

HRM4BALTICS UPDATES – MAY 2026

31. May 2026

Table of Contents

- 1. EMPLOYEE FORM2
 - 1.1. Email notification for employee form approval to the selected employee2
- 2. EXPENSE REPORT2
 - 2.1. Reason code on expense report lines2
- 3. CHILDREN3
 - 3.1. Child age check when adding a child via the portal3
- 4. CONTRACT3
 - 4.1. Employee contract file support3
 - 4.2. Double contract line check for entry type “contract”4
- 5. INTEGRATIONS4
 - 5.1. Trainings and events to the outlook calendar4
 - 5.2. Filter for employees included in Directo5
- 6. MULTILINE REQUEST6
 - 6.1. Document number and child fields on multiline request lines6
- 7. HOLIDAYS6
 - 7.1. Automatic hiding of requests in request lists6
- 8. ABSENCES7
 - 8.1. Cancellation of a related request when cancelling an absence7
- 9. EVENTS7
 - 9.1. Copying the budget of an event request7
- 10. REQUESTS7
 - 10.1. “Did Not Attend” field on the event request card and transfer of expenses from expense report to request7
 - 10.2. Last approver notification setup9
- 11. NOTIFICATIONS10
 - 11.1. Notification variable “Profession”10
- 12. WORKING SCHEDULE10
 - 12.1. Exception – Working Schedule: Allow Auto Approve10
 - 12.2. Employee group factor check11
 - 12.3. Updating dates during project synchronization to working schedule projects11
 - 12.4. Fullscreen view of the working schedule12
- 13. EMPLOYEE12
 - 13.1. Phone number on the profession card12
 - 13.2. Linking Contracts and Salaries12

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.”

Payroll Request Setup ✓ Saved

Employee Form · 01.01.2019

[Home](#) [Setup](#)

[Name Translation](#)
 [Upper Right Text Translation](#)
 [Bottom Right Text Translation](#)
 [Signature Agreement Translation](#)
[Upper left Text Translation](#)
 [Bottom Left Text Translation](#)
 [Signature Button Translation](#)
 [Submitting Translation](#)

Request

Request Type	Employee Form	Submit Email Template
Description	Ankeet	Submit E-mail Template
E-Mail Template		Submit E-mail Receiver No.
From Date	01.01.2019	Cancel Email Template
To Date		Cancel E-mail Template
Form		Cancel Portal Message Dat...

Note: The right-hand section of the form (Submit Email Template, Cancel Email Template, and Cancel Portal Message Dat...) is highlighted with a red box in the original image.

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.

Expense Report Type Card (HRM4Baltics)

MAJANDUSKULU

[Shortcut Dimensions](#)

Minimum Range		Show Liters	<input type="checkbox"/>
Allowed To Submit Time In...		Show No Expenses	<input checked="" type="checkbox"/>
Cost Date Must Be In Period	<input checked="" type="checkbox"/>	Show Reason Code	<input checked="" type="checkbox"/>
Change Cost Date	<input checked="" type="checkbox"/>	Require Reason Code	<input checked="" type="checkbox"/>
Report Type	Expense	Hide Instructions	<input type="checkbox"/>
Default Expense Template ...	MAJANDUSKULU	Hide	<input type="checkbox"/>

Note: The 'Show Reason Code' and 'Require Reason Code' rows in the table above are highlighted with a red box in the original image.

Economic Expenses													
Line Dimensions Line Jobs Select Connected File Remove Connected File New Line Delete Line													
Employee No.	Cost Document No.	Cost Type	Vendor & Expense Type	Quantity	Unit Cost	Amount	Compensation Amount	Reason Code	Dimension: tegevus	Dimension: piirkond	Dimension: ametikoht	Varad Tähis	
→		MAJANDUSKU...	Majanduskulu	1	0.00	*		KULUARUNNE	SPORTIMINE			AAA01	

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)

Payroll Setup (HRM4Baltics)

Periods Structure Notifications Tax Declaration Setup Related Dimensions		Actions	Fewer options
Check Double Emplo...	Warning	Shortened Normal H...	
Check Repeating Email	None	Child Age Check Child Max Age 0 Disability Child Max ... 0 Child Age Warning None Child Age Warning T... ...	
Company E-mail Do...			
Duplicate Mobile Ph...	None		
Disable ID Validation	<input checked="" type="checkbox"/>		
Salaries Duplicates C...	None		
Double Contract Check	None		

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.

