

HRM4BALTICS UPDATES – AUGUST 2026

31 August 2026

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1. PAYMENTS

1.1. New Bank Account Setting: “Allowed IBAN Country for Bulk Payments”

A new field, “Allowed IBAN Country for Bulk Payments”, has been added to the bank account setup. If the field is completed, the system checks when preparing a bulk payment that all payment IBANs begin with the configured country code.

If the bulk payment contains an IBAN with a different country code, the system displays a warning and prevents the bulk payment from being prepared.

2. SKILLS

2.1. Calculating an Employee's Length of Experience for Skills

New fields have been added to the employee skills list for calculating the length of experience associated with a skill. The button opens a table where suspension dates (from and to) and a reason can be entered. The reason is selected from a configurable drop-down list to which users can add their own reasons.

0011 - Juhan Krossik

Oskused ja kogemused (HRM4Baltics)									
Oskuse liigi tähtis	Nõutud taseme tähtis	Nõutud taseme kirjeldus	Alates	Kuni kuupäev	Tunnistuse nr.	Algsaldo	Staaž aastates	Märkus	
→ KEELED	:	—	01.01.2025			15	1,2		
KEELED		—	01.01.2025			11	1,6		
KEELED		—	01.01.2025						
KEELED		—	01.01.2027			2	2,0		

3. PORTAL

3.1. Warnings and Debt Claims Displayed in the Portal

A new request type, Debt Claims, has been created in the portal. Both the employee and their manager can view the employee's debt claims in the portal. What is displayed can be configured by type under Debt Claim Types > Show in Portal.

Võlanõude liigid (HRM4Baltics)

✓ Salvestatud



Nõude liigi tähis ↑		Kirjeldus	Vaikimisi tähtsusjärj...	Vaikimisi alles jäetav summa	Vaikimisi alles jäetav %	Vaikimisi kinnipeetav %	Alles jäetava summa valem	Näita port...	Sul...
→	ELATIS	elatis		0,00	0,00			☐	
	VÖLG	võlg		0,00	0,00		[AEG,K+ETKNR-RP-T*8,A(0)] *	☐	

3.2. Requesting a Warning in the Portal

A new request type, Warnings, has been added to the portal setup. A manager can issue an employee warning through a portal request. Warning types (verbal, written) can be configured in advance. An explanation and a file can be attached to the request.

Taotluse liik ↑	Kirjeldus	Taotluse numbrid	Kuupäeva valem	Ülemine tekst	Alumine tekst	Tähi... mär... nõu...	Näita mär...	Mär... nõu...	Näita faili	Allkiri nõu...	Minimaalne allkirja suurus	Näita failide kasti	Näita lõppemise kuupäeva	Näht... port...	Luba taot...	Näita juhile	Luba juhi taot...	Näita assi...	Kinnitusr...
→ Hoiatused	Hoiatused	HANK				☐	☐	☐	Peida	☐		☐	Peida	☒	☐	☒	☒	☐	

3.3. Timesheet Tasks in Portal Notifications

A new “My Tasks” tab has been added to portal notifications. It displays the week’s tasks from timesheet entries together with the date for which each task was entered. The task description has also been added after the date on the “Timesheet” tab.

Töötaja portaal ▾

Teated Sportland Eesti AS Tööajataabel Minu ülesanded

E 13.07 9:45-18:45 () - ülesanne 1
 K 15.07 9:45-18:45 () - ülesanne 2
 R 17.07 9:45-18:45 () - ülesanne 3

3.4. Displaying the Portal Timesheet Tooltip Beyond the Cell

If tasks have been added to an employee’s timesheet, they are displayed as a tooltip when the pointer is moved over the date cell in the portal’s graphical timesheet view. All notifications for the month can also be shown as a list in the timesheet chart file sent by email.

Eelnev | **juuli 2026** | Järgnev | Soovipäevad

esmaspäev	teisipäev	kolmapäev	neljapäev	reede
29	30	1	2	3
6 9:45-18:45	7 9:45-18:45	8 9:45-18:45	9 9:45-18:45	10 9:45-18:45
13 9:45-18:45	14	15 9:45-18:45	16	17 9:45-18:45
20	21	22 9:45-18:45 8h (TEST) ülesanne 2	23	24
27	28	29	30	31

4. LEAVE

4.1. Option to Configure Information Displayed in the Leave Request FactBox

A setting has been added to the request absence reason, allowing the information shown for the absence in the request information pane to be changed.

Taotluse puudumise põhjused (HRM4Baltics)

Uus Redigeeri loendit Kustuta

Puhkuse liik ↑	Kinnituseingi nr.	Saldo tekst	Keela muu... alaj... taot...	Infokasti kirjeldus (töötaja)	Infokasti (person)
→ AJATE			☐		
EMAPUHKUS			☐		
ISAPUHKUS			☐		
LÄHETUS			☐		
LAPSEPUHKUS			☐		
LISAPUHKUS 7			☐		
ÕPPEPUHKUS			☐	%5	
POMMER			☐		
PUHKUS	PUHKUS		☐	%5	
SEPT			☐		

The “FactBox Description (Employee)” field configures the description shown to an employee on their own request, while “FactBox Description (HR Specialist)” configures the description shown to an employee marked as an HR specialist. % variables are used to configure the description.

