

HRM4BALTICS UPDATES – APRIL 2026

30. April 2026

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1.3. Reception hours on the profession card

A new free-text field “Reception Hours” has been added to the profession card.

Profession Card (HRM4Baltics)



0200-00

Category Planning Hour Rates

Don't Check Substitute

Essential Service Provider

Background Check

Reception hours

2. APPROVAL

2.1. Holiday approver exception

A new exception “Holiday Exception Approver” has been added in Employee Exceptions.

If this exception is assigned on the employee card, the employee can act as an approver for holiday requests that require HR specialist approval (for example, when the request does not comply with holiday balance or duration rules).

Employee Exceptions (HRM4Baltics)

✓ Saved

Employee No. 1	Employee Name	HR Specialist	Work... Allow insert...	Work... Sche... Allow auto...	Work... Sche... Allow auto	Working Sched... Allow editing	Working Schedule: Allow to ignore working schedule rules	Portal: Allow to create	Allow Others Expe... Report	Show Job Queue Error	Portal File Mana...	Only My Subo... Requi...	Resig... Proce...	Allow Chan... Appr...	Holiday Exception Approver
→ 1	Anu Tulp-Aed-Kaoking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. PAYROLL ANALYSIS VIEWS

3.1. Payroll analysis “Employees by Accounts” filters

For the payroll analysis type “Employees by Accounts”, filters have been added for the fields “GL Date Filter” and “GL Posting Type Filter”.

Employees by Accounts (HRM4Baltics)

✓ Saved

Analysis Name: **Palgaleht 2** Exclude Locked Employees:

Hide zero lines:

Date Filter:

Accounting Filter:

Payment Filter:

Calculation Filter:

Employees by Date:

Show by Period:

Employee Filter:

Register Filter:

GL Date Filter:

GL Posting Type Filter:

Abc kood Filter:

Riik Filter:

Select G/L Posting Type filter ↗ ✕

Filter:

× G/L Posting Type Prepayment|Accrued Expense ▾

+ Filter...

Normal
 No Posting
 Prepayment
 Accrued Expense

4. PORTAL

4.1. Sorting portal messages

In the portal messages setup, it is possible to assign a sorting number to portal messages. Messages with a sorting number are displayed first, according to the defined order.

Messages without a sorting number are displayed below them in chronological order, with the most recent message shown at the top.

Portal Messages Setup (HRM4Baltics)

Message Type	Message Text	Valid From ↑	Valid To ↑	Style	Employee Filters	Sorting No.	Text Hyperlink
Message	Palk ja Personal 365 kasutusjuhend			Red Bold It...			https://bcsitera.sharepoint.com/S...
Message	Talvapäevad toimuvad 13-17.01.20	27.10.2019	12.01.2020	Blue	VERSION(1) SORTING(Field1) WHER...	2	
One Employ...	Sul on portaalis täitmist ootav an...	10.08.2020		Bold	T001	3	
One Employ...	Puhkuseaotlus on tagasi saadetu...	02.02.2022		Red Bold It...	T003		
One Employ...	Puhkuseaotlus on tagasi saadetu...	24.02.2022		Red Bold It...	T310		
One Employ...	Aruanne on tagasli lükatud!	13.04.2022		Red Bold It...	T006		
One Employ...	Aruanne on tagasli lükatud!	21.04.2022		Red Bold It...	T010		
→ One Employ...	Oled lisatud sündmusele "Ettevõt...	16.07.2022		Bold	T361	1	

4.2. Negative holiday balance in the employee portal

A new marker “Show Negative Holiday Balance” has been added to the portal setup. When this marker is enabled and an employee has a negative holiday balance, the actual negative balance is displayed in the portal.

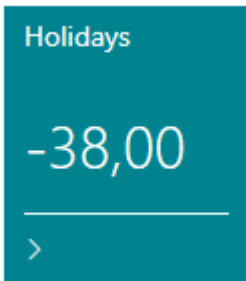
If the marker is not enabled, a value of 0 is shown instead of a negative vacation balance.

