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HRM4BALTICS UPDATES – OCTOBER 2026

31th October 2026

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1. REPORTS

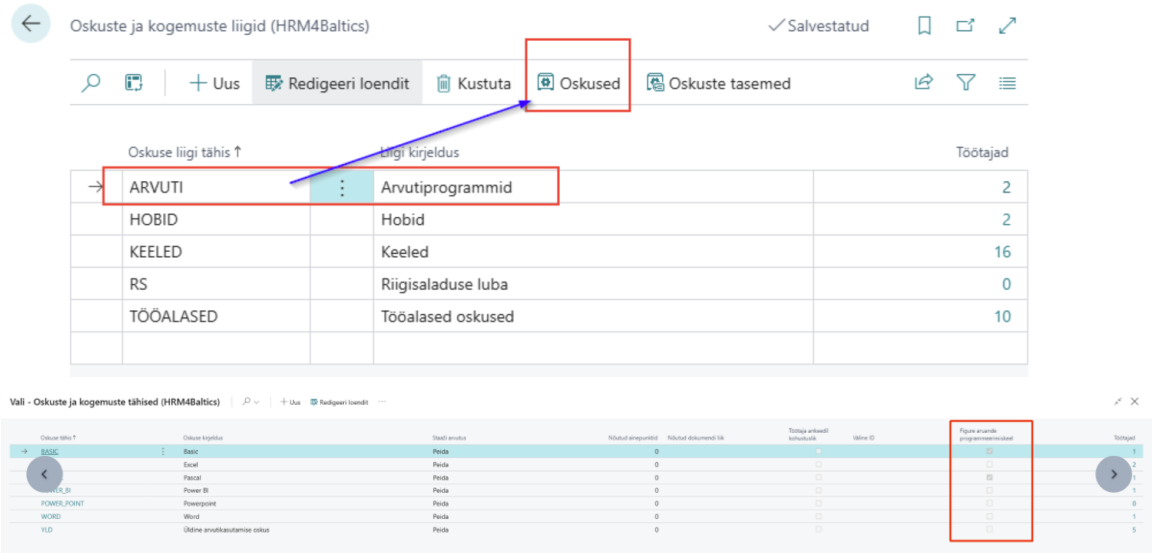
1.1. Collecting Programming Language Information for the Figure Report

The Figure report can display employees' programming languages. A new "Programming Languages" column has been added to the Figure report.

Töötaja nniaasta	Töötaja organisatsioonis tööle asumise aasta	Töötaja kood	Töötaja täiendav tunnus	Töötaja programmeerimiskeel(ed), raamistik(ud) ja/või kasutatav(ad) tehnoloogia (d)	Töötaja keskmine töökoormus	Tööpere nimetus vastavalt Figure tööperede kataloogile	Tööpere tas vastava Figu tööpered kataloog
1993	2020	T0001			1		
1994	2020	T0002		Basic, Pascal	0,5		
1991	2025	T0003			1		
1979	2026	T0004			0,3		
1986	2020	T0005			1		
1981	2000	T0007			1		
1991	2025	T0008			1,6		

The "Programming Languages" column in the Figure report includes all programming language values for an employee that are valid during the reporting period. Skills that start after the reporting period or end before it are not included in the report.

On the "Skill and Experience Type" page, you can specify the "Skills". A "Programming Language for Figure Report" column has been added to the skills list. Only skills with this checkbox selected are included in the Figure report.

