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HRM4BALTICS UPDATES – SEPTEMBER 2026

30 September 2026

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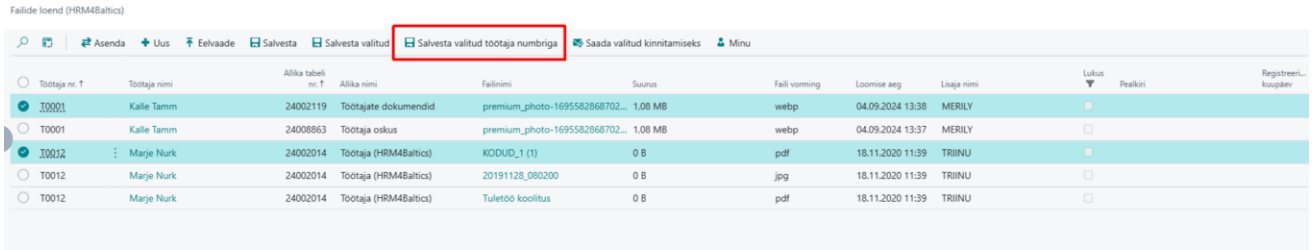
1. FILES

1.1. Employee number in the file name when downloading employee files

A new button, “Save selected files with employee number”, has been added to the employee files list. When the selected files are downloaded, the employee number is automatically added to the file name.



2. SICK LEAVE CERTIFICATES

2.1. Calculation details for a continuation sick leave certificate

A new setting, Absence filter (previous month), has been added to the payroll calculation group setup. If an employee has a continuation sick leave certificate, the absences window also displays continuation certificates when payroll is run, including information on whether the certificate has been calculated and the amount. The start date of the initial certificate is also added to the continuation certificate row.

3. EXPENSE REPORT

3.1. Log entry when automatic invoice creation from an expense report fails

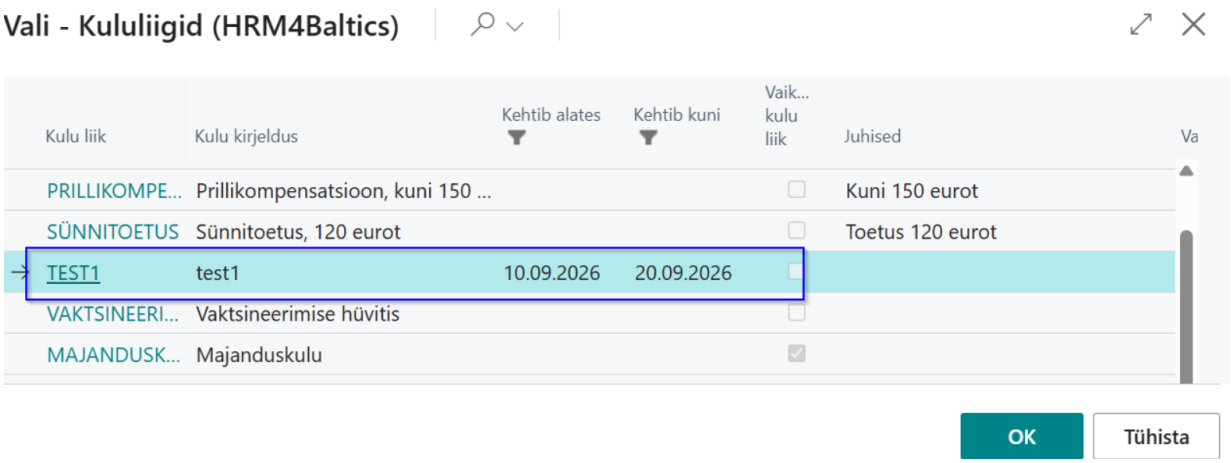
A purchase invoice is created automatically from an expense report once a month. If the purchase invoice cannot be created for any reason, no further attempt will be made for that expense report the next time the job queue runs.
For automatic invoice creation, the expense report must be approved, the expense-report type must have the “Allow automatic invoice creation” marker enabled, and the invoice creation time must be specified using a time formula.
The reason the purchase invoice could not be created automatically is recorded in the expense-report log. The message can be up to 250 characters long.

3.2. Valid from/to dates for expense types

In expense templates, Valid from/to dates can be added to an expense type. Based on these dates, the expense type can be selected for an expense report, event request, or request for quotation.