Portal Setup (HRM4Baltics)

Request Types Messages Employee List Fields Setup Permission Templates Approval Notification Setup

Portal Setup

Messages Change Rate (Se... ..	<input type="text" value="5"/>	Employee Search Regex Ex... ..	<input type="text" value="^[p(L)\p(N)\p(M) -]+\$"/>
Show Employee Type	<input type="text" value="Show"/>	Max No. Of Results in Sear... ..	<input type="text" value="5"/>
Show Company Type	<input type="text" value="Show"/>	My Approval Red From No... ..	<input type="text" value="1"/>
Show Search and Hide Em... ..	<input type="checkbox"/>	Default Portal Permission T... ..	<input type="text"/>
Show Salaries by Manager	<input checked="" type="checkbox"/>	Portal Absence Period Type	<input type="text"/>
Request List Default Filter	<input type="text" value="VERSION(1) SORTING(Field1) WH ..."/>	Show Negative Holiday Bal... ..	<input checked="" type="checkbox"/>



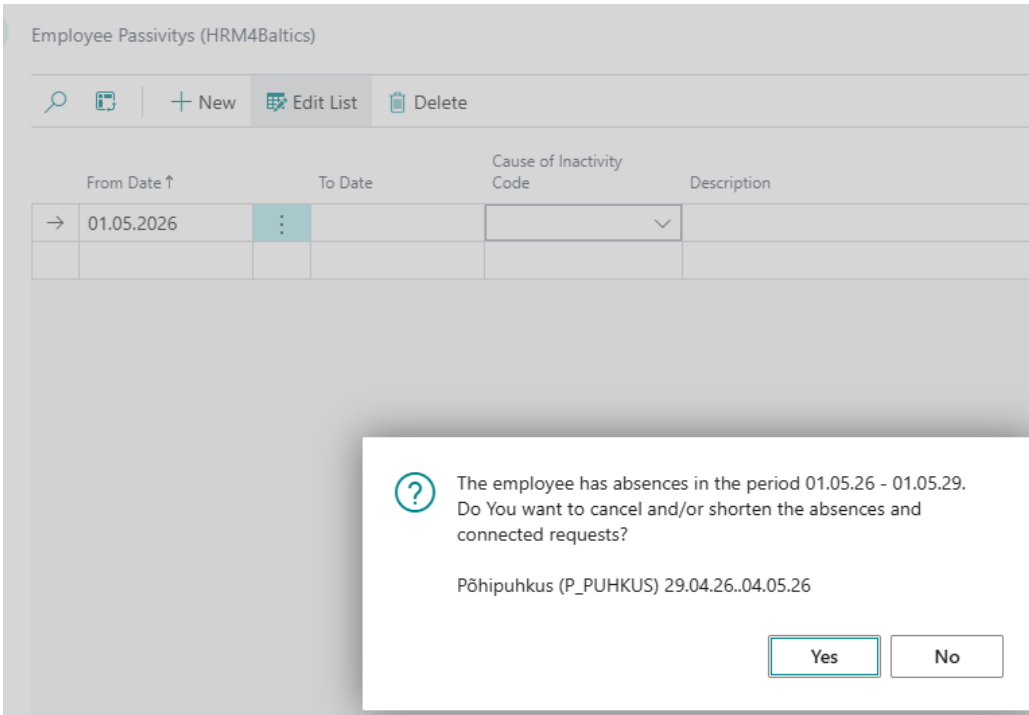
5. ABSENCES

5.1. Cancellation of absences when entering passivity

When entering passivity on the employee passivity card, the system now checks whether the employee has any of the following overlapping entries within the selected passivity period:

- a recorded absence + its request and paid holiday pay
- an approved holiday request + its related request
- an absence registered in the journal

If any overlaps are found, the system displays a corresponding message to the user.

