Microsoft Dynamics Business Central HRM4Baltics

User manual for Payroll and Personnel Management Solution

For questions, feel free to contact us:
BCS Itera AS
Mäealuse 2/4, B-wing
12618 Tallinn
Tel: +372 650 3380
E-mail: itera@itera.ee

1. Table of Contents

1. Table of Contents ... 2

2. Introduction ... 10

2.1. Personnel Accounting ... 10

2.2. Payroll ... 11

3. Lists ... 13

3.1. Employee List ... 14

3.1.1 DATA FIELDS ON THE EMPLOYEE CARD ... 15
3.1.1.1. Fast tab: Basic information ... 15
3.1.1.2 Fast tab: Dimensions ... 18
3.1.1.3. Fast tab: Connection and Setup ... 18
3.1.1.4. Fast tab: Custom Fields ... 22
3.1.1.5. Fast tab: Employee Address and Contacts ... 23
3.1.1.6. Fast tab: Current Status ... 24
3.1.1.7. Fast tab: Foreigner ... 25
3.1.1.8. Fast tab: Birthday ... 26
3.1.1.9. Fast tab: Modifier ... 26
3.1.2. EMPLOYEE PICTURE ... 27
3.1.3. FILES ... 27
3.1.4. CONTRACTS AND SALARIES ... 28
3.1.5. EMPLOYMENT ... 28
3.1.5.1. Closing Employees previous employment relationship ... 30
3.1.6. PASSIVITY ... 33
3.1.7. CONTRACTS ... 34
3.1.7.1. Linking Employment Contract and Salary Line ... 42
3.1.7.2. Adding Fontes Classification to the Employee ... 43
3.1.8. SALARIES ... 44
3.1.9. PARAMETERS ... 48
3.1.10. BANK ACCOUNTS ... 51
3.1.11. CLAIMS ... 53
3.1.11.1. Fast tab: Claim ... 55
3.1.11.2. Fast tab: Collector Information ... 59
3.1.12. MANAGER ASSISTANTS ... 60
3.1.13. ASSISTANT MANAGERS ... 61
3.1.14. TAX TABLE ... 62
3.1.14.1. Tax tables ... 63
3.1.14.2. Tax Table Periods ... 63
3.1.14.3. Tax Table Units ... 64
3.1.14.4. Tax Table Entries ... 64
3.1.14.5. External Projects ... 65
3.1.15. JOB REQUIREMENTS ... 66
3.1.16. PERSONAL DOCUMENTS ... 70
3.1.16.1. Document Types Setup ... 71
3.1.17. INFO ENTRIES ... 72
3.1.18. SKILLS ... 73
3.1.19. INSTRUCTIONS ... 75
3.1.20. EMPLOYEE ASSETS ... 76
3.1.21. TRAININGS ... 79

3.1.22. HEALTH INSPECTION 80
3.1.23. ABSENCES 83
3.1.24. HOLIDAY BALANCE 84
3.1.25. PAYROLL ENTRIES 85
3.1.26. CHILDREN 86
3.1.27. RELATED PERSONS 88
3.1.28. EMPLOYEE FILES 89
3.1.29. EDUCATION 90
3.1.30. EMPLOYEE VEHICLES 92
3.1.31. WARNINGS 93
3.1.32. REWARDS 94
3.1.33. PREVIOUS EXPERIENCES 96
3.1.34. OCCUPATIONAL ACCIDENTS 97
3.1.35. OCCUPATIONAL DISEASES 98
3.1.36. EMPLOYEE EXEPTIONS 99
3.1.37. EMPLOYEE SICK LEAVES 100
3.1.38. EMPLOYEE INFORMATION 101
3.1.39. COPY EMPLOYEE 102

3.2. All Companies Employees 105

3.3. Central Employees 106

3.4. Payroll Accounts 109
3.4.1. FIELDS IN PAYROLL ACCOUNT LIST 110
3.4.2. FIELDS IN PAYROLL ACCOUNT CARD 110
3.4.2.1. Fast tab: Group Selection 114
3.4.2.2. Fast tab: Payroll Report 114

3.5. Info types 116
3.5.1. INFO ENTRIES 116
3.5.2. INFO TYPES IMPORT/EXPORT TO EXCEL 117

3.6. Trainings 118
3.6.1. TRAININGS LIST 118
3.6.2. CREATING TRAINING CARD 120
3.6.3. TRAINING FEEDBACK QUESTIONNAIRE 123
3.6.4. COPING INFORMATION FROM PREVIOUS TRANING CARD 124
3.6.5. ENTERING AND ALLOCATING TRAINING EXPENSES 125
3.6.5.1. Training Cost Document Card 126
3.6.5.2. Training Cost Document Lines 127
3.6.5.3. Training Cost allocation 128
3.6.5.4. Linking training expenses to Financial Solution 129
3.6.5.5. Training Cost Document posting 130
3.6.6. REGISTERING ABSENCE FOR TRAINING 130

3.7. Employee Contracts list 131
3.7.1. PRINTING CONTRACTS ON TEMPLATE 132
3.7.2. CREATING REQUIRED FILES IN THE LIST OF CONTRACTS 133

3.8. List of Salaries 135

3.9. Non-residents 135

3.10. Employee Documents 135

3.11 Employee Files 137

3.12 Employee Assets **138**
3.12.1. EMPLOYEE ASSET HISTORY 140
3.12.2. ADD FIXED ASSET TO EMPLOYEE 140
3.13. Employee Children's **142**
3.14. Employee Educations **143**
3.15. Employees skills **144**
3.16. Employees Previous Experiences **145**
3.17. Employee Job Requirements **145**
3.18. Employee Working Permits **147**
3.19. Employee Warnings **148**
3.20. Employee Rewards **148**
3.21. Employee Vehicles List **149**
3.22. Employee Passivity **150**
3.23. Notifications **150**
3.24. Occupational Safety and Occupational Health **151**
3.24.1. HEALTH CERTIFICATES 152
3.24.2. OCCUPATIONAL ACCIDENTS LIST 158
3.24.2. OCCUPATIONAL DESISES 159
3.24.3. WORKING ENVIRONMENT REPRESENTIVES 161
3.25. Sick Leaves list **163**
3.25.1. SICK LEAVE CARD 166
3.25.1.1. Fast tab: Sick leave 166
3.25.1.2. Fast tab: Fills Employer 167
3.25.1.3. Fast tab: Additional info 168
3.25.2. SICK LEAVE LIST AND CARD FACT BOX INFO 169
3.25.2.1. Fact box: Conflicting Absences 169
3.25.2.2. Fact box: Absences 169
3.25.3. ACTIONS WITH SICK LEAVES 169
3.24.4. SICK LEAVE REQUEST LOG 171
3.26. Data Exchange with the Tax and Customs Board Employment Register (TÖR) **171**
3.26.1. DATA EXCHANGE WITH TÖR OVER X-ROAD 171
3.26.1.1. Important Icons and fact box Information in the Employment Register Log Window 175
3.26.1.2. Creating the Employment Register CSV file 176
4.Tasks ***177***
4.1. Payroll Calculation **177**
4.2 Fees Calculation **180**
4.2.1. ALLOCATING PAYROLL ENTRIES TO DIMENSIONS 182
4.2.1.1. Distribution configured on the Employee Card 182
4.2.1.2. Entry Distribution 184
4.2.2. ADVANCE PAYMENT CALCULATION 185
4.2.3. MONTHLY SALARY CALCULATION 186
4.2.4. HOURLY SALARY CALCULATION 187
4.2.5. OVERTIME CALCULATION, SUMMARIZED PERIOD 187

4.2.6. BONUS CALCULATION 188
4.2.7. BOARD MEMBER FEES WITH HOLIDAY OBLIGATION 188
4.2.8. CONTRACT (TVL) FEE 189
4.2.9. VACATION 189
4.2.10. ADDITIONAL LEAVE 191
4.2.11. CARE LEAVE OR CAREGIVER LEAVE FOR AN ADULT WITH SEVERE DISABILITIES 192
4.2.12. STUDY LEAVE 192
4.1.13. ACCRUAL OF LEAVE OBLIGATION 193
4.2.14. SICK LEAVE BENEFIT CALCULATION 193
4.2.15. INCOME TAX-FREE AMOUNT CALCULATION 194
4.2.15.1. Employee Designated Income Tax-Free Amount 195
4.2.15.2. Calculations and Payroll Accounts Related to Income Tax and Tax-Free Allowance 195
4.2.16. DEBIT CLAIMS TO BAILIFFS 196
4.2.17. ALOMONY 197
4.2.18. TERMINATION OF EMPLOYMENT 198

4.3. Order of Payroll Calculations 199

4.4. Working Schedules 200
4.4.1. CREATING NEW WORKING SCHEDULE 200
4.4.2. FILLING OUT THE WORKING SCHEDULE BASED ON WORKING SCHEDULE TEMPLATE 205
4.4.3. WORK TIME PLANNING 206
4.4.3.1. Multiple Entry of Entries 217
4.4.3.2. Fixed Amount 218
4.4.4. IMPORT OF WORKING HOURS FROM THE MAINTENANCE MODULE 220
4.4.5. WORKING SCHEDULE IMPORT/EXPORT IN EXCEL 221
4.4.5.1. Working Schedule import/export in Excel with dimensions 221
4.4.6. WORKING SCHEDULE DAY VIEW 222
4.4.7. COMPARISON OF WORKING SCHEDULE AND EMPLOYEE GATE LOG 225
4.4.8. APPROVAL OF WORK SCHEDULE PLAN, CONFIRMATION, AND REGISTRATION OF WORK SCHEDULE 226
4.4.9. CONFIRMATION AND REGISTRATION OF THE WORK SCHEDULE WITH APPROVAL WORKFLOW 229
4.4.9.1. Approval and Rejection of the Work Schedule 233
4.4.9.2. Registering the Work Schedule 235
4.4.10. WORKING SCHEDULE PRINTING 236
4.4.11. OVERVIEW OF ENTRY TYPES 237
4.4.12. SUBMISSION AND APPROVAL OF DOCUMENT-BASED WORKING SHEDULE 237
4.4.12.1. Submission of the Working Schedule 238
4.4.12.2. Working Schedule take back 242
4.4.12.3. Project Manager's Actions 243
4.4.12.4. Confirming the Act 245
4.4.12.5. Sending the Act Back to the Submitter 246
4.4.12.6. Buttons in the Working Schedule Act 247
4.4.12.7. Project Overview 248
4.4.12.7. Approving and Registering the Consolidated Working Schedule 248

4.5. Income Tax Return (TSD) 249
4.5.1. CREATING TSD 250
4.5.2. SUBMITTING TSD VIA X-TEE 251
4.5.3. TSD FILE VIEW AND FILE SETTINGS 252
4.5.4. ACROSS-COMPANIES TAX DECLARATION 253

4.5.5. REOPENING AND CORRECTING TSD ... 254
4.5.5.1. Example of Correction ... 255
4.5.6. ADDITIONAL ENTRIES IN TSD ... 257

4.6. Journals ... 257
4.6.1. PAYROLL JOURNAL ... 258
4.6.1.1. Filling out the Salary Journal ... 258
4.6.1.2. Fields in Payroll Journal ... 258
4.6.1.3. Distributing Bonuses Based on Working Hours ... 263
4.6.1.4. Distributing Compensation Across Periods ... 264
4.6.1.5. Data import from Excel ... 265
4.6.2. ABSENCE JOURNAL ... 266
4.6.2.1. Entering Absences ... 266
4.6.2.2. Absence Journal Columns ... 267
4.6.2.4. Importing Absences from Excel ... 270
4.6.3. PAYROLL G/L JOURNAL ... 271
4.6.3.1. Posting Payroll Entries ... 272
4.6.3.2. Allocation of Entries in the Payroll G/L Journal ... 274
4.6.3.3. Creating Bank Payment File and Posting Payments to G/L. ... 275
4.6.4. WAGE CHANGE JOURNAL ... 277

4.7. Actions ... 281
4.7.1. EXPORTING WORK REGISTRY CSV FILE ... 281
4.7.2. SENDING PAY SLIP ... 281
4.7.3. CONVEYANCE AND RETURN REPORT FOR ASSETS ... 283
4.7.4. CLEARANCE FORM ... 284
4.7.5. DELETION OF PERSONAL DATA ... 284
4.7.5.1. Configuration of Deletion Packages ... 284
4.7.5.2. Configuring Tables and Fields in the Deletion Package ... 286
4.7.5.3. Employee data deletion ... 287
4.7.6. EMPLOYEE SALARY MASS CHANGE ... 288
4.7.7. PRINTING CONTRACTS BASED ON TEMPLATES ... 290

5. Reports and Analysis ... 291

5.1 Payroll Analysis ... 291
5.1.1. PAYROLL ANALYSIS EXCEL VIEWS ... 293
5.1.2. PAYROLL ANALYSIS SUMMARY PAYSLIP ... 294
5.1.3. PAYROLL ANALYSIS RESERVE – VACATION RESERVE ... 295
5.1.4. PAYROLL ANALYSIS PER-PAYMENTS BY PERIODS ... 296
5.1.5. PAYROLL ANALYSIS HOLIDAY - HOLIDAY ACCOUNTING BASED ON 6-MONTH AVERAGES ... 297
5.1.6. PAYROLL ANALYSIS - ACCRUED holiday BALANCE – ACCRUED LIABILITY – AVAILABLE BALANCE (QUERY ALWAYS WITH THE STARTING BALANCE OF THE CURRENT YEAR) ... 298
5.1.7. PAYROLL ANALYSIS - DIMENSIONAL SALARIES ... 299
5.1.8. PAYROLL ANALYSIS - PAYROLL ENTRIES ... 299
5.1.9. PAYROLL ANALYSIS EXCEL REPORT ... 300

5.2. Overviews ... 302
5.2.1. SALARIES OVERVIEW ... 303
5.2.2. PARAMETER OVERVIEW ... 304
5.2.3. INFO TYPE USAGE OVERVIEW ... 304
5.2.4. OVERVIEW- ABSENCES BY DAYS ... 304
5.2.5. EMPLOYEE HOLIDAY BALANCE ... 305

5.2.6. EMPLOYMENTS OVERVIEW 305
5.2.7. BIRTHDAYS OVERVIEW 306
5.2.8. CHILDREN OVERVIEW 307
5.2.9. ABSENCE OVERVIEW 308
5.2.10. DOCUMENT OVERVIEW 308
5.2.11. ASSETS OVERVIEW 309
5.2.12. HEALTH CERTIFICATE OVERVIEW 310
5.2.13. TRAINING PARTICIPANTS OVERVIEW 310
5.2.14. EVENT EXPENSES OVERVIEW 311
5.2.15. UNUSED HOLIDAYS 312
5.2.16. SALARY CHANGE OVERVIEW 313

5.3 State Reports 313
5.3.1. TAX DECLARATION 314
5.3.2. CERTIFICATE OF UNEMPLOYMENT TAX 314
5.3.3. CERTIFICATE OF INCOME AND SOCIAL TAX 316
5.3.4. CERTIFICATE OF SOCIAL TAX 318
5.3.5. COMPENSATION FROM STATE BUDGET FOR HOLIDAY PAY AND AVERAGE PAY 321
5.3.6. SOCIAL SECURITY TAX REQUEST 323
5.3.7. INF14 FORM AND INF14 XML FORM 325

5.4. Statistic Reports 327
5.4.1. STATISTIC REPORT: PAYROLL 2018 328
5.4.2. STATISTIC REPORT: JOBS 330
5.4.3. STATISTIC REPORT: PAYROLL 331
5.4.4. STATISTIC REPORT: STRUCTURE OF EARNINGS 333
5.4.5. STATISTIC REPORT- ADULT EDUCATION 334
5.4.6. STATISTIC REPORT- AVERAGE NUMBER OF EMPLOYEES 336
5.4.7. STATISTIC REPORT- PAYROLL PROFESSION STRUCTURE 337
5.4.8. FTE REPORT 338
5.4.9. WAGE GAP 339
5.4.10. EMPLOYEE TURNOVER 341

5.5. Employee Reports 343
5.5.1. EMPLOYEE LIST 344
5.5.2. EMPLOYEE STATUS CHANGES 346
5.5.3. EMPLOYEES BY EMOPLOYMENT DATE 348
5.5.4. EMPLOYEE WORKING TOTAL YEARS 349
5.5.5. EMPLOYEE NOVICIATE LIST 351
5.5.6. EMPLOYEE CONTRACTS 352
5.5.7. EMPLOYEES BY AGES 353
5.5.8. EMPLOYEES BY MONTH OF BIRTH 356
5.5.9. EMPLOYEE DOCUMENTS 359
5.5.10. EMPLOYEES BY ZODIAC SIGNS 362
5.5.11. EMPLOYEE EXCEL VIEWS 363
5.5.12. EMPLOYEE LIST ACROSS COMPANIES 366
5.5.13. EMPLOYEE CHILDREN 368
5.5.14. NUMBER OF EMPLOYEES BY DAY 369
5.5.15. NUMBER OF EMPLOYEES BY DEPARTMENT 370

5.6. Payroll Salary Reports 372
5.6.1. EMPLOYEE SALARY REPORT 372
5.6.2. WAGE CERTIFICATE 373
5.6.3. EMPLOYEE SALARY CHANGES 375

5.6.4. EMPLOYEE LAST SALARY CHANGE 377
5.6.5. POSITION FULFILLMENT 379
5.6.6. PAYROLL JOB HISTORY 380
5.6.7. FONTES REPORT 382

5.7. Absence Reports 384
5.7.1. EMPLOYEE ABSENCES 384
5.7.2. ABSENCE BY DATE 385
5.7.3. HOLIDAY SCHEDCULE OVERVIEW 387
5.7.4. HOLIDAY SCHEDULE CONFIRMATION 389
5.7.5. EXPIRING VACATIONS 390
5.7.6. EXTRA HOLIDAYS 393
5.7.7. PAID SICK LEAVES 394

5.8. Employee Working Schedule Reports 396
5.8.1. REPORT: EMPLOYEE WORKING SCHEDULE AS CALENDER 396
5.8.2. REPORT: DIMENSION WORKING SCHEDULE 398
5.8.3. REPORT: WORKING SCHEDULE UNUSED EMPLOYEES 400
5.8.4. REPORT: WORKING SCHEDULE COMMENTS 402
5.8.5. REPORT: WORKING SCHEDULE ENTRIES 404
5.8.6. OBJECT REPORT 406
5.8.7. Object Report (PAYROLL) 408
5.8.8. EMPLOYEE FEES BY PROJECT 408
5.8.9. EMPLOYEE PERCENTAGES BY PROJECT 409

5.9. Structural Reports 411
5.9.1. STRUCTURAL PLAN 411
5.9.2. VACANCY REPORT 411
5.9.3. STRUCTURE PLANS BY PROFESSION 412

6. Documents 413

6.1. Holiday Schedule 413
6.1.1. CREATING A HOLIDAY SCHEDULE 414
6.1.2. CREATING HOLIDAY SCHEDULE BASED ON HOLIDAY REQUESTS 416
6.1.3. ASSIGNING SUBSTITUENTS FOR HOLIDAY PERIODS 416
6.1.4. HOLIDAY SCHEDULE CONFIRMATION SHEET 417
6.1.5. POSTING HOLIDAY SCHEDULE 419
6.1.6. HOLIDAY SCHEDULE APPROVAL 420
6.1.7. VACATION OVERVIEW 420
6.1.8. IMPORTING HOLIDAY SCHEDULE FROM EXCEL 422
6.1.9. EXPIRING VACATION DEMANDS 422
6.1.9.1. Report: Aged Holidays 422
6.1.9.2. Writing Off Expired Holiday Demands 424
6.1.10. ENTERING INITIAL HOLIDAY BALANCES 425

6.2. Working Schedules 426
6.2.1. WORKING SCHEDULE 426
6.2.2. TOTAL WORKING SCHEDULE 429
6.2.3. ARCHIVED WORKING SCHEDULE TABLES 430

7. Archive 432

7.1. PAYROLL REGISTERS 432
7.1.1. REGISTERED ENTRIES DELETION 433
7.1.2. REVERSING POSTED ENTRIES 434

7.1.3. EXPORTING G/L ENTRIES 435

7.2. Payroll Entries 437

7.3. Absence Ledger Entries 439

7.3.1. ABSENCE CORRECTION 442

7.3.1.1. Cancellation of Registered Absence 442

7.3.1.2. Absence Unregistration 443

7.3.1.3. Modifying Registered Absence 444

7.4. Contract Changes 446

7.5. Employee Permit Log 447

7.6. Pension Fund Query Log 448

7.7. X-Road History 449

7.8. Employee Viewer Log 450

7.9. Employee Change Log 451

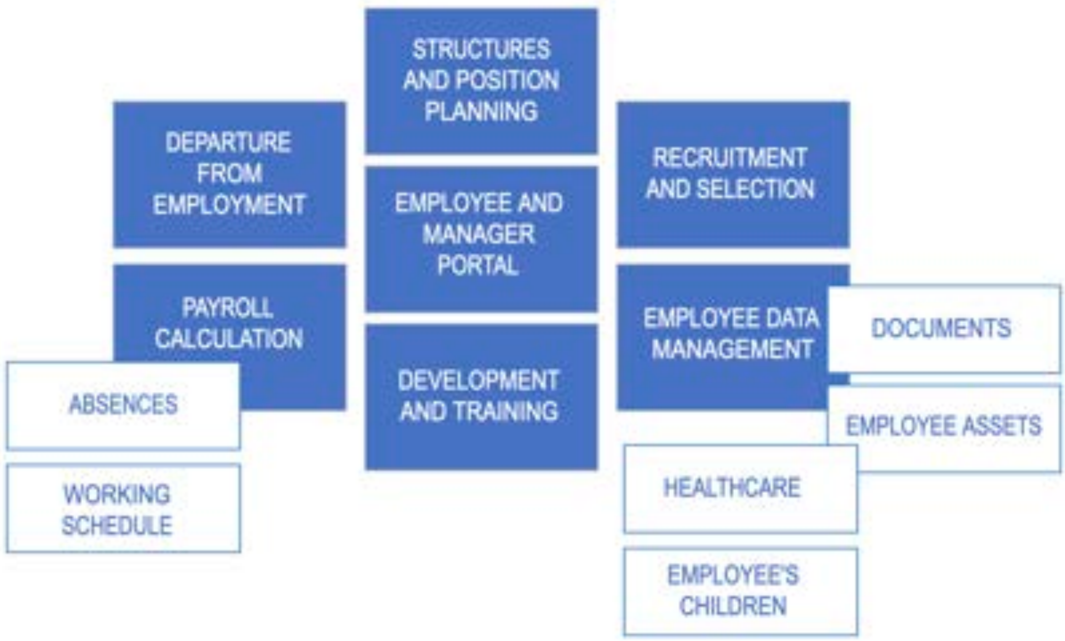
8. Summary 452

2. Introduction

Payroll and personnel accounting are part of every company's business processes regardless of the company's size. Various solutions are used for payroll and personnel accounting, ranging from Excel to external specialized programs. However, different applications often require additional work and/or data integration when bringing the data into Business Central. A common scenario is where payroll data is calculated in Excel and then manually entered to the accounting software. Multiple data entries increase the probability of errors, are time-consuming, and do not add value. Companies that are using Business Central, the solution for HR and payroll is the HRM4Baltics module for Business Central. The module is like purchasing or warehouse management modules in Business Central. All information related to payroll and personnel is stored in the Business Central database, and payroll entries are automatically posted to the general ledger. The HRM4Baltics module provides a personnel and payroll accounting solution that is well compatible with the functionality of Dynamics Business Central and Microsoft products.

2.1. Personnel Accounting

The HRM4Baltics module allows you to record information about an employee, starting from personal information and contact details, family member information, contracts, employment relationships, salaries, assets assigned to the employee, occupational health, to various information related to their skills and development. Users can also easily and systematically save specific HR information relevant to their company.



Functionality	Explanation
Structure	In the *STRUCTURE* section, you can describe up to 4 vertical management levels for the company within the module. It is possible to associate positions with each level, including planned positions and their workloads. The structure can be configured based on specific dates. You can also associate

	cost center with the structure and add the corresponding attribute to the employees' payroll costs.
Absences and Payroll Holiday Schedule	User-configurable *ABSENCE REASONS* and control for overlapping absences input, which can issue a warning or act as a restriction. Creation of *PAYROLL HOLIDAY SCHEDULE* and registration of scheduled holidays in *THE HOLIDAY SCHEDULE* as actual absences. Options for specifying whether holiday pay is desired before or on the payday. Assignment of substitutes for absences. Manual data entry of absences and holiday schedule information, importing from Excel, or based on holiday requests. Expiry of holiday requests.
Training	User-configurable classifications for managing training (training types, fields, companies, expense types). Management of information based on the *TRAINING CARD* regarding attendees. Management of *TRAINING COSTS*. Linking training with *SKILLS*.
Occupational Health	Information about the expected or actual time of health checks is entered on the *HEALTH CERTIFICATE CARD*, along with proposals and decisions. It is also possible to register information related to workplace accidents and occupational diseases. Sending *NOTIFICATIONS* to the person responsible for occupational health.
Employee Assets	With the *EMPLOYEE ASSETS* solution, you can keep track of all assets provided to employees. The functionality is also related to the Business Central fixed assets module. Specifically, when the responsible person for an asset in the Business Central fixed assets module is changed, it is automatically updated in the HRM4Baltics module for the corresponding employees. It is possible to generate reports about the movement of assets, create transfer and acceptance documents, and clearance form.
Self-Service Portal	The *SELF-SERVICE PORTAL* displays information from the *EMPLOYEE LIST* and *ABSENCE LEDGER ENTRY*. Users can configure what information is displayed in the portal and what information managers see about their subordinates. Various quick filters are available: structure view, subordinate view, birthdays by month, currently absent employees, etc. Displaying events or other information in the portal in different coloured text, setting filters for notifications, specifying who receives the information (e.g., only for women on Women's Day), and adding images or links (e.g., to articles or websites). Submitting and approving holiday requests, granting permissions. Expense report and business trip management.
Notifications	Users can set the frequency, notifications, and recipients for *NOTIFICATIONS* themselves, and decide whether and which notifications are visible in the *SELF-SERVICE PORTAL*. Notifications can be sent for holidays, birthdays, name days, work anniversaries, retirement, starting a job, leaving a job, the beginning and end of a probation period, and the start and end of leave.