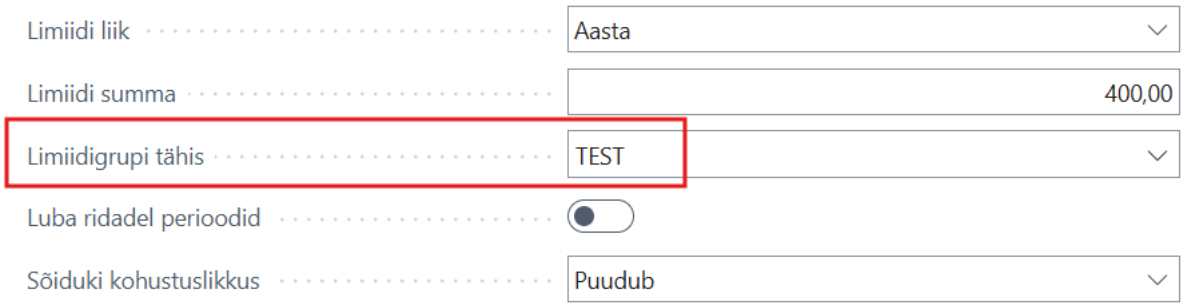
For an expense report, the expense type must be valid during the expense-report period. For an event, it must be valid when the event takes place.

Inactive expense types cannot be selected for an expense report or event, but they remain visible in the expense-template setup and in analytics.



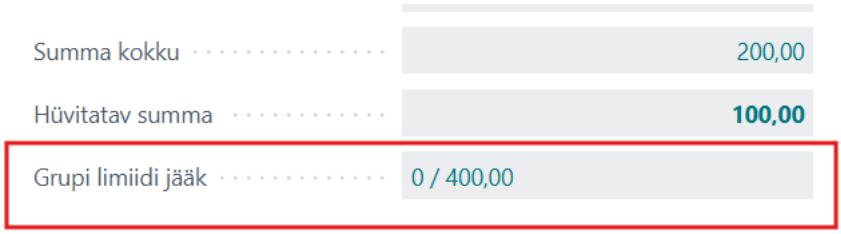
3.3. Expense-report limit group

A new Limit group code field has been added to the expense-report type setup. This setting makes it possible to apply a shared expense limit across several different expense-report types. The field allows expenses with different time-based limits to be monitored under one overall limit. For example, the limit may be EUR 100 per quarter, while compensation for glasses may be claimed once every two years and the annual dental reimbursement limit may be EUR 400, including claims made retroactively against unused amounts from previous quarters.



A

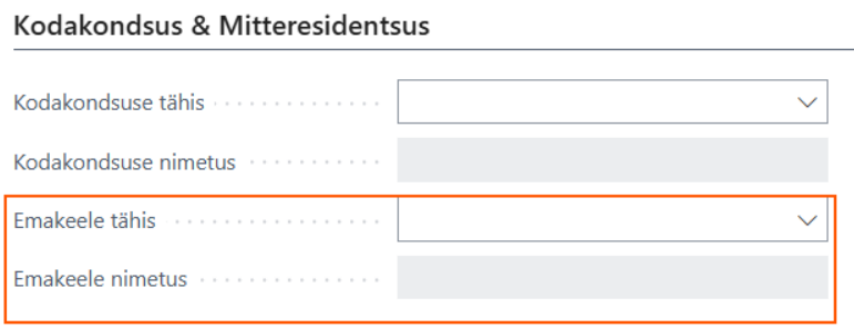
Group limit balance field has been added to the expense report.



4. INTERFACES

4.1. Native-language code in the VITS interface

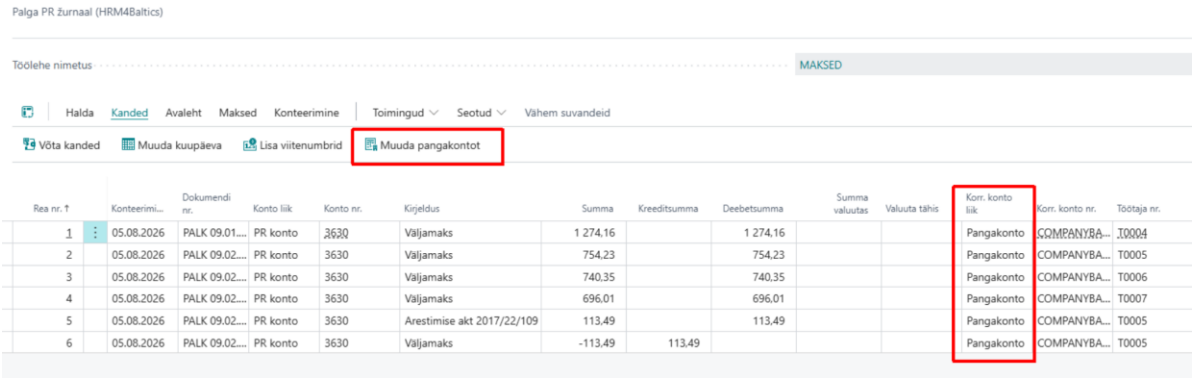
A native-language code field has been added to the VITS interface. The field must be completed on the Non-resident card.