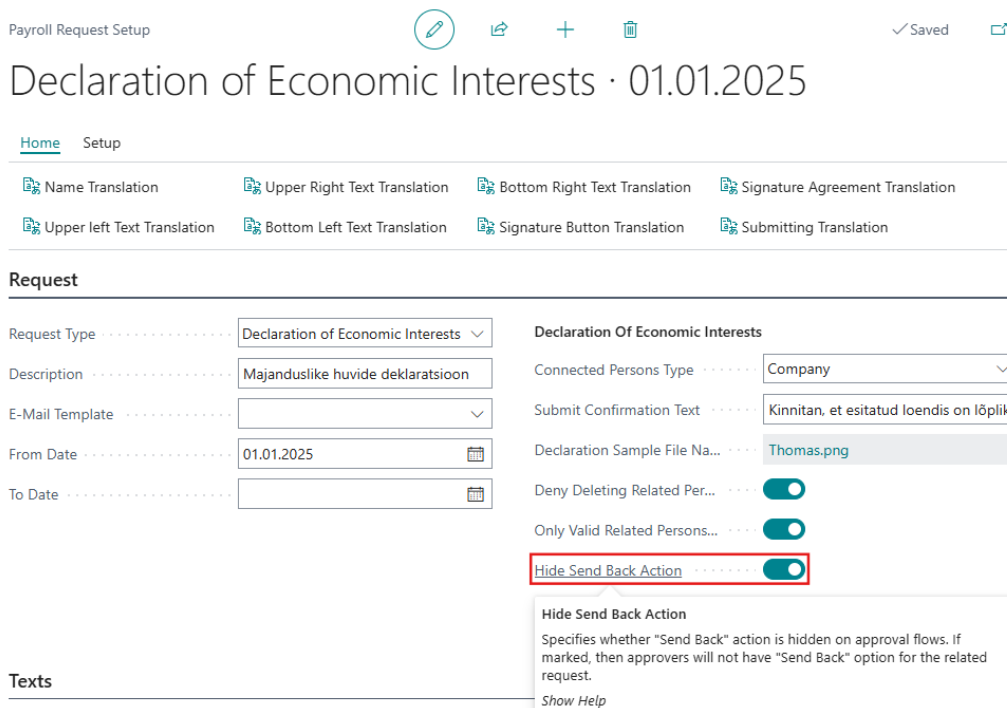


6. REQUESTS

6.1. Hiding the “Send Back” button on the Declaration of Economic Interests

A new setting has been added to the Declaration of Economic Interests request, allowing the “Send Back” button to be hidden.

To enable this, activate the option “Hide ‘Send Back’ Action” in the request types setup.



6.2. Approval workflow e-mail – employees managers

In the approval workflow, a new approver type has been created: “Substitute Managers/Employees Managers”. This approver type identifies the managers of the employees specified on the lines, rather than the manager of the request owner.

Notifications can be sent to the employees’ managers specified on the lines of a multiline request when the request has been approved.

This functionality works for the following request types: multiline request, payroll journal request, holiday schedule request, and report request.

Approvers (HRM4Baltics)

Sorting No.	Approver Type	Approver No.
1	Manager	
2	Employee	T012
→ 0	Substitutes Managers/Employees Managers	

7. WORKING SCHEDULE

7.1. Time-based view in the employee working schedule

In the employee working schedule, under the “View” section, it is possible to display entries either in hours or in time.

Employee Working Schedule (HRM4Baltics)

Period	March 2026	Nominal Hours	176,00	25.03.26 09:42 Nõustumine
Employee Name	Gert Maango	Total Hours	43	15
Employee No.	T0005	Difference	-133	13
				12
				11

Act Home Main Job Task Show **View** Filters

Show Hours
 Show Time
 Week (Days)
 Month (Days)
 Month (Weeks)
 Year (Weeks)
 Year (Months)