T0002 - Mari Maasikas ✓ Saved

Employee Contracts (HRM4Baltics) + New Edit List Delete Edit View Send to Working Register Working Register Log Structure Option Add Line Print Contract More options

Working Register ID	ISCO Description	Stat. Job Distribution Code	Agreed Working Hours	Job Fees Code	Working Schedule First Date	Working Schedule Planning No.	Working Schedule Group No.	Applied Job No.	Job Fees	Attachment Name
→	Raamatupidamise keskastme sp...	-			01.11.2024	KONTOR	KONTOR		-	-
	Raamatupidamise keskastme spe...	-				KONTOR	KONTOR		-	-
	Raamatupidamise keskastme sp...	-				KONTOR	KONTOR		-	-

Details Attachments (0)

Salary Connection

Salary Connection

(There is nothing to show in this view)

Files

2 files

+ Add | Preview | Save | Take Picture

Filename

Tõeleping_Mari.docx

Tõeleping2.docx

File Preview

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.

Payroll Setup (HRM4Baltics)

Periods Structure Notifications Tax Declaration Setup Related Dimensions Actions Fewer option

Check Double Employee E-mail	None
Check Repeating Email	None
Company E-mail Domain	
Duplicate Mobile Phone No. Check	None
Disable ID Validation	<input checked="" type="checkbox"/>
Salaries Duplicates Check	None
Double Contract Check	Error
General Profession Requirement	ÜLD

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.

Event Categories (HRM4Baltics)

Code ↑	Description	Event Req...	Trai...	Allow Jobs	Aut... Event	Approval Group No.	Absence Code	Outlook Calendar Template	Captions Syntax (Estonian)
→ KOOLITUS	Koolitus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LÄHETUS	KOOLITUS	KOOLITUS-S...	Koolituse %1
LÄHETUS	Lähetus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LÄHETUS	LÄHETUS	LÄHETUS	Lähetuse %1

Outlook Calendar Entry (HRM4Baltics)

Entry No. ↑	Employee No.	Source Type	Status	Status Message	Event Subject	Event Content	Event From Time	Event To Time	Sending	Response	Status Change Time
1	T0003	Absence	Calendar Ins...	201 Created	Puhkus 06.05.26 kuni 08.05.26	Puhkus 06.05.26 kuni 08.05.26			Yes	Yes	08.05.2026 09:32
2	T0003	Absence	Calendar Ins...	201 Created	Puhkus 04.05.26 kuni 05.05.26	Puhkus 04.05.26 kuni 05.05.26			Yes	Yes	06.05.2026 21:01

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.

Directo Setup (HRM4Baltics)

[Dimensions](#)
[Import Projects](#)
[Import Objects](#)
[Send G/L Entries](#)
[Send Employees](#)

Directo Integration

Directo AppKey	Last G/L Transaction No.	0
Directo Base URL	Last Employee Timestamp	0
Object Dimension Codes	Directo Employee Export		
Project Dimension Code	Object Type	TABNR-Tabelinumbrid
Project Only as Dimension	<input type="checkbox"/>	Object Level	2
G/L Entry Export Type	Object Hierarchy Dimensions	OSAK
Skip Currency Amounts on ...	<input type="checkbox"/>	Object Prefix	T
		Included Employee Filter	1.Statistics Group Code: 10KPV3KP

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.

Multiline Request Subtypes (HRM4Baltics)

Code ↑ ▼	Show Child Fields	Child Required	Show Document No.	Document No. Required	Show Lines	Resi... Letter	Only HR can Reje...	Loc... ▼
→ SÜNNITOETUS	<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"/>

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.

Request Type Card (HRM4Baltics)

Holiday Change

Request Type: Holiday Change

Description: Puhkuse muudatus

Request Nos.: TAOTLUS

Allow Requests:

Warm On Close:

Approval Group No.: PUHKUS

Dates

Date Formula:

Show Ending Date (In...): Hide

Text

Upper Text:

Bottom Text:

Comment

Show Comment:

Rejected Comment R...:

Comment Required:

Files

Show File: Show

Show Dropdown:

Signature

Signature Required:

Minimum Signature:

Visibility

Show Portal:

Show Manager:

Allow Manager Requ...:

Show Record Filter:

Show Absence API/S...:

Automatic Authority

Automatic Authority:

New Employee

Copy New Employee ...:

New Employee Assig...:

Allow Duplicate Pers...:

New Employee Notifi...:

Processing

Allow Processing by J...:

Automatic Locking:

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).