5. PR JOURNAL

5.1. Selecting the company bank account in the PR journal

The PR journal now allows users to choose between the company's different bank accounts when creating a payment file.



Rea nr. ↑	Konteerimi...	Dokumendi nr.	Konto liik	Konto nr.	Kirjeldus	Summa	Kreeditsumma	Deebetsumma	Summa valuutas	Valuuta tähis	Korr. konto liik	Korr. konto nr.	Töötaja nr.
1	05.08.2026	PALK 09.01....	PR konto	3630	Väljamaks	1 274,16		1 274,16			Pangakonto	COMPANYBA...	T0004
2	05.08.2026	PALK 09.02....	PR konto	3630	Väljamaks	754,23		754,23			Pangakonto	COMPANYBA...	T0005
3	05.08.2026	PALK 09.02....	PR konto	3630	Väljamaks	740,35		740,35			Pangakonto	COMPANYBA...	T0006
4	05.08.2026	PALK 09.02....	PR konto	3630	Väljamaks	696,01		696,01			Pangakonto	COMPANYBA...	T0007
5	05.08.2026	PALK 09.02....	PR konto	3630	Arestimise akt 2017/22/109	113,49		113,49			Pangakonto	COMPANYBA...	T0005
6	05.08.2026	PALK 09.02....	PR konto	3630	Väljamaks	-113,49	113,49				Pangakonto	COMPANYBA...	T0005

6. PERCENTAGES

6.1. Position capitalization percentages

A new Default percentages button has been added to the position card. It can be used to indicate that the position is capitalizable and to specify the from/to dates during which the position is capitalized.

On the position card, the default capitalization percentage and the reason for the percentage—the role explaining why the position is capitalized—can be specified.

Ametikohad protsendid (HRM4Baltics)

Uus | Redigeeri loendit | Kustuta

Ametikoha nr.	Ametikoha kirjeldus	Protsendi liik	Alates kuupäevast	Kuni kuupäevani	Kirjeldus	Protsent	Protsendi põhjus	Protsendi põhjuse kirjeldus
1020-01	Pearaamatupidaja	TÖÖAEG			Tööaeg	55	KOMISJONI L...	Komisjoni liige
1020-01	Pearaamatupidaja	TÖÖAEG			Tööaeg	45	PROJEKTIJUHT	Projektijuht

When a position is selected on the employee card, the percentages configured for that position are automatically added to the Employee percentages subpage of the employee card. The same list also shows the position in connection with which the percentages were added to the employee.

On the working-time card, percentages originating from the position can be changed, if necessary, either by a bulk request or manually.

6.2. Capitalization percentage for percentage types

In the Value type column for percentage types, it is possible to define how the capitalization percentage is determined in the timesheet (activity-based table). If working time is only partially capitalizable, standard hours can be displayed according to the percentage to show how many hours the employee must enter.

Töötaja protsendid (HRM4Baltics)

Uus | Redigeeri loendit | Kustuta

Protsendi liik	Alates kuupäevast	Kuni kuupäevani	Kirjeldus	Protsent	Protsendi põhjus	Protsendi põhjuse kirjeldus	Lukus	Vaikedimensioonid	Dimensioon: osakond	Dimensioon: ametigrupp
TÖÖAEG	01.04.2026	19.04.2026	Tööaeg	100	KOMISJONI LIIGE	Komisjoni liige	☐	☑	FIN	
	20.04.2026	30.04.2026	Tööaeg	80	KOMISJONI LIIGE	Komisjoni liige	☐	☑	FIN	
TÖÖAEG	01.04.2026	19.04.2026	Tööaeg	90	AMETIKOHT	Ametikoht	☐	☑	FIN	
TÖÖAEG	20.04.2026	30.04.2026	Tööaeg	50	AMETIKOHT	Ametikoht	☐	☑	FIN	
TÖÖAEG	**01.05.2026**		**Tööaeg**	**30**	**AMETIKOHT**	**Ametikoht**	☐	☑	**FIN**	
TÖÖAEG	**01.05.2026**		**Tööaeg**	**70**	**KOMISJONI LIIGE**	**Komisjoni liige**	☐	☑	**FIN**	

