

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.

Failide loend (HRM4Baltics)

Failide loend (HRM4Baltics)	Asenda	Uus	Eelvaade	Salvesta	Salvesta valitud	Salvesta valitud töötaja numbriga	Saada valitud kinnitamiseks	Minu	
Töötaja nr. ?	Töötaja nimi	Alkika tabeli nr. ?	Alkika nimi	Failinimi	Suurus	Faili vorming	Loomise aeg	Lisaja nimi	Lukus
☐ T0001	Kalle Tamm	24002119	Töötajate dokumendid	premium_photo-1695582668702...	1.08 MB	webp	04.09.2024 13:38	MERILY	☐
☐ T0001	Kalle Tamm	24008863	Töötaja oskus	premium_photo-1695582668702...	1.08 MB	webp	04.09.2024 13:37	MERILY	☐
☒ T0012	Marje Nürk	24002014	Töötaja (HRM4Baltics)	KODUD_1 (1)	0 B	pdf	18.11.2020 11:39	TRIINU	☒
☐ T0012	Marje Nürk	24002014	Töötaja (HRM4Baltics)	20191128_080200	0 B	jpg	18.11.2020 11:39	TRIINU	☐
☐ T0012	Marje Nürk	24002014	Töötaja (HRM4Baltics)	Tuletöö koostis	0 B	pdf	18.11.2020 11:39	TRIINU	☐

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.

Vali - Kululiigid (HRM4Baltics)

Kulu liik	Kulu kirjeldus	Kehtib alates	Kehtib kuni	Vaik... kulu liik	Juhised	Va
PRILLIKOMPE...	Prillikompensatsioon, kuni 150 ...			☐	Kuni 150 eurot	
SÜNNITOETUS	Sünnitoetus, 120 eurot			☐	Toetus 120 eurot	
→ TEST1	test1	10.09.2026	20.09.2026	☐		
VAKTSINEERI...	Vaktsineerimise hüvitis			☐		
MAJANDUSK...	Majanduskulu			☒		

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.

Limidi liik	Aasta
Limidi summa	400,00
Limidigrupi tähis	TEST
Luba ridadel perioodid	☒
Sõiduki kohustuslikkus	Puudub

A

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

Summa kokku	200,00
Hüvitatav summa	100,00
Grupi limidi jääk	0 / 400,00

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.

Kodakondsus & Mitteresidentsus

Kodakondsuse tähis	
Kodakondsuse nimetus	
Emakeele tähis	
Emakeele nimetus	

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.

Palga PR žurnaal (HRM4Baltics)

Toolehe nimetus

MAKSED

Halda

Kanded

Avaleht

Maksed

Konteerimine

Toimingud

Seotud

Vähem suvandeid

Võta kanded

Muuda kuupäeva

Lisa viitenumbri

Muuda pangakontot

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.

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.

Puhkuste ajakava vaade (HRM4Baltics)

◀ 2026 ▶ Vaade: Aasta päevade kaupa ▼ Näita: Mina ☒ Registreeritud ☒ Kinnitatud ☒ Kinnitamisel ☐ Uus

Filtri loend Jär järj Teenindajad Filtrid: Filtrite lisamiseks vajuta Eemalda filtrid UUENDA

Nimetus	Ametinimetus	Osakond nr.	Tase 1 nimi	14 p	Põhip. jääk per alguses	Põhip. planeeritud	Põhip. jääk per lõpus (sh plan)	Põhip. jääk 31.12 (sh plan)	K 1	N 2	R 3	L 4	P 5
Esmaspäeva Hommik	Klienditeenindaja	1169	Dynamo	Ei									
Puuduvad töötajad													
Puuduv FTE													
Lubatud puudujad kaupluses - 116									0/3	0/3	0/3	0/3	0/3

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.

Puhkusetootlus (HRM4Baltics)

HR spetsialist : PiiaP 30.11.25-30.11.25 Puhkusetootlus

☐ Uus ☒ Võtta tagasi ☒ Kinnita ☒ Saada tagasi ☒ Kinnitusring ☒ Logi ☒ Puhkuseajagid ☒ Puhkuse aegumine ☒ Puudumine ☒ Puudumise seadistus

Taotluse andmed

Taotluse nimi	Puhkusetootlus	Puhkuste ajakava tööleht	
Taotluse nr.	PHK0000210	Hetke kinnitaja roll	Juht
Taotluse seisund	Kinnitamisel	Seotud taotlusi	—
Taotluse kuupäev	12.11.2025		

Puhkuse liik	PÕHIPUHKUS	Puhkusetasu väljamaks	Kuu kaupa
Alguse kuupäev	30.11.2025	Automaatne vormistamine	☐
Puhkuse kestus	1	Avaliku võimu teostamise õigus on	☐
Lõppemise kuupäev	30.11.2025	Märkus	

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.

Töötaja sõidukid (HRM4Baltics)						
Uus Redigeeri loendit Kustuta Faailid Dimensioonid Rohkem suvandeid						
Sõiduki tahis ↑	Sõiduki registreerimismärk	VIN kood	Sõiduki kirjeldus	Kütuse liik	Alates kuupäevast ↑	
→ 123ABC	123ABC	W1234567890	Auto mark ja mudel	BENSIIN		
				Tahis ↑	Kirjeldus	
				→ BENSIIN	Bensiin	
				DIISEL	Diisel	
				ELEKTER	Elektre	
				+ Uus	Kuva üks	

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.

