DIGMATIX Estonia
Mäealuse 2/4, B-korpus, 12618 Tallinn, Eesti
Tel: +372 650 3380, e-post: estonia@digmatix.com

HRM4BALTICS UPDATES – MAY 2026

31. May 2026

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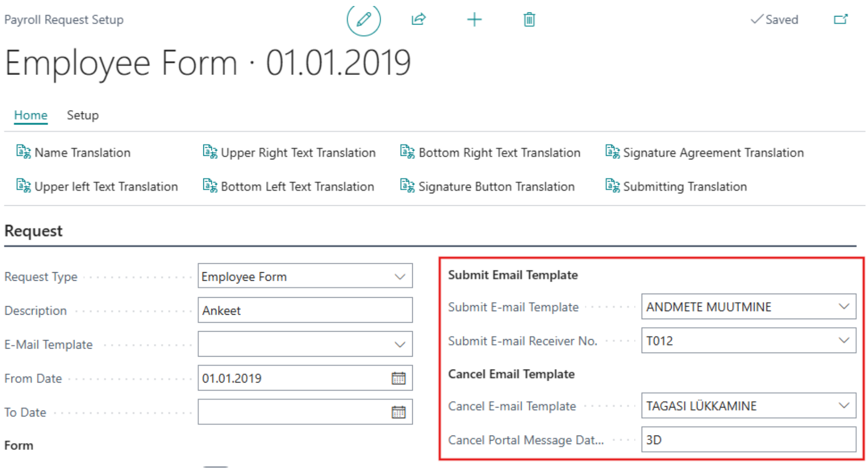
1. EMPLOYEE FORM

1.1. Email notification for employee form approval to the selected employee

A new functionality has been added that sends an email notification to the HR employee regarding an employee form submitted by an employee. The notification is sent when the employee wants to add, modify, or confirm their data.

The setup is configured on the request type using the fields “Submit E-mail Template” and “Submit E-mail Receiver No.”



2. EXPENSE REPORT

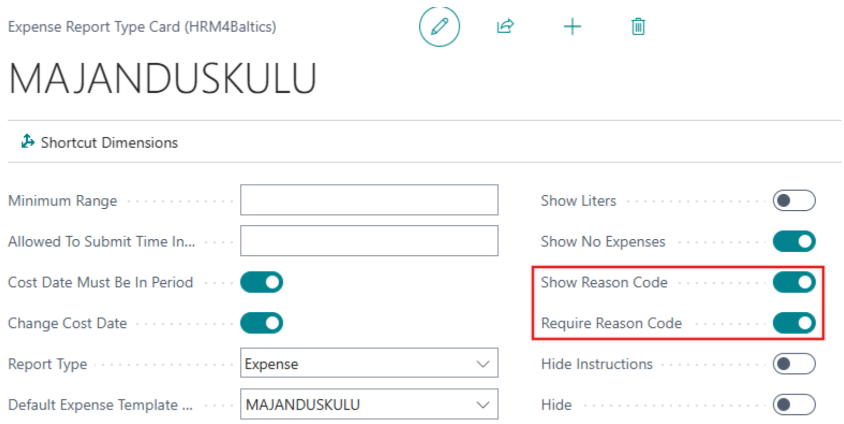
2.1. Reason code on expense report lines

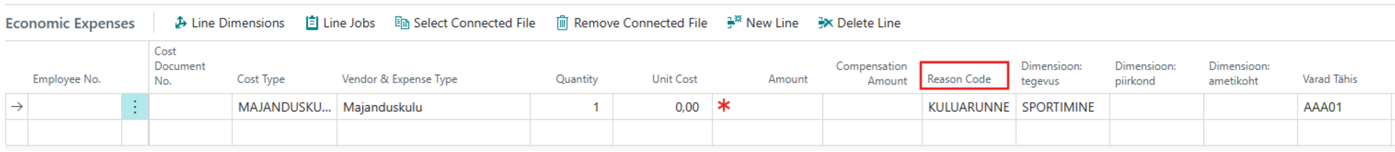
Two new fields have been added to the expense report type card:

- Require Reason Code
- Show Reason Code

A new “Reason Code” column is displayed on the expense lines of the expense report card, allowing the user to select a general journal reason code. When the expense report is posted, the selected code is transferred to the general journal together with the expense entries.

In addition, it is now possible to define a default “Reason Code” for an expense type, in which case the value is automatically populated on the expense report line.



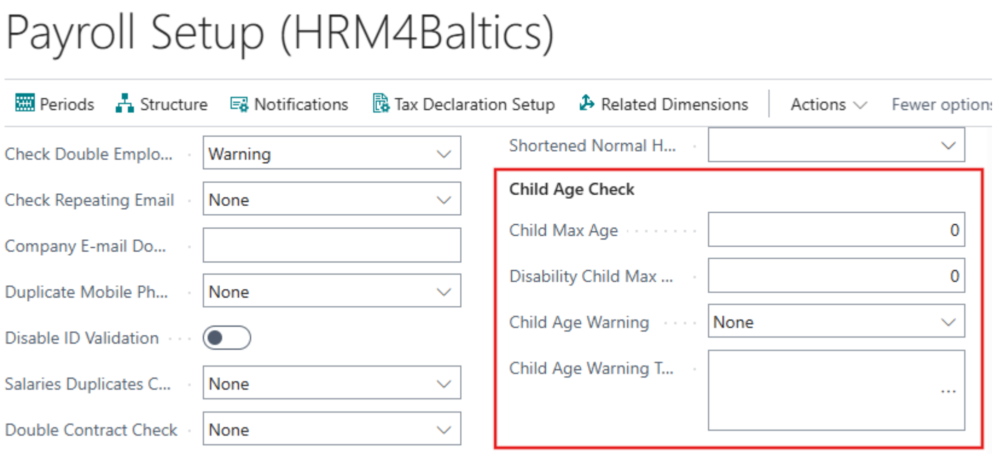


3. CHILDREN

3.1. Child age check when adding a child via the portal

A child age check has been added both to the employee form and to children requests submitted through the portal. The age limits can be configured in the payroll setup window. The following conditions can be defined:

- Child Max Age
- Disability Child Max Age
- Child Age Warning
- Child Age Warning Text (the text length is 1042 characters)



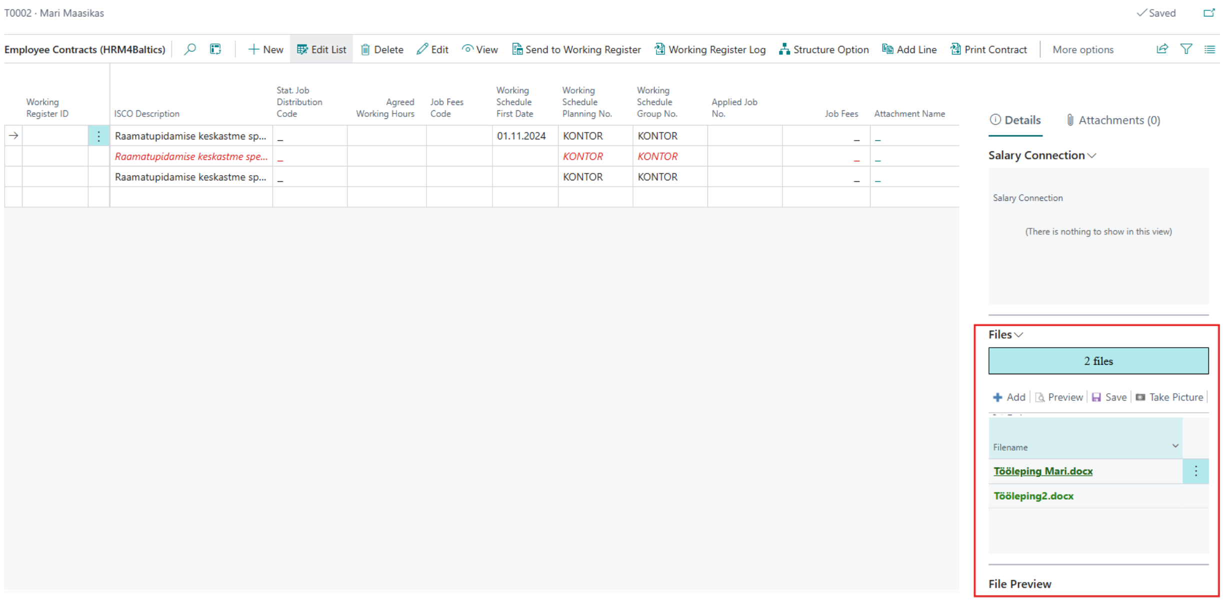
4. CONTRACT

4.1. Employee contract file support

The FactBox on the employee contracts page now includes file support, allowing attachments related to the contract to be added. Files previously added to the “Attachment Name” field on the employee contract line are automatically moved, upon activation of the setup, to the “Files” section displayed in the FactBox.

To use file support, the “Contract Files” marker must be enabled in the application area setup. When the setup is enabled, files are removed from the contract line and added to the employee files.

In the portal, the file FactBox is displayed in the contracts list if the fields "Attachment" or "Attachment Name" are enabled in the fields setup of the request type.

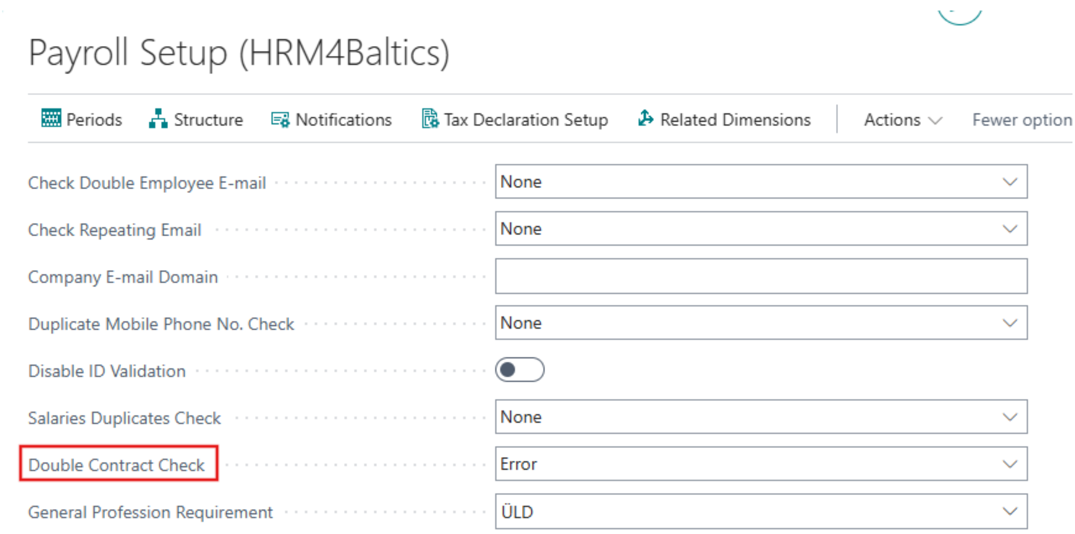


4.2. Double contract line check for entry type "contract"

A check has been added to prevent duplicate entry of the "Contract" entry type. If the "Double Contract Check" setting in payroll setup is set to "Warning" or "Error", only one "Contract" entry type is allowed per employment.