The options are:

1) add the valid rows together

2) use the result from the last valid row

3) use the highest value from the valid rows

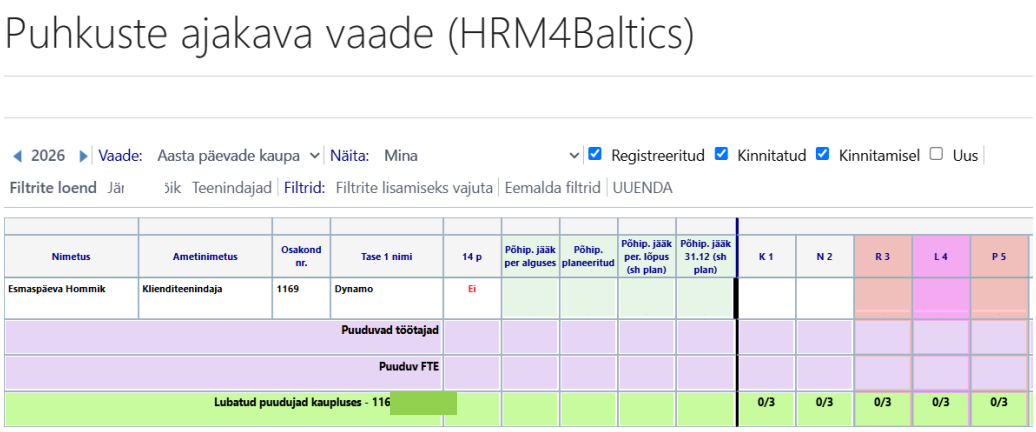
4) calculate the average of the valid rows

7. ANNUAL LEAVE

7.1. Information on permitted absentees in the leave schedule view

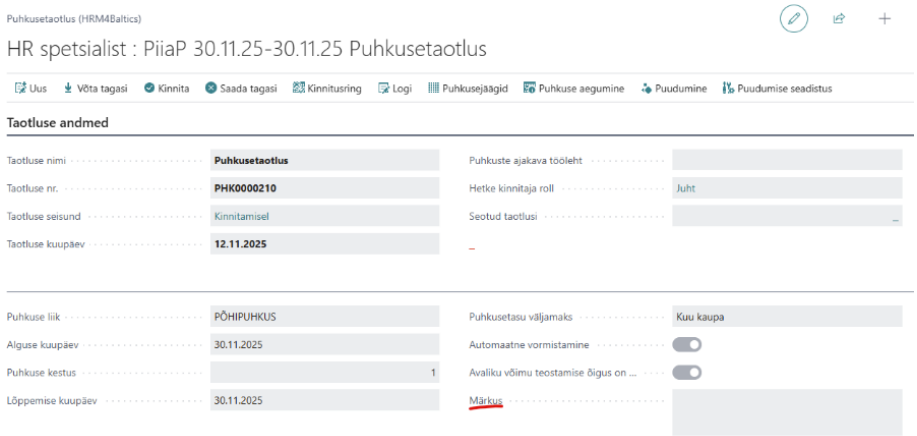
A new Row type setting, Permitted absentees Levels 1–6, has been added under the Total fields in the leave schedule layout template. The total rows show, by day, the workload of

absent employees and the permitted absence workload configured for the unit. If the absence workload exceeds the permitted workload, the number is displayed in red.



7.2. Adding an approver's note in the leave request approval workflow

A "HR specialist's note" field has been added to absence and absence-change requests. The field is shown when the "Show HR specialist's note" option is enabled on the request type card. It can be edited only by users whose employee card includes the HR specialist marker under exceptions.