2.2. Payroll

In addition to the standard wage calculation formulas used in the HRM4Baltics module, users have the ability to create various wage calculation formulas, compensations, deductions, and more to meet the organization's needs.

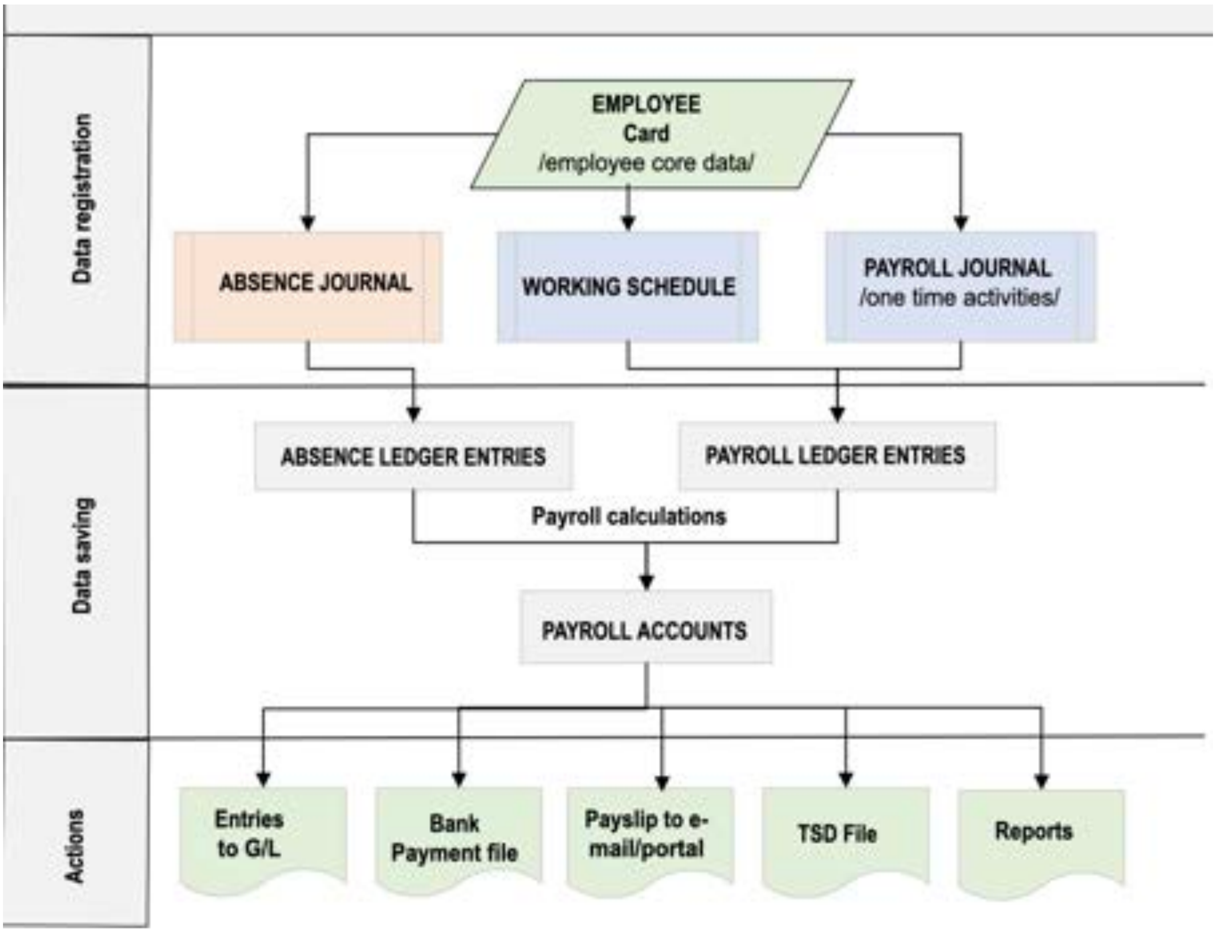
In tax calculations, the minimum social tax rate and the social tax benefit for disabled pensioners are also calculated. *PAYROLL STATEMENTS* can be sent to all employees at once or to the email address of a single employee.

For making salary bank payments, an XML bank payment file is used in SEPA format. Formats for salary bank payment files that meet both Estonian and Finnish specific requirements.

Accurate calculations of 6-month average wages, even if an employee has worked elsewhere in between and then returned to the company within the same six calendar months. In such cases, it is possible to close the payroll entries related to the previous employment so that they are not included in the calculation of their 6-month average wage.

Automatic posting of calculated payroll and tax expenses to general ledger accounts based on cost centers, either as individual entries or summarized.

Additionally, it is possible to use financial accounting entries on general ledger accounts for payroll calculations based on the amounts accounted for in financial accounting. For example, if a salesperson's sales revenue amounts are linked to the general ledger account associated with a person's attribute (a person dimension), it is possible to use the employee's relevant period's sales revenue amount in automatic bonus calculations, and so on.

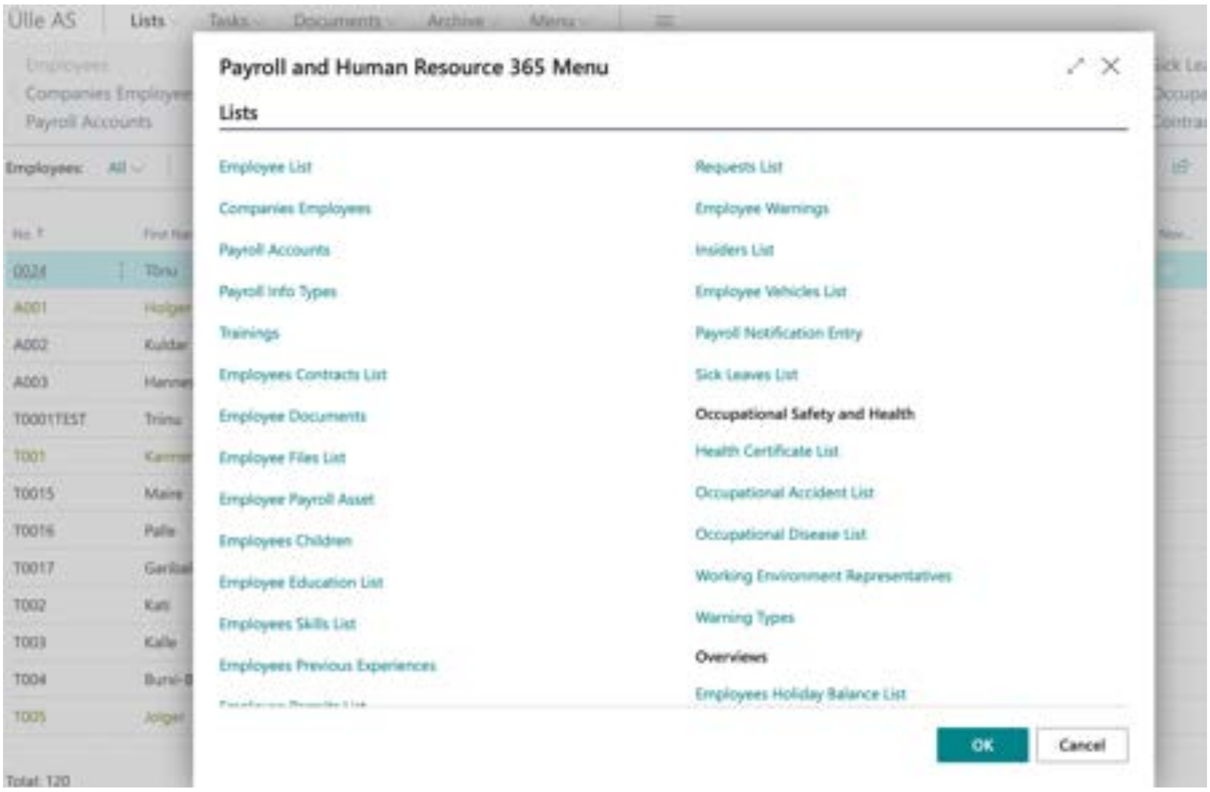


	Explanation
Employee Card	The central point of the module is the employee card. The *EMPLOYEE CARD* stores all information related to the employee, including personal information, employment contracts, fixed wages specified in employment contracts, compensations, deductions, tax conditions, and essential HR-related information such as education, children, training, health check, employee assets, etc.
Absence Journal	A work window for registering non-working time in the *ABSENCE LEDGER ENTRIES*.

Working Schedule	When using the *WORKING SCHEDULE*, it is possible to configure the various types of work time used in the company and principles of calculation, including up to a 4-month summarized work time period, shifts, their start and end times, lunch breaks, regular, evening, night, and public holiday hours, etc. You can automatically configure expense types to be added to working hours, and if necessary, you can manually adjust these expenses. The time registered in the *WORKING SCHEDULE* automatically moves to the basis for payroll calculation. Created and/or approved work time schedules can be archived, and archived schedules can be easily retrieved and used as the basis for creating new work time schedules.
Payroll Journal	A work window where users can directly register various payroll information onto *PAYROLL ACCOUNTS* for *PAYROLL LEDGER ENTRIES.* For example, one-time bonuses, awards, performance bonuses, working hours, etc., can be registered. When starting to work with the program, you register, through the *PAYROLL JOURNAL*, the 6-month salaries used as the basis for calculating average salaries and initial balances for leave obligations for the relevant accounting periods.
Absence Journal	A table where various types of absences are registered as *ABSENCE LEDGER ENTRIES* via the *ABSENCE JOURNAL*. The data registered in the Absence ledger entries is used in payroll calculations and absence reports. When starting to work with the program, absences for the previous 6 months, categorized by type, are registered as *ABSENCE LEDGER ENTRIES* through the *ABSENCE JOURNAL*.
Payroll ledger entry	A table where all *PAYROLL LEDGER ENTRIES* are registered for *PAYROLL ACCOUNTS*. Payroll entries can be registered automatically during payroll calculation or manually from the *PAYROLL JOURNAL.* In the *PAYROLL LEDGER ENTRIES*, entries are registered as *PAYROLL ACCOUNT* entries, including all employee wages, compensations, taxes, deductions, working hours, and other important data for payroll calculations. Based on the *PAYROLL LEDGER ENTRIES PAYROLL ACCOUNTS*, you can do actions such as creating salary bank payment files, presenting information on *PAYROLL STATEMENTS,* generating *PAYROLL ANALYSES,* and posting payroll entries to Business Central's financial module *LEDGER ENTRIES.*

3. Lists

In Business Central, lists are used to display information. Important data related to employee data management and payroll and personnel accounting is presented in various lists.
You can find these lists under *HOME/MENU/PAYROLL AND PERSONNEL 365 MENU/LISTS.*



3.1. Employee List

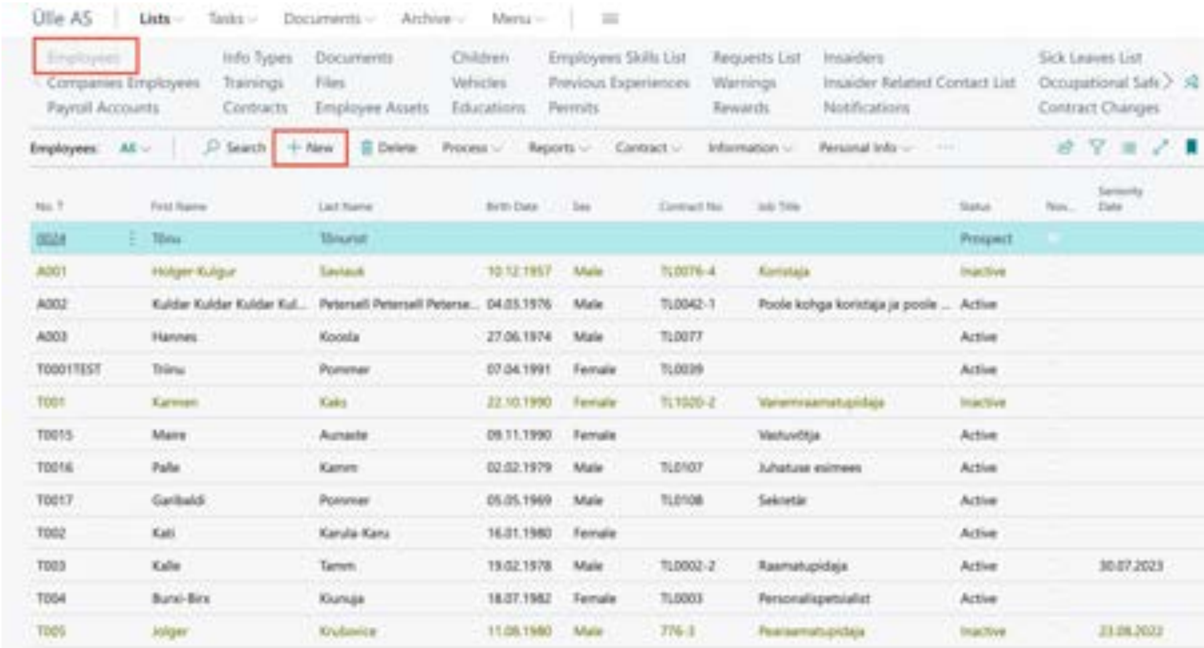
Every individual for whom the employer issues payments is described in an *EMPLOYEE CARD*. To create an employee card, the following settings must have been configured beforehand:

- *PAYROLL SETUP*
- *STRUCTURAL SETUP*
- *PAYROLL PROFESSIONS*
- *EMPLOYEE CARD NUMBERING SERIES*

The *EMPLOYEE LIST* can be accessed from *HOME/MENU/PAYROLL AND PERSONNEL 365 MENU/LISTS/EMPLOYEE LIST.*
On the *EMPLOYEES* page, employee information is displayed as a list. The *EMPLOYEE LIST* is sorted by default in the order of *EMPLOYEE CARD* numbers.

Employee list colors:
- Red - departed employees
- Green - employees on probation
- Orange - inactive employees (on parental leave, military service, etc.)
- Light gray - prospective employees whose *FROM DATE* date in the *EMPLOYEE CARD'S EMPLOYMENT* subcard has not yet arrived.

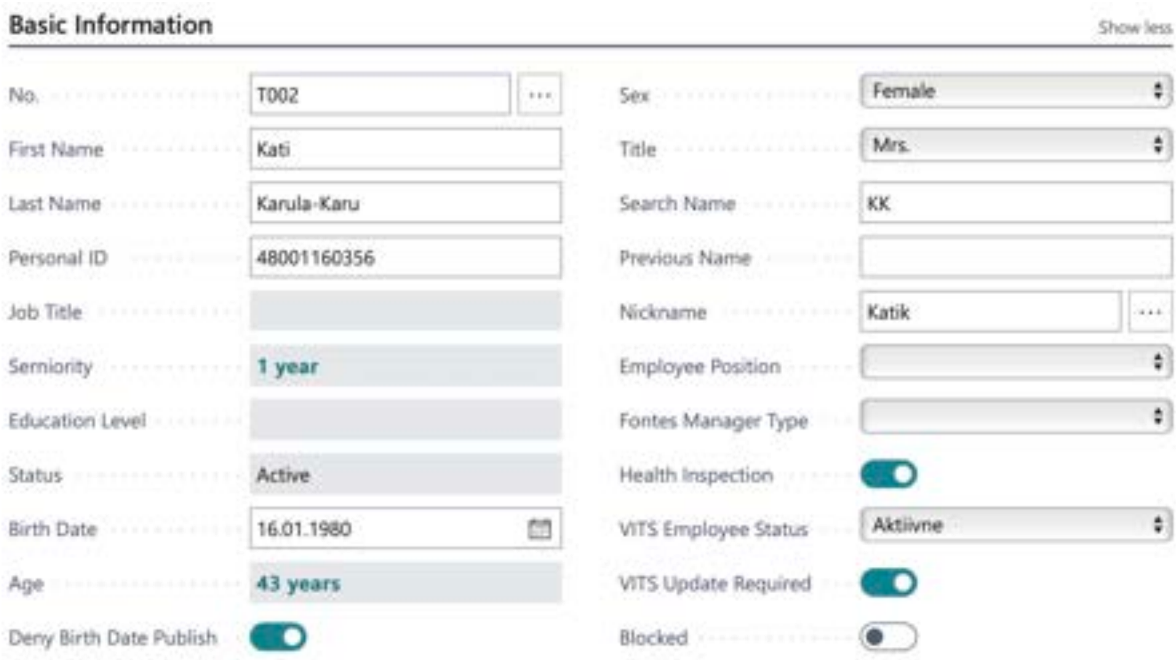
To add a new employee card, click on *NEW* in the *EMPLOYEE LIST* ribbon menu and fill in the data fields in the opened *EMPLOYEE CARD*.



For easier input and management of various types of information, the *EMPLOYEE CARD* is divided into fast cards: *BASIC INFORMATION, DIMENSION, CONNECTION AND SETUP, CUSTOM FIELDS, EMPLOYEE ADDRESS AND CONTACTS, CURRENT STATUS, FOREIGNER, BIRTHDAY, MODIFIER*.

3.1.1 DATA FIELDS ON THE EMPLOYEE CARD

3.1.1.1. Fast tab: Basic information



Field	Explanation
No.	*EMPLOYEE CARD* identifier. The number series length is 20 symbols. The next number is added to the *EMPLOYEE CARD* depending on the *NUMBER SERIES* configuration, either automatically or manually entered by the user.

First and last name	Enter the employee's name. If any invisible symbols, such as spaces, are accidentally entered before or after the first or last name, they are automatically removed.
Personal ID	Allows entering the *PERSONAL ID CODE*. Based on the personal ID code, the fields *BIRTH DATE* and *GENDER* are automatically filled. In payroll settings, you can configure whether and how the personal ID code is validated according to the standard and whether the Employee Card with that specific personal ID code has already been created in the program.
Job Title	The Job Title field displays information from the *JOB TITLE* field on the current valid contract row on the *EMPLOYEE CARD's* subcard (*CONTRACT -> CONTRACTS*).
Seniority	The field displays the experience based on the start date of the employment relationship described on the *CONTRACT / EMPLOYMENT* subcard or the calculated experience based on the date described on the *CURRENT STATUS* fast tab of the *EMPLOYEE CARD*.
Education Level	The field displays the highest completed education entered on the *EDUCATION* subcard of the *EMPLOYEE CARD*.
Status	Information is displayed from the field on the *EMPLOYEE CARD* subcard, *EMPLOYMENT*: ☐ *PROSPECT* - the start date of the *EMPLOYMENT* is not yet due. ☐ *ACTIVE* - the start date (*FROM DATE*) is entered, and the end date (*TO DATE*) is empty or not yet due. ☐ *INACTIVE* - *EMPLOYMENT* is temporarily suspended, e.g., the employee is on parental leave or in the military service, and the status of *PASSIVITY* entered on the EMPLOYEE CARD subcard is currently valid. ☐ *TERMINATED* - the end date of the *EMPLOYMENT* (*TO DATE*) is in the past.
Birth Date	If the *PERSONAL ID* has been entered for the employee, this field is automatically filled, but the user can also manually enter the birthdate. The employee's age in years is displayed next to the field.
Age	The employee's age is determined either based on the personal ID code or, if the personal ID code is not entered, based on the birthdate.
Gender	Gender is determined automatically based on the personal ID code or, if the personal ID code is not entered, the user can manually select the gender.
Deny Birth Date Publish	Marker field in case the employee does not want to disclose their birthday to other employees. In this case, the employee's birthday is not displayed in reports, the employee portal, and is not available through the web service.
Employee Position	The employee's statistical position can be added. The label is also displayed in the *EMPLOYEES LIST*. Options: • *EMPTY* • *EMPLOYEE* • *TRAINEE* • *MANAGER* • *COUNSIL* • *BOARD* • *CONTRACT* If the position is configured for the job title, the label is automatically added to the Employee Card.
Search Name	An automatic unique combination of the first letters of the employee's *FIRST* and *LAST NAME*, but the user can change it if necessary.

Previous Name	A free-text field for entering the employee's former name.
Nickname	The employee's nickname can be entered. The nickname can also be the employee's first and last name, and to automatically add it, you need to press the three dots next to the field. The nickname can be used in the employee portal, where the employee's first and last name is otherwise displayed, and, for example, in choosing a substitute on holiday requests and in the approval round. To display the nickname in the employee portal and the approval round, a setting must be made in *PORTAL SETUP/EMPLOYEE LIST FIELD SETUP*.
Fontes Manager Type	A drop-down menu to select the level of management for Fontes reporting. The field is primarily necessary for reporting purposes.
VITS employee status	The field is visible on the Employee Card if the *VITS INTEGRATUON* is activated in *APPLICATION AREA SETUP*. Options: • *ACTIVE* • *TEMPORARY EMPLOYMENT PAUSE* – the employee is passive or on extended leave. *THE ABSENCE TYPE* must be associated with the VITS status. • *ARCHIVED* – the employee has departed, and the *EMPLOYEE CARD* is in the *TERMINATED* state. • *DELETED* – can be selected manually. Once manually selected, automatic changes will no longer work. Status changes automatically when the *EMPLOYEE CARD* status changes or the employee goes on extended leave (requires absence type settings) or becomes passive. Automatic changes are managed by the setting in location *X-ROAD SETUP / VITS / AUTOMATICALLY UPDATE VITS STATUS*. VITS - BC sends the employee's general data (name, personal ID code, job title, department, personal email address, mobile phone number, start date of employment, VITS status) and creates a VITS account based on this information. Sending employee data to VITS can be done either manually in location *X-ROAD SETUP* or automatically with job queue *REPORT 24017103*.
VITS update required	The marker is automatically activated when any field value that needs to be sent to VITS changes. After sending the data to VITS, the marker is automatically deactivated.
Health Inspection	If this field is marked, the *HEALTH INSPECTION CARD* is created for the employee immediately. It is advisable to mark the marker after the employment relationship and contract row are filled out because, if the *RISK FACTORS* are associated with the job title, the *RISK FACTORS* of the job title assigned to the employee are automatically added to the *HEALTH INSPECTION* fast card.
Blocked	Allows marking the Employee Card as locked. By default, only unlocked cards are displayed in the *EMPLOYEES LIST.*

	Mark the field if you do not want to display the employee's information in the default lists or do not want to calculate fees for the employee.

3.1.1.2 Fast tab: Dimensions

Field	Explanation
Dimension Codes	Dimensions are types of cost items used in accounting. The values assigned to *DIMENSION CODES* on the *EMPLOYEE CARD* are added to the employee's payroll entries. This allows to create the analysis of payroll costs by cost items. For example, to distribute and analyse payroll costs by department, job positions, projects, etc. Only the *PAYROLL DIMENSIONS* configured in the *PAYROLL SETTINGS* window are displayed on the employee card. By selecting a dimension value from the dropdown field, only open values are displayed; locked dimension values are hidden by default. To show hidden values, you must remove the *LOCKED* filter from the displayed list.
Statistics Group Code	Allows creating two different types of statistical attributes specific to the company. Statistical group attributes can be used in the HRM4Baltics module for filtering employees.
Comment	Free text field for users. The field length is 250 characters.

3.1.1.3. Fast tab: Connection and Setup

Field	Explanation
Manager No.	Employee's immediate manager identifier. Depending on the setting in the location *MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/STRUCTURE SETUP*, the manager's identifier is either added automatically based on the organizational unit where the employee works, or the manager can be manually selected from the *EMPLOYEES LIST*. If the option *AUTOMATIC MANAGER UPDATE* is selected in the structure setup, the manager can be changed manually by enabling the *MANUAL MANAGER* marker. In this case, the employee's manager won't be updated automatically.

	This field is used for vacation planning and for sending notifications to the manager regarding the employee, as well as in approval workflows.
Manager Name	The manager's name displayed based on the selected *MANAGER NUMBER.*
Manual Manager	This marker is visible only if the *AUTOMATIC MANAGER UPDATE* option is selected in the *STRUCTURE SETUP* window. Enabling the marker allows the employee's manager to be manually changed.
Holiday approver No.	Informative field where you can enter the *EMPLOYEE NUMBER* authorized to approve the employee's holiday requests.
Holiday Payment	Employees can be assigned a default leave payout time. Options: • *EMPTY* • *PAYDAY* • *HOLIDAY* • *MONTHLY* If holiday payout time is selected here then registering holiday in the *ABSENCE JOURNAL*, the field in the *ABSENCE JOURNAL* is automatically filled otherwise you need to select that manually in the journal. You can manually edit the automatically filled field before registering the absence. The same value is automatically filled in the holiday application submitted from the *EMPLOYEE PORTAL.*
Substituent No.	Select a person from the *EMPLOYEES LIST* who will substitute for the employee in case of absences. This is an informative field, except when using the HRM4Baltics holiday request functionality. In this case, when preparing/submitting a holiday application from the *EMPLOYEE PORTAL*, the employee selected in this field will be automatically added as a substituent for the employee, but this can be changed manually if necessary.
Default Working Schedule Group No.	Through the employee card, a selected *WORK SCHEDULE GROUP* can be automatically assigned to the employee. To assignee a group for the employee there must have filled a work relationship start date and contract lines. The employee is added to the chosen group starting from the calendar month when the employee starts work or from the current month if the employee's employment relationship has already started in a previous month. The field is also displayed as a column in the *EMPLOYEES LIST*.
Working Schedule No.	Displays the number of the work schedule group to which the employee is assigned starting from the beginning of the current month. If the employee is not assigned to any group in the current month but will be in the future, the first work schedule group from the future period is found, and its identifier is displayed. The field is also displayed as a column in the *EMPLOYEES LIST*.
Posting Group	Allows assigning a *POSTING GROUP* to the employee, which means that the employee's payroll entries are accounted differently from the general accounting group setup. You can only assign one group to an employee at a time.