Expense Report (HRM4Baltics) Saved

Taisi Sooväli / Lähetus / 11.08.26-14.08.26 / Ni:Lähetuskulude aruanne / Lähetuskulude aruanne 11.08.26-14.08.26 Viin, Austria, 11.08.26 ja 14.08.26 / Projektide test v14

[Create Invoice](#)
[Create Credit Memo](#)
[Open Invoice](#)
[Copy Report](#)
[Jobs](#)
[Request Log](#)
[Approvals](#)
[Help](#)

Expense Report Show more

Report Date	13.04.2026	Invoices	108178
Jobs Amount	825,00	Last Log Comment	Loodi Arve 1310 11.08.26-14.08.26
Other Amount	0,00	Expense Report Status	Completed
Total Amount	825,00	Remark	-
Compensation Amount	825,00	Require Exception	<input type="checkbox"/>
Compensation Amount to Employee	825,00	No Expenses	<input type="checkbox"/>
Employee Name	Taisi Sooväli	Did Not Attend	<input type="checkbox"/>
Department	Turundusosakond	Show Currency	<input type="checkbox"/>
Jobs	H00 (40%), RTS (30%)		

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

Business Trip/Training Expenses									
Line Dimensions Line Jobs Copy Budget Costs Allowance Detail Entry New Line Delete Line									
Employee No.	Compensated to Employee	Co... to Em...	Offer Amount	Offer Difference	Request Amount	Request Difference	Dimensions	Jobs	Jobs Managers
→ T004	400,00	<input checked="" type="checkbox"/>	0,00	400,00	200,00	200,00	JNK0001, TUR, LÄHETUS, T004	H00 (40%), RTS (30%)	Mari Murakas,
T004	400,00	<input checked="" type="checkbox"/>	0,00	400,00	320,00	80,00	JNK0001, TUR, AKNAPESU, T004	H00 (40%), RTS (30%)	Mari Murakas,
T004	25,00	<input checked="" type="checkbox"/>	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.

Expense Report Type Card (HRM4Baltics) ✓ Saved

LÄHETUS

Shortcut Dimensions

Limit Amount Type	<input type="text"/>	Purchase Invoice Line Desc...	<input type="text"/>
Limit Amount	<input type="text"/>	Gen. Journal Line Descripti...	<input type="text"/>
Allow Multiple Period	<input type="checkbox"/>	Events Related Fields	
Vehicle Required	<input type="text" value="None"/>	Show Offer and Request A...	<input checked="" type="checkbox"/>
Require Payment Method	<input type="checkbox"/>	Allow "Did Not Attend" Op...	<input checked="" type="checkbox"/>
Require Cost Description	<input type="checkbox"/>	Check Applied Report Costs	<input checked="" type="checkbox"/>

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.

Approval Notification Setup (HRM4Baltics) ✓ Saved

🔍 📄 + New Edit List Delete 🔗 🔍 ☰

Company Name ↓	User ID ↓	Request Type ↓	Category Code ↓	Action Type
→ ÜLLE AS	YLLEK	Offer Approvals		Show Message
ÜLLE AS	YLLEK	Event		
ÜLLE AS	YLLEK	Holiday		Hide Message
Ülle AS	YLLEK2	Expense Report	MAJANDUSKULU	Hide Message
Ülle AS	YLLEK2	Holiday		Hide Message and Clo...
Ülle AS	YLLEK	Expense Report	AUTO	Hide Message and Clo...
FAILI TEST		Expense Report	MAJANDUSKULU	Show Message
FAILI TEST		Expense Report		Show Message and Cl...

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.

Notification Setup Card (HRM4Baltics) ✓ Saved

TEADE17 · Vacation (Begin)

Notification Setup >

Sending Setup

Notification Formula -7D

Past Entries Formula []

Only On Weekdays

Group Date Formula 7D

Grouping Type []

Group Extra Notification Formula []

Group Main From Date Formula []

Group Main To Date Formula []

Group Extra From Date Formula []

Group Extra To Date Formula []

Send Notification to Employee []

Send E-mail to Substituent []

Send E-mail to Manager Company

E-mail []

E-Mail Template Code []

Subject Puhkuse algus!

Body Töötaja %2 %18 puhkab %4 kuni %5.

Show Portal Description

Outlook Calendar Template []

Notification Variables ▾

- %1 - Date
- %2 - Employee name
- %3 - Description
- %4 - From Date
- %5 - To Date
- %6 - Time/Status
- %7 - Description 2
- %9 - Substituents list (vacation begin/end)
- %11 - Employee Info
- %12 - Employee No.
- %13 - Manager Name
- %14 - Structure
- %15 - Employee First Name
- %16 - Employee Last Name
- %17 - Company e-Mail
- %18 - Profession**

12. WORKING SCHEDULE

12.1. Exception – Working Schedule: Allow Auto Approve

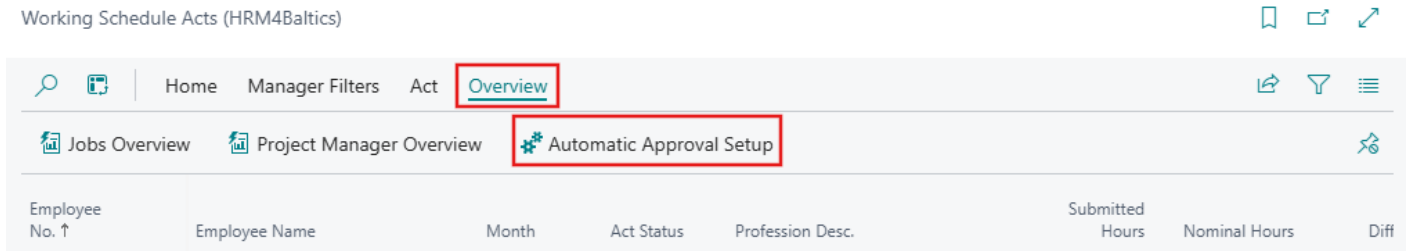
A new option "Working Schedule: Allow Auto Approve" has been added to the employee card exceptions.