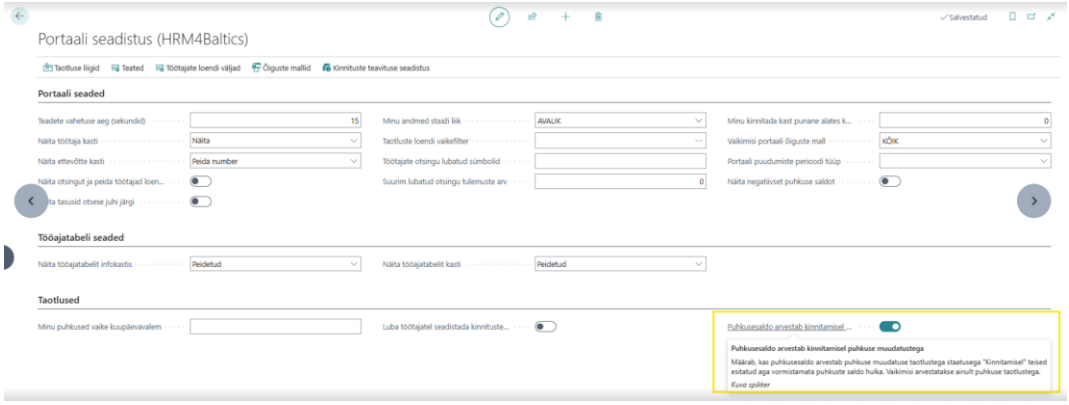


8. ABSENCES

8.1. Displaying "Balance as at 31 December" together with the change on a leave-change request

A new option, "Leave balance includes leave changes during approval", has been added to the portal setup.

When this option is enabled, leave-change requests with the status "Pending approval" are included in the leave-balance calculation shown on the request. The absence days in pending requests are included in the balance for "other submitted but not yet formalized" leave. By default, only leave requests are included.



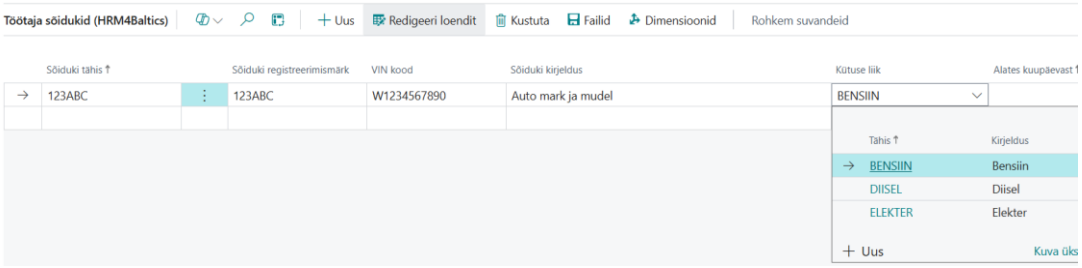
9. VEHICLES

A Fuel type field has been added to the Employee vehicles table, with petrol and diesel available in a drop-down list. Users can configure the fuel types themselves.

A fuel-type column has been added to the INF 14 report in Excel format.

A “Fuel type column” option has been added to the query form for the INF 14 report in Excel format, allowing the report to be generated with a Fuel column.

The INF 14 report with the Fuel column can be exported to Excel.



10. EVENTS

10.1. “Did not participate” marker in the “Event cost overview” report

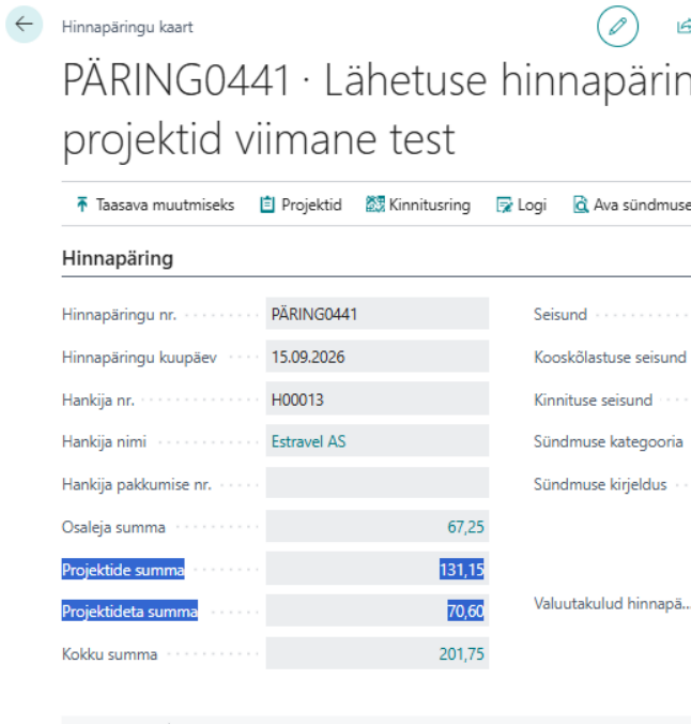
A “Did not participate” marker has been added to the “Event cost overview” report. If the company has organized an event, such as a business trip, and already incurred the required expenses, but a planned employee did not participate, the cost overview can now identify that employee.

