

HRM4BALTICS UPDATES – JUNE 2026

30. June 2026

Table of Contents

1. REPORTS	2
1.1. Accrual year of the holiday in the state holiday compensation report	2
2. TRAININGS	2
2.1. Training participant personal ID	2
3. CONTRACT	2
3.1. Contract description selection, connection to salary	2
4. ABSENCES.....	3
4.1. Displaying holiday change requests	3
5. STRUCTURE.....	4
5.1. Hidden" marker for a profession in the structure	4
6. REQUESTS.....	5
6.1. Warning or delete option when closing a request card	5
6.2. Creating a multiline request from a anniversary notification entry.....	6
6.3. Holiday columns in request lists	7
6.4. Declaration of Economic Interests – Nothing to declare, declaration overview and notifications	7
7. WORKING SCHEDULE	8
7.1. Preparing hours	8
7.2. Copying a working schedule group.....	9
8. SALARIES.....	10
8.1. Salary type setup – contract connection required	10

1. REPORTS

1.1. Accrual year of the holiday in the state holiday compensation report

The following new fields have been added to the Reports Setup section „Riigieelarvest puhkusetasu ja keskmise töötasu hüvitamise taotlus“.

- Annual Leave for an Employee with Partial or No Work Capacity (Vacation Reserve) – specifies the payroll account to which the monthly closing balance of the additional leave reserve for an employee with partial or no work capacity is posted (3610).
- Underage Vacationing (Vacation Reserve) – specifies the payroll account to which the monthly closing balance of the additional leave reserve for an underage employee is posted (3710).

When the report is run, the system retrieves the vacation reserve balance as of the end of the previous year and the number of leave days used during the months of the same year preceding the reporting period. Based on this information, the report indicates the year in which the employee's leave entitlement was accrued.

Payroll Reports Setup (HRM4Baltics)

Disabled employee annual holiday (Amount)	1740 1741	▼
Annual Leave for an Employee with Partial or No Work Capa...	3630	▼
Annual Leave for an Employee with Partial or No Work Capa...	3610	▼
Underage vacationing (Days)	P_TAIENDAL	▼
Underage vacationing (Type)	All	▼
Underage vacationing (Amount)	1745 1746	▼
Underage vacationing (paid)	3730	▼
Underage vacationing (Vacation Reserve)	3710	▼
Care Leave (Days)	P_HOOLDUS	▼
Care Leave (Type)	Working Days	▼
Care Leave (Amount)	1755	▼

2. TRAININGS

2.1. Training participant personal ID

A new field, Personal ID, has been added to the training card. The field displays the personal ID of the training participant.

3. CONTRACT

3.1. Contract description selection, connection to salary

The following enhancements have been made to contracts:

- It is now possible to configure selectable values for the "Description" field on a contract line. By default, the description field is still populated based on the contract type, but users can now change this value on the contract line by selecting an appropriate description from the drop-down list of available options.

TRI-0337 · Valve Kaamera ✓ Saved

Employee Contracts (HRM4Baltics) + New Edit List Delete Edit View Send to Working Register Working Register Log Structure Option ...

Working Register ID	Pri...	Entry Type	Contract Type	Contract No.	Applied Contract No.	Addendum No.	From Date	To Date	Calculated Probationary Date	Extended Probationary Days	Noviciate Ending Date	Description	Working Factor
→	<input type="checkbox"/>	Contract	11	2025-87	2025-87		01.01.2026	31.01.2026	16.01.2026		16.01.2026	Määramata ajaks, osalise töötajaga	1
	<input type="checkbox"/>	Addendum	11	2025-87+2	2025-87	2	01.02.2026					töötasu muudatus	0,5

Description ↑

- osakonna ja töötasu muudatus
- osakonna, koormuse, töötasu muudatus
- töötasu muudatus
- Ülle üllatas ülaseid üksteise ümber

+ New Show details Select from full list

Contract Related Salaries New Line Delete Line Copy Previous Salaries All Salaries

Contract Line No.	Contract No.	From Date	To Date	Salary No.	Amount	Description	Def. Dim...	Dimensioon: osakond	Dimensioon: ametigrupp	Dimensioon: tegevus	Dimensioon: allüksus	Dimensioon: piirkond	Projek
→	20000	2025-87+2	01.02.2026	TASU_KUUPA...	2 500	Kuupalk, päevapõhine arvestus	<input checked="" type="checkbox"/>	FIN	JUHT	KULETAMINE		LAAGRI	
	20000	2025-87+2	01.02.2026	TASU_LISA	40	Igakuine lisatasu	<input type="checkbox"/>						

In Payroll Setup, the “Contract and Salary Connection Type” must be set to “DIRECT”. When this option is selected, new fields, FactBoxes, subpages, and actions related to this functionality become available. For example, the salaries subpage is displayed in the contracts list.