Code	Description	Acceptance Status	Total	S 1	M 2	T 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10
2		Rejected	14,5		5	1	3	4,5	1			-	
2-1	2-1	Submission	0	PÜHAP						LAUP	PÜHAP	-	
2-2	2-2	Rejected	9	PÜHAP	5	1	1	1	1	LAUP	PÜHAP	-	
2-3	2-3	Accepted	4	PÜHAP			1	3		LAUP	PÜHAP	-	
2-4	2-4	Accepted	1,5	PÜHAP			1	0,5		LAUP	PÜHAP	-	

Period	March 2026	Nominal Hours	176,00	25.03.26 09:42 Nõustumine
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Employee No.	T0005	Difference	-133	

Act Home Main Job Task Show **View** Filters

Show Hours Show Time Week (Days) Month (Days) Month (Weeks) Year (Weeks) Year (Months)

Code	Description	Acceptance Status	Total	S 1	M 2	T 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10
2		Rejected	14,5		5	1	3	4,5	1			-	
2-1	2-1	Submission	0	PÜHAP						LAUP	PÜHAP	-	
2-2	2-2	Rejected	9	PÜHAP	8:30-13:30	8:30- 9:30	10:00-11:00	8:30- 9:30	8:30- 9:30	LAUP	PÜHAP	-	
2-3	2-3	Accepted	4	PÜHAP			11:00-12:00	15:00-18:00		LAUP	PÜHAP	-	
2-4	2-4	Accepted	1,5	PÜHAP			12:00-13:00	20:00-20:30		LAUP	PÜHAP	-	

7.2. Working schedule exception

A new setup field “Working Schedule: Allow to Ignore Working Schedule Rules” has been added to employee exceptions. It determines whether a specific employee is allowed to confirm a working schedule plan even if the rule check returns an error. Confirmation is still not allowed for rules that are set to “Can Not Confirm.”

🔍 📄 + New Edit List Delete

Employee No. ↑	Employee Name	HR Specialist	Worki... Sched... Allow inserti...	Worki... Sched... Allow auto...	Worki... Sched... Allow auto	Working Schedu... Allow editing	Working Schedule: Allow to ignore working schedule rules
→ 1	Anu Tulp-Aed-Käoking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7.3. Opening hour entries on the working schedule act

A new enhancement has been added that allows the project manager to open hour entries in the working schedule act view. By clicking on an entry, the associated times (since, till) and comments are displayed.

If an employee’s entries are rejected, the corresponding comments are shown to the employee on the front page of the working schedule act view.

Code	Description	Status	Has Co...	Total	S 1	M 2	T 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10	W 11	T 12	F 13
3		Rejected	<input type="checkbox"/>	11,67	-	2	2	-	-	3,67	-	-	-	-	1	1	1
3-1	3-1	Rejected	<input checked="" type="checkbox"/>	1,00	PÜHAP	-	-	-	-	-	LAUP	PÜHAP	-	-	1	-	-
3-2	3-2	Rejected	<input checked="" type="checkbox"/>	8,67	PÜHAP	2	2	-	-	3,67	LAUP	PÜHAP	-	-	-	1	-
3-3	3-3	Accepted	<input checked="" type="checkbox"/>	1,00	PÜHAP	-	-	-	-	-	LAUP	PÜHAP	-	-	-	-	1
3-4	3-4	Rejected	<input checked="" type="checkbox"/>	1,00	PÜHAP	-	-	-	-	-	LAUP	PÜHAP	-	-	-	-	-
5		Rejected	<input type="checkbox"/>	11,25	-	-	2	3	0,25	-	-	-	-	2	-	-	-
5-1	5-1	Accepted	<input checked="" type="checkbox"/>	1,00	PÜHAP	-	-	-	-	-	LAUP	PÜHAP	-	-	-	-	-
5-2	5-2	Rejected	<input checked="" type="checkbox"/>	4,25	PÜHAP	-	-	3	0,25	-	LAUP	PÜHAP	-	-	-	-	-
5-3	5-3	Rejected	<input checked="" type="checkbox"/>	1,00	PÜHAP	-	-	-	-	-	LAUP	PÜHAP	-	-	-	-	-
5-4	5-4	Accepted	<input checked="" type="checkbox"/>	5,00	PÜHAP	-	2	-	-	-	LAUP	PÜHAP	-	2	-	-	-
GRAND TOTAL		Rejected	<input type="checkbox"/>	22,92	-	2	4	3	0,25	3,67	-	-	-	2	1	1	1