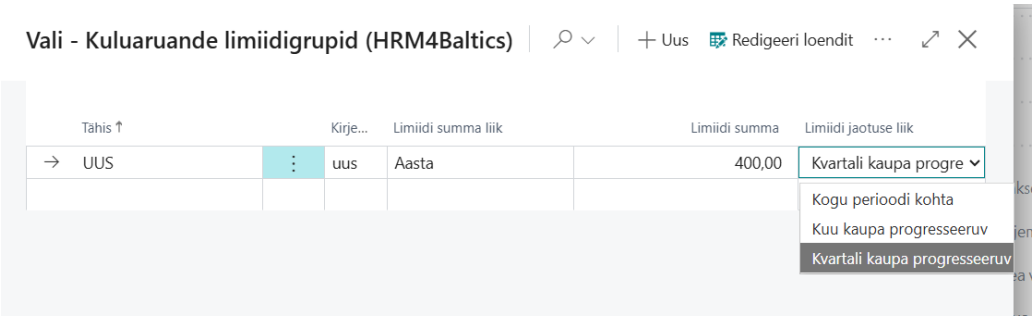


2. EXPENSE REPORT

2.1. Progressive Expense Report Group Limits

Expense report group limits now support tracking expense reimbursements on a time-proportional basis. For example, if the annual limit is EUR 400 and expenses are reimbursed proportionally by quarter, a time-based restriction can be configured so that up to EUR 100

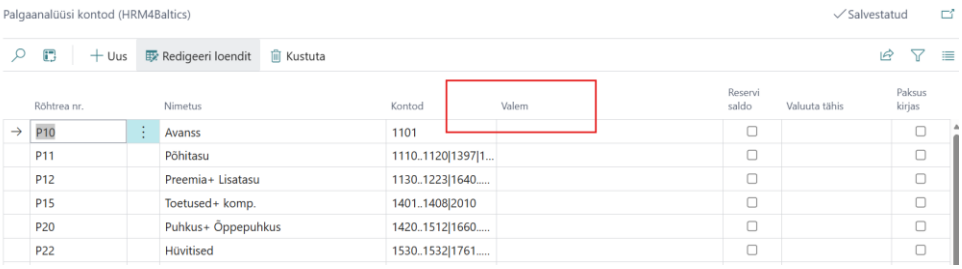
in reimbursement can be requested by the end of the first quarter, up to EUR 200 by the end of the second quarter, and so on.



3. SALARY ANALYSIS

A new “Formula” field has been added to the column settings for salary analysis (type: Employees by Accounts). Configuring a formula allows the analysis to display an employee’s contractual salary valid during the payslip period selected in the analysis header, as well as the contractual salary valid in the previous month. A payroll formula can be assigned to a column instead of accounts. For example, [TASU,TÖÖTASU_LIIK¤KAALUTUD_KESKMINE,A(0)] returns the weighted average of the contractual salaries valid during the period, while A(-1) returns the value for the previous period.

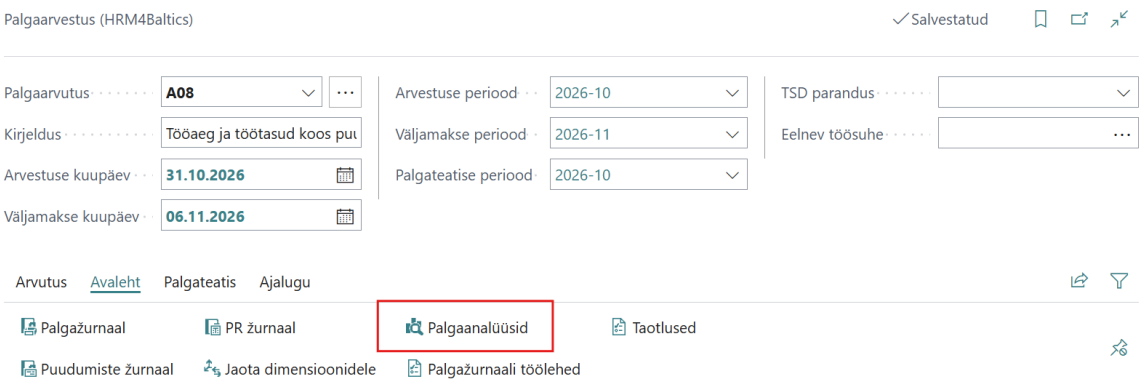
If the formula field is populated, any accounts assigned to the same column are ignored. The period is taken from the filter in the analysis header. If the payslip period in the header is blank, the calculation period is used instead.