	The configuration is done at the location *HOME/MENU/PAYROLL AND PERSONNEL 365 MENU/ADMINISTRATION/ACCOUNTS/EMPLOYEE ACCOUNT GROUPS*.
Payday	Enter the date agreed for payday for the company. Press the three dots in the field to display the current month's payday, considering weekends and national holidays. You can set the payday using formulas, for example: *-1* last calendar day of the month *-2* second-to-last calendar day of the month *1* first calendar day of the month *2* second calendar day of the month -1TP last workday of the month -2TP second-to-last workday of the month *1TP* first workday of the month *2TP* second workday of the month For example, if the payday is set to the 9th of the month but the 9th is a Sunday, and the 7th is a Friday but a national holiday, the payday, in this case, should be Thursday, the 6th of April.  The set payday is used in payroll calculations when the employee's holiday pay is being calculated but the previous month's wages have not yet become due for payment. In this case, the calculation excludes the previous month's wages and workdays.
User ID	Allows linking the employee's Business Central username to the *EMPLOYEE CARD.* It is used to select displayed information on the *EMPLOYEE AND MANAGER PORTAL.*
Employee List Permission Code	For employees who are also BC users and interact with HRM4Baltics in some areas (e.g., Timesheet Entry) but should not see all columns in the *EMPLOYEES LIST* or open *EMPLOYEE CARDS*, you can assign a pre-configured permission group to this field. The permission group specifies which columns are visible to the employee in the *EMPLOYEES LIST* and which employee cards they can open. Configuration is done at the location *HOME/MENU/ADMINISTRATION/EMPLOYEE GENERAL INFORMATION/EMPLOYEE LIST PERMISSIONS.*
Salespers./Purch. Code	Allows linking an employee to a *SALESPERSON* created in the *SALES MODULE.* The employee's name, job title, and any dimensions configured in *PALYROLL SETTINGS/RELATED/RELATED DIMENSIONS* are added to the salesperson

	card. If the employee's data changes on the employee card, the salesperson card is updated accordingly. This setting enables additional financial and payroll module-based analyses, chart creation, and display for employees or their managers in the Business Central role center on the *HOME* page.
Resource No.	It is possible to associate an employee with a BC *RESOURCE* (for example: the employee's time is sold as a resource on sales invoices). This is used, for example, for importing work hours registered in the *PROJECT MODULE* into the *PAYROLL MODULE*. To create a *RESOURCE CARD* from the employee card, there is a button *ACTIONS/CONNECTIONS/CREATE THE RESOURCE*. In this case, the resource card is created with the employee's number. The resource card includes the employee's name, job title, employment from date, and also includes dimensions that are configured in the *PAYROLL SETUP/RELATED/RELATED DIMENSIONS*. If the data on the employee card changes, it is also updated on the resource card.
Vendor No.	Allows associating an employee with a *VENDOR CARD* created in the BC purchasing module. The supplier card can also be created automatically from the employee card using the menu ribbon button *ACTIONS/CONNECTIONS/CREATE VENDOR*. In this case, the supplier card is created with the employee's number, not with the number configured for the supplier card in the purchasing module. This card is used for reporting purposes. Typically, employee expense reports are paid out through the Business Central purchasing module, and for this purpose, the employee is usually entered into Business Central as a vendor. When creating the supplier card, the data entered in the employee card, such as the employee's name, address, bank account, and personal ID, are added to the supplier card. A reference number is also generated from the employee's personal ID. If this association is established, then *VENDOR CARD* data is always updated when changes are made to the *EMPLOYEE CARD*. For example, if the *BANK ACCOUNT NUMBER* on the employee card is changed, this change is reflected in the vendors's list of bank accounts linked to the employee. Automatic synchronization of data in the opposite direction does not occur. In other words, if data is modified on the vendors card, Business Central does not automatically change the corresponding data on the linked employee card. The vendor card can be automatically created when importing employee data using RapidStart functionality. For this purpose, on the *VENDOR NO* column in RapidStart template, must be added the *EMPLOYEE CARD NUMBER* and then the vendor card is created automatically with the employee's card number.

Workstation Code	Allows adding workplace address code from the predefined list of workplace addresses to the employee card.
Working room No.	Allows entering the room number of the employee.
Seniority Date	If the employee's seniority start date is earlier than when the employee started working at the company (for example, in the case of company mergers), you can enter the seniority calculation start date in this field. To use this field, a configuration must be made in the following location: *HOME/MENU/PAYROLL AND PERSONNEL 365 MENU/ADMINISTRATION/SETUP/PAYROLL SETUP*, in the field *SENIORITY DATA USAGE*, select *EMPLOYEE*.

Based on the information on the employee card, it is possible to create *SALESPERSON*, *VENDOR*, and *RESOURCE* cards. To do this, select *ACTIONS/CONNECTIONS* on the ribbon, then *CREATE THE RESOURCE*, *CREATE VENDOR*, *CREATE THE SALESPERSON*.

If you don't want to create *SALESPERSON*, *PURCHASER*, *RESOURCE* cards from the *EMPLOYEE CARD* in your company, you can mark the field *HIDE RESOURCE BUTTON* and/or HIDE VENDOR BUTTON in the *PAYROLL SETUP* window. As a result of this setup, the options for creating salesperson, resource or vendor cards will not be displayed in the *ACTIONS* tab on the employee card.

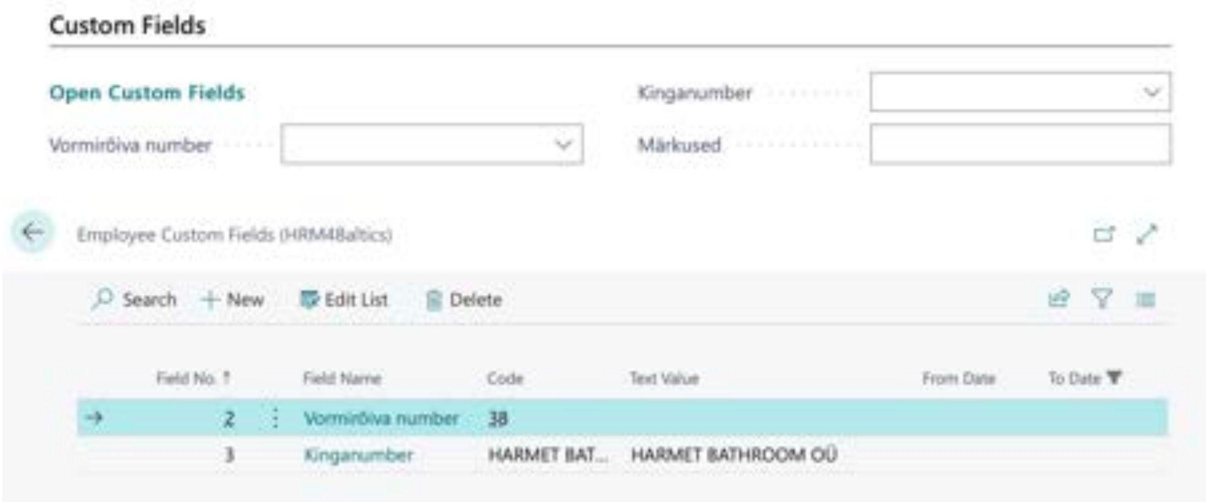
To add *VENDOR ACCOUNT GROUPS* to the vendor card created from the employee card, you must configure them in the *PAYROLL SETUP* window on the *GLOBAL SETTINGS* fast tab.

3.1.1.4. Fast tab: Custom Fields

Additional fields can be used to input statistical information related to an employee. The names and values of these fields can be configured by the user in the following location:

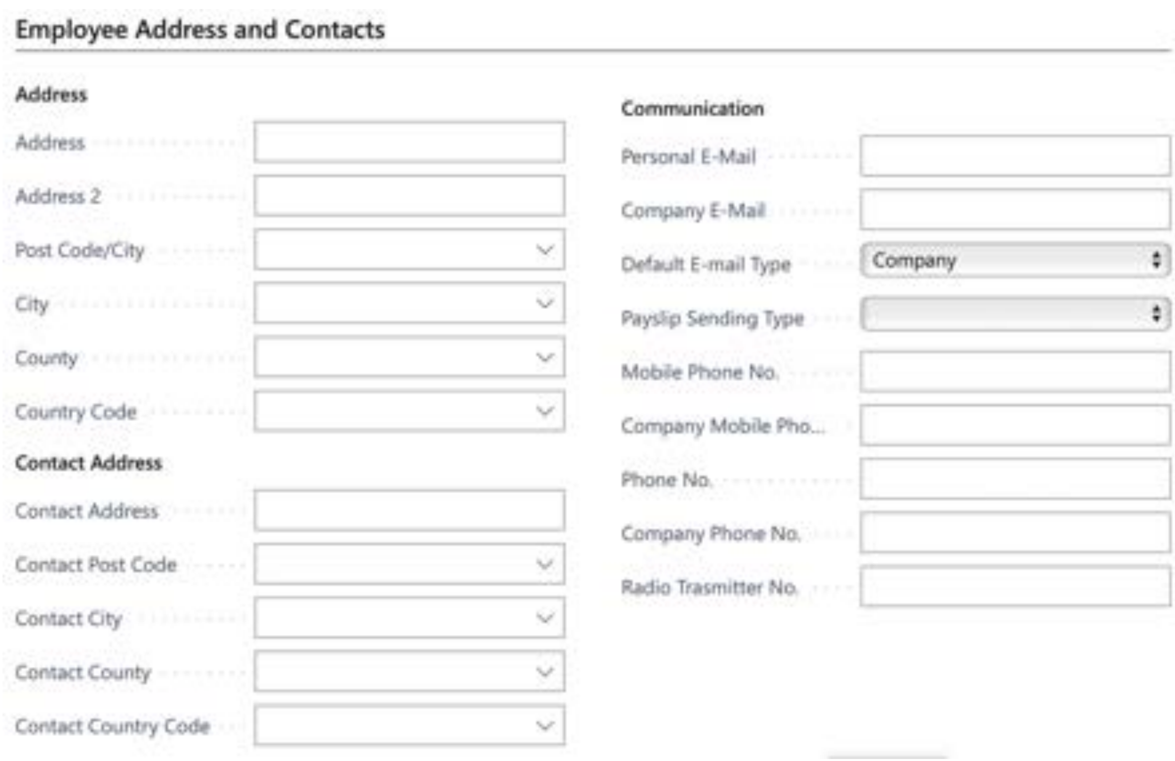
HOME/MENU/PAYROLL AND HR 365 MENU/ADMINISTRATION/EMPLOYEE GENERAL INFORMATION/PAYROLL CUSTOM FIELDS SETUP.

It is possible to configure up to 99 various *ADDITIONAL FIELDS*, with the first 10 displayed on the employee card. To access the remaining additional fields, there is a link to *OPEN CUSTOM FIELDS* on the custom fields fast tab.



Field	Explanation
Field No./Field Name	The field number and name configured are displayed.
Code/Text Value	The field value described in the configuration and displayed the value selected on the *EMPLOYEE CARD*.
From Date/ To Date	The columns for *FROM* and *TO* dates are not visible and cannot be filled on the fast tab; they are only visible and fillable when the list is open.

3.1.1.5. Fast tab: Employee Address and Contacts



Field	Explanation
Address and Contact Address	Allows for entering an employee's residential address and, if necessary, a separate mailing address.
Communication	Provides the ability to enter information about the employee's communication channels phone numbers, email addresses, and radio station numbers. Email addresses can be either the employee's personal or the company's email address. Email addresses are also used for sending payroll payslips to employees. Field *DEFAULT EMAIL TYPE* - determines which email address is used for sending emails. Options: • *COMPANY* • *PERSONAL* • *BOTH*

	• *NONE* If double email entry checking is enabled in the payroll setup, the program will provide an error message or warning when the same email address is already in use on another employee's card.
Payslip Sending Type	In the *PAYROLL SETUP* section, you can set the default setup how and where the payslip needs to be sent for employees. However, it's possible to configure a different setting for each employee. Options: • *EMAIL* - notifications are sent to employees as PDFs via email. • *PORTAL* - notifications are sent to employees through self-service portal. • *PORTAL+EMAIL* • *PORTAL+EMAIL NOTIFICATION*

3.1.1.6. Fast tab: Current Status

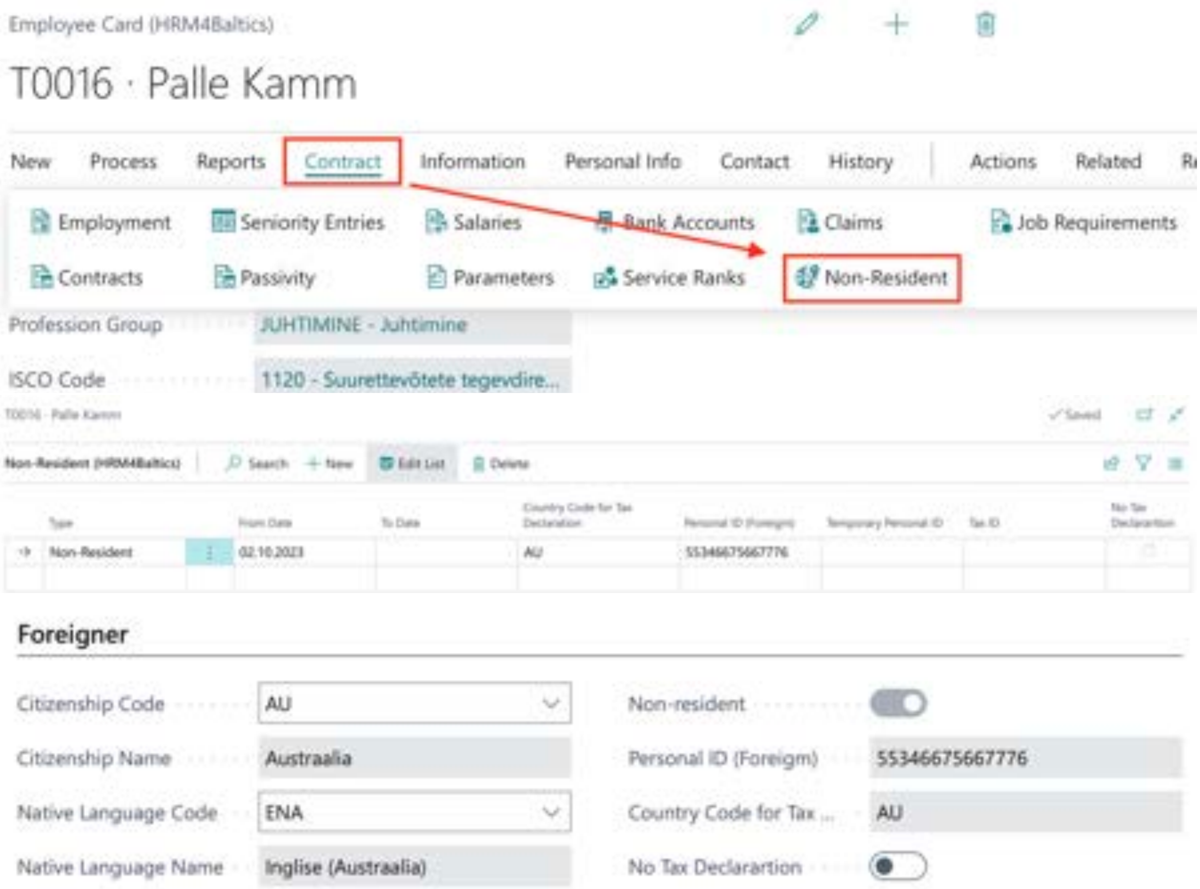
The *CURRENT STATUS* fast tab shows the current valid data on the rows for employment contract, employment relationship, and inactivity. Users cannot modify data into this card.

In cases where an employee has two valid contract rows, such as working in two different organizational units with different positions part-time, the fast tab card will display only the data of the last contract row regarding the organizational unit and position, while the part-time workloads are added together.

You can navigate from the fast tab card to the active contract row by clicking on the field *WORKING FACTOR* or *PROBATIONARY*. Clicking on the fields *EMPLOYMENT* or *TERMINATION* opens the list of *EMPLOYMENTS* and clicking on the field *PASSIVITY* opens the list of employee passivity's.

3.1.1.7. Fast tab: Foreigner

On the *EMPLOYEE CARD* fast tab card, the fields *FOREIGNER* display information related to the employee's citizenship and non-residency status. By clicking on the ribbon menu button *CONTRACT -> NON-RESIDENT*, you can open the non-resident card for entering non-resident-related data. In addition to non-resident data, you can also enter information about employees sent to work in foreign countries, such as their tax number.



Field	Explanation
Citizenship Code (Visible only in fast tab)	Allows entering the employee's citizenship from a predefined list of *COUNTRIES/REGIONS*.
Native Language Code (Visible only in fast tab)	Allows entering the employee's native language from a predefined list of *LANGUAGES*.
Type	Options: • *NON-RESIDENT*: Selected when the employee is a non-resident. Choosing this option will fill in the fields on the fast tab card, and the *NON-RESIDENT* marker is activated. Based on non-resident data, tax calculations are performed (linked to payment types), and the corresponding information is added to the *TAX DECLARATION (TSD).*

	If a user changes the employee's residency status, the content of the *DEFAULT PAYMENT TYPE* field in the *EMPLOYEE CARD*'s subcard *SALARIES* on the rows is automatically modified. A change notification is displayed to the user. When changing residency status from resident to non-resident or back to resident, the user must follow these steps: 1. Enter the end date in the *TO DATE* column on the row with the previous payment type in the *SALARIES* subcard of the *EMPLOYEE CARD*. 2. Modify the *NON-RESIDENT* indicator in the *EMPLOYEE CARD.* 3. Enter new payment types in the *SALARIES* subcard of the *EMPLOYEE CARD* with the updated validity period and verify the automatically added code in the *DEFAULT PAYMENT TYPE* field. • *FOREIGN ID* – Selected when an Estonian resident is sent to work abroad, where they are issued a local ID number. This choice does not automatically change the residency status as the *NON-RESIDENT* option does.
From date/To Date	Enter the start and end dates for residency.
Country Code for Tax Declaration	The list of resident country codes can be found on the Estonian Tax and Customs Board's website.
Personal ID(Foreign)	Enter the employee's foreign personal identification number.
Temporary Personal ID	Enter the employee's temporary Estonian personal identification number. This code is also added to the *PERSONAL ID* field on the employee card.
Tax ID	A free-text field where you can enter the tax number issued to the employee abroad.
No Tax Declaration	Marking this field means that the employee's data will not be included in the TSD.

To ensure that the program can correctly generate the necessary data for TSD Annex 2, it is essential to accurately fill in the following information related to non-residents: *NON-RESIDENT*, *PERSONAL IDENTIFICATION NUMBER (FOREIGN).*

3.1.1.8. Fast tab: Birthday

Name day and zodiac information is displayed based on the date of birth.

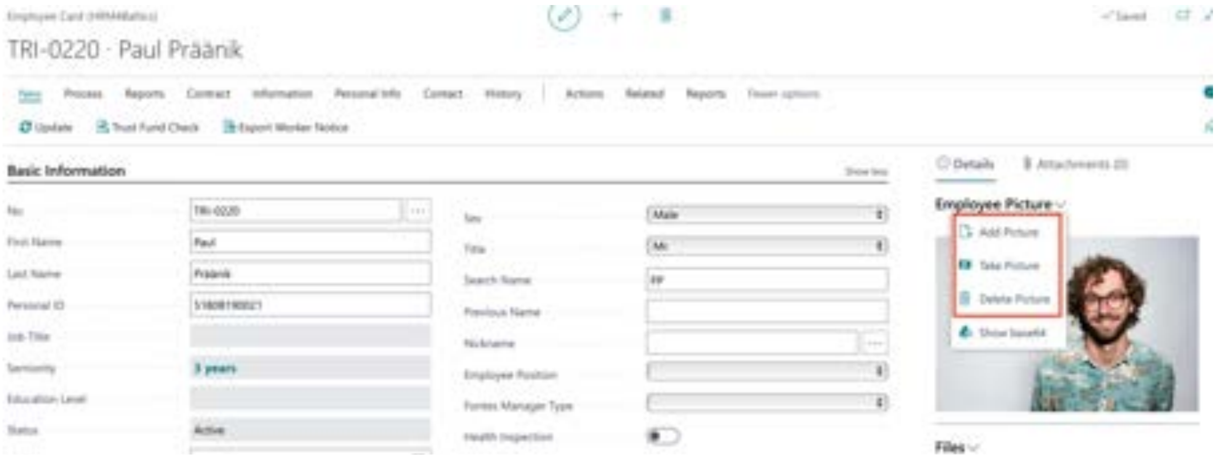
3.1.1.9. Fast tab: Modifier

It displays when and by whom the employee's general information, essential payment data, and additional information were last edited.

GLOBAL MUDIFIER/PAYROLL MODIFIER/INFO MODIFIER- Users can’t modify.

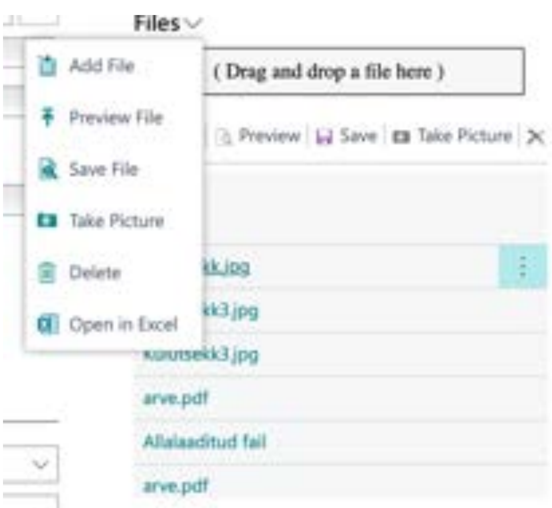
3.1.2. EMPLOYEE PICTURE

To add or edit a picture on the employee card, you need to open the FactBox panel, select *EMPLOYEE PICTURE,* and then *ADD PICTURE.*



3.1.3. FILES

On the employee card, you can add files one by one or in multiple files by dragging them into the FactBox info window on the left side of the card, under the *FILES* section. To upload files one at a time, you can also use the *ADD FILE* button that appears when you click on *FILES*. To delete an already uploaded file, you'll find the *DELETE* button in the same location. Pressing the *DELETE* button will remove the currently selected file.



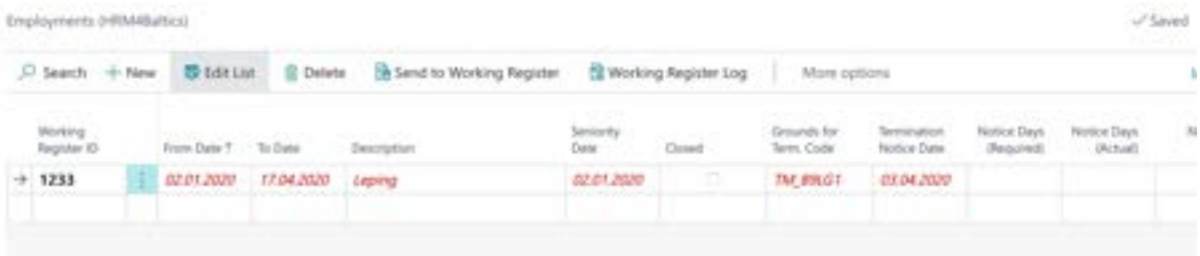
3.1.4. CONTRACTS AND SALARIES

You can open subcards on the *EMPLOYEE CARD* either from the *EMPLOYEE LIST* or directly from the *EMPLOYEE CARD*. To do this, select *CONTRACT* from the ribbon menu.

When entering data, it's important to input information into the subcards in the following sequence: first *EMPLOYMENT* and then, in the respective order: *CONTRACTS, PASSIVITY SALARIES, PARAMETERS, BANK ACCOUNTS, CLAIMS.*

3.1.5. EMPLOYMENT

When entering contractual data for a new employee, you begin by inputting the employment relationship. To do this, you need to activate the employee in the *EMPLOYEE LIST* or open the *EMPLOYEE CARD*, then, in the window's ribbon menu, click *CONTRACT->EMPLOYMENT* and enter the start date of the employment relationship.



Entering the termination of an employment *CONTRACT/EMOLOYMENT* relationship is also initiated from the *EMPLOYEE'S* subcard for *EMPLOYMENT*.

When entering the end date of the employment relationship, or when filling in the *TO DATE* field, the program performs the following actions:

- It checks the hours entered for the employee in the work schedule. If there are work hours entered for the days after the termination of their employment relationship, and these hours are still unconfirmed, the program can automatically delete them. Otherwise, this must be done manually, and the program will provide a notification.
- It checks the registered absences for the employee. If there are absences registered for dates later than the termination date of the employment relationship, a notification is displayed, and it is possible to directly access the absence data to cancel these absences.
- The program presents a question to the user: *"DO YOU WANT TO TERMINATE ALL CONTRACTS AND RELATED DATA WITH AN END DATE GREATER THAN XXX DATE?"* Responding *YES* will automatically terminate all valid *CONTRACTS, SALARIES, PARAMETERS* and *EMPLOYEE DIMENSION DISTRIBUTION ROWS* with the same end date as the last date of the employment relationship.

