>Sensitive Absence Color ..... <input style="border-bottom: 1px solid #ccc;" type="text" value="#faf9a7"/></p>
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3. A new report “Create Holiday Schedule Request” has been created. The report enables the creation of multiple schedule requests, adding employees, and creating multiple employee holiday wish requests.

## Create Holiday Schedule Request (HRM4Baltics) ↗ ✕

### Settings

From Date ..... \*

To Date ..... \*

Request Description ..... \*

Managers Only .....

With Employees .....

Create Employee Request .....

### Filter: Employee (HRM4Baltics)

× No. ....

× Employment Contract Code .....

× Osakond No. ....

× Tiim No. ....

#### 4.4. Preset filters for the holiday schedule UX view

An option to configure central filters has been added to the filters in the holiday schedule UX view. These filters can be set up either in the “Filters List” in the holiday schedule ux view or by searching for “Holiday Schedule UX Filters.”

## Holiday Schedule UX (HRM4Baltics)

◀ 2026 ▶ View: Year by weeks  Registered  Approved  Waiting Approval  New Filters List | Filters: Click to add filters | Remove filters | UPDATE

Employee No.	Name	Job Title	Osakond No.	Tase 1 nimi	Employment Date	Tase 2 No.	Tase 2 Name	14 p	Põhip. jääk aasta alguses	Põhip. kasutatud	Põhip. jääk aasta lõpus	JANUARY				
												W1 2026	W2 2026	W3 2026	W4 2026	
1	Anu Tulp-Aed-Käoking	Klienditeenindaja	1169	Dynamo	29.01.24	1170	Teenindus2	No								
Puuduvad töötajad																
Puuduv FTE																

Holiday Schedule UX Filters (HRM4Baltics) ✓ Saved   

  + New  Edit List  Delete  Filters   

Code ↑	Description	Filters	Button Bar
→ KÕIK	Kõik		<input checked="" type="checkbox"/>
ROTERMANNI	Rotermanni	Level 2: 1030	<input checked="" type="checkbox"/>
TEENINDAJAD	Klienditeenindajad	Job Title: Müüja	<input checked="" type="checkbox"/>

#### 4.5. Displaying the cause of absence in the holiday schedule view

The “Show Absence in Portal” option on the cause of absence card has been extended. When the option is set to “Dates Only,” the new holiday schedule view will display the absence reason (description) to the employee’s manager and HR, in addition to the dates.

Cause of Absence Card (HRM4Baltics) ✓ Saved 

## P\_PUHKUS

  + 

 Holiday Setup  Job Specification  Update Entries Quantities

<p><b>Assistants</b></p> <p>Automatic Assistants ..... None</p> <p><b>Employee Portal and Calendar</b></p> <p>Show Absence Portal ..... Show Reason</p> <p>Show Balance Portal ..... <input type="text"/></p> <p>Outlook Calendar Template ..... Show Reason</p> <p>Show In Contract ..... Dates Only</p> <p>Show Absence API/SOAP ..... <input type="text"/></p>	<p><b>Interfaces</b></p> <p>Occupational Accident ..... <input checked="" type="checkbox"/></p> <p>External ID ..... <input type="text"/></p> <p>External ID 2 ..... <input type="text"/></p> <p><b>Payslip</b></p> <p>Show Payslip ..... Show</p> <p><b>Holiday Requests</b></p> <p>Request Check Type ..... Error</p>
---	---

Additionally, new setup fields have been added to the Holiday Schedule UX Template to define the information applied for sensitive absences.

The new fields are:

- Sensitive Absence Code
- Sensitive Absence Description
- Sensitive Absence Color

# Holiday Schedule UX Template (HRM4Baltics)

Fields Total Lines Filters

Font size ..... 9,00

Default Show Type ..... Me

Default View Type ..... Year by days

Schedule Year View From Fi... -CY+3M

Schedule Year View To Filter ..... +CY+3M

**Colors**

Holiday Background Color ..... #eb34ae

Weekend Background Color ..... #d5dedb

Employment Color ..... #d9d9d9

Inactivity Color ..... #f2f2f0

Conflict Line Color ..... #f54542

Parent Info Line Color ..... #8332a8

**Type Options**

Registered .....

Approved .....

Waiting Approval .....

New .....

**Absences**

Use Precalculated Holiday ...

Absence Balance Code 1 ..... P\_PUHKUS

Absence Balance Code 2 ..... P\_TAIENDAL

Absence Balance Code 3 ..... P\_TAIENDAV

Sensitive Absence Code ..... P

Sensitive Absence Descripti... Põhipuhkus

Sensitive Absence Color ..... #faf9a7

The Holiday Schedule UX view is displayed as follows when viewing a colleague for whom the user is not the direct manager. The number of columns and the column header captions are configurable.