The check is performed when the "From" date on the contract line is entered or modified.

The double contract check can be configured in the payroll setup.



5. INTEGRATIONS

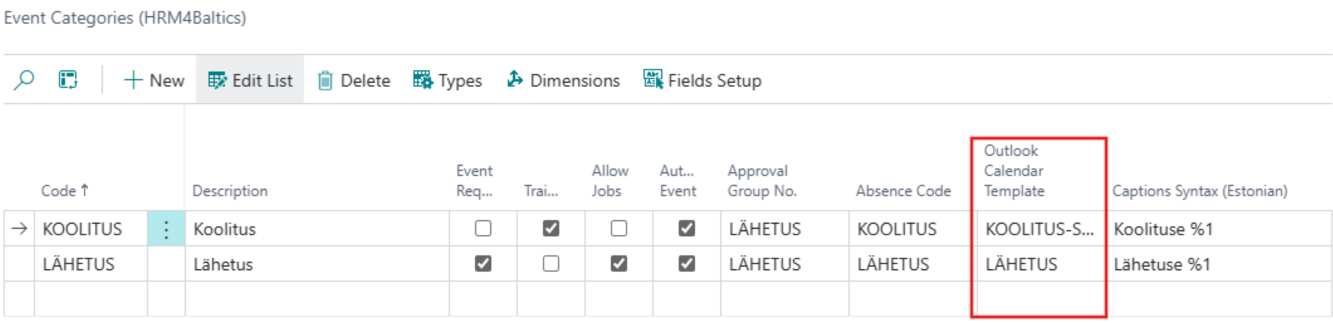
5.1. Trainings and events to the outlook calendar

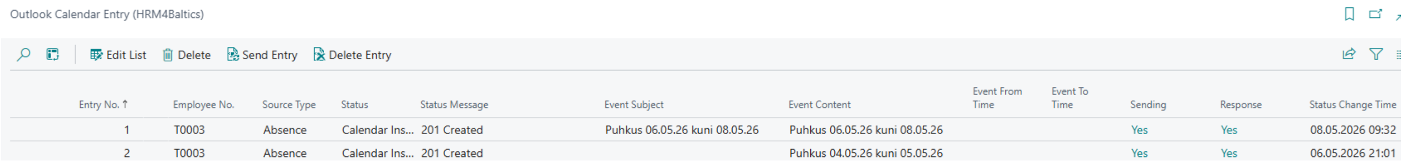
The following enhancements have been made to the Outlook integration:

1) After the approval workflow for training and event requests has been completed, an Outlook calendar entry is automatically created in the employee's Outlook calendar for the duration of the training or event.
2) The calendar event is created based on the from time and to time specified on the request.

3) The calendar event status can be configured as Out of Office, Busy, or Working Elsewhere.
4) The calendar event is created in the Outlook calendar of the employee specified on the request card.
5) The description of the calendar entry can be configured, for example, using the following format: Event Category – Event Period – Country – Event Name. Example: Training with Business Trip – 19/08/2025–19/08/2025 – Estonia – English Language Training

The Outlook synchronization is managed by job queue Entry codeunit 24002063, without parameter string values.

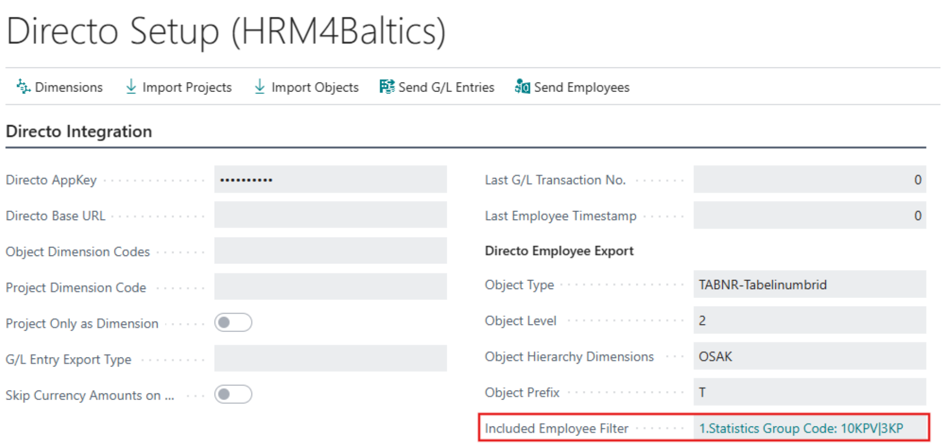




5.2. Filter for employees included in Directo

A new field, "Included Employee Filter", has been added to the Directo Setup page. This field allows you to specify which employees' data will be updated in Directo. The filter can be based on the statistics group code I and statistics group code II fields. If the filter is empty, all employees will be included in the update.

If an employee does not match the selected filter criteria, the "Up-to-Date in Directo" marker on the employee card is set to “Yes”, and the employee will not be included in employee data updates sent to Directo.



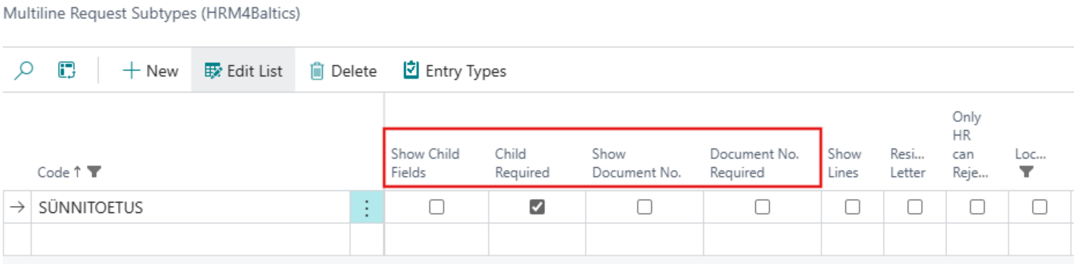
6. MULTILINE REQUEST

6.1. Document number and child fields on multiline request lines

The following enhancements have been made to multiline request subtypes:

1. A document no. column can now be configured for the request type.
- Setup: Document No. Required
- Setup: Show Document No. (if document no. required is enabled, this option cannot be set to „No“).