Field	Explenation
Working Register ID	In case HRM4Baltics and TÖR use an x-road interface, the ID is automatically added through an XML request. If the interface is not in use, and employees are manually registered in TÖR, you can also add the ID to the field manually.
From Date/To Date	Enter the start date of the employment relationship and the final working date when the employment relationship is terminated. Based on the date entered in this field, the program calculates the employee's work experience.
Seniority Date	If the employee's employment relationship from date is earlier than when they started working in the company (e.g., due to company mergers), you can manually enter the start date for work experience calculation in this field. To use this field, a configuration setting must be made at the location: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/SETUP/PAYROLL SETUP*, under the *SENIORITY DATE USAG* field with the *EMPLOYMENT* option. When this setting is enabled, the start date of work experience on the employee card becomes inactive, and manual date entry is not possible. This field is automatically filled when employee data is copied from another company where their employment relationship has ended, and the *EMPLOYMENT* option is not selected during data copying. The start date for work experience is entered during data copying as the start date of the employment relationship in the previous company.
Cause of Fixed Term Contract	This is a free-text field where you can enter the reason for a fixed-term contract. The text entered here can also be added to the contract template.
Cause of Fixed Term Contract Code	From the dropdown menu, you can choose a pre-configured code for the reason for a fixed-term contract. Selecting a code will copy the next column with the description of the reason. To create a new reason, select *+NEW* from the dropdown menu, then enter a new code and description. You can describe the reason and print it on the contract template.
Cause of Fixed Term Contract Description	The selected reason code is displayed in the *CAUSE OF FIXED TERM CONTRACT CODE* field along with the chosen description.
Grounds for Term. Code	Choose a suitable termination code from the pre-configured options.
Termination Notice Date	By default, the field is populated with a date indicating when the employee should have been notified of the contract termination, considering their work experience and the settings added to the termination code. If the employee was not notified on that date, you must manually enter the actual notification date in the field. Notice periods and the number of months for which the employee will be compensated are configured in the location *HOME/MENU/PAYROLL*

	AND HUMAN RESURCE 365 MENU/ADMINISTRATION/CONTRACTS/GROUNDS FOR TERMINATIONS.
Notice Date (Required)	This field shows how many days in advance the employee must be notified of the contract termination, considering their work experience. The number of days is determined by the settings in *GROUNDS FOR TERMINATIONS.*
Notice Date (Actual)	The program calculates the actual number of calendar days for which the employee was notified based on the departure code settings and the actual notification date.
Less Notified Days	The program also calculates the number of working days that need to be compensated to the employee based on the termination code settings and the actual notification date. This value is automatically included in the termination compensation calculation. Therefore, you should not change the number of working days after the termination compensation calculation and payment to the employee.
Compensate Months	The number of months is determined based on the settings added to the termination code, but you can manually overwrite the number of months if needed. The displayed value is automatically included in the termination compensation calculation. Therefore, you should not change the number of months after the departure compensation calculation and payment to the employee.
Agreed Compensation Amount	In this field, you can enter the agreed-upon amount of compensation to be paid to the employee upon termination. The entered amount can be automatically included in the termination compensation calculation, provided that the necessary formulas are configured.
Agreed Compensation Months	You can enter the number of months for which the employee will be compensated in cash upon termination. The entered number of months can be automatically included in the termination compensation calculation if the relevant formulas are configured.
Cause of Term. Code	This field allows you to configure and choose company-specific actual reasons for termination, as clarified during exit interviews. To configure a new reason, select *"NEW"* from the dropdown menu then enter a termination reason code and description.
Cause of Termination Description	The selected reason description is displayed for the chosen reason code in the previous field.

3.1.5.1. Closing Employees previous employment relationship

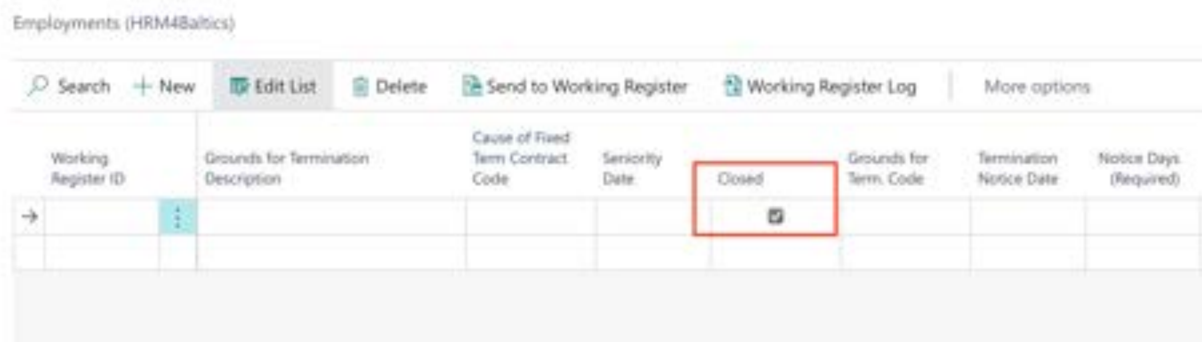
From time to time, there are situations where an employee has previously worked in the company, their employment relationship was terminated, and later the employee returns to work in the company. In such situations, it is necessary to programmatically distinguish between the previous and the current employment relationships.

For example:

- The program should not include the employee's prior work experience in their current work experience calculation.
- When calculating the average of six months' pay for vacation pay, Business Central should not consider the average pay for calendar months paid during the employee's previous employment relationship.

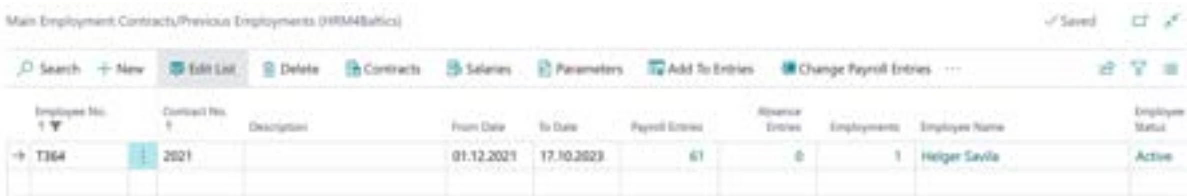
For employees returning to the company for the second or subsequent time, there is no need to create a new *EMPLOYEE CARD* in the BC. Instead, you can use the existing card, provided that the previous employment relationship associated with this *EMPLOYEE CARD* **has been closed.** The previous employment relationship should be closed before creating a new relationship, and certainly before running payroll calculations for the employee's new employment relationship.õ

THE PREVIOUS EMPLOYMENT RELATIONSHIP can be closed on the *EMPLOYEE CARD's* subcard for *EMPLOYMENT* by adding a marker in the *CLOSED* column.

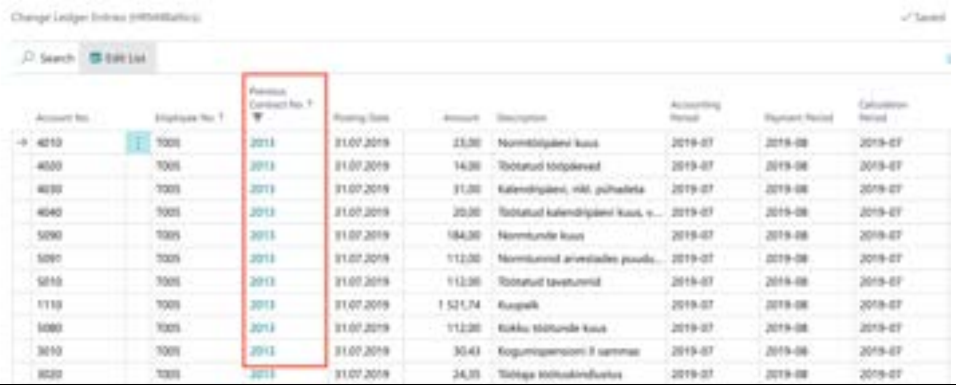


After entering the marker, the program will prompt whether to close the entries related to the employment relationship and will inform you how many entries and absences will be closed. If you respond *YES,* the program will close all entries and absences, and they will no longer be included in the basis for calculating the average of six months' vacation pay.

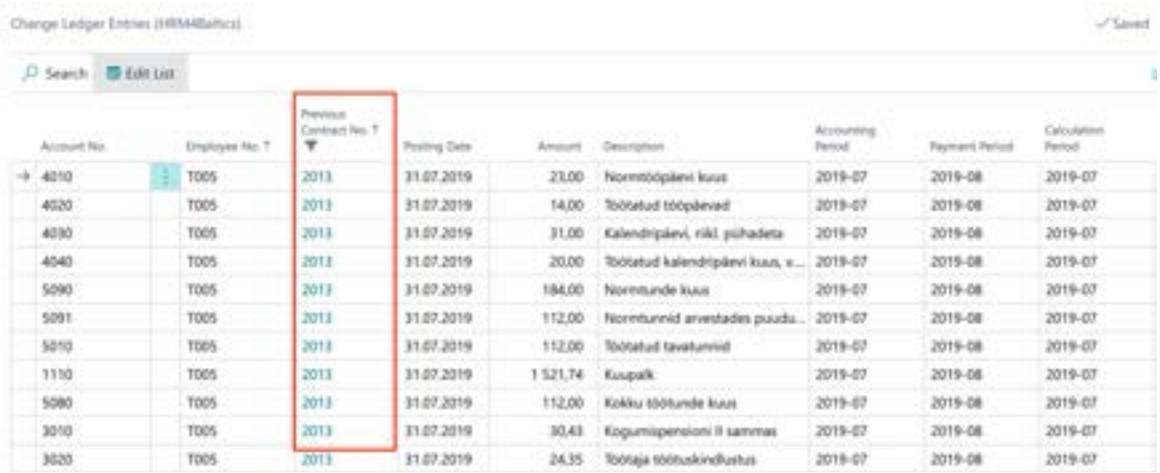
By clicking the ribbon menu button *MAIN EMPLOYMENT CONTRACTS/PREVIOUS EMPLOYMENT* a list opens where you can view the closed employment relationship details. If necessary, you can also make changes to closed entries and absences through this list.



Field	Explanation
Employee No.	Displays the employee card number.

Contract No.	When closing the employee's employment relationship, the program automatically adds the year when the relationship to be closed started. You can overwrite the entered year if needed, for example, by entering the contract number or the closing date. When changing the identifier, the program also automatically updates the identifiers on payroll entries and absences. 
Description	Free text field. Allows you to enter a comment about the closure of the employment relationship.
From Date/To Date	The program automatically adds the start and end dates of the employment relationship to be closed.
Payroll Entries	Displays the number of closed payroll entries related to the employment relationship. Clicking on the entry number will open the corresponding payroll entries.
Absence Entries	Displays the number of closed absences related to the employment relationship.
Employments	Displays the number of closed employment relationships.

Closed entries and absences can be reopened later if, for example, some entries were mistakenly closed. To reopen entries, there are ribbon menu buttons *CHANGE PAYROLL ENTRIES* and *CHANGE ABSENCE ENTRIES* in the *MAIN EMPLOYMENT CONTRACTS/PREVIOUS EMPLOYMENTS* window. These buttons open either a list of closed payroll entries or a list of closed absences. In the *PREVIOUS CONTRACT NO.* column, you have the option to delete the employment relationship closure identifier if you wish. Deleting this identifier will include the data again in the basis for calculating the average of six months' pay.



Account No.	Employee No.	Previous Contract No.	Posting Date	Amount	Description	Accounting Period	Payment Period	Calculation Period
4010	T005	2013	31.07.2019	23,00	Normtööpäevi kuus	2019-07	2019-08	2019-07
4020	T005	2013	31.07.2019	14,00	Töötatud tööpäevad	2019-07	2019-08	2019-07
4030	T005	2013	31.07.2019	31,00	Kalendripäevi, rikl. pühadeta	2019-07	2019-08	2019-07
4040	T005	2013	31.07.2019	20,00	Töötatud kalendripäevi kuus, v...	2019-07	2019-08	2019-07
5090	T005	2013	31.07.2019	184,00	Normtunde kuus	2019-07	2019-08	2019-07
5091	T005	2013	31.07.2019	112,00	Normtunnid arvestades puudu...	2019-07	2019-08	2019-07
5010	T005	2013	31.07.2019	112,00	Töötatud tavatunnid	2019-07	2019-08	2019-07
1110	T005	2013	31.07.2019	1 521,74	Kuupalk	2019-07	2019-08	2019-07
5080	T005	2013	31.07.2019	112,00	Kokku töötunde kuus	2019-07	2019-08	2019-07
3010	T005	2013	31.07.2019	30,43	Kogumispensioni II sammas	2019-07	2019-08	2019-07
3020	T005	2013	31.07.2019	24,35	Töötaja töötuskindlustus	2019-07	2019-08	2019-07

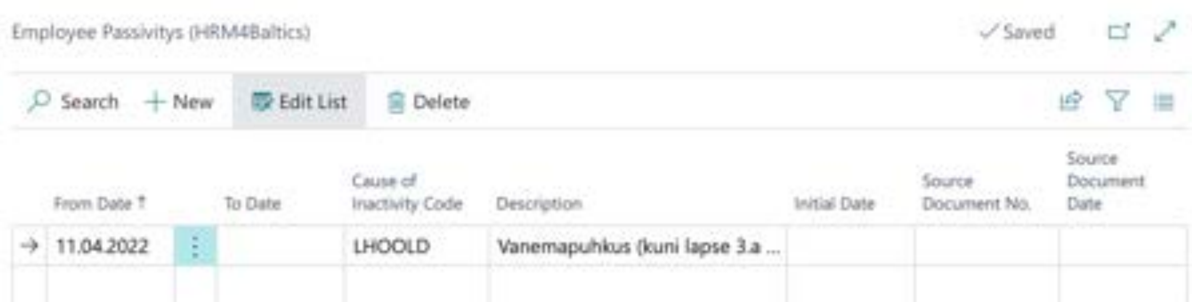
Closing payroll entries does not prevent them from being corrected later. This can be done both through the *PAYROLL JOURNAL* and with *PAYROLL CALCULATION*. When making correction entries in the *PAYROLL JOURNAL* for a *PREVIOUS EMPLOYMENT*, you need to select the previous employment relationship from the dropdown menu in the *PREVIOUS EMPLOYMENT RELATIONSHIP* column on the journal row to specify which payroll entries associated with that employment relationship you want to correct.

Similarly, when conducting *PAYROLL CALCULATION*, you can choose the previous employment relationship from the dropdown menu in the *PREVIOUS EMPLOYMENT* field in the *PAYROLL CALCULATION WINDOW* to specify which entries you want to correct during the payroll calculation process.

During *PAYROLL CALCULATION,* you can only correct payroll entries for one employee's *PREVIOUS EMPLOYMENT* at a time. Therefore, before selecting the previous employment relationship in the *PREVIOUS EMPLOYMENT* field, you should ensure that only the employee whose previous employment payroll entries you wish to correct is filtered on the *PAYROLL CALCULATION* window's Employee tab.

3.1.6. PASSIVITY

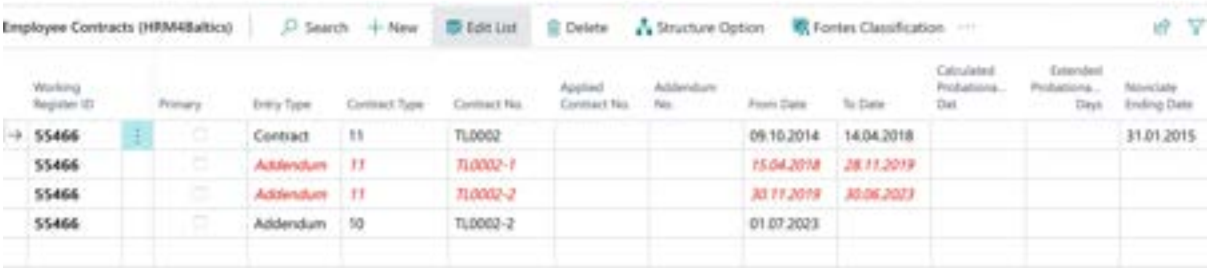
When an employee is on parental leave or military service, the corresponding period is entered as *PASSIVITY* (not *ABSENCE*). To do this, you need to activate the employee's row either in the *EMPLOYEE LIST* or by opening the *EMPLOYEE CARD*. Then, on the ribbon menu, select *PASSIVITY.*



Field	Explanation
From Date/To Date	Allows you to enter the start and end dates of *PASSIVITY.* Payroll calculations will consider these dates. If the end date of *PASSIVITY* is not known, you can leave the *"TO DATE"* field initially blank.
Cause of Inactivity Code	Allows you to choose an appropriate code from a predefined list of *CAUSE OF INACTIVITIES.*
Description	The default text in this field is the description of the selected code from the *CAUSE OF INACTIVITIES* list, but the user can edit it.
Main Contract No.	This field is related to the Main Contract solution and is only visible if the *"USE MAIN CONTRACTS"* marker is selected in *PAYROLL SETUP.* If the employee's passivity (contract suspension) occurs during a period when the main contract is valid, the main contract number is automatically added to the passivity.

3.1.7. CONTRACTS

After entering the *EMPLOYMENT* start date for an employee, the next step is to enter the *CONTRACT LINES*. This can be done by either activating the employee's row in the *EMPLOYEE LIST* or by opening the *EMPLOYEE CARD*. On the ribbon menu, select *CONTRACT/CONTRACTS.*

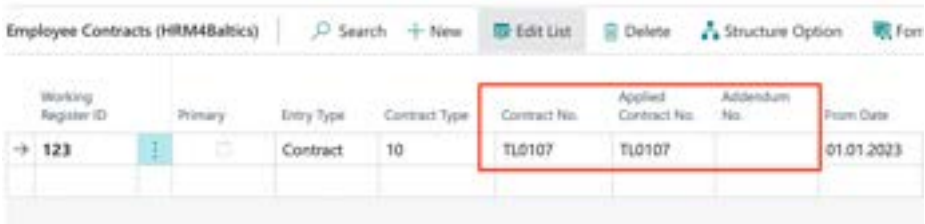


Contract List Rows:

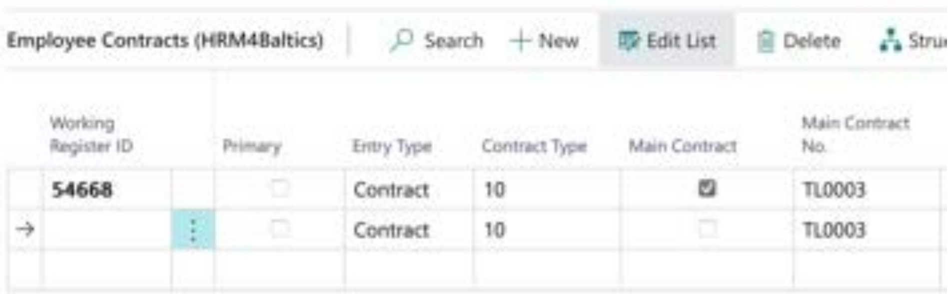
Field	Explanation
Working Register ID	Allows entering the ID number received from the Tax and Customs Board's Work Registry (TÖR) when registering employee data. The *WORKING REGISTER ID* is used for creating a file for data export to TÖR and for automatic data exchange with TÖR over X-Road. When using automatic data exchange over X-Road, this field is filled in automatically.
Entry Type	Determines the *TYPE OF ENTRY* for the contract line. Options: □ *CONTRACT:* The details of an employee's employment contract are entered. □ *ADDENDUM:* Additional contract details are entered. □ *DIRECTIVE-* The row is populated with work-related data that is determined by directive For all contract lines, special attention should be paid to the column *WORKING FACTOR*. The entry and the size of the number in this column depend on the settings in the *PAYROLL SETUP*. When using HRM4Baltics standard settings, a new contract line is typically entered by closing the previous active contract line for the employee, meaning you need to enter the *TO DATE* for the previous contract line.
Primary	Marks the contract or contract addendum as primary when there are two or more simultaneously valid contract lines. For example, if an employee works in two different positions or departments, you can mark which line is considered more important with this checkbox. Data marked as primary will be displayed on the employee's card under *"CURRENT STATUS"* and in the *EMPLOYEES* list. The primary designation does not apply to the working factor column; the working factor is calculated based on the settings in *PAYROLL SETUP* field *WORKING FACTOR TYPE*.
Contract Type	Allows selecting the appropriate contract type from the predefined list of *EMPLOYMNET CONTRACT TYPES.*

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td></td><td>Different settings are associated with the type of contract – probationary period, contract numbers, default parameters, etc.</td></tr>
<tr><td>Contract No.</td><td>Allows manual entry of the employee's contract number or automatically generates the contract number and addendum number. You can choose from available numbering series by clicking on the three dots in the lower right corner when the field is active. If no choice is made, the program assigns a number from the default series associated with the type of contract.

Contract number setup is done at location: HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/CONTRACTS/EMPLOYMENT CONTRACT TYPES under the CONTRACT NOS column.

If the CONTRACT ADDENDUMS SEPARATELY marker is activated in APPLICATION SETUP AREA, three different fields for contract numbers are displayed: CONTRACT NUMBER, APPLIED CONTRACT NO, ADDENDUM NO.

</td></tr>
<tr><td>Description</td><td>The default description from the CONTRACT TYPE list is inserted in this field, but you can edit it or add additional text. For example, enter additional text referring to the content of the contract addendum.</td></tr>
<tr><td>Main Contract No.</td><td>A field related to the MAIN CONTRACGT SOLUTION, visible only if the USE MAIN CONTRACTS marker is activated in PAYROLL SETUP.

The main contract identifier is required when using the main contract solution.</td></tr>
<tr><td>Main Contract</td><td>The main contract is marked automatically if the MAIN CONTRACT SOLUTION is used.

Assigning the marker will automatically create a main contract number identical to the contract number. The main contract number is unique for each employee, and no two employees can have the same main contract number.


If an employee has multiple contract lines associated with the main contract, for example, they work in multiple departments under the same employment contract, the primary contract line is marked, and other contract lines associated with it will have the same main contract number in the MAIN CONTRACT NO field. However, the primary contract marker is not assigned.</td></tr>
</table>

Field	Explanation
	If an employee has multiple different contracts, for example, a civil law contract in addition to an employment contract, the civil law contract line will not have a main contract number. When closing a main contract line, the program will ask if you want to close all data associated with the main contract. If you answer *YES*, all data related to the described contract is closed. Upon termination of the contract, the program informs that the employee has future absences registered under this contract. This is a notification, not an error message.
Contract Termination Reason	Opens a dropdown menu for selecting the reason for closing the contract line. Filling in this column is mandatory when marker is added to field the *REASON FOR LINE CLOSURE REQUIRED* in *CONTRACT TYPES*. To add a new reason and description, select NEW from the dropdown menu and describe the new closing reason in the opened window
From Date/To Date	Enter the contract line's start and end dates. When entering a *CONTRACT ADDENDUM* for an employee, typically, to ensure program accuracy, the employee's primary contract line should be closed (by entering the *TO DATE*) when adding the *ADDENDUM*. Depending on the workload configuration, otherwise the employee's workload may become inaccurate.
Calculated Probationary Dat	The end date of the trial period is generated automatically based on the configuration set for the type of contract. If the setup is missing or you wish to manually adjust the automatically generated date, you can do so. If the employee is absent during the trial period, and there is a configuration that extends the trial period based on the type of absence, the employee's valid trial period will be automatically extended by the number of days of absence. In this case, both the original trial period end date and the extended trial period end date will be displayed. The configuration for the length of the trial period is done in the following location: *MAIN MENU/PAYROLL AND HUMAN RESOURCE365 MENU/ADMINISTRATION/CONTRACTS/ EMPLOYMENT CONTRACT TYPES/NOVICIATE PERIOD.* The configuration for extending the trial period is done in the following location: *MAIN MENU/PAYROLL AND HUMAN RESOURCE365 MENU/ADMINISTRATION/ABSENCE/CAUSE OF ABSENCES/ EXTENDS PROBATIONARY(MIN.DAYS)* field.
Extended Probationary Days	The number of days by which absences extend the trial period is displayed.
Noviciate Ending Date	When an employee is absent during the trial period and the absence type is configured to extend the trial period, the employee's valid trial period will be automatically extended by the number of days of absence. In this case, the extended trial period end date will be displayed in the corresponding field.

Field	Explanation
Level 1 No., Level 2 No., Level 3 No., Level 4 No.	Allows selecting the unit number as described in the *STRUCTURE SETUP* from a dropdown menu. The column headers display the names assigned to levels in the *STRUCTURE SETUPS,* for example, *DEPARTMENT, UNIT*. For easier selection, you can enter the appropriate structural unit along with higher-level structural units using the *STRUCTURE OPTION* icon in the ribbon menu. From the opened grouped structure tree, you can choose the desired structural unit.
Level 1 Name, Level 2 Name, Level 3 Name, Level 4 Name	By default, the description corresponding to the structural unit from the *STRUCTURE SETUP* entered, but the user can modify it.
Profession No.	Allows selecting the job number from a predefined list of *PAYROLL PROFESSION STR.MAP* for the employment line. If the job configuration is made according to the structure, only the jobs assigned to the selected structural unit on the contract line will be displayed in the dropdown menu; otherwise, the entire list of jobs will be displayed.
Profession Group Code	The profession group identifier is automatically added to the field based on the configuration made in *PROFFESION LIST*. You can select the job category identifier for the employment line from a list.
Profession Category No.	Allows selecting the job category identifier from a list for the employment line.
Job Title	By default, the description corresponding to the job number entered on the *PROFESSION NO* field, but the user can modify it. The job title entered on the contract line will be displayed on the *EMPLOYEE CARD's BASIC INFORMATION* and *CURRENT STATUS* fast tabs.
Salary Group No.	If a salary group is assigned to the profession, the field is automatically filled. If no salary group is assigned to the profession, you can manually select a predefined salary group number from the dropdown menu. Using the functionality of linking the contract line and the salary line, it is checked whether the linked salary falls within the salary group or not, and a warning is displayed to the input person. The check is performed only for those salary types to which the *CHECK SALARY GROUP AMOUNTS* marker is added. The salary group column can also be displayed in the *EMPLOYEES LIST*. In addition, you can display the salary group in the *FONTESE REPORT*. To display the salary group in the report, you need to configure it at the location *PAYROLL REPORT SETTINGS/FONTESE REPORT/FIELD SHOW AS INTERNAL WAGE GROUP OR POINTS, ISCO CODE VALUE: SALARY GROUP.*
ISCO Code/ISCO Description	The field is either automatically filled with the ISCO code corresponding to the selected profession on the *PROFESSION CARD* or the user can choose the ISCO code from a predefined list. *ISCO CODES* are used for creating statistical reports. The code entered on the contract line is displayed on the *EMPLOYEE CARD's CURRENT STATUS* fast tab.
Estonian Job Classification/Description	By default, the PROFESSIONS CARD assigns the *CLASSIFIER* to the profession. The classifier is necessary for employee registration in TÖR.