4. PAYROLL CALCULATION

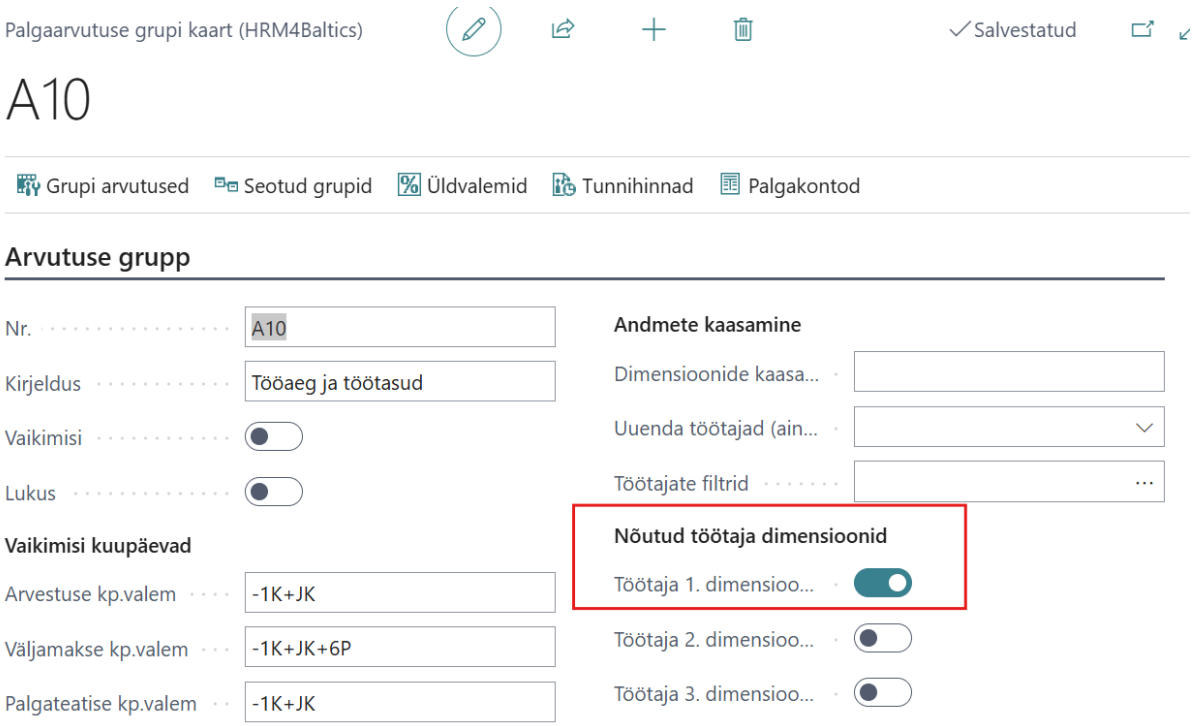
4.1. Salary Analysis Button in the Payroll Calculation Window

A shortcut button to the Salary Analysis page has been added under Home on the ribbon of the Payroll Calculation page.



4.2 Employee Dimension Check Before Calculation

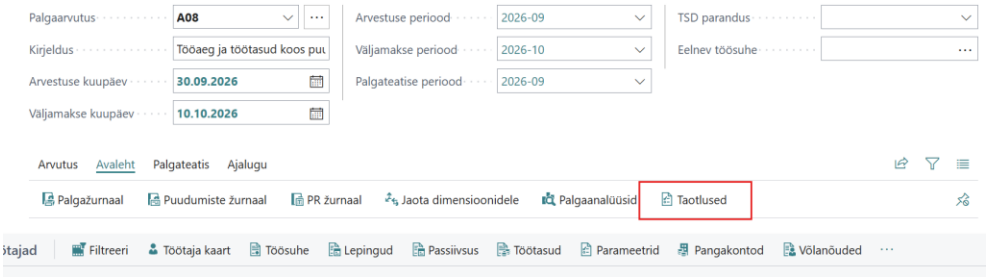
A checkbox has been added to the Payroll Calculation Group card. When selected, the system checks that the employee has dimensions assigned before starting the calculation.