%1 - Absence start date

%2 - Absence end date

%3 - Leave type

%4 - Approval status

%5 - Duration

%6 - Days

%7 - Public holidays

%8 - Absence code

5. STRUCTURE

5.1. Displaying the Structure as a Graphic

A new option has been added to payroll setup for displaying the company structure as a graphic.

The structure visual can be viewed across companies. The companies included in the visual are selected in setup; all companies are selected by default. Suitable colours can be chosen for the structure blocks, and colours can also be configured for structure levels. Setup determines which information appears in each structure box (for example, name, position, and structure level name).

The structure visual is configurable—for example, the horizontal and vertical spacing between boxes and the box shape (rectangle or circle). By default, all structure units are expanded, but lower levels can be collapsed if desired. A legend in the corner of the chart shows the colour assigned to each company. Employee structure data is read from contract lines and used to position employees in the visual structure. The structure visual is opened for a selected date. Setup also includes an employee filter so that only employees added to the filter are included.

6. EVENTS

6.1. Locking Event (Sub)types and Adding Position Restrictions

Event types/subtypes now have a Locked column that can be used to lock them. Locked types/subtypes cannot be selected on an Event or Event Request card, but remain visible in the setup list. They also remain visible in the Events and Event Requests lists if they were used previously. Event types/subtypes also have a new Allowed Positions column, where one or more positions can be configured whose holders may select the type for their Event or Event Request. If an employee for whom a type/subtype is not allowed is added to an event that uses it, the employee can see it on their Event or Event Request card but cannot select it. Locked types/subtypes can be filtered by column in lists, including in the filter pane.

Vali - Sündmuse liigid (HRM4Baltics)

Tähis	Lubatud kuluaruand...	Saada mee...	Uus kuluaruanne lubatud kui	Kuluaruande esitamine lubatud kui	Kuluaruande projektide kontroll	Org... saab osal... eest Sün... taot...	Lubatud ametikohtade jaoks	Luba küsi...	Vaikimisi küsimustiku tähis	Lukus	Hin... sum... kirju... üle taot... sum...	Summa suurenemise tegevus	Summa suurenemise teavituse emaili mall
→ EESTI	1	☐	Taotlus esit...	Taotlus esit...	Puudub	☐	1020-01	☐		☐	☐	Esita uuesti	SUMMA SU
KOOSOLEK		☐	Taotlus esit...	Taotlus esit...	Puudub	☐		☐		☐	☐	Esita uuesti	SUMMA SU
ÜLDINE	1	☐	Taotlus esit...	Taotlus esit...	Puudub	☐		☐		☐	☐		SUMMA SU

7. REQUESTS

7.1. Dimension Allocation and Percentages in the Portal

Two new types have been added to the request types list: Dimension Allocation and Percentages. These types create a portal view in which a manager can review their direct reports' capitalisable roles and percentage allocation. The other view shows the dimension allocation of direct reports' costs across areas of activity. For both types, the fields displayed to employees and managers can be configured.

Change requests cannot be submitted through these views.

Once the request types have been configured, the data becomes visible in the portal.

1. Employees can view their data under My Data/Company/Percentages or Dimension Allocation.

2. Managers can view the data under My Managed Team/Employee Card/Company Data/Percentages or Dimension Allocation. Alternatively, they can view the complete list in the Employee Portal under the My Managed Team drop-down menu/Dimension Allocation or Percentages.

Töötaja jaotuse dimensioonid

Töötaja nr.	Töötaja nimi	Töötaja seisund	Töötaja ametinimetus	Osakond nr.	Osakond nimi	Allüksus nr.	Kehtib alates	Kehtib kuni	Alus: Dimensioon: osakond	Osakaal	Dimensioon: allüksus	Kirjeldus
JRL-0131	Ants Arrak	Active	Ostujuht	15	Ostude haldus		01.02.2026	31.08.2026	FIN	1	NARVA	

8. NOTIFICATIONS

8.1. New % Variables in Notification Setup

The Hiring and Termination notification types have been enhanced with new % variables. A new “Use Named Fields” option has been added to the Notification Setup card (it can be made visible through personalisation). When enabled, the new % variables can be used when configuring notifications.

%CONTRACTNO% - retrieves the contract number from the employee’s Contracts (HRM4Baltics) card.

%DIMENSIONVALUE:OSAKOND% - selects company dimensions defined under Dimensions. The search uses the code (e.g. OSAKOND). The employee dimension is retrieved from the “Dimensions and Analytics” subpage.

%WORKINGREGISTERID% - Employment Register ID

%COMPANYPHONE% - retrieves the value from the “Company Phone” field on the employee card. For a departing employee notification, **%HOLIDAYBALANCE:P_PUHKUS%** retrieves the employee’s remaining leave balance by checking the absence reason balance in the “Leave Balances” report.