- In the employee's contracts list, a contract can be linked to a salary. If the salary has the „Default Dimensions“ flag enabled, dimensions are inherited from the linked contract line. If the default dimensions flag is not enabled, all dimensions must be entered manually. The default dimensions flag can be configured on the „Salary Type“ card.
- The dates of a salary linked to a contract cannot be modified manually. They are automatically inherited from the contract line.
- When a new contract line is created and the previous contract line is closed, the linked salary also expires. A new salary must then be added to the new contract line.
- A new action has been added to the salaries subpage that allows users to copy the salary linked to the previous contract line with the same contract type to the new contract.
- Contracts and salaries can also be linked in bulk. For this purpose, the „Link Salaries to Contracts“ action has been added to the “Salary Type „ card (hidden by default). The function searches for a salary with the same starting date as the contract and links it to the contract. If the salary remains valid for a longer period than the contract, the salary period is split accordingly.

4. ABSENCES

4.1. Displaying holiday change requests

The following enhancements have been made to the Holiday Request functionality:

- The holiday request list now displays requests of the types „Holiday“ and „Holiday Change“. By default, the filter includes only the holiday type; however, when the filter is removed, holiday change requests are also displayed.
- A new column, „Source Request No.“, has been added to the holiday request list. This field displays the number of the request for which the current entry is a change request.

Holiday Request List (HRM4Baltics)

Request Type	Source Request No.	Employee No.	Job Title	Request Status	Modification Status	Starting Date	Ending Date	Holiday Journal Name	Holiday Type
Holiday	-	0032	Ostujuht	Completed		11.03.2025	10.07.2025	-	PUHKUS
<u>Holiday Change</u>	TAOT_01947	0032	Ostujuht	Waiting Ap...		11.06.2025	12.06.2025	-	PUHKUS

- On the holiday request card, within the „Request Information“ FastTab, information is displayed when a holiday change request has been created and what its current „Status“ is. For example: "Holiday change request created" or "Holiday change request pending approval". In addition, the related absence entry is displayed, for example: "Absence Created 18/05/2026–25/05/2026". The „Connected Requests“ field shows the number of connected requests and allows users to open them directly.
- The Comment field on the request card displays information about the dates that are being changed. For example: "Changed 18/05/2026–24/05/2026". If multiple change requests exist, the field displays the dates of the previous absence period rather than the dates of the original period.
- Two new fields have been added to the holiday change request card: „Connected Request No.“ and „Connected Request Info“. Selecting the „Connected Request No“ opens the request that is being changed.

Request Information

Show more

Request No. H00687 Current Approver Role [Käitsi lisatud](#)

Request Status [Waiting Approval](#)

Cancellation

Holiday Type PUHKUS Holiday Payment Payday

Specification Code

Starting Date 11.06.2025 **Connected Request No.** TAOT_01947

Holiday Duration 2 **Connected Request Info** PUHKUS - -

Ending Date 12.06.2025 Verification

Comment

- It is now possible to include the changed dates in approval workflow emails by using percentage (%) variables.
-

5. STRUCTURE

5.1. Hidden" marker for a profession in the structure

A Hidden marker has been added to the “Professions” section in structure setup.

When the “Hidden” marker is selected for a profession, that profession is no longer displayed in the list of available professions for selection.

On the contract card, the profession list filter can be removed, allowing hidden professions to be displayed. However, hidden professions cannot be displayed in the “Adding Employee” payroll request type.

Payroll Profession Structure Map

→	Profession No. ↑		Profession Name	Hidden
	20	⋮	Kliendihaldur	<input type="checkbox"/>

6. REQUESTS

6.1. Warning or delete option when closing a request card

A new field, "Action on Close", has been added to the request type card setup. The field provides the following options:

- Warn
- Delete

Warn - If a user attempts to leave an unsubmitted request, the following message is displayed: "The request has not been submitted. Do you want to close the request card?"