10.2. Project allocation view when approving a request for quotation

To simplify approval of a project request for quotation, two fields have been added to the request card:

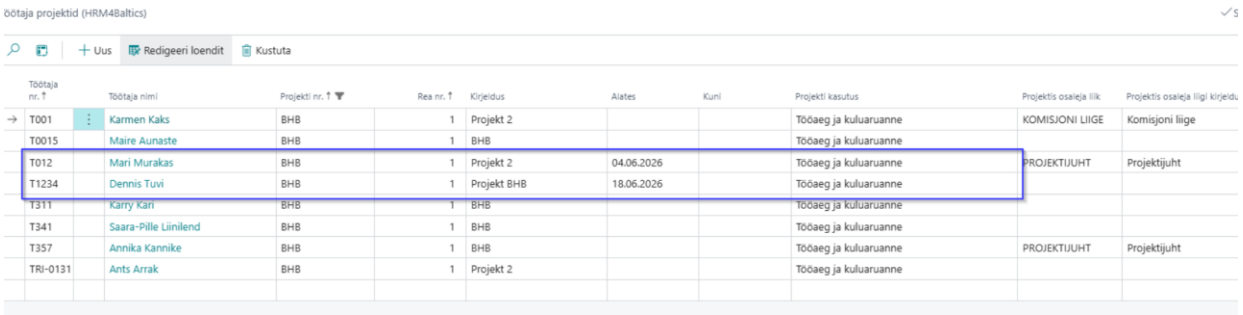
1. **Project amount** – clicking the field opens a list showing amounts both with and without projects. For each project, the project manager, responsible person/approver, and related amounts by expense type are displayed.

2. **Amount without projects** – clicking the field opens a list showing amounts both with and without projects. For each project, the project manager, responsible person/approver, and related amounts by expense type are displayed.

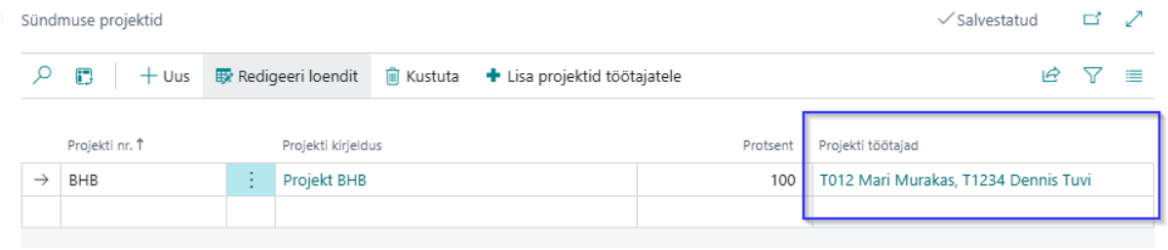


10.3. Adding projects to event and event-request cards

An “Add projects to employees” button has been added to the Projects page in the header of the event card. This function adds all projects linked to the event to every employee who has a role in those projects, provided the project is valid during the event period.



When projects are selected on the Projects page in the event-card header, related projects are checked and any missing ones are added. A validation still ensures that the projects are linked to at least one event participant during the event period.



A column has been added to the Projects page of the event card showing, for each project, the

employees to whom it has been added. Employees are displayed in one column, separated by commas.

The Projects page in the event-request card header includes an Add projects to budget button, which adds projects to the request lines. If the button is not used and the list is closed, the user is asked whether the projects should be added to or updated on the lines.