← Hinnapäringu kaart  

PÄRING0441 · Lähetuse hinnapärin projektid viimane test

 Taasava muutmiseks
  Projektid
  Kinnitusring
  Logi
  Ava sündmuse

Hinnapäring

Hinnapäringu nr.	PÄRING0441	Seisund
Hinnapäringu kuupäev	15.09.2026	Kooskõlastuse seisund
Hankija nr.	H00013	Kinnituse seisund
Hankija nimi	Estravel AS	Sündmuse kategooria
Hankija pakumise nr.		Sündmuse kirjeldus ..
Osaleja summa	67,25	
Projektide summa	131,15	
Projektideta summa	70,60	Valuutakulud hinnapä...
Kokku summa	201,75	

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.

oõtaja projektid (HRM48altics) ✓ 5



 + Uus
  Redigeeri loendit
  Kustuta

Töötaja nr. ↑	Töötaja nimi	Projekti nr. ↑	Rea nr. ↑	Kirjeldus	Alates	Kuni	Projekti kasutus	Projekti osaleja liik	Projekti osaleja liigi kirjeldus
→ T001	Karmen Kaks	BHB	1	Projekt 2			Tööaeg ja kuluaruanne	KOMISJONI LIIGE	Komisjoni liige
T0015	Maire Aunaste	BHB	1	BHB			Tööaeg ja kuluaruanne		
T012	Mari Murakas	BHB	1	Projekt 2	04.06.2026		Tööaeg ja kuluaruanne	PROJEKTJUHT	Projektjuht
T1234	Dennis Tuvi	BHB	1	Projekt BHB	18.06.2026		Tööaeg ja kuluaruanne		
T311	Kairi Kan	BHB	1	BHB			Tööaeg ja kuluaruanne		
T341	Saara-Pille Liinilend	BHB	1	BHB			Tööaeg ja kuluaruanne		
T357	Annika Kannike	BHB	1	BHB			Tööaeg ja kuluaruanne	PROJEKTJUHT	Projektjuht
TRI-0131	Ants Arrak	BHB	1	Projekt 2			Tööaeg ja kuluaruanne		

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.

Sündmuse projektid ✓ Salvestatud  



 + Uus
  Redigeeri loendit
  Kustuta
 + Lisa projektid töötajatele
 



Projekti nr. ↑	Projekti kirjeldus	Protsent	Projekti töötajad
→ BHB	Projekt BHB	100	T012 Mari Murakas, T1234 Dennis Tuvi

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.

Sündmuse taotluse kaart (HRM4Baltics)   -

Kaspar Kask · Lähetus · 25.11.24-27.11.24 · Eesti · Projektide valimine

 Projektid
  Logikanded
  Saada teavitust
  Kinnitusring
  Esita
  Tühista
  Kustuta
  Uus hinnapäring
  Hinnapäringud

Sündmuse eesmärk:

Alguse kuupäev	25.11.2024
Alguse kellaaeg	08:00:00
Kestus	
Lõpu kuupäev	27.11.2024
Lõpu kellaaeg	18:00:00

Eelarve  Uus rida  Kustuta rida  **Projektid**

Kulu liik	Maksimaalne lubatud kulu	Valuuta tähtis	Päeva kulu	Päeva kulu valuutas	Kestus	Hinnapäringu summa	Osaleja kulu
MAJUTUS	100,00				3	0,00	0,00
PARKIMINE					3	0,00	0,00
BUSS					3	0,00	0,00
RONG					3	0,00	0,00
→ VAHENDUSTASU					3	0,00	0,00
KOKKU						0,00	0,00

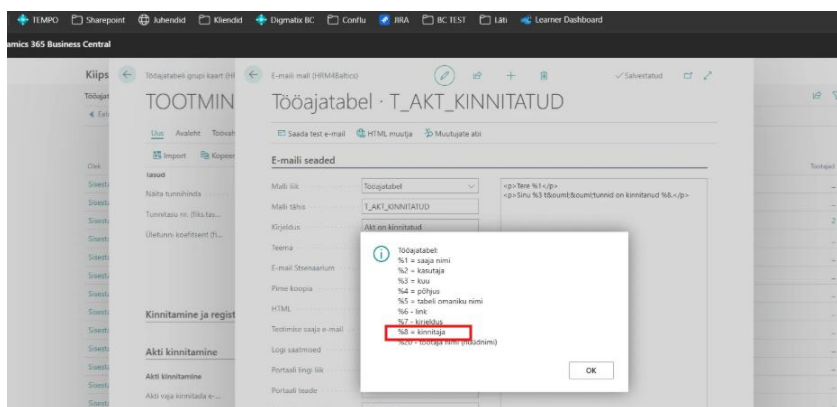
11. NOTIFICATIONS

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.

Teavituste seadistus (HRM4Baltics)

Tahis	Liik	Kirjeldus	Sorteerimise järjekord	Teavituse valem	Notification Working Day Formula	Varasemate kannete valem	Ainult töö...	E-mail töötajale
→ 23	⋮	Puudumine	1	-1P	-1TP	-5P	☐	
25		Passiivsuse lõpp	2				☐	

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.

Töötaja pangakontod									
+ Uus Redigeeri loendit Kustuta Saada Panorama portaali									
IBAN	Protsent	Summa	Pangakonto	Makse kirjeldus	Alates kuupäevast	Kuni kuupäevani	Pangakonto liik	Hankija eelistatud pangakonto	Seotud konto nr.
EE9898656576890							Palgamakse/Hankija	☐	
→ EE0908767567890						24.09.2026	Palgamakse/Hankija	☒	
EE098764567890							Palgamakse	☐	
EE0987689098976					26.09.2026		Palgamakse/Hankija	☐	

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.