Employee Exceptions (HRM4Baltics)

🔍 📄 + New 📝 Edit List 🗑 Delete

Em... No.	Employee Name	HR Specialist	Work... Sche... Allow insert...	Work... Sche... Allow auto...	Working Schedule: Allow auto Approve	Working Schedule: Allow editing confirmed working schedule	Working Schedule: Allow to ignore working schedule rules
→ A003	Hannes Ko...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

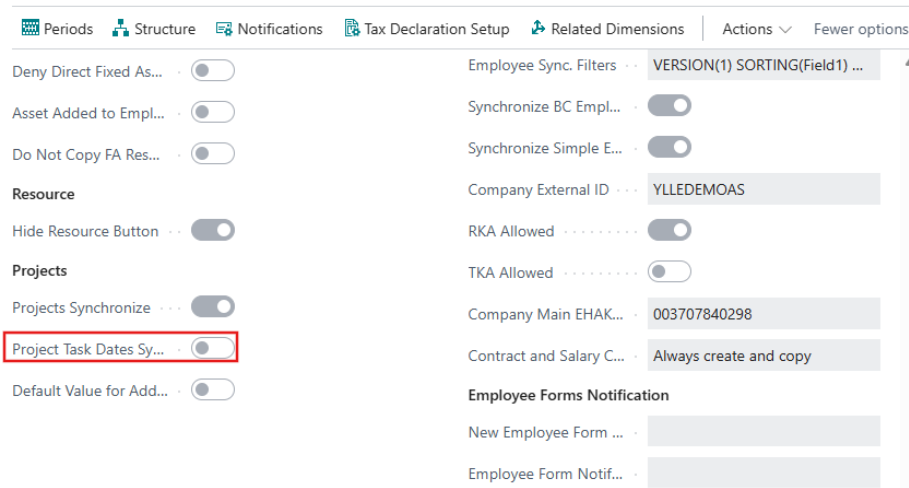
12.2. Employee group factor check

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.

Payroll Setup (HRM4Baltics)



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.

Working Schedule (HRM4Baltics)

Linda Lill 01.06.26-30.06.26

Home Working Schedule Planning One Employee Posting Reports Actions ▾

Employee Card Employee Free Days Employee Entries Productivity Table

Töötajad | DELFI | Töötaja kaart | Filtrite loend | kolmapäev, 3. juuni 2026, kell 11:27:00

Tootmine | June 2026 | Fullscreen Show: Hours Time Shifts Free Day

Nominal Days	Paid Overtime Hours	Employee No.	Employee Name	Nominal Hours	Total Hours	Difference	4 months in Groups (diff.)	M 1	T 2
		T0013	Linda Lill	80		-80	-80		
Raamatupidaja									
Avamise ajad								8:00-19:00	8:00-19:00
Töötajaid avamisel									
Töötajaid sulgemisel									

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.

Profession Card (HRM4Baltics) Saved

0200-01

Category Planning Hour Rates

Profession

No.	0200-01	Registration Phone No.	<input type="text"/>
Name	Juhatusesimees	Minimum Service Rank	<input type="text"/>
Name (English)		Minimum Service Rank Description	-
Type	Normal	Maximum Service Rank	KIRX
Totalling		Service Rank Description	Komissar

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.

Payroll Setup (HRM4Baltics)

HiBob Interface Settings Periods Structure Notifications Tax Declaration Setup

Do Not Copy FA Res... RKA Allowed

Resource

TKA Allowed

Hide Resource Button

Projects

Central Employees

Projects Synchronize

Central Employee

Project Task Dates Sy...

Employee Nos. Type

Default Value for Add...

Company Main EHAK...

Work Ability

Contract and Salary C...

Show Work Ability Pe...

Employee Forms Notificat...

Work Ability Salary No.

New Employee Form ...

Social Tax Incentive S...

Employee Form Notif...

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.

Employee Salaries (HRM4Baltics) 🔍 📄 + New 📝 Edit List 🗑 Delete More options 🔗 🔍

Contract Line No.	Description	Request No. (Opened)	Request No. (Closed)	Default Dimensions	Dim1 Tähis
→	Tunnitasu			<input checked="" type="checkbox"/>	01