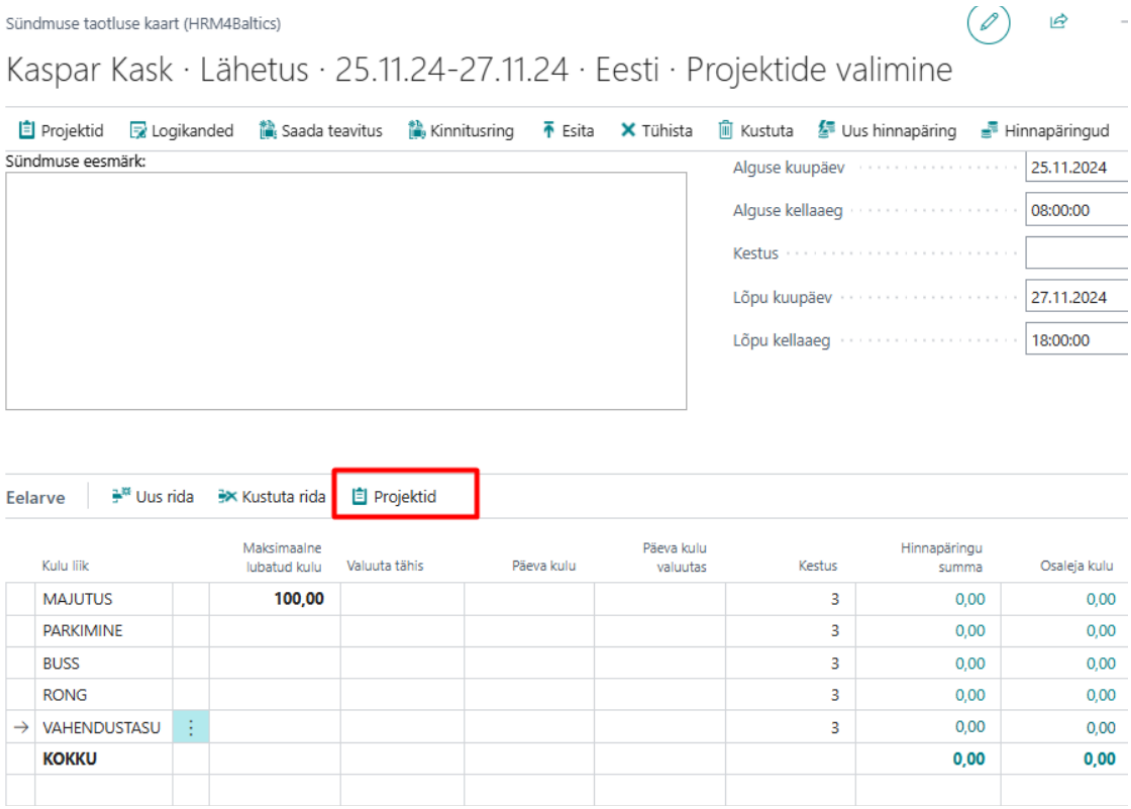
When a project is added in the event-request card header, the system checks whether the employee on the request has a valid role in that project during the event period.

An information column has been added to the Projects page on the event-request card, showing which projects have been added to which budget lines and at what percentage.

10.4. Project selection on event-request lines

In the Projects list on the event card, only projects permitted for at least one employee added to the event during the event period can be selected. Related projects are also included if they are permitted for at least one such employee. The Project employees column shows which employees are linked to each project, separated by commas. The Add projects to employees ribbon button adds to each employee the event projects with which they are associated. The projects are added to the employees' requests.

Likewise, the Projects list on the event-request card allows only projects that are permitted for the request owner during the event period. Related projects are also included if they are permitted for the employee during that period.



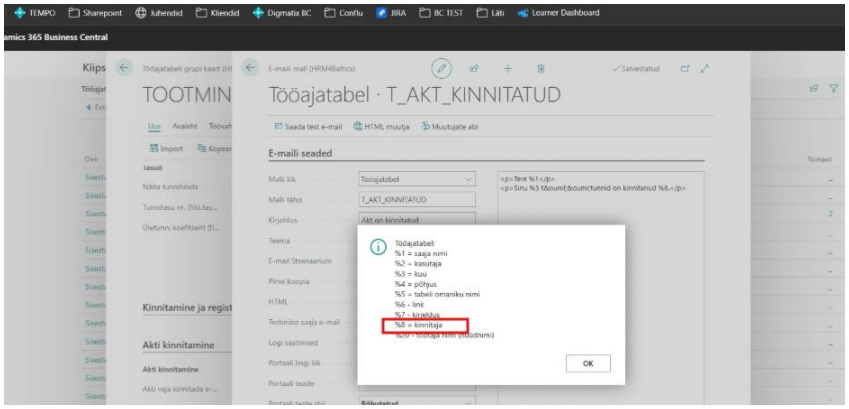
11. NOTIFICATIONS

11.1. New percentage variables in notification setup

The “Company mobile phone” percentage variable has been added to the notification email template.

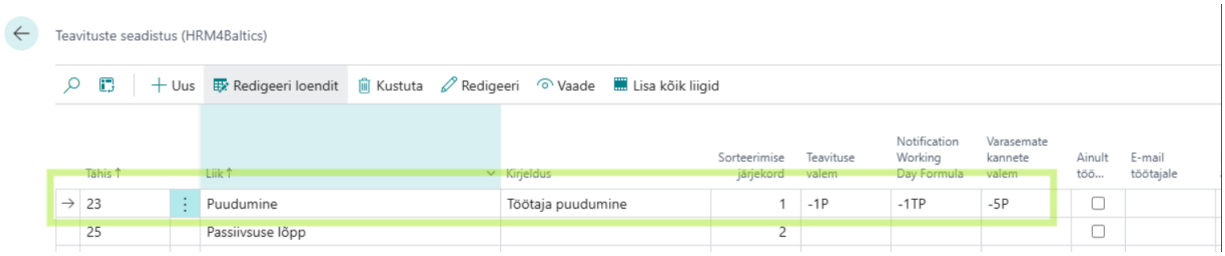
11.2. Approver’s name in an email notification

An “Approver name” variable has been added to timesheet email templates. When an approver in the timesheet approval workflow approves the sheet, the email sent to the employee can include the name of the manager who approved it.