Yes – the request card is closed, and the request remains in the requests list; No – the request card remains open.

Delete - If a user attempts to leave an unsubmitted request, the following message is displayed: "The request has not been submitted. Do you want to delete the request?"

Yes – the request is deleted; No – the request card remains open.

Unsubmitted requests will remain in the requests list and can be found under "My requests". If necessary, continue completing the unsubmitted requests there or delete unnecessary requests.

Request Type Card (HRM4Baltics)



Sickness Request

Request Type Sickness Request

Description Haigestumisest teavitamine

Request Nos. TAOTLUS

Allow Requests

Action on Close Delete

Approval Group No.

Dates

Date Formula

6.2. Creating a multiline request from an anniversary notification entry

A new feature has been added that allows multiline requests to be created automatically from an anniversary notification entry.

- For example, a calendar notification can be configured to check employees' work anniversaries at specified intervals and generate notifications accordingly. The work anniversary milestones for which notifications are created are configurable (e.g. 10, 20, 30 years, etc.). It is also possible to configure the notification delivery time or send all work anniversaries for a given month as a consolidated notification in a single email.
- From the notification, users can create a multiline request or open a multiline request that has already been created automatically in the background by the system. The multiline request includes all employees who are celebrating a work anniversary at the time the notification is generated. A new field, "Multiline Request Type", has been added to the notification setup. This field must be configured with the multiline request type used for work anniversary rewards.

Notification Setup (HRM4Baltics) ✓ Saved

🔍 📄 + New 🔗 Edit List 🗑️ Delete ✎ Edit 👁 View ➕ Add All Types

Code ▼	Type ↑	Description	Sorting No.	Notification Formula	Past Entries Formula	Only On We...	Send Notification to Employee	Send E-mail to Substituent	Send E-mail to Responsible	Send E-mail to Manager	E-mail
→ TÖÖJUUBEL	⋮ Anniversary	Tööjuubel	0	-10D	-15D	<input type="checkbox"/>					yllek@itera.ee

Notification Setup Card (HRM4Baltics)

TÖÖJUUBEL · Anniversary

Notification Setup

Code	<input type="text" value="TÖÖJUUBEL"/>	Holiday Payment Filter	<input type="text"/>
Type	<input type="text" value="Anniversary"/>	Use Seniority	<input type="checkbox"/>
Description	<input type="text" value="Tööjuubel"/>	Notification Language Code	<input type="text"/>
Sorting No.	<input type="text" value="0"/>	Hide In List	<input type="checkbox"/>
Employee Filters	<input type="text"/>	Entries	32
Additional Filter	<input type="text"/>	Multiline Request	
		Multiline Request Type	<input type="text" value="TÖÖJUUBEL"/>

- Based on this setup, the system automatically creates a multiline request card and adds the eligible employees to it. The configured entry type is created automatically. A single entry type and a single payroll account are sufficient, as the system automatically populates the "Value" field with the employee's years of service and posts it to the specified payroll account.
- A Payroll Account can be configured on the Multiline Request, to which the employee's years of service (e.g. 1, 5, 10, 20, or 30 years) are posted. The "Description" field on the request line is generated automatically with text corresponding to the anniversary milestone, for example: "Service Award – 5th Year of Service".
- An Approval Workflow can be applied to the Multiline Request. In addition to approvals, the workflow can also be used to send notifications to other users (for example, an accountant) informing them that a new Multiline Request has been created.

6.3. Holiday columns in request lists

The following enhancements have been made to the “Requests List for HR Manager” and “My Holiday Requests” pages:

- The following fields have been added: “Starting Date”, “Ending Date”, “Holiday Duration”, and “Comment”.
- A new field, „Connected Requests“, has been introduced. It displays the number of requests connected to the selected request. Clicking the field opens a list of the connected requests. The list shows only requests that are connected to each other. Since holiday change requests always modify the original request, the original request (of type Holiday) always contains the currently valid information.
- Holiday change requests have been added to the holidays filter.