4.3 Checking Bulk Requests Linked to a Departing Employee

A “Check Requests” button has been added to the Payroll Calculation window. Before calculating an employee’s final pay, it allows you to check for any unprocessed or pending requests linked to the employee. Requests with the statuses New, Pending Approval,

Rejected and Submitted are checked.



5. PAYSLIP

5.1 Retro vacations on the payslip

The payslip has been updated to also display absences from previous periods below the payslip boxes when the pay for those absences is calculated in the current period and included on that period's payslip. Previously, dates from earlier periods were not displayed in the box at the bottom of the payslip.

6. VACATIONS

6.1 Email Notifications to Request Owners When Manager Vacation Schedule Requests and Employee Vacation Preference Requests Are Created

The settings for the **"Manager Vacation Schedule"** and **"Employee Vacation Preference"** request types now allow a separate email template to be specified for each type. This enables notifications for manager vacation schedules and employee vacation preferences to be activated independently of each other.

If an email template is specified for the relevant request type, an email notification is automatically sent to the request owner when the request is created in the following cases:

- requests are created **using a report**;
- an employee vacation preference request is created **from the employee list in the manager's vacation schedule**.

If a user creates a request themselves in the **"My Vacation Preferences / Vacation Schedules"** view using the **"New"** button, no automatic email is sent. This avoids unnecessary notifications when the request owner creates the request themselves.

The email template can use the same variables as the notifications in the approval workflow for the manager's vacation schedule.

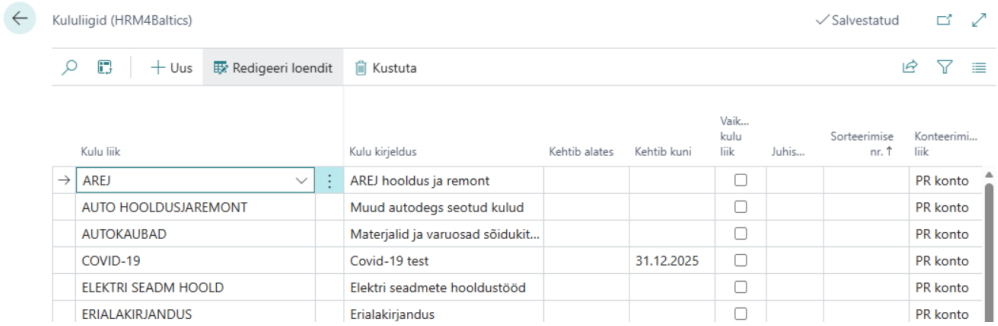
7. EVENTS

7.1 Expense Type Validity Check When Submitting an Event Request

In expense templates, From/To dates can be specified for an expense type. These dates determine whether the expense type can be selected on an expense report, an event request or a 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 at the time of the event.

Expense types that are not valid cannot be selected on expense reports or events, but remain visible in the expense template settings and in analytics.



Kulu liik	Kulu kirjeldus	Kehtib alates	Kehtib kuni	Vaik... kulu liik	Juhis...	Sorteerimise nr.	Konteerimi... liik
AREJ	AREJ hooldus ja remont			☐			PR konto
AUTO HOOLDUSJAREMONT	Muud autodegs seotud kulud			☐			PR konto
AUTOKAUBAD	Materjalid ja varuosad sõidukit...			☐			PR konto
COVID-19	Covid-19 test		31.12.2025	☐			PR konto
ELEKTRI SEADM HOOLD	Elektri seadmete hooldustööd			☐			PR konto
ERIALAKIRJANDUS	Erialakirjandus			☐			PR konto

7.2 Quotation Amounts in the Event Request

The following settings have been added to the event category:
1. “Do Not Add Quotation Amounts to the Request Amount” – this checkbox determines whether quotation amounts are added to the request’s budget amounts or used to update them when a quotation is accepted.