2. It is now possible to configure a request type to allow adding child information, for example when applying for a birth grant. In this case:
- The date field on the expense report line is labeled "date of birth".
- A child name column is available on the expense report line
- When the multiline request is approved and completed, the child is automatically added to the employee's children list using the date of birth and child name entered on the request.
- Child information can be configured as mandatory.

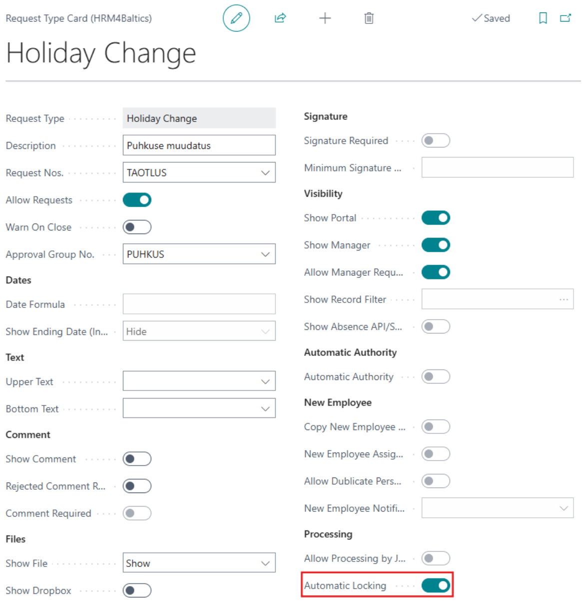


7. HOLIDAYS

7.1. Automatic hiding of requests in request lists

A new "Automatic Locking" option has been added to the request type setup. When this option is enabled, requests in the following statuses will be automatically hidden from the request lists:

- "Completed" – Holiday change request;
- "Rejected" – Holiday request and holiday change request.



8. ABSENCES

8.1. Cancellation of a related request when cancelling an absence

When an employment end date is entered for an employee, the HR specialist is notified about approved future absences. The HR specialist is redirected to the absences list, where the relevant absences can be cancelled.

If an absence is linked to a request, cancelling the absence automatically cancels the related request and sets its status to “Cancelled”. The request no. field can be added to the absence lines through personalization.

A cancelled leave request displays the information "Cancelled by HR specialist".

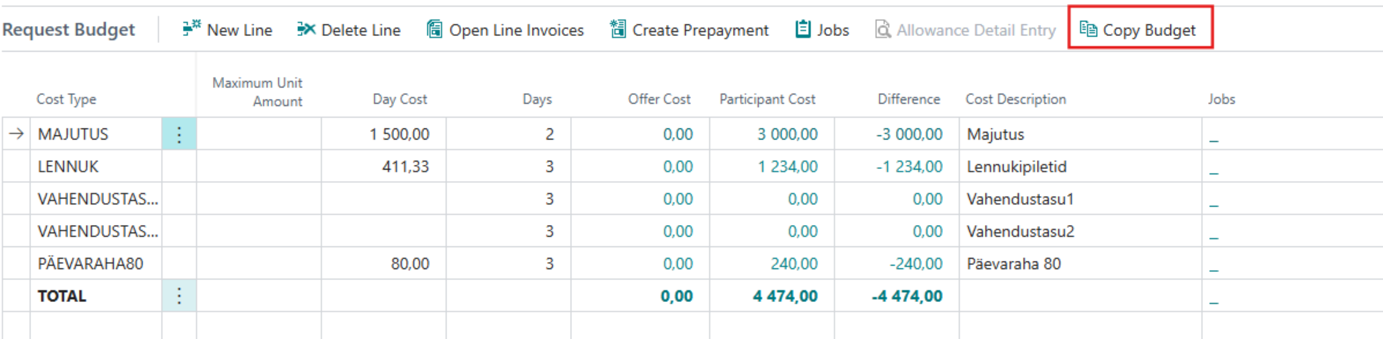
If the employee has approved absences, the first leave processing job queue automatically cancels the corresponding leave requests.

9. EVENTS

9.1. Copying the budget of an event request

The following enhancements have been made to the event request:

1) An employee who is designated as the event organizer or an HR specialist with the appropriate exception can enter budget amounts on an event request and run the Copy Budget function. This function copies the same budget lines to the budgets of other event requests related to the same event.
2) Budget amounts can only be copied to event requests with the status „New“.
3) Before the copy process starts, the following confirmation message is displayed: "Do You want to copy the budget from this event request to 3 event requests with status New for the same event?“
4) If the user selects „Yes“, a new page opens displaying the budget lines that already contain amounts on the related event requests. Any lines that should be updated must be deleted from the list. Lines that remain in the list will not be updated during the copy process.