Field	Explanation
Working Time Description	It is possible to configure templates that describe employees' working hours. The text entered in the template can also be added to contract templates. To describe a work schedule template, press the field's drop-down menu and select *+NEW.* An existing template can also be selected from the drop-down menu that appears. In the template, you need to describe the label and a brief description and add a more detailed description of the working hours in the text box below. 
Working Factor	The load coefficient is entered; *1* - full-time, *0.5* - part-time, etc. By default, a load of *1* is entered when creating a row, which can be manually changed. The field's *WORKING FACTOR* depends on the settings in the *PAYROLL SETUP*. The *WORKING FACTOR* entered on the contract line is displayed on the Employee card's *CURRENT STATUS* fast tab and is summed up with the workloads of other employees in the same position in the *WORKING FACTOR* column of the *STRUCTURE PLAN* list. The workload entered on the contract line is also used to find the employee's standard hours in work schedules. In the work schedule, you can also assign the employee a group workload, for example, if the employee is in different groups with part-time work.
Additional Working Factor	This field is used to enter the load agreed upon with the employee for variable hours. The post-contract workload is still entered in the *WORKING FACTOR* field. The field is only visible if the marker is enabled in the *APPLICATION AREA SETUP*. The field is used in the retail sector as a pilot project with a variable hour agreement solution from December 15, 2021, to June 14, 2024. When the *APPLICATION AREA SETUP* is turned on, additional working factor column is also created in the work schedule. If the *ADDITIONAL NOMINAL HOURS FORMULA* is setup for the work schedule group, both Additional nominal Hours and base load standard hours are found for the employee in the work schedule. *ADDITIONAL WORKING FACTOR* is also visible in the list of employees.
Replaceable No/ Replaceable Name	If an employee is hired to replace someone, it's possible to select the employee they are replacing in the column.

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Working Schedule First Date</td><td>Through the contract line, it is possible to automatically add the employee to the work schedule starting from the entered date. The employee can be added to the work schedule up to 3 months in advance, so if the employee starts work 4 months from now, they cannot be added to the work schedule via the contract line.

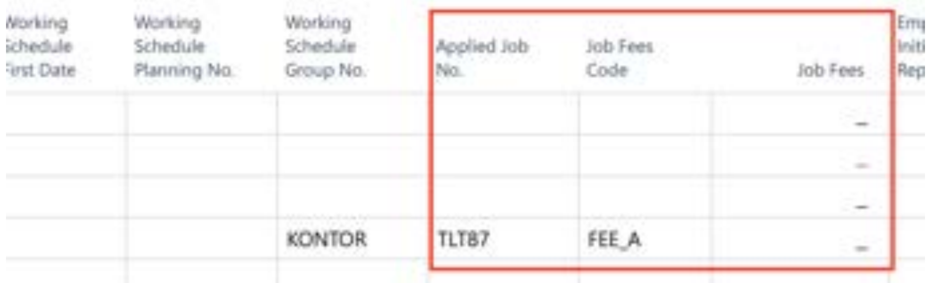
The field is automatically filled if the manager uses the functionality of adding a new employee through the EMPLOYEE PORTAL.</td></tr>
<tr><td>Working Schedule Planning No.</td><td>From the dropdown menu, you can select the work schedule planning number, which determines when the employee will start working and calculates their schedule in the work schedule.

The field is automatically filled when the functionality ADD A NEW EMOLOYEE through the employee portal is used, allowing the manager to enter employee data through the portal.

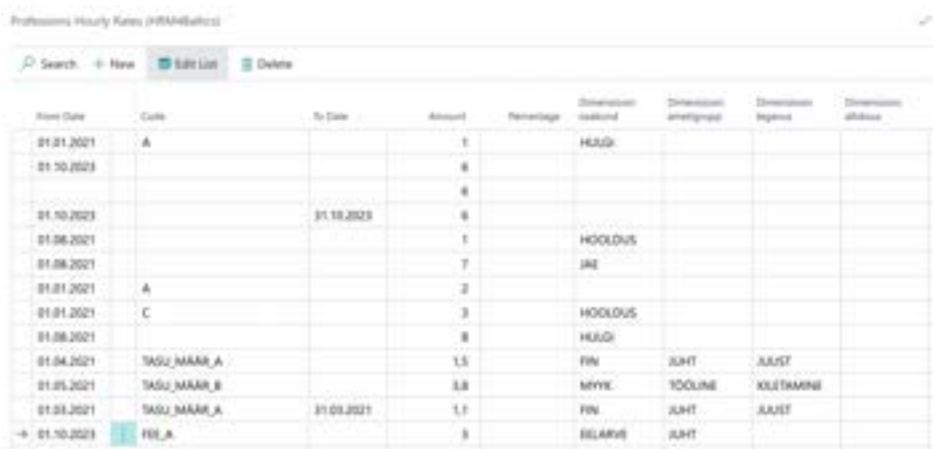
If the employee later changes their work schedule planning, the data on the contract line is not updated, but the initial planning number assigned to the employee is displayed.</td></tr>
<tr><td>Working Schedule Group No.</td><td>From the dropdown menu, you can select the work schedule group to which the employee will be added. If a default group is configured for the organizational unit, the field is automatically filled after selecting the organizational unit(s).

The field is automatically filled when the functionality ADD A NEW EMOLOYEE through the employee portal is used, enabling the manager to enter employee data through the portal.

If the employee later changes their work schedule group, the data on the contract line is not updated, and the work schedule group number to which the employee was initially assigned is displayed.</td></tr>
<tr><td>Applied Job No.</td><td>It is possible to associate the employee's contract line with a project through pre-configured WORKING SCHEDULE PROJECTS. An employee can have multiple valid contract lines, each associated with a different project.
For example, the employee's WORKING FACOTOR may be 0.6 in one project and 0.4 in another, making the total WORKING FACTOR for the employee's contract lines equal to 1.

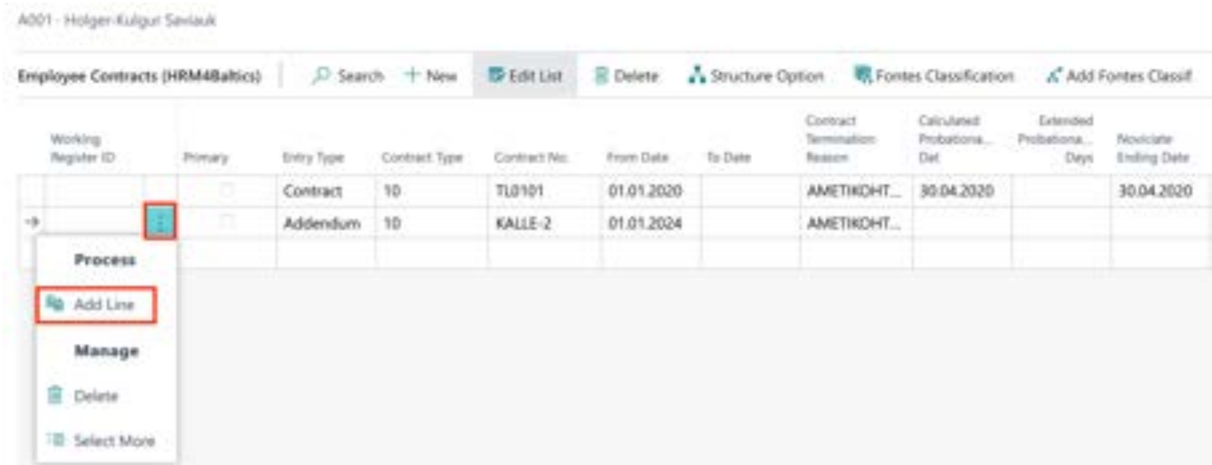


Associating contract lines with a project allows for the display of the employee's standard hours in the work schedule on a project basis. Displaying project-based standard hours in the work schedule requires setup in the work</td></tr>
</table>

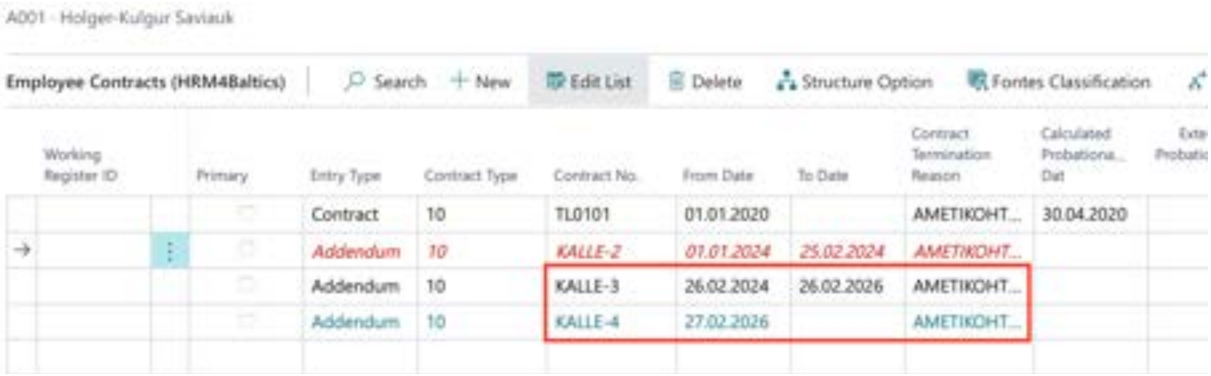
Field	Explanation
	schedule group, selecting the *"JOB"* option in the *"WORKING FACTOR TYPE"* field, and linking the work schedule group with the project. Standard hours are displayed on a project basis in the work schedule only if the project assigned to the work schedule coincides with the project on the employee's contract line.
Job Fees Code	A free-text field for entering fee codes related to a project, but the code must have been previously configured in the *PROFESSION HOURLY RATES* table under the *CODE* column. When entering a fee code, the field is automatically filled with the sum configured for the project's fees. To open the *PROFESSION HOURLY RATES* table, enter *PROFESSION HOURLY RATES* into the search window. In the table that opens, you can configure the fee code, fee amount, and select the project number from the dropdown menu with which the fee rate is associated. By selecting *THE PROJECT* from the dropdown menu, the dimension fields for *THE PROJECT* are automatically filled.  By associating the employee's contract line with a project, the project's fee code, and the fee rate, it becomes possible to calculate various additional fees for the employee based on the hours registered for that project in the work schedule. This calculation assumes that special formulas have been configured for this purpose.
Job Fees	Displays the hourly fee amount configured for the *PROJECT BASED* on the selected fee code. The hourly fee amount should be configured for the fee code in the *PROFESSION HOURLY RATES* table. The fee amount is updated on the contract line whenever the hourly fee rate is modified, or a new hourly fee rate becomes effective.
Grounds for Term. Code	By entering the reason for the termination of the employment relationship into the *GROUNDS FOR TERMINATION* list, the field is automatically populated. However, it's also possible to manually select the termination reason from the dropdown menu that appears.
Government	This field is marked if you wish to transmit information about the employee's employment start/change/termination to the TÖR through a CSV data file. If this field is marked, the contract line data is added to the report/export file in the Work Registry CSV file export. This field is not required if X-road integration is used for data exchange with the TÖR information system.
Export Date	Displays the date and time when the export file for the Work Registry CSV file export was generated.
Job Description	Allows you to enter a brief description of the job tasks.

Field	Explanation
	The description entered in this field can be used as the basis for creating a job contract template for the employee, by adding the contract line data to a *PRE-CONFIGURED CONTRACT TEMPLATE*.
Job Title (English)	By default, the English job title corresponding to the position is filled in from the *PROFESSIONS CARD* but the user can edit this if needed.
Contract Date	The date on which the contract was signed.
Attachment Name	Allows you to add a document file (Word, Excel, PDF) to the contract line. To add a file, click on the Attachment Name field, and in the pop-up window, select the file you wish to attach.
Line No.	Displays the line number for the contract in Business Central.
Locked	You can mark the contract line as "locked," which will hide it by default in the list. Removing the "Locked->No" filter from the column will make the line visible again.

A new additional contract line can be easily created by copying the data of the currently active row to a new row. To do this, you need to navigate to the row you want to copy (preferably the last valid row) and then click on the *ADD LINE* button on the ribbon menu. In the opened window, you can enter the start date of the new contract line, after which the currently active row will be terminated with a date one day earlier, and a new contract line with the same data as the copied row will be created with valid dates.

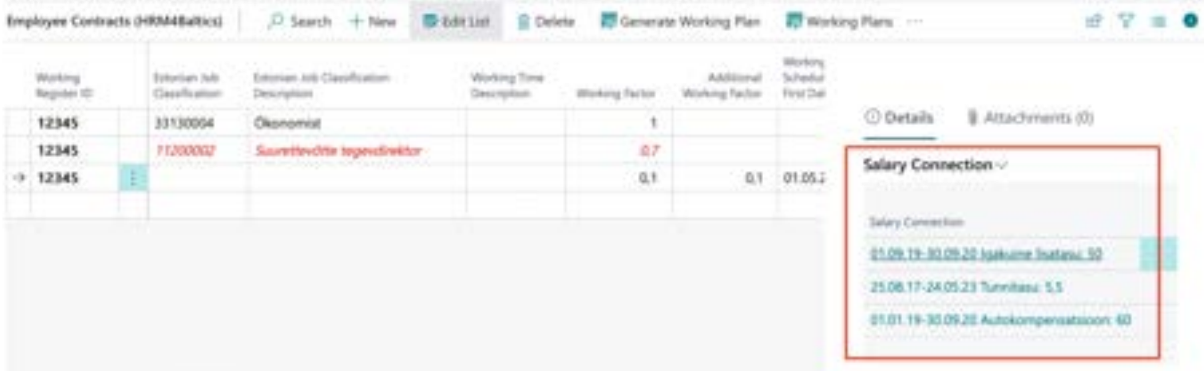


If you enter both the *FROM DATE* and *TO DATE* in the opened date window, two new additional rows will be created simultaneously. The first row will have the *FROM* and *TO* dates, and the second row will have the *FROM* date set to one day later than the *TO* date of the first row.



3.1.7.1. Linking Employment Contract and Salary Line

It is possible to link an employee's employment contract and salary line. To do so, in the list of employment contracts, first bring up the factBoxes *SALARIE CONNECTION* and in the list of employee salaries, bring up *CONTRACT CONNECTION* through customization.



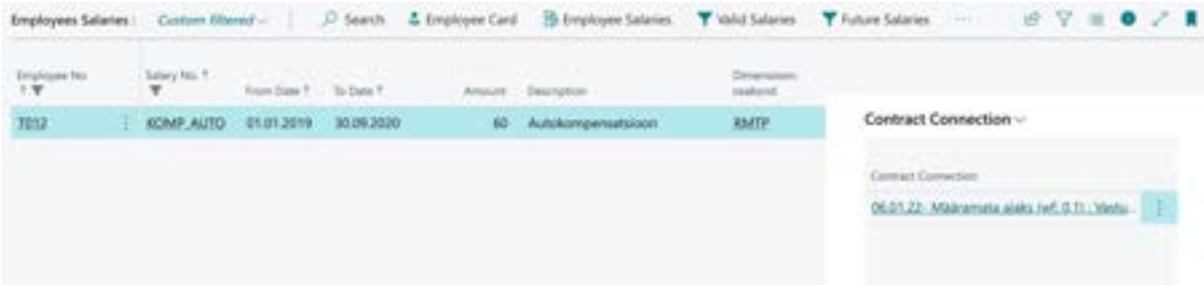
To associate a contract with a salary line, you need to open the dropdown menu in the factbox window and choose the option *SALARY CONNECTION,* then select *ADD SALARY CONNECTION.*

A list of salary lines will appear where you can mark those salary lines that are related to the contract line. To select multiple lines at once, hold down the *CTRL* key. Once the association is created, the factbox window will display the salary lines related to the contract. By clicking on the salary description in the factbox window, the corresponding salary line will open.

To remove the association, you can click on *DELETE LINE* under the *SALARY CONNECTION*.

Similar to creating an association from the contract line, you can also create an association from Employee Salaries list.

In the Employee Salaries list factbox window, associations with contract lines are displayed. By clicking on the description field there, the corresponding contract line will open.



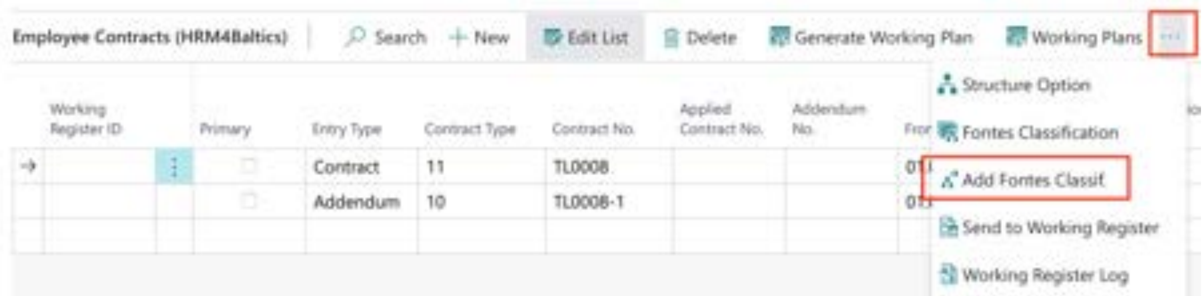
When a contract and a salary line are linked, and the contract and salary data are printed on contract templates, only the valid salary lines associated with that specific contract line are included. Other valid salary lines are not included. If the linking functionality is not used, then all active salary lines that were in effect during the contract line's period are included.

When creating a new contract line manually or using the *ADD LINE* functionality, the program offers the option to include the relationship between the salary and the contract on the new line as well.

3.1.7.2. Adding Fontes Classification to the Employee

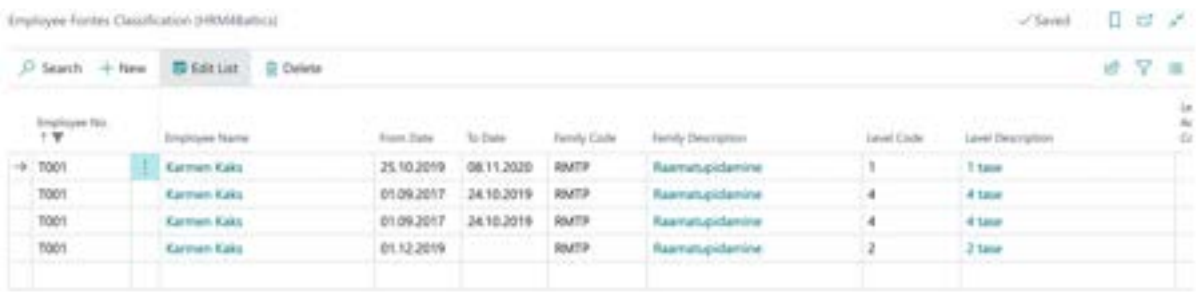
Adding a Fontes identifier to an employee requires prior configuration in the location under *MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/CONTRACTS/FONTES FAMILIE* and *MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/CONTRACTS/PROFESSIONS*.

Since Fontes identifiers are associated with professions, you should add Fontes job families to an employee after filling in the contract line and adding a profession. To add a job family, start by selecting the contract line with which you want to associate Fontes identifiers. Then, in the contract list ribbon menu, click *THREE DOTS -> ADD FONTES CLASSIFICATION.*



A list called *EMPLOYEE FONTES CLASSIFICATION* will open, displaying which Fontes-related identifiers were added to the employee and from which date they are effective. The added identifiers are taken from the default settings added to the profession card. If, based on job responsibilities, the employee has a different level or level specificity than what is in the default settings, you can manually change it in the list.

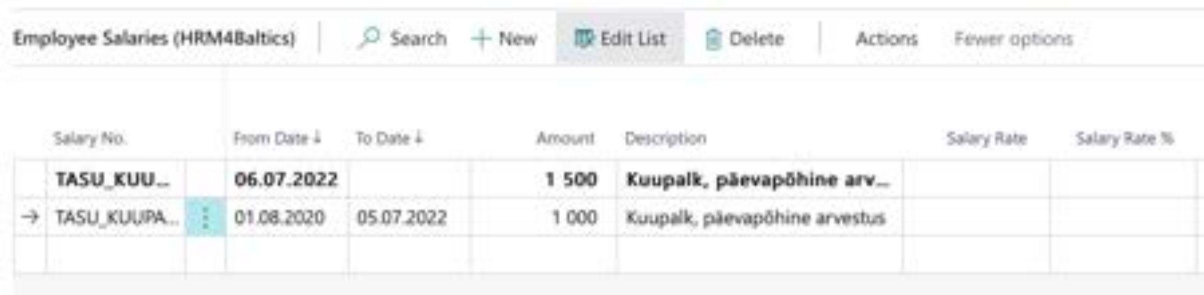
When an employee signs an additional contract and their job title changes, Fontes job family identifiers must be added again to the new contract line, and an end date must be added to the previously effective job family identifier.



After adding Fontes identifiers, they will be displayed both on the *EMPLOYEE CARD* in the *CURRENT STATUS* and in the *EMPLOYEE LIST*.

3.1.8. SALARIES

All fixed charges, deductions, limits, compensations, etc., are entered on the *SALARIES CARD.* To do so, you need to activate the employee row in the *EMPLOYEE LIST* or open the *EMPLOYEE CARD.* On the ribbon menu select *CONTRACT/SALARIES*.

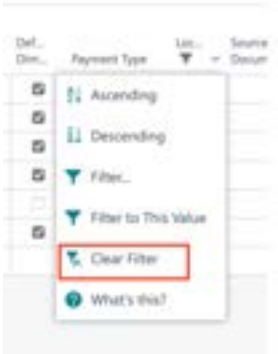


Field	Explanation
Main Contract No.	This field is related to the main contract solution and is visible only if the *USE MAIN CONTRACTS* marker is set in the *PAYROLL SETUP* location. When adding an employee's salary within the main contract period, the *MAIN CONTRACT NO.* field is automatically filled in by default. All salaries that are in line with the main contract must have a main contract number to apply the main contract-based salary calculation. Salaries that are not related to the main contract will not have a main contract number assigned.