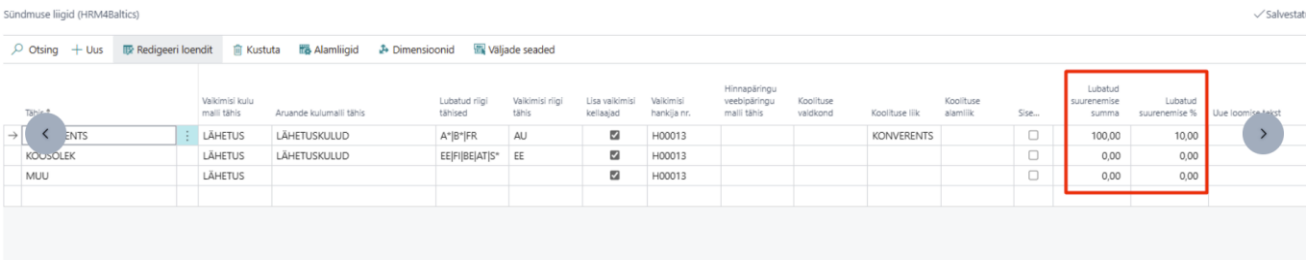
If the checkbox is not selected, accepting a quotation adds its amounts to the event request’s budget amounts previously entered manually. For example, if the original amount is 100 and the quotation amount is also 100, the amount on the request’s budget line becomes 200.

If the checkbox is selected, the quotation amount is entered on the request’s budget line only if the expense line has not previously been added to the request or the quotation increases the amount. If the quotation amount remains the same or decreases, the amounts in the request’s budget remain unchanged. For example:

Original amount: 100; quotation amount: 110; resulting amount on the request’s budget line: 110.

Original amount: 100; quotation amount: 90; resulting amount on the request’s budget line: 100.

Original amount: 100; quotation amount: 100; resulting amount on the request's budget line: 100.



2. "Action Type for Amount Increases" – specifies how amount increases are handled when accepting a quotation increases the amounts in the event request's budget. The options are:

- "Automatic Withdrawal" – the request is withdrawn and an email notification is sent to the request owner.
- "Automatic Submission" – the request is withdrawn and automatically resubmitted.
- "Notify" – only an email notification is sent.
- Blank – no action is taken.

3. "Notification Template for Amount Increases" – an email template can be specified for the notification sent to the employee when the amount increases (see the previous point).

Previously, the maximum permitted request amount was calculated at header level when an event request was submitted. Amount increases are now checked at line level.

A new "Expense Group Code" column has been added to the expense types in the event expense template. A group code (e.g. TRANSPORT) can be entered as free text and assigned to expense types belonging to the same expense group. In this case, amount increases on the request are checked by group rather than by individual expense line.