Working Schedule Entries (HRM4Baltics)



Employee No.	Employee Name	Date	W.	Working Shift Code	Since	Till	Comment
T0004	Kaspar Tuvi	03.03.2026	Tu		15:00:00	17:00:00	5-4

Employee Working Schedule (HRM4Baltics)

Period	March 2026	Nominal Hours	176,00	16.03.26 09:53 Nõustumine
Employee Name	Kaspar Tuvi	Total Hours	22,92	17
Employee No.	T0004	Difference	-153,08	16
				14
				12
				11

Act Home Main Job Task Show View Filters

Submit Working Schedule Working Schedule Act Update Status

Code	Description	Acceptance Status	Total	S 1	M 2	T 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10
3		Rejected	11,67		2	2			3,67			-	
3-1	3-1	Rejected	1	PÜHAP						LAUP	PÜHAP	-	
3-2	3-2	Rejected	8,67	PÜHAP	2	2			3,67	LAUP	PÜHAP	-	
3-3	3-3	Accepted	1	PÜHAP						LAUP	PÜHAP	-	
3-4	3-4	Rejected	1	PÜHAP						LAUP	PÜHAP	-	
5		Rejected	11,25			2	3	0,25				-	2
5-1	5-1	Accepted	1	PÜHAP						LAUP	PÜHAP	-	
5-2	5-2	Rejected	4,25	PÜHAP			3	0,25		LAUP	PÜHAP	-	
5-3	5-3	Rejected	1	PÜHAP						LAUP	PÜHAP	-	
5-4	5-4	Accepted	5	PÜHAP		2				LAUP	PÜHAP	-	2
GRAND TOTAL		Rejected	22,92		2	4	3	0,25	3,67			-	2

7.4. Phone view enhancements

Two new enhancements have been added to the working schedule phone view:

- A new setup option in Portal Setup: Phone Portal Working Schedule Design. To use this, a suitable working schedule UX template must first be created and then selected in this setup. This setting is applied to the “view-only” page of the working schedule on phone, which opens when an employee accesses their unit’s working schedule.

Portal Setup (HRM4Baltics)

Request Types Messages Employee List Fields Setup Permission Templates Approval Notification Setup

Portal Setup >

Working Schedule Setup

Show Workings Schedule I...	Planned	Portal Working Schedule D...	TEST
Show Workings Schedule C...	Planned	Phone Portal Working Sche...	TEST_MOB
Working Schedule Portal Vi...	Used Employees		
Working Schedule Portal H...	Planned		
Working Schedule Portal O...	Planned		

Phone Portal Working Schedule Design

Specifies the working schedule design when portal is accessed via phone. If this field is empty, the system will use the design specified in "Portal Working Schedule Design".

[Show Help](#)

- A new setup option on the working schedule group card: Phone Formatted UX Template. Similarly, a suitable UX template must first be created and then selected in the setup. This setting is applied when opening the working schedule on phone (in the view where managers enter data).

Working Schedule Group Card (HRM4Baltics)



GRUPP1

New Home Working Shifts History Reports Related Fewer options

Import

Hide Entries Part

Formatted UX Template TEST

Phone Formatted UX Templ... TEST_MOB

Phone Formatted UX Template

Specifies template to be used for formatting working schedule for phone. If not specified, Formatted UX Template will be used.

[Show Help](#)

8. EMPLOYEE

8.1. General e-mail address on the employee card

A new field "General E-Mail Address" has been added to the employee card. The field becomes visible when choose "Show more."