Field	Explanation
Salary No.	Select the appropriate salary type number from the predefined list of *SALARY TYPES.* *SALARY TYPES* are used in payroll formulas. Payroll calculations are based on the entered *SALARY TYPES,* which determine the monthly payments, deductions, limits, etc. *SALARY TYPES* are configured in the location: *MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/PAYROLL INFO/SALARY TYPES.*
From Date	Enter the date from which the SALARY TYPE NUMBER becomes effective. The field must not be empty. If the field is left empty, the amount applies from the beginning of time
To Date	Enter the end date of the validity of the *SALARY TYPE*. The field can also be left empty. This means the salary will be in effect until it's no longer paid to the employee. Do not delete a row on which the system has already calculated salaries for the employee, even if you want to change the salary type or amount. When introducing a new salary type or amount, enter the end date of the previous salary type and/or amount's validity and then add a new row with the new salary type and/or amount with a starting date.
Dimensions *(DEPARTMENT, PROFESSION CODE)*	By default, the dimensions set on the employee card are offered for the row. If an employee receives a salary from different departments, you can replace the default dimensions with the appropriate ones by removing the *DEFAULT DIMENSIONS* marker from the field. If the *DEFAULT DIMENSIONS* marker is re-entered, manually entered values will be overwritten with default values.
Amount	Enter the amount of the *SALARY TYPE.* For hourly wages, enter the hourly rate. If the field is filled with "0", the payroll calculation will always consider the corresponding salary as a zero amount, even if the salary is entered directly into the payroll account through the *PAYROLL JOURNAL* and no salary is calculated for the employee.
Description	By default, the description of the selected *SALARY NO.* is entered from the *SALARY TYPES* list. You can change the default description if desired.
Connected Employee No.	If necessary, the recipient of maintenance (i.e., the person for whom the deductions from this employee's salary are made) can be entered into the system using their employee no. (An employee card is created in Business Central for all individuals for whom the company makes payments, regardless of whether they have an employment relationship with the company or not). This functionality can also be used, for example, when an employee receives substitute pay for replacing another employee. From the dropdown menu in the field, you can select the employee being replaced and for whom the substitute pay is being made. The amount of substitute pay can be

Field	Explanation
	dependent on the replaced employee's salary. To achieve this, use the fields *CONNECTED SALARY NO*, *SALARY RATE*, and *SALARY RATE %.*
Connected Salary No	If the field *CONNECTED EMPLOYEE NO* is selected for the replaced employee, a dropdown menu will open displaying the list of salaries for the replaced employee, from which you can select the type of compensation based on which the substitute pay is paid to the employee.
Payment Type	It is necessary to add *PAYMENT TYPES* to all rows for which Tax and Customs Board (TSD) reports are submitted. When selecting payment types for the row, ensure that it corresponds to the employee's residence and/or the presence of a certificate (A1) and the issuing country. Business Central calculates the tax for the respective payment types based on the selected payment types. The field is automatically filled in for resident employees when the *SALARY NO.* is selected for the salary row. The *PAYMENT TYPE NUMBER* is determined based on the *SALARY TYPE NUMBER* from the *SALARY TYPES* list. If the employee is a non-resident (as indicated on the employee card's fast tab card), the *PAYMENT TYPE* number for the non-resident employee is determined based on the relationship created in the *PAYROLL PAYMENT TYPE* card. For example, if the payment type for residents is 10, the default payment type for non-residents, as determined by the relationship in the *PAYROLL PAYMENT TYPE* card, is 120. If the user changes the employee's residence, the *PAYMENT TYPES* content in the employee card's *SALARIES* section will be automatically adjusted. The user will be informed of this change. When changing an employee from resident to non-resident or back to resident, the user must make changes in a specific sequence on the *EMPLOYEE CARD* and in the *SALARIES* rows. Payment types associated with A1 certificates for employees are not automatically entered. The user must manually change the payment type in the *SALARY TYPE* row to correspond with the A1 certificate.
Default Dimensions	Mark the field when, for this *SALARY TYPE*, the salary is always associated with the dimension values displayed on the employee cards. Leave the field blank if you want to associate different dimension values with this *SALARY TYPE* row compared to the default dimension values. In this case, enter the appropriate dimension values in the corresponding columns of the row.
Job No./Description	Allows you to choose and associate a previously configured *SCHEDULE JOBS* with the employee's salary using a dropdown menu. Selecting a job will add the dimension values configured in HRM4Baltics for the project to the employee's salary. If the employee's default dimension values are not assigned to the project, they will remain on the salary. Only overlapping dimension values are overwritten.
Task No./Description	Allows you to choose and associate a previously configured *JOB TASK* with the employee's salary using a dropdown menu. Selecting a task will add the dimension values configured in HRM4Baltics for the project task to the

Field	Explanation
	employee's salary. If the employee's default dimension values are not assigned to the project task, they will remain on the salary. Only overlapping dimension values are overwritten.
Annual Salary	You can enter the employee's annual salary in this field. If this field is filled, the employee's monthly salary will be automatically calculated based on the *ANNUAL SALARY.* If the *CURRENCY* field in the same row is filled, then the A*NNUAL SALARY* field will also show the amount in the respective currency.
Currency amount	If a currency code is entered in the *CURRENCY* field for the row, it is possible to enter the salary in the currency in the *CURRENCY AMOUNT* field. If a currency code is entered in the *CURRENCY* field and a salary amount is entered in the *ANNUAL SALARY* field, the *CURRENCY AMOUNT* field will calculate the employee's monthly amount in the specified currency, while the *AMOUNT* field will display the employee's monthly salary in the Business Central base currency (euros).
Currency Code	In this field, you can select the appropriate currency code for the *ANNUAL SALARY* and *CURRENCY AMOUNT* fields. Regardless of the currency selected in the *CURRENCY* field, the *AMOUNT* column always displays the amount in the Business Central base currency (euros).
Salary Group Level	This field displays either the salary group and level associated with the profession, or the group and level selected for the employee on the contract row.
Salary Rate	The employee's salary amount can be calculated using the rate and rate percentage. For example, entering a rate of 5 in the *RATE* field for an hourly employee and a *RATE PERCENT* of 70 will calculate the employee's hourly rate as 8.5 euros. If the company's rate or rate percentage changes or is modified on a per-employee basis, only one of these fields needs to be changed. You can also use it together with the field *CONNECTED EMPLOYEE NO* and *CONNECTED SALARY NO*, in which case the field will automatically display the related employee's related wage amount.
Salary Rate %	This field works in conjunction with the *RATE* field described earlier, allowing the employee's salary to depend on the rate and rate percentage.
Salary Type Class Code	It is possible to configure an additional analytical attribute for the selected salary types in the list, which can be used to distinguish between different types of salaries. To configure *SALARY TYPE CLASSES*, open the menu from the list field and press *+NEW.*
Request No. (Opened)	Displays the *REQUEST NO.* related to income taxable amount submitted by the employee through the *EMPLOYEE PORTAL* to start the row's validity.
Request No. (Closed)	Displays the *REQUEST NO.* related to the income taxable amount submitted by the employee through the *EMPLOYEE PORTAL* to end the row's validity.
Locked	It is possible to mark the salary row as locked, making it not visible by default in the list. Removing the system filter *LOCKED->NO* from the column will make the row visible again.

Field	Explanation
	

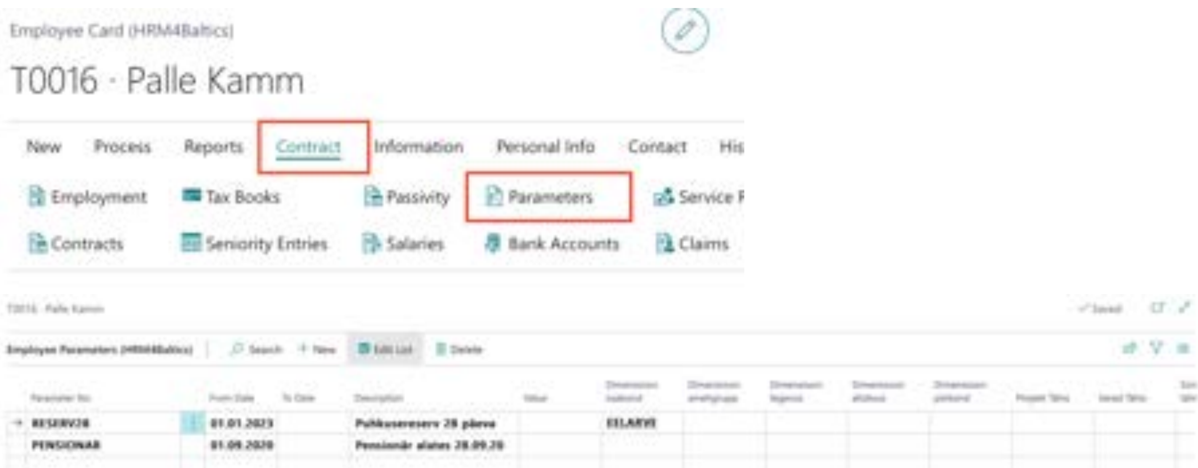
Usually, all one-time payments are added to the respective *PAYROLL ACCOUNTS* through the payroll journal.

3.1.9. PARAMETERS

Employee parameters allow you to describe the conditions for the employee's salary calculation, as well as other information related to payroll. For example:

1. Whether income tax calculations take into account tax-free income.
2. Whether it's necessary to calculate the minimum monthly social tax rate.
3. Whether pension insurance payments should be calculated.
4. Whether vacation reserves should be calculated for the employee and for how many vacation days.
5. And so on...

To enter parameters related to an employee, you need to activate the employee's row in the Employee List or open the Employee Card. In the card window's ribbon menu, select *CONTRACT -> PARAMETERS.*



Field	Explanation
Main Contract No.	A field associated with the main contract solution and is visible only if the *USE MAIN CONTRACTS* marker is set in the *PAYROLL SETUP*. The Parameter Card describes various parameters, including tax principles and vacation reserve. Generally, tax calculations are more employee-specific, and main contract numbers are not typically assigned to tax lines. However, for parameters that are contract-specific, such as vacation reserve, you should assign the main

	contract number to the *MAIN CONTRACT NR* field to ensure that the parameter's calculation is contract-specific.
Parameter No.	Choose the relevant *PARAMETER NUMBER* from the predefined list. *PARAMETERNS* are used in payroll calculations.
From Date/To Date	Enter the start and end dates of the parameter's validity. Parameters are always valid for the entire calendar month, starting on the first day and ending on the last day of the calendar month.
Description	The description corresponding to the parameter number from the *PARAMETERS* list.
Payroll Dimensions 1, 2, 3, 4	Link the parameter with relevant *PAYROLL DIMENSION* values. By default, the dimensions for the current contract line are added to these columns from the employee card's *CONTRACTS* subcard. If you remove the "Default Dimension" flag from any column for the same line, you can add any values from the corresponding *PAYROLL DIMENSION*.
Default Dimensions	By default, this field is marked. In this case, the columns are automatically filled with the *DIMENSION* values for the current contract line from the *CONTRACTS* subcard of the employee card.
Value	Add a variable name/value to the parameter from the predefined list of *PARAMETER VALUES*. This is a system variable used in creating Tax and Customs Board *(EMTA)* required relationships between *PAYMENT TYPES* and parameters. Users are not recommended to manually change this field.
Request No. (Opened)	Displays the *REQUEST NUMBER* submitted by the employee through the *EMPLOYEE PORTAL* to start the parameter's validity.
Request No. (Closed)	Displays the *REQUEST NUMBER* submitted by the employee through the *EMPLOYEE PORTAL* to close the parameter's validity.

The tax-free minimum for a person on parental leave is calculated by the Social Insurance Board. Therefore, at the beginning of the parental leave, you should enter the expiration date into the *TO DATE* column of the employee's existing *PARAMETER* for *TMVABA.* When the parental leave ends, you should create a new line for *PARAMETER* for *TMVABA* with a new effective start date.

For employees who are on unpaid leave for the entire calendar month, the program calculates social tax at the minimum rate according to the law.

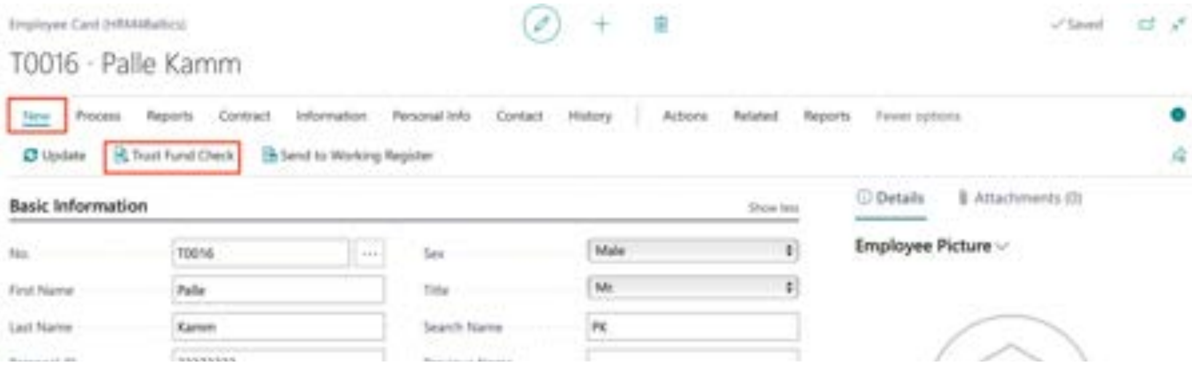
If an employee is receiving only remuneration for members of the management and supervisory bodies (with the *PAYMENT TYPE* code 23 - *REMUNERATION FOR MEMBERS OF A LEGAL ENTITY'S MANAGEMENT OR SUPERVISORY BODY),* and the employee is on unpaid leave, you must enter the parameter *SMKUUEI* into the *PARAMETERS* tab in the employee's card. Otherwise, the program will calculate social tax at the minimum rate for the employee for the calendar month of unpaid leave.

AUTOMATIC INPUT OF PARAMETERS RELATED TO PENSION INSURANCE

Parameters related to pension insurance can be automatically added by selecting *NEW -> TRUST FUND CHECK* from the employee's card ribbon menu.

When making a query, the personal identification number entered in the employee's card is used (other employee data, including matching the employee's name, is not checked). The query automatically adds pension insurance *PARAMETERS* to the *"PARAMETERS"* tab of the employee's card and displays on the screen the start message of the subscription or one of the following error messages:

- *PERSONAL ID IS NOT CORRECT*
- *BAD REQUESTт*
- *PERSONAL ID IS MISSING*
- *ACCESS DENIED*
- *THE PERSON HAS NOT JOINED PENSION FUND*



The query also provides information about whether a person with this personal identification number wanted to continue making pension fund contributions in 2010, whether the person wanted to increase the contribution to 3% in 2014-2017, and whether the employee submitted a temporary cessation of contributions request in October 2020 to stop contributions from December 1, 2020, to August 31, 2021.a

Options:

1. Did not want to continue payments in 2010 and did not want to increase payments to 3% in 2014:

Until 31. 05. 09	2009 II half	2010	2011	2012 – 2013	2014 – 2017	From 2018
2%	0%	0%	1%	2%	2%	2%

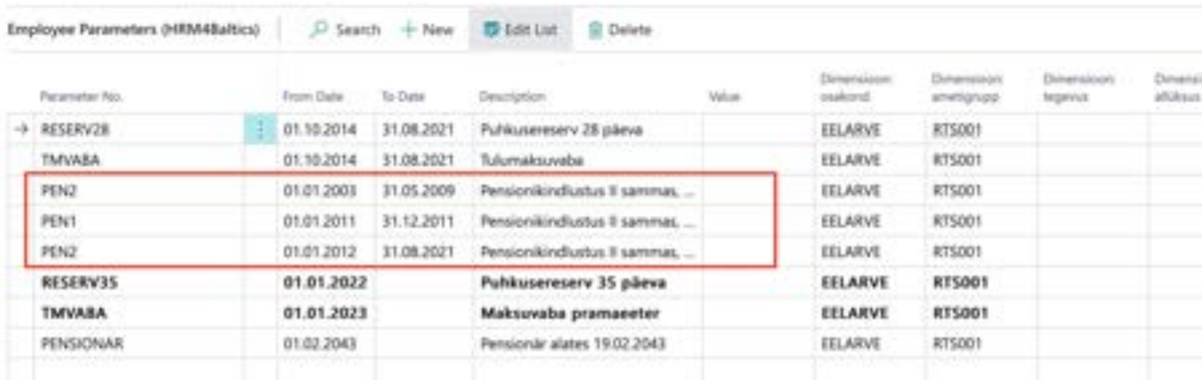
2. Did not want to continue payments in 2010 but wanted to increase payments to 3% in 2014:

Until 31. 05. 09	2009 II half	2010	2011	2012 – 2013	2014 – 2017	From 2018
2%	0%	0%	1%	2%	3%	2%

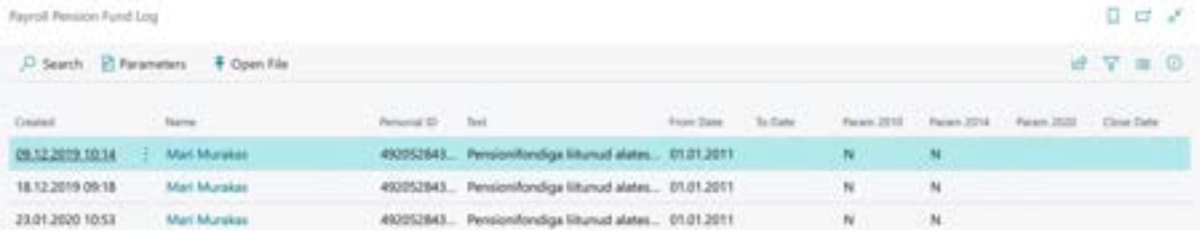
3. Wanted to continue payments in 2010:

Until 31. 05. 09	2009 II half	2010	2011	2012 – 2013	2014 – 2017	From 2018
2%	0%	2%	2%	2%	2%	2%

As a result of the query, *PARAMETERS* related to pension insurance payments and their validity periods are automatically entered in the *PARAMETERS* tab of the employee's card.



You can view the log information for a single employee's pension center queries by selecting *EMPLOYEE CARD,* then choosing *ACTIONS,* and in the menu that opens, selecting *PENSION FUND* and *PENSION FUND LOG.*

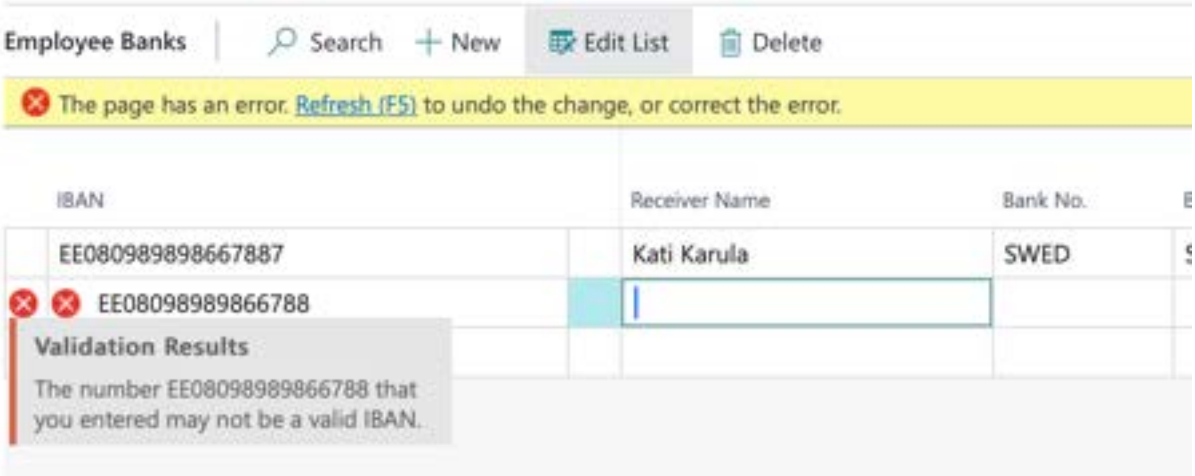


The log information for all employees' pension fund queries is displayed at the following location: *HOME/MENU/PAYROLL AND PERSONNEL 365 MENU/ARCHIVE/PAYROLL PENSION FUND LOG*
It is possible to configure an automatic job queue in Business Central that, for example, checks and updates selected employees' pension insurance *PARAMETERS* on a daily, weekly, or other scheduled basis.

3.1.10. BANK ACCOUNTS

To enter *BANK ACCOUNTS*, you can activate either the employee's line in the *EMPLOYEE LIST* or open the *EMPLOYEE CARD*. In the card window's ribbon menu, select *CONTRACT/BANK ACCOUNTS*. Employee *BANK ACCOUNT* numbers are used for transferring payments. In case the *EMPLOYEE CARD* is associated with a *VENDOR CARD*, the employee's *BANK ACCOUNT* information is also updated for the *VENDOR CARD*.

When entering an employee's bank account, the system checks its compliance with the IBAN (International Bank Account Number) standard. If an account is entered that does not adhere to the IBAN standard, the program will generate an error message.



Field	Explanation
Bank No./Bank Description	Select the *BANK NUMBER* from a predefined list. Bank data is used when creating a bank payment file. Bank name comes from predefined *BANKS* list.
IBAN	This is the employee's bank account *IBAN* number. The IBAN of the bank account is used for salary payments. When entering IBAN, its compliance with the standard is checked, and an error message is displayed if necessary. If the Employee Card is associated with a *VENDOR CARD,* the employee's IBAN information is updated or modified, the associated *VENDOR CARD's* bank account details are also updated.
Receiver Name	The name of the account holder, which is included in the bank payment file. Including the account holder's name in the bank payment file is mandatory.
Percentage	Fill in if you want to transfer a certain percentage of the payable amount to another person's bank account or to another personal bank account of the same employee. The percentage is entered as a numerical value without the percentage sign (%). The sum of percentages on different lines must not exceed 100%. It's advisable to leave at least one line without a percentage. For example, if an employee has three bank accounts, and the sum of percentages on two lines is 70%, leaving the percentage field on the third line empty will result in the program automatically transferring 30% of the payment to the third bank account.
Grade of class	The priority order of bank accounts to be used. This order is considered when creating bank payment files. The account with a priority of 1 will be used first, then the one with a priority of 2, and so on.
From Date/To Date	You can specify a validity period for the bank account.
Payment Description	Enter a default description that is always included in the relevant bank payment order. This description can be manually changed when creating a bank file in the *PAYROLL GENERAL JOURNAL*, but the general payment description will not overwrite the default description.

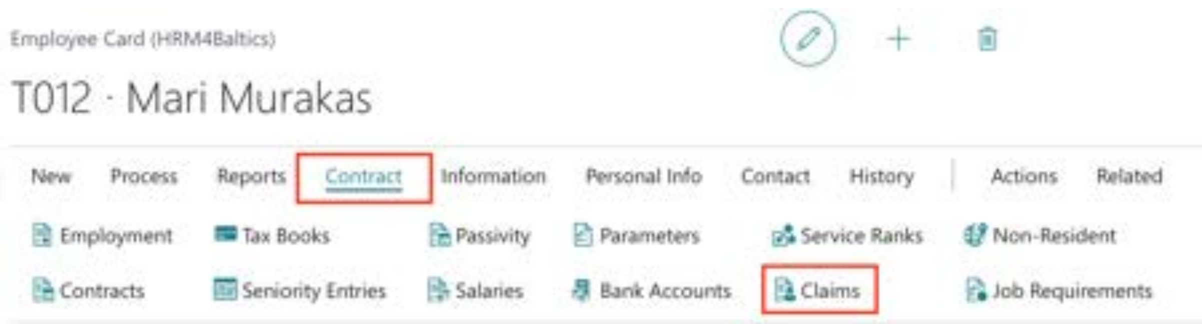
Field	Explanation
Connected to Account No./ Connected to Account Name	You can link the bank account to a specific payroll account. This account is where the salary calculation deductions are stored and from which payments are made to the bank. This is used, for example, for making contributions to a III pension savings account, where a specific portion of the employee's salary must be transferred to a designated bank account

3.1.11. CLAIMS

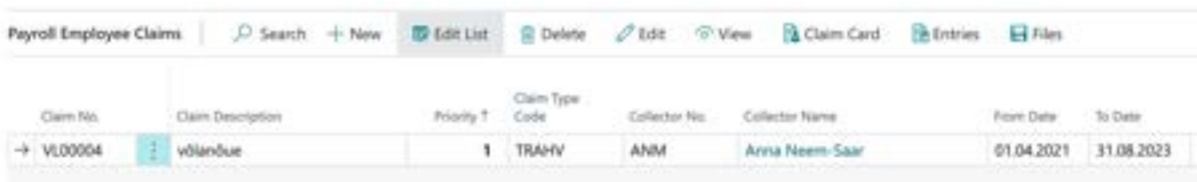
CLAIMS refers to persistent, recurring debt collection claims, such as court orders and enforcement orders, which are recorded on a regular basis, month by month.

Typically, *CLAIMS* does not include other deductions, such as over cost deductions, etc. Deductions of that nature are generally described in the *SALARIES* section of the *EMPLOYEE CARD*, using the relevant *SALARIES TYPE* or they are handled as one-time deductions through the *PAYROLL JOURNAL*.

To enter a debt collection claim deducted from the employee's monthly payment, you can activate the employee's entry either in the *EMPLOYEES LIST* or by opening the *EMPLOYEE CARD*. On the card window's ribbon menu, select *CONTRACT*, and then, on the opened window's ribbon menu, choose *CLAIMS.*



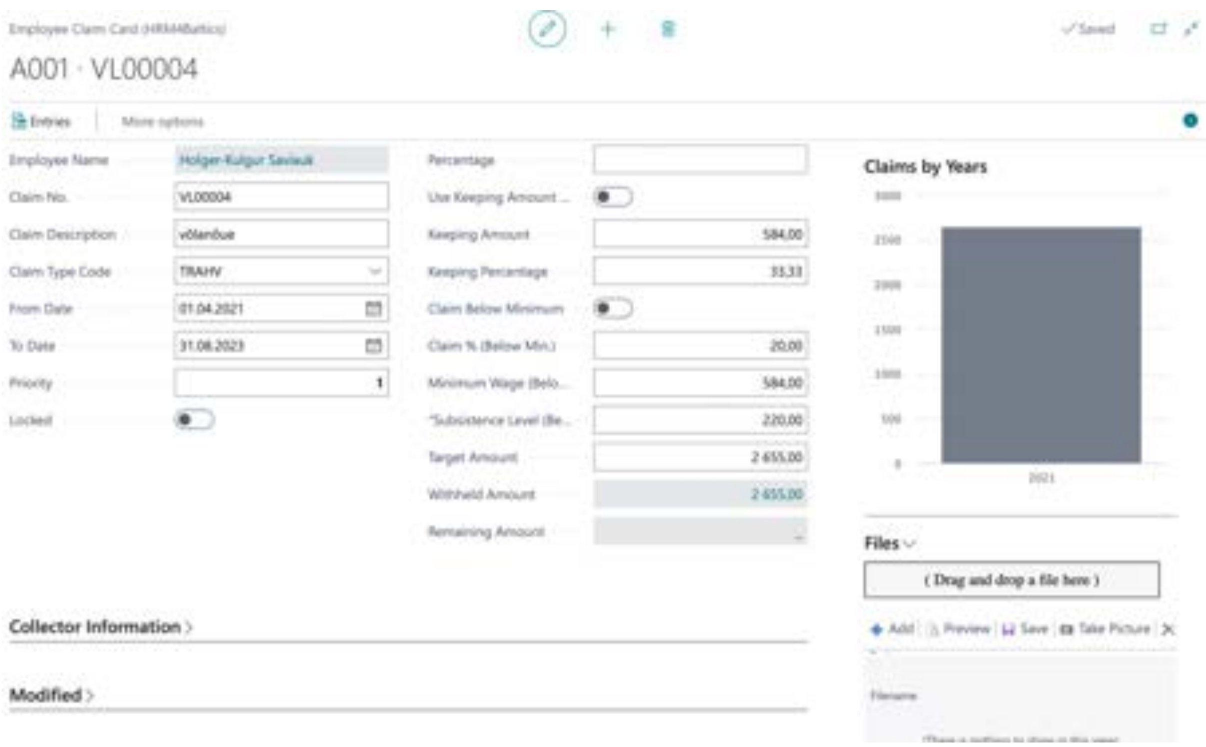
Opens *EMPLOYEE CLAIMS LIST*.