Request Budget | New Line | Delete Line | Open Line Invoices | Create Prepayment | Jobs | Allowance Detail Entry | Copy Budget

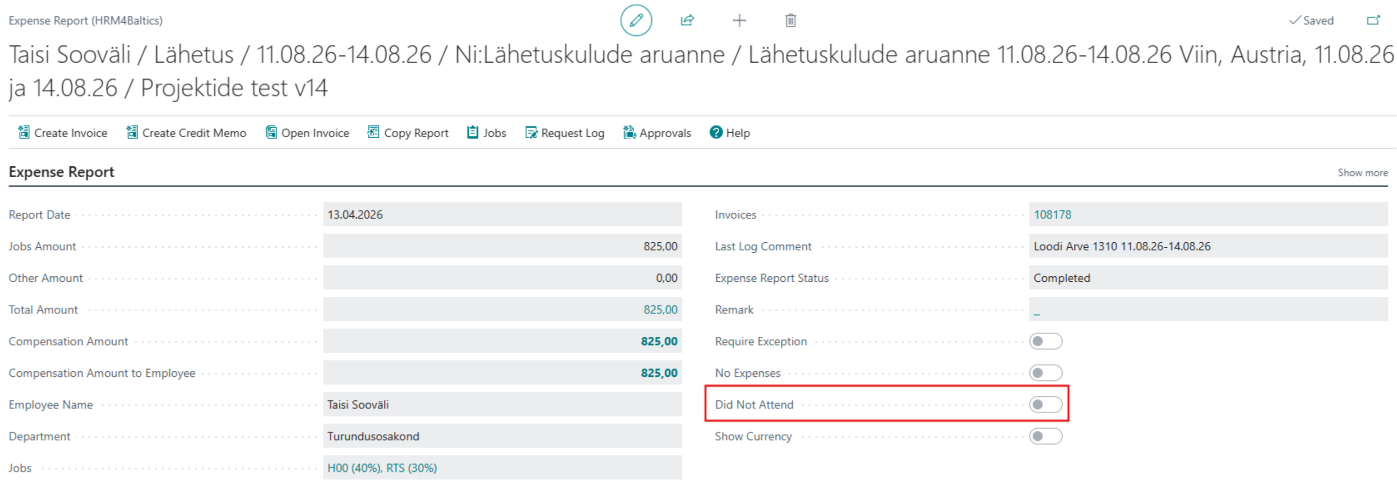
Cost Type	Maximum Unit Amount	Day Cost	Days	Offer Cost	Participant Cost	Difference	Cost Description	Jobs
MAJUTUS		1 500,00	2	0,00	3 000,00	-3 000,00	Majutus	_
LENNUK		411,33	3	0,00	1 234,00	-1 234,00	Lennukipiletid	_
VAHENDUSTAS...			3	0,00	0,00	0,00	Vahendustasu1	_
VAHENDUSTAS...			3	0,00	0,00	0,00	Vahendustasu2	_
PÄEVARAHA80		80,00	3	0,00	240,00	-240,00	Päevaraha 80	_
TOTAL				**0,00**	**4 474,00**	**-4 474,00**		_

10. REQUESTS

10.1. “Did Not Attend” field on the event request card and transfer of expenses from expense report to request

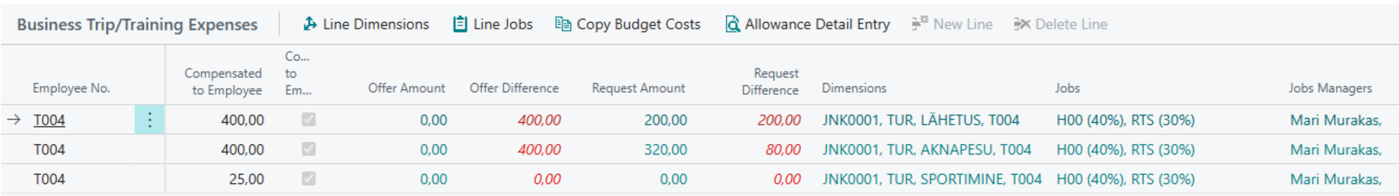
1) A new button “Did Not Attend” has been added to the expense report. When this button is used, the default per diem calculation is automatically removed from the expense report.

The “Did Not Attend” indicator is also displayed on the related request, making it visible that the person did not participate in the respective event (business trip or training).



2) Four new informational comparison columns have been added to the expense report lines, allowing users to view differences between the offer and request data:

- Offer Difference
- Request Amount
- Request Difference



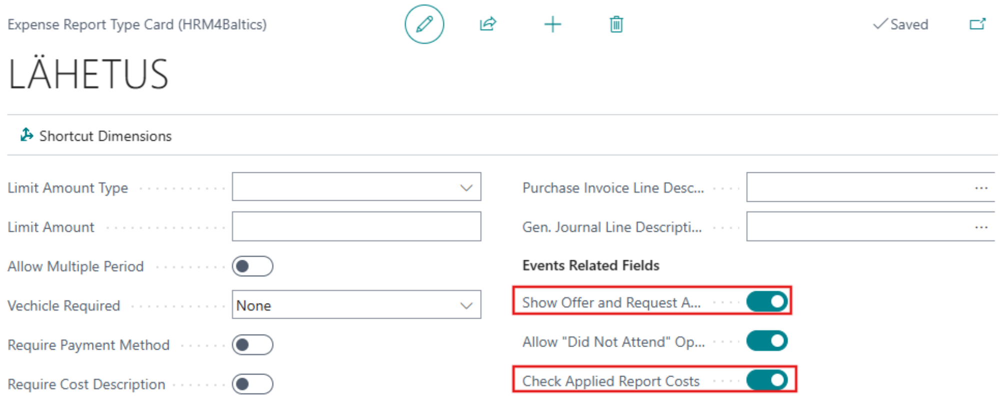
Employee No.	Compensated to Employee	Co... to Em...	Offer Amount	Offer Difference	Request Amount	Request Difference	Dimensions	Jobs	Jobs Managers
T004	400,00	☑	0,00	400,00	200,00	200,00	JNK0001, TUR, LÄHETUS, T004	H00 (40%), RTS (30%)	Mari Murakas,
T004	400,00	☑	0,00	400,00	320,00	80,00	JNK0001, TUR, AKNAPESU, T004	H00 (40%), RTS (30%)	Mari Murakas,
T004	25,00	☑	0,00	0,00	0,00	0,00	JNK0001, TUR, SPORTIMINE, T004	H00 (40%), RTS (30%)	Mari Murakas,

3) When the expense report is sent to the approval workflow, the "Paid" column on the event request is updated with the actual paid amounts from the expense report. If additional expense lines have been added to the expense report that were not included in the original request, these lines are also added to the request budget lines with their corresponding amounts in the "Paid" column, so that actual costs can also be viewed from the request. Project information is also included for these expenses.