Request No.	Aut... Co...	Employee No.	Name	Job Title	Starting Date	Holiday Duration	Ending Date	Comment	Connected Requests	Loc...
TA02808	<input checked="" type="checkbox"/>	02	Annika Armeenia		16.06.2026	2	17.06.2026	–	–	<input type="checkbox"/>
TA02775	<input checked="" type="checkbox"/>	T002	Kaarel Kuusk	Klienditeeni...	06.07.2026	7	12.07.2026	–	1	<input type="checkbox"/>
PUHK0000...	<input checked="" type="checkbox"/>	T002	Kaarel Kuusk	Klienditeeni...	27.07.2026	1	27.07.2026	–	–	<input type="checkbox"/>
PUHK0000...	<input checked="" type="checkbox"/>	T002	Kaarel Kuusk	Klienditeeni...	06.07.2026	2	07.07.2026	–	–	<input type="checkbox"/>
TA02771	<input checked="" type="checkbox"/>	T002	Kaarel Kuusk	Klienditeeni...	27.08.2026	4	30.08.2026	Muudetud 27.08.26 - 03.09.26	1	<input type="checkbox"/>

6.4. Declaration of Economic Interests – Nothing to declare, declaration overview and notifications

The following enhancements have been made to the Declaration of Economic Interests:

- A new checkbox Allow "Nothing to Declare" has been added to the request type “Declaration of Economic Interests”. When this checkbox is enabled, the “Nothing to Declare” checkbox becomes available on the declaration of economic interests request. When the „Nothing to Declare“ checkbox is selected, the end date of all active related persons records is automatically set to the day preceding the work date (work date -1 day). The related persons records then become non-editable. When the „Nothing to Declare“ checkbox is cleared, the related persons records become editable again within the request. If a declaration of economic interests request with the „Nothing to Declare“ checkbox selected is completed, the following message is displayed on the „Related Persons“ FastTab of the employee card (example): "Employee T012 Mari Murakas confirmed on 29/06/2026 that they have no related persons to declare in their declaration of economic interests."

Payroll Request Setup

Declaration of Economic Interests · 01.01.2025

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 Declaration of Economic Interests
Description Majanduslike huvide deklaratsioon
E-Mail Template
From Date 01.01.2025
To Date

Declaration Of Economic Interests

Connected Persons Type Company
Submit Confirmation Text Kinnitan, et esitatud loendis on lõpl...
Declaration Sample File Na... Thomas.png
Deny Deleting Related Per...
Only Valid Related Persons...
Hide Send Back Action
Allow "Nothing to Declare"

Texts

Request Name Majanduslike huvide deklaratsioon

Allow "Nothing to Declare"
Specifies whether "Nothing to Declare" option is allowed on Declaration of Economics form. If allowed, then employees will have the option to declare that they have no reportable economic interests.
Show Help

- The "Employee Form Overview" page now includes new columns that provide information about declaration of economic interests requests. The information displayed in these columns is identical to the information available in the employee forms functionality.
 - The payroll setup page has been extended with the following fields to support the automatic distribution of Declaration of Economic Interest requests:
 1. Declaration of Economic Interest Notification Date Formula (e.g., -365) – works together with the job queue. A notification is sent to active employees whose last declaration of economic interest was submitted more than the period specified by the date formula ago. The same notification is also sent to new employees, as they do not have a previously submitted declaration.
 2. Declaration of Economic Interest Notification Mail Template
 3. Declaration of Economic Interest Reminder Date Formula (e.g., -10) – works together with the job queue. The formula checks when the last notification was sent to the employee and whether the employee has submitted the request. If the request has not been submitted, a reminder notification is sent.
 4. Declaration of Economic Interest Reminder Mail Template
- Email notifications can also be sent manually from the „Employee Form Overview“ page. When sending a notification, the list of email templates opens, filtered by the portal link type declaration of economic interest, allowing the user to select the appropriate template.

Payroll Setup (HRM4Baltics)

The screenshot shows the 'Payroll Setup (HRM4Baltics)' interface. The 'Declaration of Economic Interest Notification' section is highlighted with a red box. It contains the following entries:

Declaration of Economic Interest ...	Value
Declaration of Economic Interest ...	-SD
Declaration of Economic Interest ...	MHD
Declaration of Economic Interest ...	-4D
Declaration of Economic Interest ...	ANKEET

7. WORKING SCHEDULE

7.1. Preparing hours

Two new fields have been added to the "Fields" setup of the working schedule formatted UX template: "Preparing Hours" and "4 Months (Prep.)". The duration of the preparing hours can be specified on the "Shift" setup line of the working schedule in the "Preparing Hours" field. The corresponding columns in the working schedule display the total sum of these hours. Preparing hours are for informational purposes only and do not affect the calculation of working hours.