7.3 REPETITIVE EVENTS

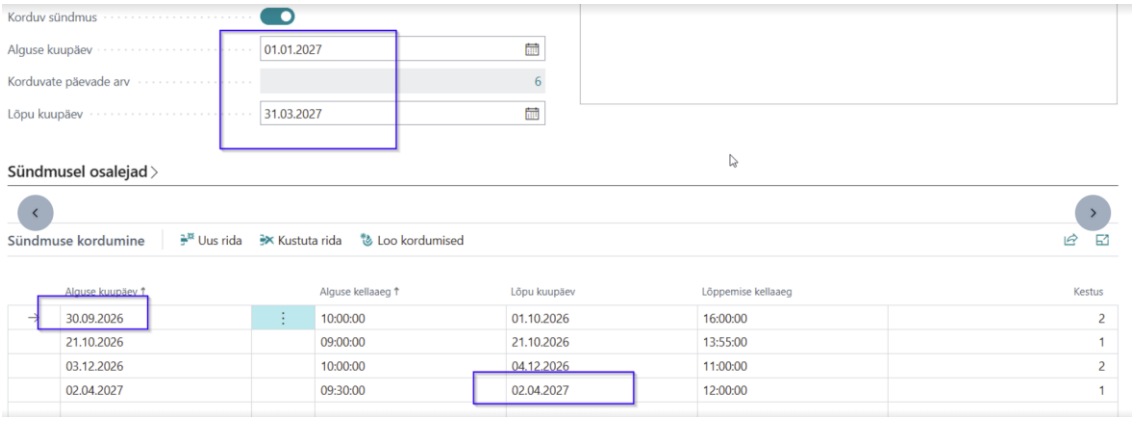
A new "Recurring Event" field has been added to the "Event Details" FastTab on the event card.

Selecting the checkbox displays a new "Event Recurrence" FastTab, where recurrences can be defined manually or generated automatically using the "Create Recurrences" button on the FastTab ribbon.

On the "Event Recurrence" FastTab, you can add a recurrence pattern or enter recurrences manually. You can specify the start date, start time, end date and end time. The duration is calculated based on the dates and is also displayed on the "Event Details" FastTab in the header.

The “Create Recurrence” button allows you to configure the recurrence type – week, month, quarter, year or date formula – and the number of recurrences to create, taking the “From Date” and “End Date” into account.

Public Holiday Action – the options are “Skip”, which omits any recurrence that falls on a public holiday, and “Next Day”, which moves such a recurrence to the next working day. From the following week onwards, the original recurrence pattern resumes.



8. REQUESTS

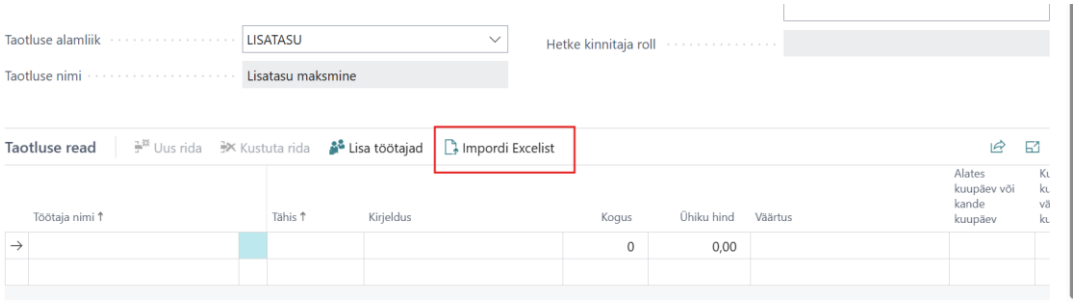
8.1 Approving a Vacation Change Request from the “Unapproved Requests” List

Vacation change requests can also be approved directly from the “Unapproved Requests” list. Multiple vacation change requests cannot be approved at the same time.