Related setup:

To make these columns visible, the expense report type card must have the setting "Show Offer and Request Amounts" enabled. This is only allowed for event-related expense reports. The comparison is shown provided that the expense category code is the same, even if different templates are used.

There is also a setting on the report type card "Check Applied Report Costs". When this is enabled, expense lines that are not present on the request will be added from the expense report to the request.



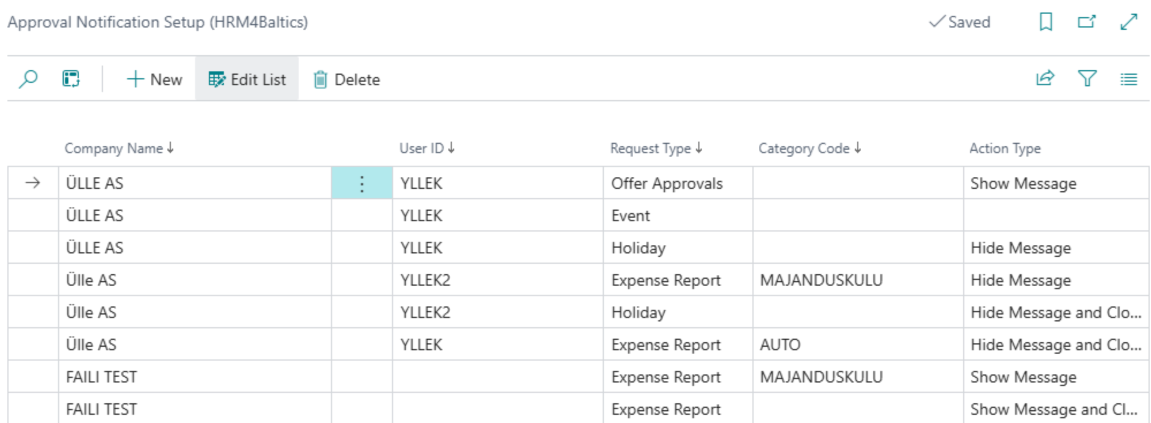
10.2. Last approver notification setup

On the portal setup page, default settings can be defined by company, across all companies, or by user via the "Approval Notification Setup" action to determine how notifications are displayed to the last approver.

The following setup criteria are available:

- Company Name – company-specific setup
- User ID – user-specific setup
- Request Type – request type-specific setup
- Category Code – category-specific setup. Applies only to request types Expense Report, Event, and Request for Quotation.

Any combination of the above criteria can be used.



The following notification options are available:

- Show Message and Close Page – a notification is displayed, the Expense Report Card is closed, and the Unapproved Requests List is opened.
- Hide Message – no notification is displayed to the last approver, and the card remains open.
- Hide Message and Close Page – no notification is displayed to the last approver, and the card is closed automatically.
- Show Message – a notification is displayed, and the card remains open.
- Blank – a notification is displayed, and the card remains open.

In the list opened from the Portal Setup page, the user with the exception role "HR Specialist" can view and modify all setup entries.

In the employee portal, employees can manage their own settings. For this purpose, the "My Information" section contains the "My Setup" tab. When opened, a filtered view of the setup entries is displayed to the employee.

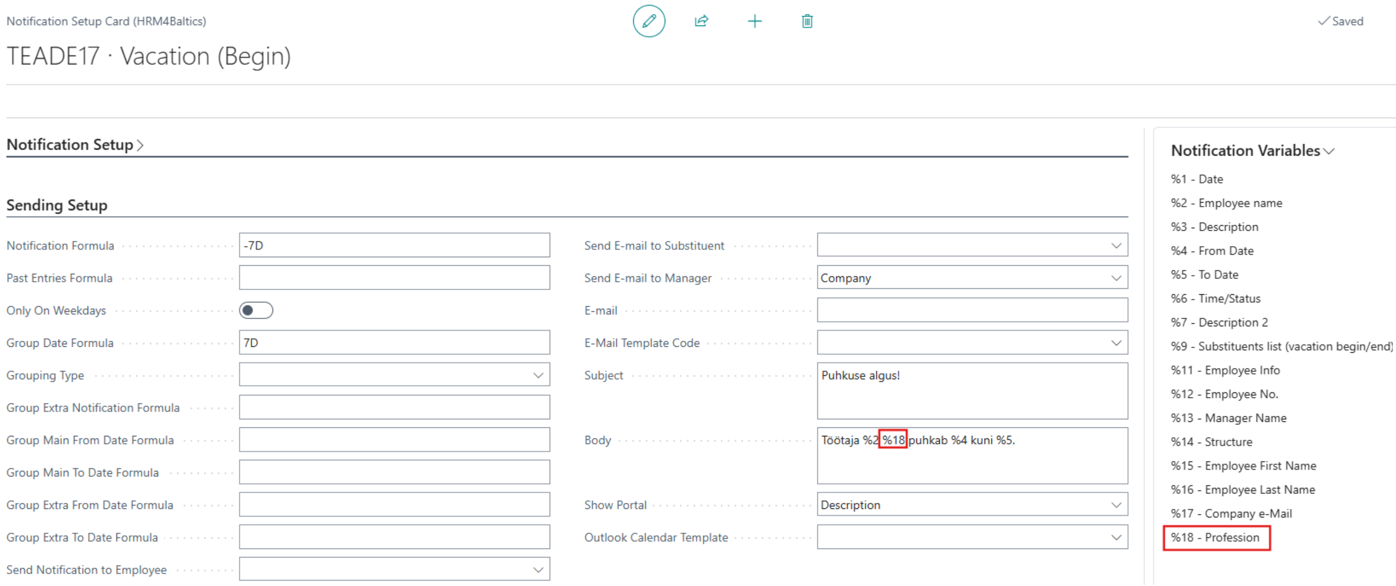
In the Employee Portal, approval notification settings can only be configured on a company-specific basis.