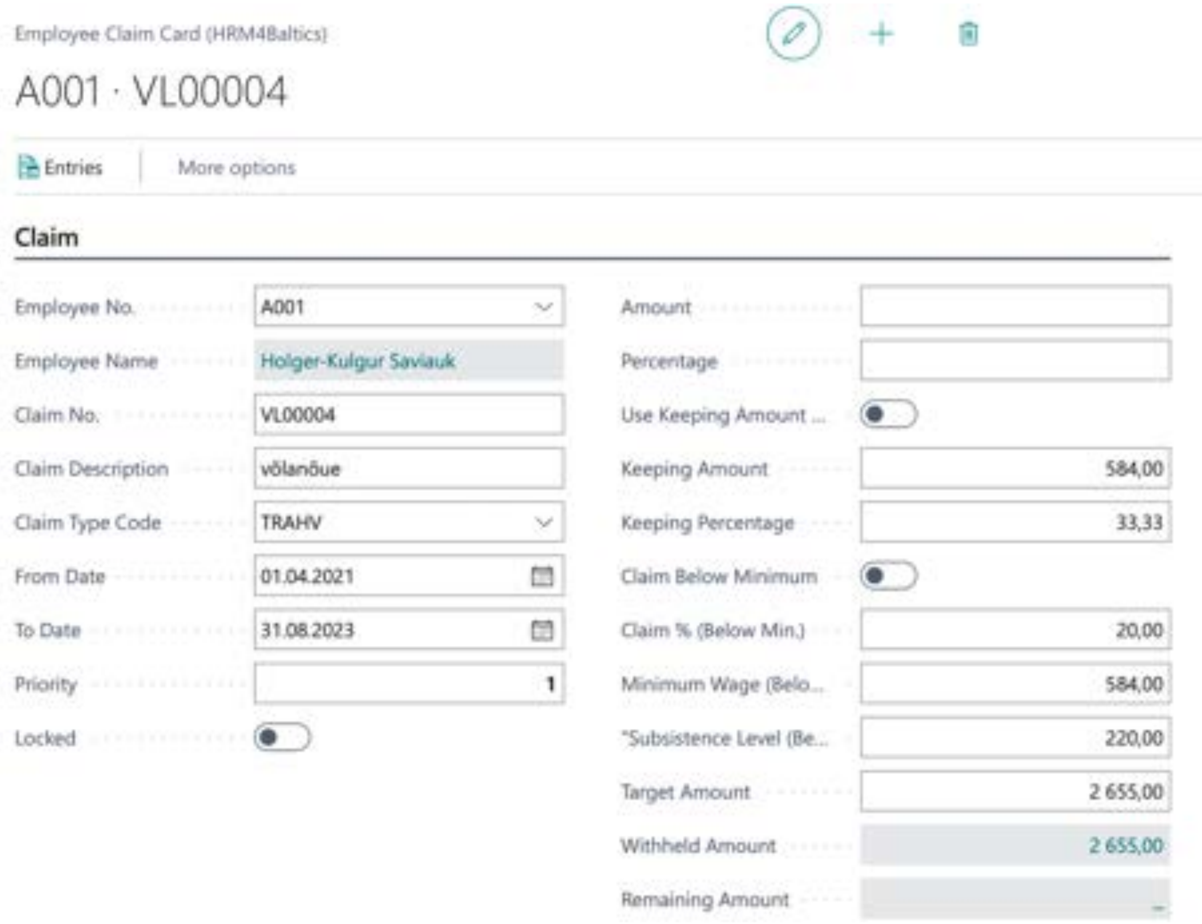
Field	Explanation
Claim No.	The debt claim number is a pre-configured and automatically selected number associated with a specific debt claim. The selected *CLAIMS* data is used during payroll calculations to deduct the amount related to that claim from the employee's net payment and for creating bank payment files, which enables the transfer of the debt claim amount to a bailiff.
Claim Description	This field allows you to enter additional text during *PAYROLL CALCULATION,* which is included in the *PAYROLL ENTRIES*.
Priority	This field displays the order in which debt claim cards for this employee are processed.

Claim Type Code	On the debt claim card, you can specify the type of debt claim, which describes the conditions of the claim.
Collector No.	This is the number of the *COLLECTING AGENT*, as described on the *COLLECTING AGENT* card.
Collector Name	The name of the *COLLECTING AGENT*, as described on *COLLECTING AGENT* card.
From Date/To Date	These columns indicate the time frame during which deductions are made under this specific claim.
Amount	In this field, you enter the amount to be deducted from the employee's pay as a claim every month.
Percentage	This field is filled in if you want to deduct a certain percentage-based amount from the employee's monthly pay as a debt claim. The percentage is entered as a numerical value without the percentage symbol.
Keeping Amount	This is the minimum amount that the employee should receive after deducting the debt claim.
Target Amount	The total amount of the debt claim.
Withheld Amount	The total amount withheld from the employee under this debt claim.
Remaining Amount	The amount that still needs to be withheld, considering the target amount and the amount already withheld.

When you initially access the list of claims, it will be empty. To add a new claim, you can click the *NEW* button in the ribbon menu of the open list. To open an existing claim, you can click the *CLAIM CARD* or *VIEW, EDIT* buttons. This will open the *CLAIM CARD*, where you'll find two tabs*: CLAIM,* for configuring claim data and *COLLECTOR INFORMATION* for specifying the details of the entity to whom the withheld amount should be forwarded.



3.1.11.1. Fast tab: Claim

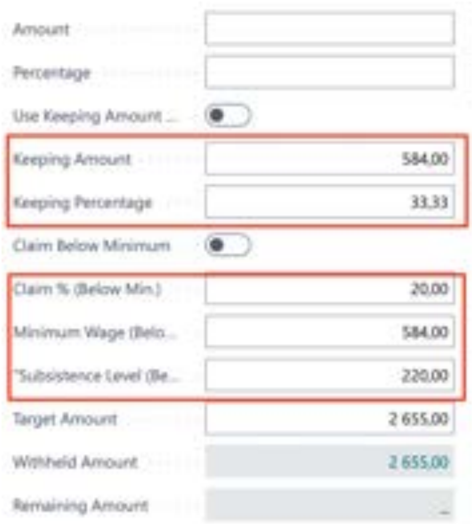


Field	Explanation
Employee No.	Employee number for whom deductions are made.
Employee Name	Employee name for whom deductions are made.
Claim No.	The claim number is a preconfigured *NUMBER SERIES* and is automatically selectable. The selected *CLAIM* data is used in the payroll calculation to deduct the relevant amount associated with the claim from the net amount payable to the employee and to generate bank payment files for transferring the debt claim amount to the bailiff.
Claim Description	This field allows you to enter additional text for the *PAYROLL ENTRIES* in the *PAYROLL CALCULATION*.
Claim Type Code	You can choose a claim type from a drop-down menu, e.g., alimony or another claim. If needed, you can configure a new claim type by clicking the *NEW* button in the top-right corner of the dialog box. When you select a claim type, certain fields that were previously configured for that claim type are automatically filled, e.g., *PRIORITY* or *DEFAULT KEEPING AMOUNT*. Values filled automatically are default values and can be manually overwritten. Various Claim Types Description

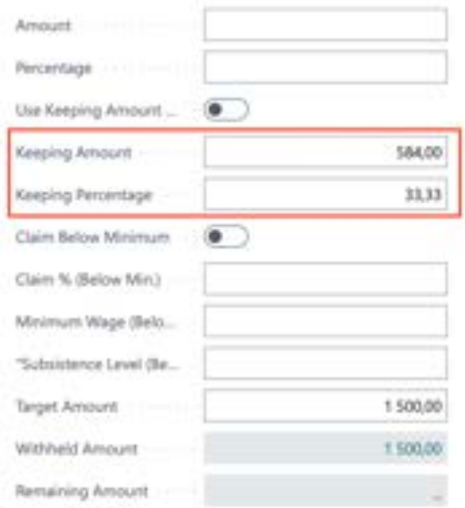
	 • *CLAIM TYPE CODE* – Enter the claim type code. • *DESCRIPTION* – Enter the description corresponding to the claim type code. • *ACCOUNT NO.* – If you want to specify that the amount deducted for this claim should be credited to a specific payroll account, you can do so. • *DEFAULT PRIORITY* – Each claim type can be assigned a priority, which determines the order in which claims are processed during payroll calculation. For example, you can assign a sequence that gives priority to alimony claims over other deductions. If an employee has multiple alimony claims, you can manually specify the sequence of these claims. • *DEFAULT KEEPING AMOUNT* – If you already know the amount that must be retained by the employee after the deduction, you can specify this amount as a default value for the claim type. When you select the claim type, the *KEEPING AMOUNT* field on the employee's claim card is automatically filled with the specified default value. • *KEEPING AMOUNT FORMULA* – Allows you to specify a formula for calculating the amount to be retained by the employee after the deduction when the *USE KEEPING AMOUNT FORMULA* marker is selected on the claim card. This is useful for part-time employees or those who start or leave work mid-month. • *CLOSING FORMULA* – You can specify a period after which the claim card is closed. If no formula is specified, the claim card is closed on the last day of the month in which the employee's employment ends.
From Date	Date from which the deduction should be applied.
To Date	Date until which the deduction should be applied. Please note that the End Date can also be left blank if the claim's end date is unknown.
Priority	Automatically derived from the claim type but can be adjusted if needed. This indicates the order in which claims are processed during payroll calculation.
Amount	Enter the amount to be deducted from the employee's monthly earnings as a debt claim.
Percentage	If you wish to deduct a percentage of the employee's monthly earnings as a debt claim, you can specify it here. The percentage should be entered as a numeric value without the percentage sign.
Use Keeping Amount Formula	If this marker is selected, the program will not consider the *KEEPING AMOUNT* field on the claim card during payroll calculation. Instead, it will calculate the left sum based on the formula configured for the claim type. This is useful for part-time employees or those who start or leave work mid-month. Please select this marker only for the months when the employee did not work for the full month.
Keeping Amount	Enter the minimum amount that must remain with the employee after the deduction. This field is automatically populated based on the claim type, but you can modify it. It represents the minimum amount that should remain with the employee, except when deductions are allowed below the minimum wage. In such cases, the additional deducted amount is governed by the lower section of the claim card.

Keeping Percentage	Is used to enter the percentage as a numerical value without the percentage sign, which should remain with the employee after the deduction. If you are using both the *KEEPING AMOUNT* and *KEEPING PERCENTAGE* fields simultaneously, the calculation proceeds as follows: - The employee's net pay is 871.20 euros. - The remaining amount is 540 euros. - The keeping percentage is 33.33%. First, the amount subject to deduction is determined: 871.20 - 540 = 331.20 euros. Then, the percentage is calculated from the obtained amount that must also remain with the employee: 331.20 - 33.33% = 110.39 euros. In total, the amount that should remain with the employee after the deduction is 540 + 110.39 = 650.39 euros. The deduction can be made in the amount of 871.20 - 650.39 = 220.81 euros.
Claim Below Minimum	The marker can be used in three variants: - The marker is enabled, and the fields for claiming below the minimum (in orange) are filled: Deductions are made both according to the upper part, which concerns the amount exceeding the minimum, and the lower part, which pertains to deductions from the amount below the minimum wage.  For example: Employee's net pay is 871.20 euros. **Deduction based on the upper part:** 871.20 - 584 = 287.20 euros 287.20 - 33.33% = 94.78 euros Total remaining amount: 584 + 94.78 = 678.78 euros Deducted amount: 871.20 - 678.78 = 192.42 euros **Deduction based on the lower part:** (584 - 221.36) x 0.2 = 72.5 euros Total deducted amount: 192.42 + 72.5 = 164.92 euros - The marker is not enabled, but the fields for claiming below the minimum are filled: Deductions are made either based on the upper part, which applies to the amount exceeding the minimum wage, or on

<table>
<tr>
<td></td>
<td>the lower part for deductions from the amount below the minimum wage. Both variants are not applied at the same time. If the employee's pay exceeds the minimum wage, deductions are not made for the amount below the minimum. However, if the employee's pay falls below the minimum wage, the program applies deductions for the lower portion.



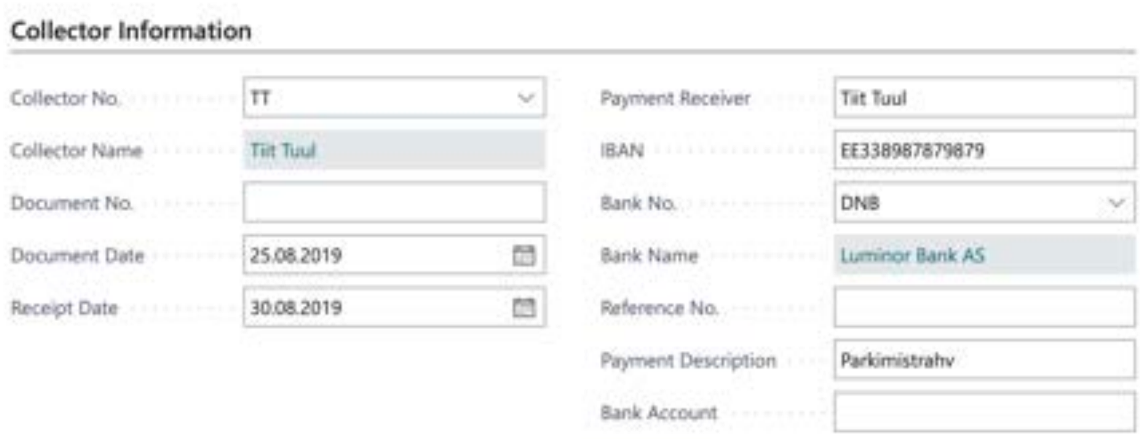
- The marker is not enabled, and the fields for claiming below the minimum are not filled: In this case, long-term debtor additional deductions are not applied to the employee. Deductions are only made on the amount that exceeds the minimum wage.


</td>
</tr>
<tr>
<td>Claim % (Below Min.)</td>
<td>Field represents the percentage deducted from the difference between MINIMUM WAGE (BELOW MIN.) and SUBSISTENCE LEVEL (BELOW MIN.).

For example: (584 – 220.00) x 0.2 = 72.8.</td>
</tr>
</table>

Minimum Wage (Below Min.)	Field allows you to set the minimum wage for deductions made on the portion of the employee's pay that falls below the minimum wage.
Subsistence Level (Below Min.)	Field allows you to set the subsistence level for deductions made on the portion of the employee's pay that falls below the minimum wage.
Target Amount	Indicates the total amount to be deducted from the employee's wages.
Withheld Amount	Is a calculated field that displays the total amounts already deducted from the payroll entries within this claim.
Remaining Amount	Is a calculated field that shows the amount still required to be deducted from the employee's pay.
Locked	Indicates if the claim has been satisfied or prematurely terminated; it is marked as locked.

3.1.11.2. Fast tab: Collector Information



Field	Explanation
Collector No.	You can select the collector from a drop-down menu as described previously. When you choose a previously described collector, fields such as *NAME, BANK NO, BANK NAME, REFERENCE NUMBER,* and *IBAN* are automatically filled in based on the collector's card. If the collector hasn't been described earlier, you can manually enter the same data. 
Collector Name	When you select *COLLECTOR NO.*, the name is filled in automatically.
Document No.	Describes the document number for the claim for which deductions are performed.

Document Date	An informative field for entering the date.
Receipt Date	An informative field for entering the arrival date of the claim.
Payment Receiver	Filled automatically when you select the creditor, but you can change it manually if necessary.
IBAN	Filled automatically when you select the creditor, but you can change it manually if needed.
Bank No,	Filled automatically when you select the creditor, but you can change it manually if needed.
Reference No.	Filled automatically when you select the creditor, but you can change it manually if needed.
Payment Description	Enter the payment description, which is added to the default bank payment file. You can still modify the description when generating the file if needed.

The deduction is calculated based on the claim card within the regular payroll calculation, for example, the calculation of wages or sick pay. Deductions are made on a payout period basis. This means that if at the beginning of the month, on payday, the calculated amount for the employee isn't sufficient for deductions, but additional earnings like vacation pay are added in the middle of the month, the program calculates and withholds the possible deduction amount.

The deduction scheme that the program initially applies isn't recalculated during a later payroll calculation if related entries have been made in the Payroll Journal or have already been posted. For instance, if an employee has the condition of an alimony minimum applied during the payroll calculation on payday, but during the month, bonuses or holiday pay accumulate to an amount that would allow another condition to be applied, the program won't make this change unless you post or include the previous entries in the Payroll Journal.

When calculating the deductions, the program checks entry numbers, and deductions won't be applied to payouts calculated before the execution of the enforcement order in the company.

3.1.12. MANAGER ASSISTANTS

For using the *ASSISTANT* solution, you need to activate the *ASSISTANT* marker in the *APPLICATION AREA SETUP*.

The list of manager's assistants is primarily associated with the functionality of the employee portal. For an employee who is a manager, their list of assisting employees or staff members is entered. Once employees are added to this list, they can be granted all the same rights and permissions in the employee portal as the manager has for viewing their subordinates' data and submitting leave requests.

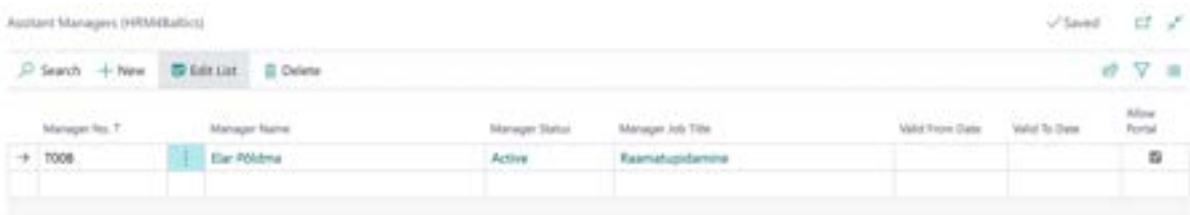
Field	Explanation
Assistant No.	Select the employee who assists the manager from the dropdown menu.
Assistant Name	Displays the name of the assistant.
Assistant Status	Displays the assistant's status from the *EMPLOYEE CARD*.
Assistant Job Title	Displays the assistant's job title from the *EMPLOYEE CARD.*
Valid From Date/Valid to Date	You can enter dates during which the employee assists the manager.
Allow Portal	Add a marker if you want to grant the employee similar rights to the manager in the *EMPLOYEE PORTAL*. Additional settings are still needed in the *PAYROLL REQUEST TYPES* location.

To enable the added assistant in the list to assist the manager and perform necessary actions on their behalf in the portal, you must configure settings in the *PAYROLL REQUEST TYPES* under the column *SHOW ASSISTANT.* For detailed instructions on configuration, refer to the chapter on *PAYROLL REQUEST TYPES*.

3.1.13. ASSISTANT MANAGERS

For using the *ASSISTANT* solution, you need to activate the *ASSISTANT* marker in the *APPLICATION AREA SETUP*.

The list is primarily related to the functionality of the employee portal and is essentially the same as the *MANAGER'S ASSISTANTS* list. When a manager's assistant's details are added to the list, the manager's information is displayed in the same list for the assistant. It doesn't matter which list is filled out because data is displayed in both lists. All the same rights that the manager has for viewing their subordinates' data and submitting vacation requests in the employee portal can be added to the assisting employees.



Field	Explanation
Manager No.	Select the manager from the drop-down list that the employee is assisting.
Manager Name	The manager's name is displayed.
Manager Status	The manager's status is displayed from the *EMPLOYEE CARD.*
Manager Job Title	The manager's job title is displayed from the *EMPLOYEE CARD.*

Valid From Date/ Valid to Date	You can enter the dates from when to when the employee is assisting the manager.
Allow Portal	Mark if you want to grant the employee similar rights to the manager in the *EMPLOYEE PORTAL.* Additional settings still need to be made in the *PAYROLL REQUEST TYPES*.location.

To enable the assistant to assist the manager and perform necessary actions on their behalf in the portal, settings must be added in the REQUEST TYPES location, specifically in the column *SHOW ASSISTANT.* For detailed instructions on how to configure this, please refer to the *PAYROLL REQUEST TYPES*.section.

3.1.14. TAX TABLE

For using the *TAX TABLE* solution, you need to activate the *TAXTABLE* marker in the *APPLICATION AREA SETUP*.

The functionality described allows for the management of withheld income tax amounts for Estonian employees working in Norway, following Norwegian tax regulations. In Norway, the income tax percentage or amount is determined based on the number of days worked and the amount earned during a specific period. The applicable percentage or amount for an employee is always on an annual basis.
Annually, the Norwegian tax authorities review and, if necessary, adjust the national tax tables. As a result, it's essential to regularly update these tax tables in the business system (BC).
In the employee card's sub-card *TAX CARD*, you can input the *OFFICIAL TAX PERCENTAGE (%)* or *OFFICIAL TAX TABLE* set by the Norwegian government for the employee, which is used for withholding income tax. Additionally, you have the option to input the *ACTUAL TAX PERCENTAGE (%)* and *TAX TABLE* if, for any reason, the official percentage and table are not applied.
To use the information entered for an employee in the *TAX CARD* sub-card in payroll calculations, you need to configure the corresponding settings in *PAYROLL FORMULAS*. Without these settings, the information entered for the employee will be purely informative, and Norwegian income tax will not be withheld.

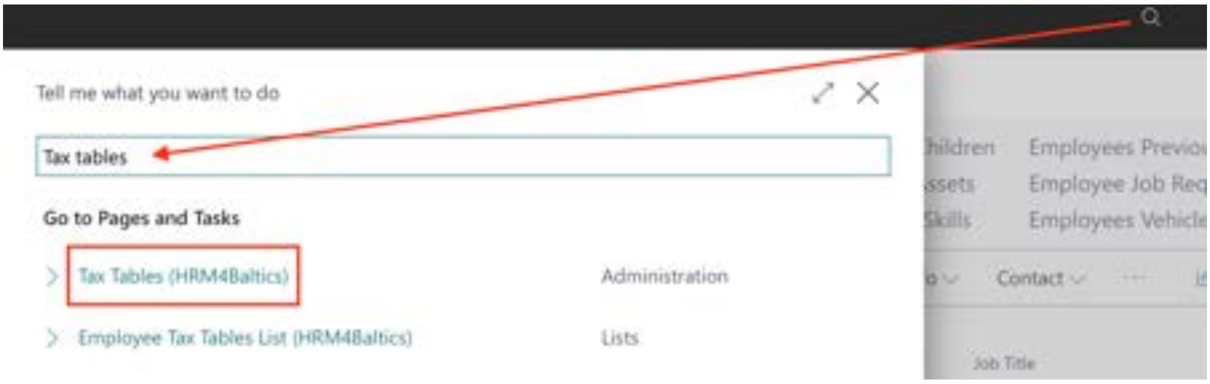
Field	Explanation
From Date/To Date	The dates of the tax card's validity period are entered. The period is always on an annual basis.
Official Tax Table	You can choose the applicable *OFFICIAL TAX TABLE CODE* for the employee from the drop-down list. The tax table is used to determine the amount of income, the period (number of days) over which the income was earned, and the amount of income tax to be withheld accordingly.
Actual Tax Table	You can select the applicable *TAX TABLE CODE* for the employee from the drop-down list if, for any reason, the official tax table is not applied. The tax table is used to

	determine the amount of income, the period (number of days) over which the income was earned, and the amount of income tax to be withheld accordingly.
Official Tax %	Enter the valid income tax percentage for the employee if the tax card has not been issued.
Actual Tax %	Enter the applicable income tax percentage for the employee if no tax card has been issued and, for some reason, the official percentage is not applied.
Issued Date	Enter the date when the tax card was issued.

3.1.14.1. Tax tables

In order to select the applicable *TAX TABLE* on the *EMPLOYEE'S CARD*, it must be configured in advance. In addition to the tax tables, you need to set up the validity *PERIODS* for the tables, *UNITS,* and *ENTRIES* for legal income tax amounts.

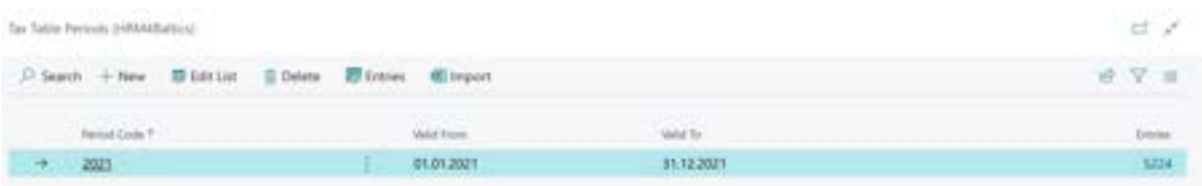
To open the configuration, enter *TAX CARDS* in the BC search window and then open the configuration window.



In the opened list, you describe the *TAX TABLE CODE, DESCRIPTIONS,* and enter the *CURRENCY CODE* in which the accounting is maintained.