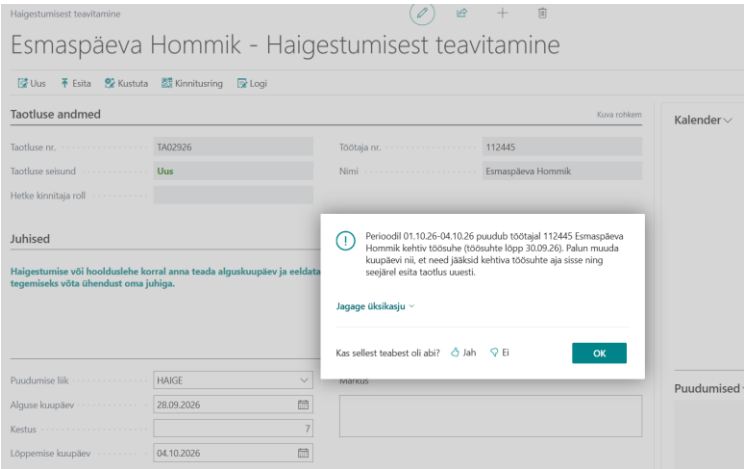
11.3. Sending the pre-leave holiday-pay notification based on a working-day formula

Notification setup now includes a Notification working-day formula option. For example, it can be set to -2WD, in which case the notification is sent two working days before the leave begins, excluding weekends and public holidays.



11.4. Employment-validity check when submitting a sickness notification or absence request

A submission check has been added for the request types Leave, Change leave, Sickness notification, Manager’s schedule request, and Employee leave preference. It verifies that the employee has a valid employment relationship for the requested absence period. If an employee’s termination has been recorded and, before the employment ends, the employee submits a notification such as a sickness notification whose end date is later than the employment end date, the request cannot be submitted.



12. WORKING SCHEDULES

12.1. Improved display of standard hours in the timesheet

If an employee works on a shortened working day, the standard hours are automatically adjusted to match the shortened day.

13. EMPLOYEE

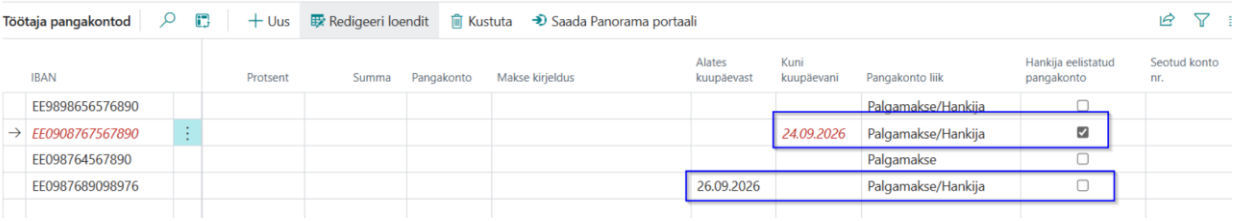
13.1. Updates to the address table

A new “District/Municipality” field has been added to both the Employee card and the Vendor card. When the HRM Connector app is used, it is populated automatically if the query contains the relevant information.
The fields can also be completed manually.

13.2. Bank account number on the employee and vendor cards

On the employee bank account card, users can specify which bank account or accounts must be transferred to the vendor bank account list. The following Bank account types have been added:
1.1 Payroll payment/Vendor – default value; added to the Vendor card and can also be used for payroll payments
1.2 Payroll payment – not added to the Vendor card; used only for payroll payments
1.3 Vendor – added to the Vendor card and not used for payroll payments.

In the portal, an employee can use a bank account request to indicate which bank accounts should be included in the vendor bank account list. If a bank account is not designated as a vendor bank account, it will not be transferred to that list.



13.3. Updating the status of locked employees through the job queue

If an employment end date is added for an employee and that date is later than the time when the card was locked, the employee card is no longer updated and the status remains Active even after the employment end date. The job queues have been enhanced so that locked employee cards are also updated.