The visibility of the "My Setup" tab in the employee portal can be controlled in the Portal Setup page using the field "Allow Employees to Setup Approval Notifications".

11. NOTIFICATIONS

11.1. Notification variable “Profession”

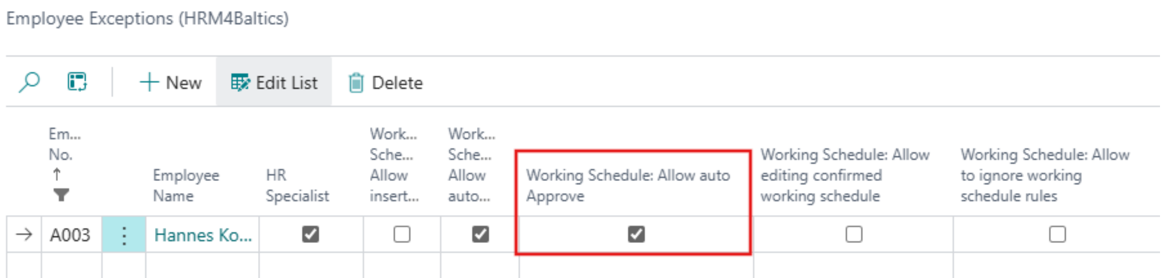
A new variable “%18 - Profession” has been added to the notification setup card, allowing the profession name to be automatically included in the notification content when sending a notification.



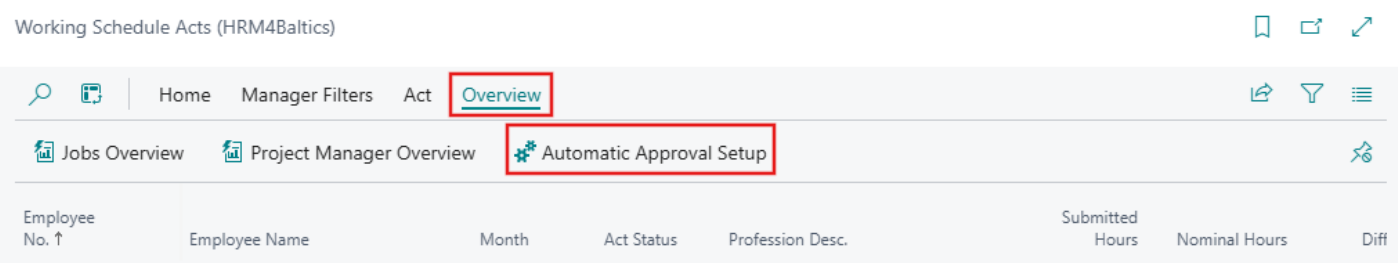
12. WORKING SCHEDULE

12.1. Exception – Working Schedule: Allow Auto Approve

A new option “Working Schedule: Allow Auto Approve” has been added to the employee card exceptions.



If the exception is assigned to an employee, the button “Overview -> Automatic Approval Setup” is displayed in the “My Approvals” section of the employee portal. Through this setup, the employee can select the projects for which working schedules will be approved automatically.



Automatic approval is possible only if the hours for the corresponding project have also been submitted automatically.

Automatic approval is controlled by the same job queue that is used for automatic submission.

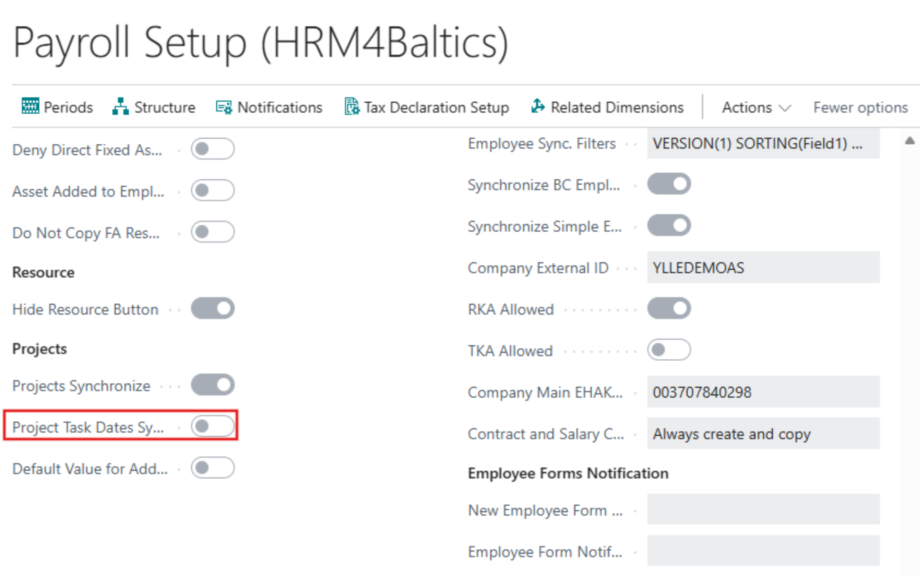
The employee can cancel the automatic approval and send the document back to the submitter. In this case, automatic submission will not be performed again unless the submitter of the working schedule has modified the hours in the schedule.