Employee Address and Contacts

Show less

Address		e-mail		Phone	
Address	<input type="text" value="Kadaka tee 2"/>	Personal E-Mail	<input type="text" value="birquit@gmail.com"/>	Mobile Phone No.	<input type="text" value="51234243"/>
Address 2	<input type="text"/>	Company E-Mail	<input type="text"/>	Company Mobile Phone No.	<input type="text"/>
Post Code	<input type="text"/>	General E-Mail Address	<input type="text"/>	Phone No.	<input type="text"/>
City	<input type="text" value="Tallinn"/>	Default E-mail Type	<input type="text" value="Personal"/>	Company Phone No.	<input type="text"/>
County	<input type="text" value="Harju maakond"/>	Requests E-mail	<input type="text" value="Default"/>		
Country Code	<input type="text"/>	Payslip Sending Type	<input type="text" value="Portal"/>		
		Manager Payslip Type	<input type="text"/>		

8.2. Creating parameters and salaries for employees with reduced work ability

The following new fields have been added to the payroll setup:

- Show Work Ability Employee Fields on Employee Card – when this option is enabled, fields related to reduced work ability are displayed on the employee card.
- Work Ability Salary No. – allows defining a salary no. that will be added to salaries for employees with reduced work ability.
- Social Tax Incentive Salary No. for Employee – allows defining a salary no. that will be added to salaries for employees with reduced work ability.
- Work Ability Parameter No. – allows defining a parameter that will be added to parameters for employees with reduced work ability.

Payroll Setup (HRM4Baltics)

Periods
Structure
Notifications
Tax Declaration Setup
Related Dimensions
Actions
Fewer options

Do Not Copy FA Responsible Employee on FA Copy

Resource

Hide Resource Button

Projects

Projects Synchronize

Default Value for Add To Working Schedule Manu...

Work Ability

Show Work Ability Pensioner Employee Card

Work Ability Salary No.

Social Tax Incentive Salary No.

Work Ability Parameter No.

On the employee card, a new button “Create Work Ability Parameter/Salaries” has been added to the Work Ability Information section. This button allows the automatic creation of the corresponding salary and parameter entries.

Work Ability Information

Work Ability Pensioner

Work Ability From

Work Ability To

Wish to use additional vacation of 7 days for Work...

Use Social Tax Incentive

[Create Work Ability Parameter/Salaries](#)

9. ASSETS

9.1. Importing asset card data from Excel

A new button “Import from Excel” has been added to the asset list, allowing the import of the following data:

Name, Responsible No., Asset Category Code, Asset Type Code, Asset Subtype Code, Asset Number, Asset ID, Asset Location Code, Value, Enrollment Date, Inventoryable, Vendor No., Usage Period, Expiration Date, Notes.

If no matching value exists in the underlying tables for the corresponding fields in the asset list, an error message is displayed and the data is not imported.

Assets List (HRM4Baltics):									
All ▾									
Asset Code ↑	Name	Status ▾	Asset Category Code	Asset Type Code	Asset Subtype Code	Asset Number	Previous System No.		
ARVUTI001	Arvuti Lenovo ThinkPad	Active	PÕHIVARA	ARVUTID		7878789	12345		
ARVUTI002	Arvuti Lenovo Thinkpad	Active	PÕHIVARA	SÕIDUKID		773666			
H00018	Arvuti	Active	PÕHIVARA	ARVUTID	SÜLEARVUTI	D0001111	A1234		
K00023	Kliendi number	Active	PÕHIVARA	ARVUTID	LAUAARVUTI	34			
KAART0001	Ukskaart	Active	MUUD	KAARDID	UKSEKAART	8989			
KAART0005	Kütusekaart	Maintena...	MUUD	KAARDID		44434			
KAART0006	Pangakaart	Active	MUUD			44344654			
TRIINU-SA...	Sabas Labas	Active	MUUD	KAARDID	PANGAKAART	1234			

10. JOURNAL

10.1. Linking the object number in payroll journal import

A new enhancement has been added that allows, when importing amounts from the payroll journal, payroll costs to be linked to a specific object dimension.

The prerequisite for using this solution is that the object functionality is in use in the company.