Fields (HRM4Baltics)

Field No.	Field Name	Sorting No.	Visible	Always Visible	Width	Text Bold	Background Color	Manual Name	Calculate	Value Editable
78	Ettevalmistuse tunnid	499	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5,00	<input type="checkbox"/>	#e6e880	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
172	4 months (prep.)	504	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5,00	<input type="checkbox"/>	#e6e880	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Working Shifts (HRM4Baltics)

Code	Description	Profession No.	Beginning	Ending	Duration	Entry Type	Use Holi... Short Wor...	Break Since	Break Till	Break Duration	Preparing Hours	Working Schedule UX Color
HOM	Hommikune vahetus		06:00:00	17:00:00	10 hours 30 m...		<input checked="" type="checkbox"/>			30 minutes	0,5	#e6d7b1
INVENT	Inventuur		00:00:00				<input type="checkbox"/>				0,5	
JOGURT	Jogurti tootmine		12:00:00	19:00:00	6 hours 30 mi...		<input type="checkbox"/>			30 minutes	0,5	#f5dac1

Töötajad | DELFI | Töötaja kaart | Filtrid | Ametikoht | Filtrite loend | kolmapäev, 10. juuni 2026, kell 13:46:13

ladu | June 2026 | Fullscreen | Show: Hours Time Shifts Free Day Absence Employment | View: **Working Time** Not Accepted Skills | Plan is not approved

Employee Name	Employee Status	Paid Overtime Hours	Nominal Hours	Total Hours	Difference	Ettevalmis tuse tunnid	4 months (nominal)	4 months (actual)	4 months in Groups (diff.)	4 months (prep.)	Sorting Group	Sorting No.	M 1	T 2	W 3	T 4	F 5	S 6	S 7	M 8	T 9	W 10	T 11	F 12		
Kristjan Koppel	Active		160	11,5	-148,5	1	160	11,5	-148,5	1	1	1										INVENT	KILE			
Joel Sepp	Active		80		-80		160		-160		1	2														
Rainer Saar	Active		160		-160		160		-160		2	1														
Avamise ajad													6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:00	6:00-23:00	6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:30	6:00-23:30	
Töötajad avamisel																										

7.2. Copying a working schedule group

A new action “Copy Working Schedule Group”, has been added to the working schedule group card.

To copy a working schedule group, create a new working schedule group and select the existing working schedule group from which the data will be copied.

In the copy window, you can choose which data to copy. The available options are: group data, buttons, default filters, payment filters, formatted UX template, opening times, rules, shifts, posting groups, dimensions.

Working Schedule Group Card (HRM4Baltics) ✓ Saved

GRUPP_1

[New](#) [Home](#) [Working Shifts](#) [History](#) [Reports](#) | [Related](#) [Fewer options](#)

[Import](#) Copy Working Schedule Group

Working Schedule

No.

Description

Applied Job No.

Jobs usage Type

Employees

Automatic Employees

Automatic Update From F...

Automatic Update To Form...

Copy Working Schedule Group ↗ ✕

Source Working Schedule Group

Target Working Schedule Group

Copy Options

- Copy Group Data
- Copy Buttons
- Copy Default Filters
- Copy Payment Filters
- Copy Formatted UX Template
- Copy Opening Times
- Copy Rules
- Copy Shifts
- Copy Posting Groups
- Copy Dimensions

8. SALARIES

8.1. Salary type setup – contract connection required

A new marker, "Contract Connection Required", has been added to the salary types setup. If this option is enabled, the system requires a contract line to be linked to the salary line when creating or modifying employee salaries.

Salary No. ↑	Default Payment Type	Default Amount	Def... Dim...	Show Salary Rep...	Salary Report Description	Hide in Ove...	Employee List Name	Employment Overview Name	Show Portal	Salary Type Groups	Contract Template No.	Salary Divi... by Wor...	Print Full Time Salary	Contract Connection Required	Loc...
TASU_KUUPALK	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Põhipalk	<input type="checkbox"/>	Kuupalk		<input checked="" type="checkbox"/>	-		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>