12.2. Employee group factor check

A change has been implemented in the recurring employee entry process, where the system checks from the working schedule whether the employee already has a group factor. If a group factor is already defined, the automatic group factor logic is applied, and the group factor value is not set higher than 1.

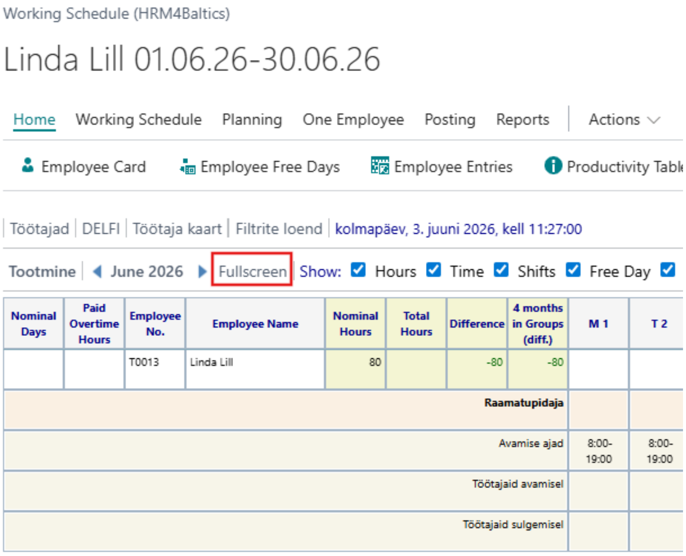
12.3. Updating dates during project synchronization to working schedule projects

A new field, "Project Task Dates Synchronize", has been added to payroll setup. This field allows you to specify whether the start date and end date of project task lines are transferred to working schedule projects during project synchronization.



12.4. Fullscreen view of the working schedule

A new "Fullscreen" button has been added to the working schedule, allowing users to expand the working schedule view to fill the entire screen.

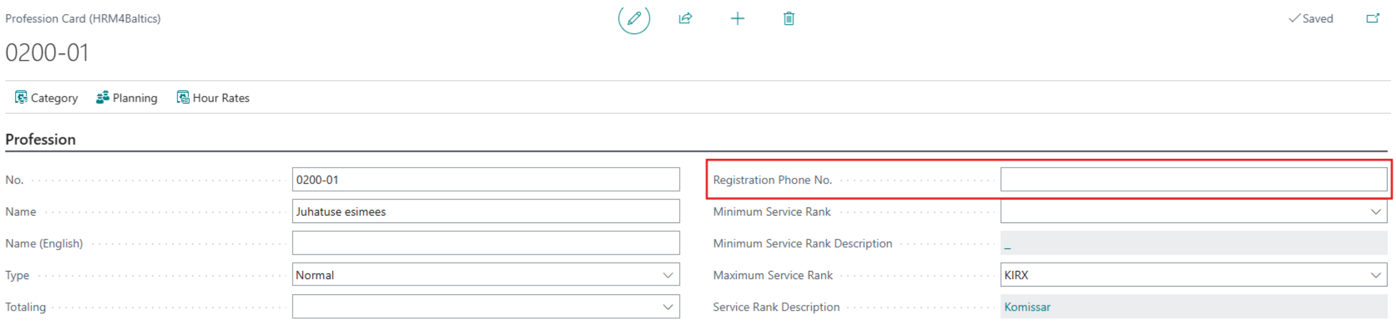


13. EMPLOYEE

13.1. Phone number on the profession card

A new field, "Registration Phone No.", has been added to the profession card. This field allows users to enter the phone number that should be used for booking an appointment with the official.

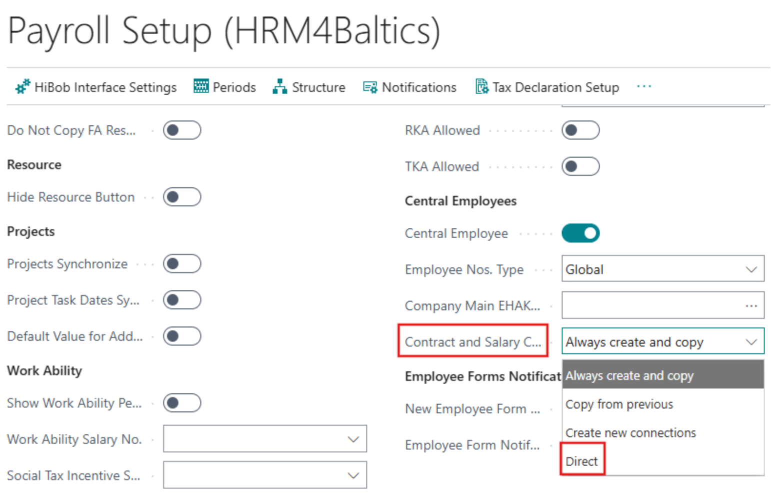
The field becomes visible when the public service indicator is enabled.



13.2. Linking Contracts and Salaries

A quick view of salaries linked to a contract has been added to the employment contracts page, making it easier to manage the relationship between contracts and salaries. Salary linking is performed on the salaries page.

In payroll setup, a new option "Direct" has been added to the "Contract and Salary Connection Type" field. When this option is selected, the “Contract Line No”. and “Contract No”. fields are displayed on the salary. The linked salaries are also shown on the employee’s contract.



Additionally, if the "Default Dimensions" checkbox is selected on the salary type, the dimensions are updated according to the related contract line. If the contract dates are changed, the dates of the linked salaries are also updated accordingly.