8.2 Excel import for mass request entries

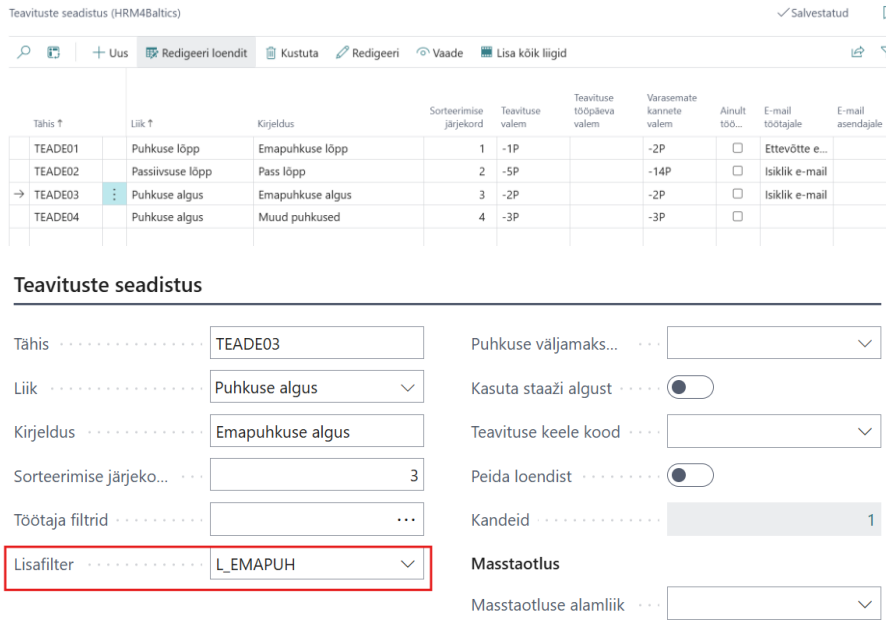
The mass request form now supports importing entries from Excel, for example for additional payments. Entries can be imported according to the fields configured for the request.



9. NOTIFICATIONS

9.1 Calendar notification according to absence type

In the settings for the **Vacation Start** and **Vacation End** notification types, the Additional Filter field can be used to specify the absence type for which the notification is sent. If an employee is on pregnancy and childbirth leave (called maternity leave from 1 April), an email notification is sent 14 (30) days before the leave ends, stating that the employee needs to submit a parental leave application and a copy of the child's birth certificate.



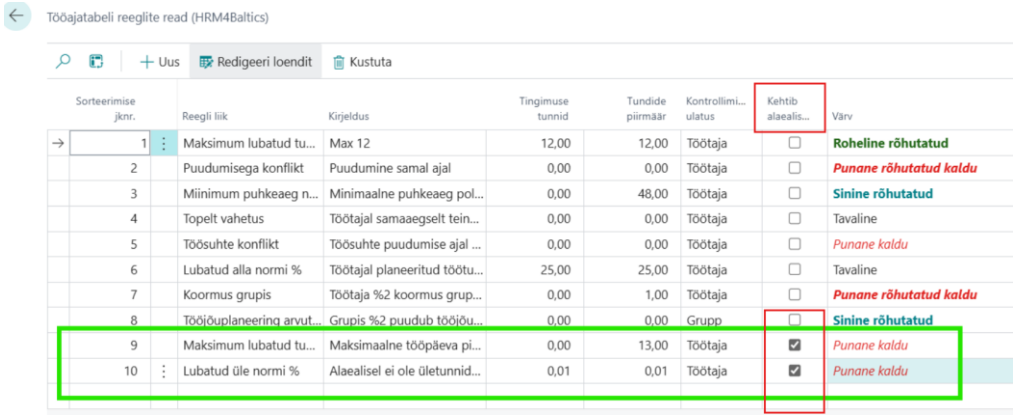
10. WORKING SCHEDULES

10.1. Locking the unused shifts

Old shifts that are no longer in use can now be locked in the working schedule's shift list. Locked shifts are not shown in the drop-down lists for working schedules or shift templates. An error message is displayed if a locked shift is entered manually or used when calculating the schedule. Locking a shift does not affect existing entries from earlier periods.

10.2. Working schedule rule “Valid for a minor”

A new “Valid for a Minor” checkbox has been added to the working schedule rule settings. When selected, the employee’s age is checked.
The check is performed on a daily basis. For example, if an employee is a minor for half of the month and the schedule does not comply with the rule on those days, a rule violation message is displayed. Once the employee reaches adulthood, this rule no longer triggers a message or prevents schedule approval for those days.