%CUSTOMFIELD:1% - displays the value entered in the Additional Field 1 field.

%ASSETNOTES:VA000002% - retrieves the value entered in the Notes field by asset code.

%ASSETLINES:VA000003*% - retrieves the asset name and note by asset code.

%ASSETACTIVE:RIDANGO KAART% - finds a valid asset by asset name and inserts a Yes/No value.

Selle järgi otsi

Vara tähtis	Nimetus	Vara seisund	Alates	Vara number	Vara ID	Vara asukoht	Vara asukohta kirjeldus	Vara kategooria	Vara liik	Vara alamiliik	Märkused	PV asukoht	PV hetke asukoht	Kuni
VA000001	ARVUTI	Aktiivne		000011				PÕHIVARA	01					
VA000002	Uksekaart	Aktiivne						MUUD	KAARDID	UKSEKAART	NR 123456			
VA000007	Vara	Uus						PÕHIVARA						
VA000005	Ridango kaart	Aktiivne						HBVARA						
VA000004	Ligipääsud	Aktiivne						HBVARA						
VA000003_NE	Kütusekaart Neste	Aktiivne						MUUD	KAARDID	NESTE				
VA000003_A	Kütusekaart Alexela	Uus						MUUD	KAARDID	ALEXELA	A-kaart 123456			

1 2 3

%DOCUMENT:D10% - finds the document type under the person’s documents and retrieves the document number and validity period.

%DOCUMENT:D11% - finds a valid document (for example, a training agreement) under Personal Documents by document type and retrieves its number and validity period.

Selle järgi otsib

Dokumendi nr.	Dokumendi liik	Liigi kirjeldus	Dokumendi alamiliik	Dokumendi alamiliigi kirjeldus	Väljaandja	Väljaandja nimi	Kehitl alates	Kehitl kuni	Märkus	Koolituse nr.	Töötaja oskused	Tulemus
1	D11	Koolitusleping					01.06.2026	30.09.2026	Koolituskulu 2500 EUR	K000002		
2	D11	Koolitusleping					01.07.2025	30.09.2025	Koolituskulu 1000 EUR			

%CLAIMS:LAENULEPING% and **%CLAIMS:KAHJUHÜVITAMINE%** - find a claim by claim type code (for example, loan agreement or compensation for damages) and retrieve the description and outstanding amount of the valid debt claim.

9. TIMESHEET

9.1. Minor Employees' Working Time Shown with a Different Background Colour in the Timesheet

An option has been added to timesheet setup to apply a colour to a minor employee's working time.

9.2. Adding a Comment to the Timesheet

A new "Use Timesheet Notes" option has been added to timesheet setup. When enabled, notes or comments can be entered in the table for each day.

Right-clicking the employee's name opens the comment window. To add a comment, enter the text and select OK.

After the comment is saved, a red triangle appears in the upper-right corner of the employee name cell, indicating that a note has been added for that employee. To view the comment, move the pointer over the employee name cell. To edit it, right-click the employee's name again.

Deleting the comment also removes the red indicator automatically.

9.3. Displaying Note/Entry Type Information to the Employee and Manager in the Timesheet

A new “Employee Tasks” field (free-text field)—a To-do field—has been added to timesheet entries. Important information for the employee for that day is entered in this field. The field is hidden by default and must be made visible through personalisation.

Kanded  

Kuupäev ↑	N.	Vahetuse tähis	Alates ↑	Kuni ↑	Tunnid	Tava	Tootunni liik	Öö	Püha	Tootaja ülesanded
< 06.07.2026	E		09:45:00	18:45:00	8	8	TEENINDUS			esmaspäev
07.07.2026	T		09:45:00	18:45:00	8	8	TEENINDUS			
08.07.2026	K		09:45:00	18:45:00	8	8	TEENINDUS			↔ kolmapäev
09.07.2026	N		09:45:00	18:45:00	8	8	TEENINDUS			
→ 10.07.2026	R		09:45:00	18:45:00	8	8	TEENINDUS			reede

9.4. Using ctrl+c and ctrl+v in the Timesheet

In the timesheet, information in one cell can be copied to another using the keyboard shortcuts ctrl+c and ctrl+v. Press Esc to exit the selected column; otherwise, the system retains the selected information while you navigate within the timesheet.

10. EMPLOYEE QUESTIONNAIRE

10.1. Bank Account Number on the Employee Questionnaire

A new “Bank Account Number” field has been added to the employee questionnaire request fields.

Töötaja ankeet     ✓ Salvestatud 

Marina Maasikas-Virsik

✓ Kinnitan ja edastan oma andmed

PANGAKONTO

Panga nr. *	
Panga nimetus	
Makse saaja nimi	Marina Maasikas-Virsik
IBAN	EE541254573479999335
Tulumaksuvaba summa	0,00
Tulumaksuvaba summa alates kuupäevast	