## Puhkuste ajakava vaade (HRM4Baltics)

2026 Vaade: Aasta päevade kaupa Näita: Minu tiim (struktuuri järgi) Registreeritud Kinnitatud Kinnitamisel Uus Filtrite loend Järve Kõik Teenindajad Filtrid: Töötaja

Töötaja nr.	Nimetus	Ametinimetus	Osakond nr.	Tase 1 nimi	Tiim nr.	Tiim nimi	14 p	Põhip. jääk per alguse	Põhip. jääk per lõpus (sh plan)	Põhip. jääk 31.12 (sh plan)	AE puhkus (plan)	AE jääk 31.12 (plan)	AE jääk per lõpus (plan)	TVP jääk per algus	TVP puhkus (plan)	TVP jääk 31.12 (plan)	TVP jääk per lõpus (plan)	E 13	T 14	K 15	N 16
126	Anni Arborist		1169	Dynamo	1170	Kivimäe												P (3)	P (3)	P (3)	
Puuduvad töötajad																		1	1	1	

### 4.6. Additional columns in the holiday balance view

The following columns have been added to the date-based “Holiday Balance” view, which can be opened from the “Employee Card” and the “Employee Portal”:

- Planned Days – the number of vacation days that are not completed (not approved)
- Balance incl. Planned Days – the holiday balance, from which vacation days that are not yet completed have already been deducted.
- Ageing 31.12.26 – the number of days that expire on December 31 of the respective calendar year

TRI-0262 · Valve Video

Date ..... 27.03.2026 

Description	Balance	Days Type	Planned Days	Balance incl Planned Days	Ageing 31.12.26
Õppepuhkus (tasemekoolitus)	10	days		10	
Puhkus	35,05	days	2	33,05	28,46
Staažpuhkus	10	days		10	
Täiendavad puhkepäevad					
Talvepuhkus	:				

## 5. EMPLOYEE

### 5.1. Employee e-mail duplication and domain check

The following new fields have been added to Payroll Setup:

- Check Repeating E-mail – allows you to verify that the employee’s personal e-mail and company e-mail are not identical. Available options: Warning, Error, or None.
- Company E-mail Domain – allows you to specify the company’s e-mail domain. When entering the employee’s personal e-mail, the system validates that it does not match the company domain.

The setting applies both to the employee card and the employee form.

## Payroll Setup (HRM4Baltics)

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

IBAN Correctness Check ..... Warning	Shortened Normal Hours ... .....
Check Double Employee E... ..... None	Shortened Normal Hours ... .....
Check Repeating Email ..... None	
Company E-mail Domain .....	
Disable ID Validation ..... <input type="checkbox"/>	
Salaries Duplicates Check ..... Warning	

## 6. X-ROAD

### 6.1. Background check marker to TÖR

The background check marker added to the employee contracts line is now also transferred, as an interface enhancement, to the employment register (TÖR).

Employee Contracts (HRM4Baltics) | 🔍 | 📄 | + New | 🗑️ Edit List | 🗑️ Delete | ✎ Edit | 👁 View | 📄 Send to Working Register | 📄 Working Register Log | 🏠 Structure Option | ⋮ | 🔗 | 🔍 | ☰

Working Register ID	ISCO Description	Stat. Job Distribution Code	Agreed Working Hours	Working Schedule First Date	Working Schedule Planning No.	Working Schedule Group No.	Applied Job No.	Job Fees Code	Job Fees	Background Check	Em... Initi... (Stat. Rep...)	Grounds for Term. Code
→	⋮ Suurettövõtete tegevdirektorid j...	-	-	-	-	-	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## 7. OVERVIEWS

### 7.1. Employee seniority

A new column “Seniority Month” has been added to the employment overview and the seniority overview.

Seniority Overview (HRM4Baltics) | 🔍 | 📄 | 📅 Date | 🏠 All Companies | 🔗 | 🔍 | ☰

Employee Status ▼	Seniority	Seniority Text	Seniority Years	Seniority Months	Seniority Days	Seniority Month
Active ⋮	6,10	6 years 2 months 10 days	6	2	10	January
Active	6,10	6 years 2 months 10 days	6	2	10	January
Active	0,80	10 months 12 days		10	12	May
Active	0,20	2 months 16 days		2	16	January
Active	6,10	6 years 2 months 10 days	6	2	10	January

Employment Overview (HRM4Baltics) | 🔍 | 📄 | 📅 Employee Date | 📅 Choose Dates | 🏠 All Companies

Employee No. ↑	Working Factor	Additional Working Factor	Seniority Date	Seniority Month	Seniority (Years)	Seniority Text
T0001	1		07.01.2020	January	6	6 years 2 months
T0002	1		07.01.2020	January	6	6 years 2 months
T0003	1		05.05.2025	May		10 months
T0004	0,3		01.01.2026	January		2 months

## 7.2. Gender column in the absences list and overview

A new “Gender” column has been added to the absences list and the overview.

Absences: All ▾							
Absence ▾ Home ▾ Payment Filters ▾ Date Filters ▾ Reports ▾							
Employee No. ↓	Employee Name	Gender	From Date ↓	To Date	Cause of Absence Code	Description	Quantity
<a href="#">T0040</a>	Imbi Imelik	Female	11.09.2023	13.09.2023	P_TAIENDAV	Täiendavad puhkepäevad, tvp	3
002	Mari Maasikas	Female	11.07.2023	12.07.2023	H_HAIGE	Haige	2
002	Mari Maasikas	Female	10.07.2023	10.07.2023	H_HAIGE	Haige	1