Sorteerimise jknr.	Reegli liik	Kirjeldus	Tingimuse tunnid	Tundide piirmäär	Kontrollimi... ulatus	Kehtib alaealis...	Värv
1	Maksimum lubatud tu...	Max 12	12,00	12,00	Töötaja	☐	Roheline rõhutatud
2	Puudumisega konflikt	Puudumine samal ajal	0,00	0,00	Töötaja	☐	Punane rõhutatud kaldu
3	Miinimum puhkeaeg n...	Minimaalne puhkeaeg pol...	0,00	48,00	Töötaja	☐	Sinine rõhutatud
4	Topelt vahetus	Töötajal samaaegselt tein...	0,00	0,00	Töötaja	☐	Tavaline
5	Töösuhte konflikt	Töösuhte puudumise ajal ...	0,00	0,00	Töötaja	☐	Punane kaldu
6	Lubatud alla normi %	Töötajal planeeritud töötu...	25,00	25,00	Töötaja	☐	Tavaline
7	Koormus grupis	Töötaja %2 koormus grup...	0,00	1,00	Töötaja	☐	Punane rõhutatud kaldu
8	Tööjõuplaneering arvut...	Grupis %2 puudub tööjõu...	0,00	0,00	Grupp	☐	Sinine rõhutatud
9	Maksimum lubatud tu...	Maksimaalne tööpäeva pi...	0,00	13,00	Töötaja	☑	Punane kaldu
10	Lubatud üle normi %	Alaealisel ei ole ületunnid...	0,01	0,01	Töötaja	☑	Punane kaldu

10.3. Background color for a minor until becoming an adult

When a color is assigned to minors in the working schedule settings, the system uses the configured parameter to determine on a daily basis when an employee reaches adulthood. Working schedule cells are displayed in the assigned color until the employee reaches adulthood.

10.4. Entering working hours from the working hours view

Previously, hours could only be entered in the working schedule’s hours view. With this update, both hours and times can also be entered in the time view.

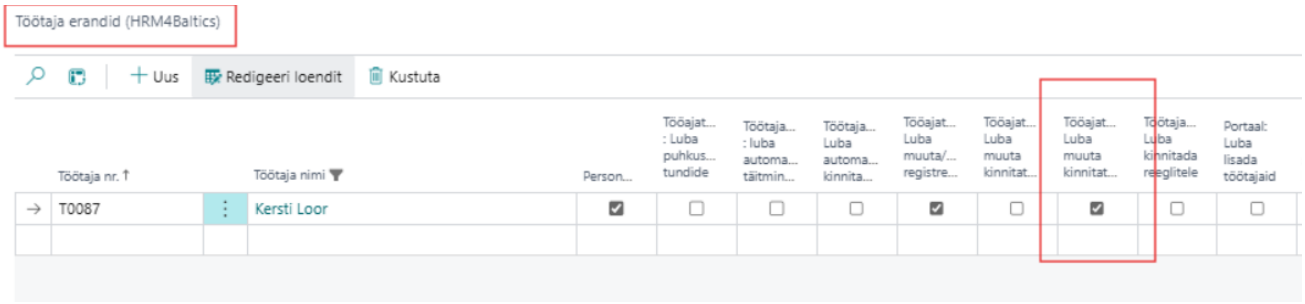
10.5. Sales order nr in the working schedule

A new “Show Sales Order No.” checkbox has been added to the working schedule settings. Selecting it displays a Sales Order No. field in the working schedule, where a number can be selected from the sales order list.

10.6. Employee’s exception for changing the approved dimensions and projects

A “Working Schedule: Allow Changes to Dimensions and Project in an Approved Working Schedule” checkbox has been added to the Employee Exceptions page.

If this checkbox is selected for an employee, dimensions, projects and project tasks can be changed in an approved working schedule.



11. EMPLOYEE

11.1 District/Municipality on the Employee and Vendor Cards

A new “District/Municipality” field has been added to both the Employee and Vendor cards. When the HRM Connector app is used, the field is populated automatically if the corresponding information is included in the query response.
The fields can also be filled in manually.