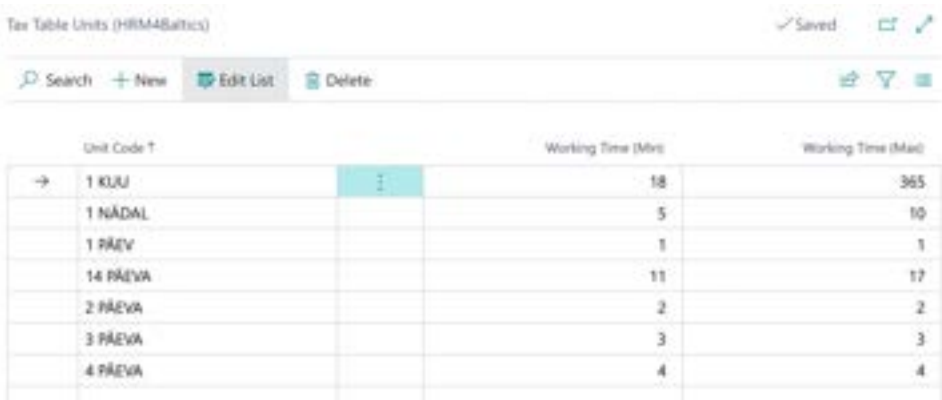
3.1.14.2. Tax Table Periods

The validity period for tax tables is one year, after which they are reviewed by the Norwegian tax authorities and necessary corrections are made. Therefore, it's important to enter the validity periods for tax tables under the *PERIODS* section by clicking on the ribbon menu button.



3.1.14.3. Tax Table Units

Under the *UNITS* section in the ribbon menu button, the day count is configured. Specifically, the Norwegian income tax calculation is based on worked days and the pay earned during those days. However, the day count is not a one-to-one correspondence. For example, if an employee worked 16 days in one month, according to the tax table, this might be counted as 14 days, and 10 days could be considered as one week.

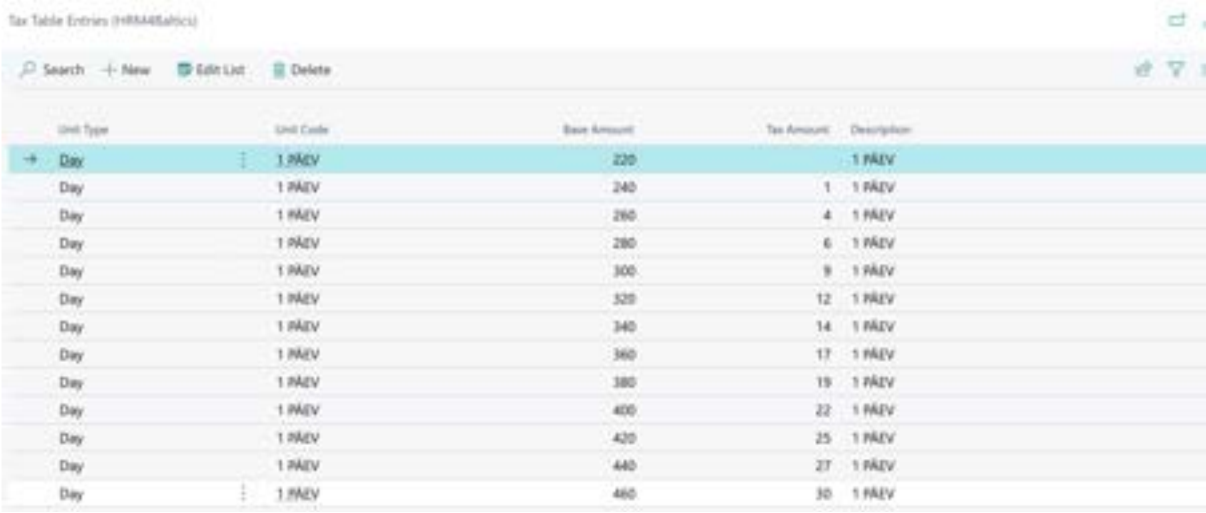


Field	Explanation
Unit Code	Enter the symbol for the unit, which represents the count of days, weeks, or months.
Working Time (Min)	Enter the minimum count of days for the unit symbol entered in the previous column. For example: *1 WEEK -* A period of one week is considered from 5 to 10 days.
Working Time (Max)	Worked days (maximum): Enter the maximum count of days for the unit symbol entered in the first column. For example*: 1 WEEK* - A period of one week is considered from 5 to 10 days.

3.1.14.4. Tax Table Entries

The count of worked days, the amount of earnings during that period, and the amount (or percentage) of income tax calculated on the earnings, as determined by the Norwegian tax authorities, are configured in the list of entries for tax tables. This list can be accessed from the *TAX TABLES PERIODS* list in the ribbon menu.

Entries can be added manually or imported using the import function, which is accessible from the *TAX TABLE PERIODS* list in the ribbon menu.
In the list of entries, you describe the amount of earnings, the tax amount, and the number of days over which the earnings were obtained.


Tax Table Entries (HRM4Baltics)

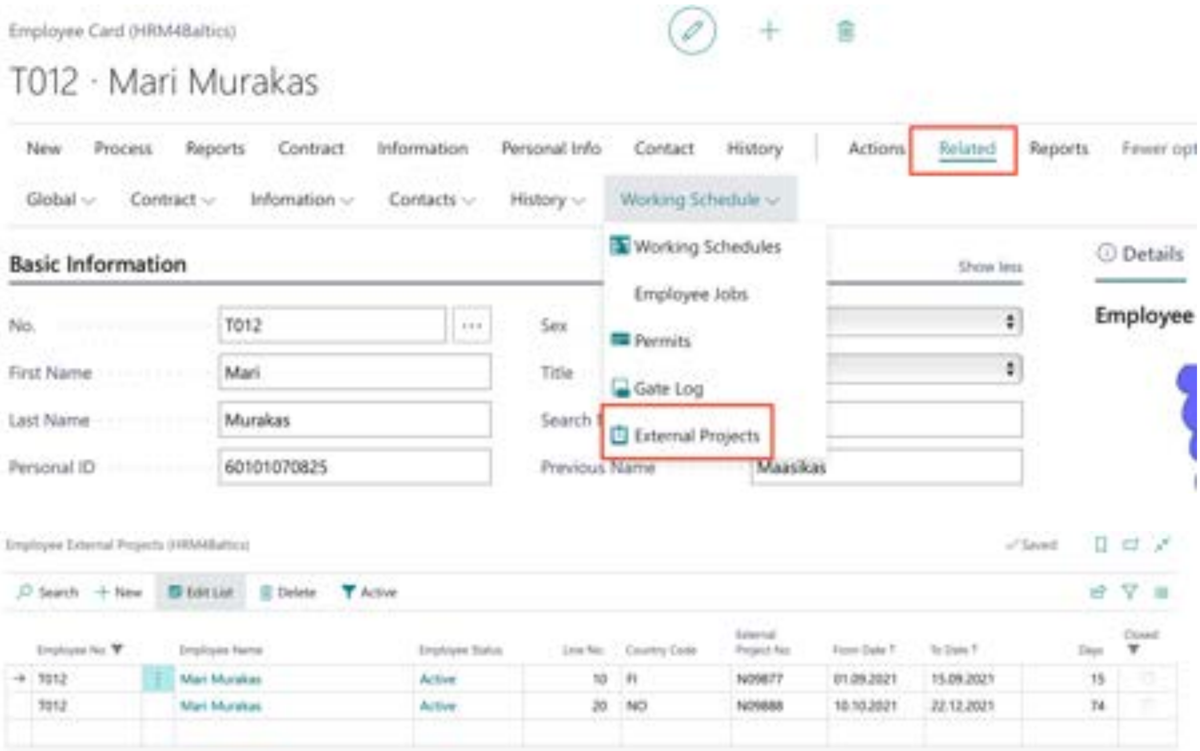
Unit Type	Unit Code	Base Amount	Tax Amount	Description
Day	1 PÄEV	220		1 PÄEV
Day	1 PÄEV	240	1	1 PÄEV
Day	1 PÄEV	260	4	1 PÄEV
Day	1 PÄEV	280	6	1 PÄEV
Day	1 PÄEV	300	9	1 PÄEV
Day	1 PÄEV	320	12	1 PÄEV
Day	1 PÄEV	340	14	1 PÄEV
Day	1 PÄEV	360	17	1 PÄEV
Day	1 PÄEV	380	19	1 PÄEV
Day	1 PÄEV	400	22	1 PÄEV
Day	1 PÄEV	420	25	1 PÄEV
Day	1 PÄEV	440	27	1 PÄEV
Day	1 PÄEV	460	30	1 PÄEV

Field	Explanation
Unit Type	Unit Type - Options: ☐ *DAY*: Select if tax calculation is based on days. ☐ *PERCENT:* Select if tax calculation is based on a percentage.
Unit Code	Choose the appropriate *UNIT CODE* from the list of units configured in the tax table. FOR EXAMPLE: ☐ *1 DAY* ☐ *1 MONTH* ☐ *3 DAYS*
Base Amount	Enter the amount of earnings obtained during the period defined by the selected *UNIT COST*, on which tax needs to be calculated. FOR EXAMPLE: Employee worked 1 day and earned *300* NOK, then the income tax is 9 NOK.
Tax Amount	Enter the tax amount that should be paid on the earnings obtained during the period defined by the selected *UNIT COST* (days, weeks, or months), if the earnings amount was earned within that period. FOR EXAMPLE: Employee worked 1 day and earned 300 NOK, then the income tax is 9 NOK.
Description	This column displays the description of the selected *UNIT COST* from the list of units.

3.1.14.5. External Projects

To calculate the foreign (e.g., Norwegian) income tax to be withheld from an employee's earnings, you need to know the number of days worked in a foreign country per month, according to the previously described tax tables. To achieve this, you should enter the project number and the start and end dates when the employee worked on the relevant project into the *EXTERNAL PROJECTS*"sub-card on the employee's card.
To access *EXTERNAL PROJECTS*, open the employee card and click on the *RELATED/EXTERNAL PROJECTS* ribbon menu.

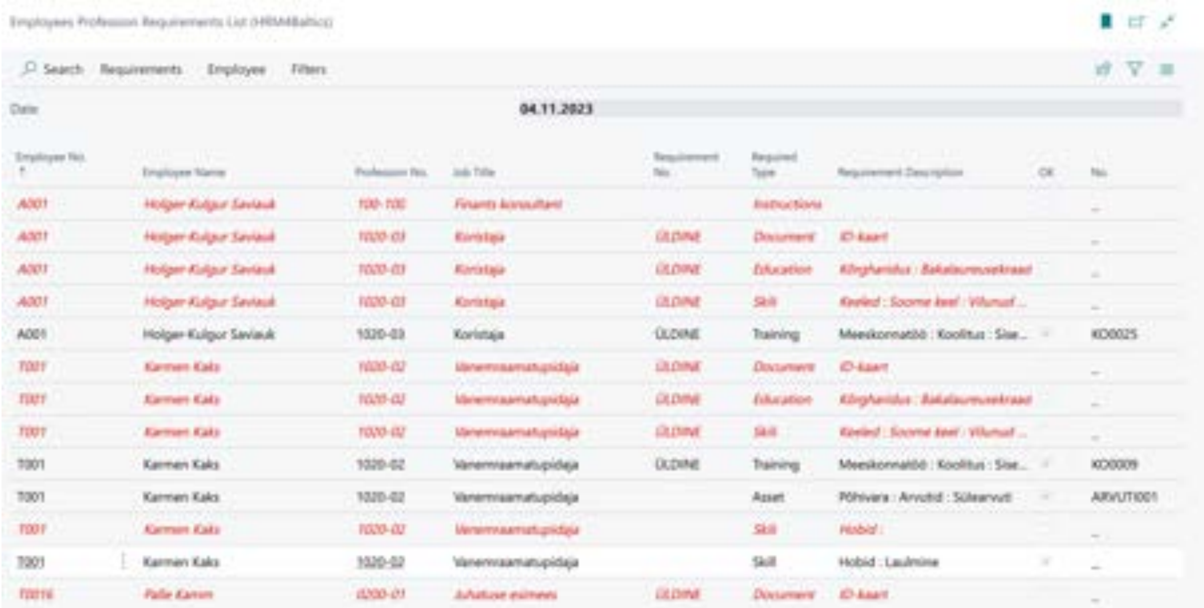
This information is essential for calculating the foreign income tax to be withheld from the employee's earnings accurately.



Field	Explanation
Employee No.	This displays the number of the employee card for which the *EXTERNAL PROJECTS* list is opened.
Employee Status	It shows the status of the employee (active, passive, left, prospect).
Line No.	Automatically generated by the program, it's the row number.
Country No.	Select the country code where the employee worked on an external project from the drop-down menu.
External Project No.	Enter the external project number with which the employee worked in a foreign country.
From Date/To Date	Enter the date when the employee started working on the external project and when they finished working.
Days	The program calculates the number of days based on the From Date and To Date.
Locked	Mark the row with this marker if the employee is no longer associated with the specific project.

3.1.15. JOB REQUIREMENTS

It is possible to add demands for employees both position-based and person-based. The *EMPLOYEE PROFESSION REQUIREMENTS* list will display both the demands set for the employee on their card and the demands arising from their position.



Employees Profession Requirements List (HRM4Baltics)

Search Requirements Employee Filters

Date 04.11.2023

Employee No.	Employee Name	Profession No.	Job Title	Requirement No.	Required Type	Requirement Description	OK	No.
A001	Holger-Kulgur Saviauk	100-100	Finants konsultant		Instructions			_
A001	Holger-Kulgur Saviauk	1020-03	Koristaja	ÜLDINE	Document	ID-kaart		_
A001	Holger-Kulgur Saviauk	1020-03	Koristaja	ÜLDINE	Education	Kõrgharidus : Bakalaureusekraad		_
A001	Holger-Kulgur Saviauk	1020-03	Koristaja	ÜLDINE	Skill	Keeled : Soome keel : Vilunud ...		_
A001	Holger-Kulgur Saviauk	1020-03	Koristaja	ÜLDINE	Training	Meeskonnatöö : Koolitus : Sise...		KO0025
T001	Karmen Kaks	1020-02	Vanemraamatupidaja	ÜLDINE	Document	ID-kaart		_
T001	Karmen Kaks	1020-02	Vanemraamatupidaja	ÜLDINE	Education	Kõrgharidus : Bakalaureusekraad		_
T001	Karmen Kaks	1020-02	Vanemraamatupidaja	ÜLDINE	Skill	Keeled : Soome keel : Vilunud ...		_
T001	Karmen Kaks	1020-02	Vanemraamatupidaja	ÜLDINE	Training	Meeskonnatöö : Koolitus : Sise...		KO0009
T001	Karmen Kaks	1020-02	Vanemraamatupidaja		Asset	Põhivara : Arvutid : Sülearvuti		ARVUTI001
T001	Karmen Kaks	1020-02	Vanemraamatupidaja		Skill	Hobid :		_
T001	Karmen Kaks	1020-02	Vanemraamatupidaja		Skill	Hobid : Laulmine		_
T0016	Palle Kamm	0200-01	Juhatuse esimees	ÜLDINE	Document	ID-kaart		_

To add employee-specific requirements, you can go to the *EMPLOYEE CARD* menu and select *CONTRACT -> JOB REQUIREMENTS.* You can also add demands from the *EMPLOYEES LIST* by activating the employee's row and clicking on *CONTRACT -> JOB REQUIREMENTS.* from the menu. In the opened window, you can configure requirements that apply only to a specific employee. Position-based requirements are not displayed in this list.

You can make a requirement mandatory for an employee based on the following criteria:

- *DOCUMENT*
- *TRAINING*
- *EDUCATION*
- *SKILLS*
- *ASSETS*
- *INSTRUCTIONS*
- *EMPLOYEE FORM*
- *FILE*

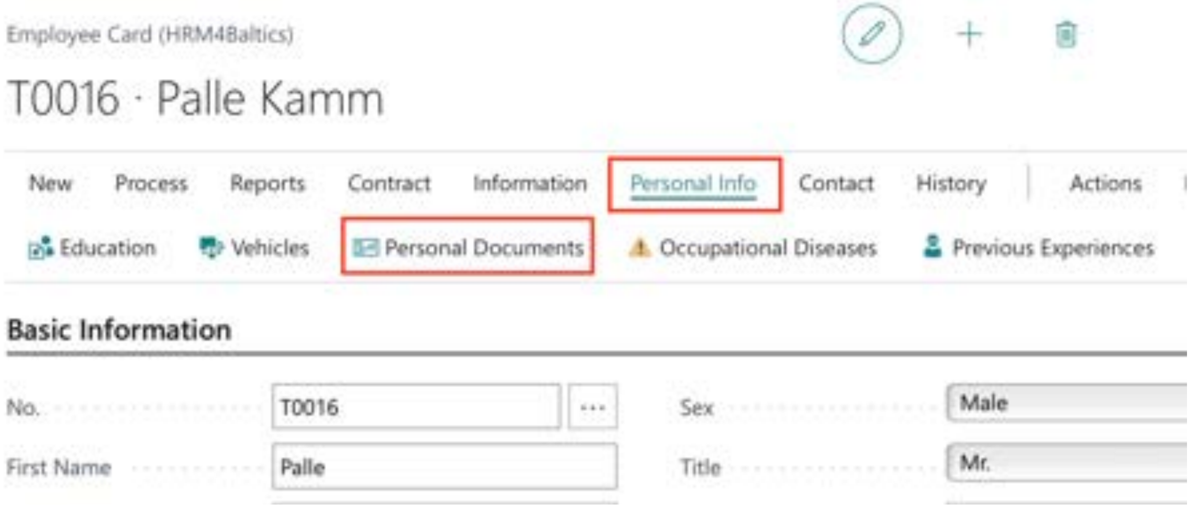
You can add validity periods to all these requirements, specifying when a particular requirements is mandatory for the employee. For example, if one of the mandatory training requirements is replaced with another, you can set an end date for the previous requirement and add the new training requirement as mandatory from a specific date. Since you can view the list of demands at any chosen date, it will always show up-to-date information.

Employee-specific and position-based requirements are considered fulfilled if the required data is entered for the employee. For example, if an employee is required to have an ID card, and the employee's *DOCUMENTS* list contains a valid ID card, the corresponding demand in the *EMPLOYEE JOB REQUIREMENTS* list will be displayed in black and marked as *OK*.

Field	Explanation
Required Type	Select the type of requirements you want to make mandatory for the employee. Based on this field, you can conveniently sort the data in the *EMPLOYEE PROFESSION REQUIREMENTS* list using quick filter buttons.
Required From	Enter the date from which this requirement becomes mandatory for the employee.
Required To	Enter the date until which this requirement is mandatory for the employee.
Document Type	Select the document type to be made mandatory from the predefined list of document types. The document can be, for example, a health certificate, a driver's license, etc. A mandatory document type should be set for rows where the *REQUIREMENTS TYPE* is *DOCUMENT.*
Training Area	Select the training field to be made mandatory from the predefined list of training fields. Select it for rows where the *REQUIREMENT TYPE* is *TRAINING.*
Training Type	Select the training type to be made mandatory from the predefined list of training types. Select it for rows where the *REQUIREMENT TYPE* is *TRAINING*.
Training Subtype	Select the training subtype to be made mandatory from the predefined list of training subtypes. Select it for rows where the *REQUIREMENT TYPE* is *TRAINING.*
Education Level	Select the mandatory educational level from the predefined list of educational levels. Select it for rows where the *REQUIREMENT TYPE* is *EDUCATION.*
Education Degree	Select the educational level symbol from the predefined list of educational level symbols. This is made mandatory based on the educational level. For education, you can make either the educational level or both the educational level and the educational level symbol mandatory. If only the educational level is set as mandatory, for example, "Higher Education," then the demand is considered fulfilled regardless of whether the employee holds a bachelor's, master's, or another degree. If the educational level "Higher Education" and the educational level symbol "MA" are both set as mandatory, the employee must have a master's degree; otherwise, the demand remains unfulfilled. When setting the mandatory educational level, keep in mind that the system doesn't understand the content of educational levels. If "Higher Education" (BA) is

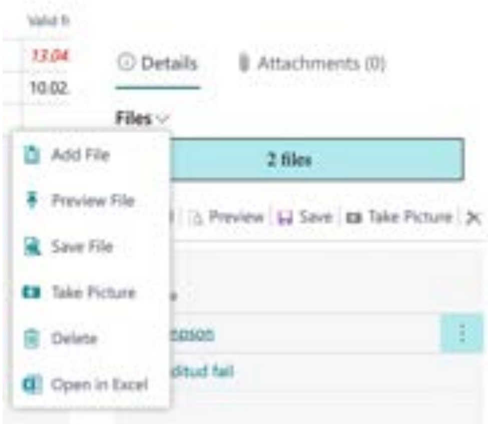
	set as mandatory, but the employee's education is marked as "Higher Education" (MA), the demand won't be considered fulfilled. In this case, the employee should describe both BA and MA education separately under the education section. Select it for rows where the *REQUIREMENT TYPE* is *EDUCATION.*
Skill Type Code	Select the skill type symbol from the predefined list of skill types. Select it for rows where the *REQUIREMENT TYPE* is SKILLS.
Skill Code	Select the skill code from the predefined list of skill codes. To select a skill code, a skill type code must be chosen beforehand. Select it for rows where the *REQUIREMENT TYPE* is *SKILLS.*
Skill Level Code	Select the skill level code from the predefined list of skill level codes. This field is not mandatory. The configuration works even if the skill level is unspecified (e.g., English language is selected but no specific level is chosen). Select it for rows where the *REQUIREMENT TYPE* is *SKILLS.*
Asset Category Code	Select the asset category to be made mandatory from the predefined list of asset categories. Select it for rows where the *REQUIREMENT TYPE* is *ASSETS*.
Asset Type Code	Select the asset type to be made mandatory from the predefined list of asset types. To select an asset type, you need to choose an asset category first. Select it for rows where the *REQUIREMENT TYPE* is *ASSETS*.
Asset Subtype Code	Select the asset subtype to be made mandatory from the predefined list of asset subtypes. To select an asset subtype, you need to choose an asset category and asset type first.  Select it for rows where the *REQUIREMENT TYPE* is *ASSETS.*
Instruction Code	Select from the predefined list of *INSTRUCTUON CODE*.
Instruction Template Code	For *INSTRUQTION REQUIREMENTS*, you can select the instruction code you want to make mandatory. Instruction Template Select from the predefined list of *INSTRUCTION TEMPLATES*. The template includes various training and education activities. Selecting it allows you to make all the activities in the template mandatory at once.
Description	Displays the description corresponding to the selected requirement code.
Important	Enter a marker if you want to display this demand in the *EMPLOYEE PROFESSION REQUIREMENTS* list in bold.

3.1.16. PERSONAL DOCUMENTS



Documents related to an employee can be accessed from the *EMPLOYEE LIST* by clicking on *PERSONAL INFO*/*PERSONAL DOCUMENTS*. The information about documents entered here can also be viewed in the *EMPLOYEE DOCUMENTS* report and the *EMPLOYEE DOCUMENTS* list.

To associate a file with a *PERSONAL DOCUMENT*, select the document row and press the *ADD FILE* button in the factbox on the right side of the window from the *FILES* menu. Then, add the desired file. Another option is to drag and drop the file(s) into the blue box in the window (as described in the image below, labeled as *"2 FILES"*). The factbox panel displays a preview of the added files. Previews are only displayed for file types supported by the user's browser.



The file is added to the employee's files under the source name *EMPLOYEE DOCUMENTS*. The file is also added to the lists *EMPLOYEE FILES* and *EMPLOYEES FILES.*

Field	Explanation
Document No.	Allows you to enter the document number.
Document Type	Allows you to select from a dropdown list of document types. You can create your own document types by selecting *NEW* in the dropdown list window at the bottom left corner and entering the *DOCUMENT TYPE* and *DOCUMENT TYPE DESCRIPTION* in the window that appears (see Document Type Setup for details).
Type Description	The field is automatically filled with the *DOCUMENT TYPE DESCRIPTION* corresponding to the selected *DOCUMENT TYPE* (see the previous row).
Document Subtype/ Document Subtype Description	From the dropdown menu that opens, you can select the subtype for the previously chosen document type. The description of the subtype is generated automatically upon selecting the subtype.
Publisher	Allows you to select from a dropdown list of *DOCUMENT PUBLISHER*. You can create your own publisher by selecting *NEW* at the bottom left corner of the dropdown list window and entering the Issuer and Name in the window that appears.
Publisher Name	The field is automatically filled with the name corresponding to the selected publisher (see the previous row).
Valid From/Valid To	Allows you to enter the start and end dates of the document's validity. Document's validity end date is automatically added if the document type is set with an expiration formula in the setup.
Comment	Allows you to enter a free-text note about the document.
Attachment Name	Displays the name of the attached file on the row.
Locked	If this field is marked, the information in the document row will not be presented in the *EMPLOYEE DOCUMENTS* report.

3.1.16.1. Document Types Setup

In the document list, you can choose from pre-configured document types. To configure new types, the user must open the dropdown menu window and press *NEW* in the lower left corner. In the opened list, you can describe the new document type and other related settings.

Field	Explanation
Code	Enter the document code.

Description	Enter the description corresponding to the document code.
Publisher	You can enter a default publisher for the document type. When adding a document to an employee, the issuer column is automatically filled. If necessary, the issuer, automatically filled, can be manually edited.
Expiration Formula	You can set an expiry formula for the document type to determine the validity period. When adding a document to an employee, the expiry date is automatically calculated based on the issuance date and the formula. For example: 2K - the document expires 2 months after issuance -> valid from 12.12.2021 to 12.02.2022 5A-1P - the document expires 1 day before 5 years -> valid from 12.12.2021 to 11.12.2026.
Notify	Depending on the document type, you can specify whether a notification is sent to the designated person when the document expires. Other notification settings (who receives the notification and how many days or weeks before expiration) are configured in: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/INFO SETUP/ NOTIFICATION SETUP* Options: - *EMPTY-* no notification is sent. - *ALWAYS -* a notification is sent when the document of this type has expired or not extended. - *NOT RENEWED-* a notification is sent only when the document of this type has not been extended.
Use to Transfer	When an employee moves from one company within a group to another, the data entered on the employee card, including documents, can be automatically copied to the new company. To specify which document types are included when copying, you need to add a marker to the respective type.
External ID	Allows you to enter an external identifier for the document type, used for reporting outside the company. For example, if the company is part of a group and a specific identifier is required for reporting purposes, you can enter it here.

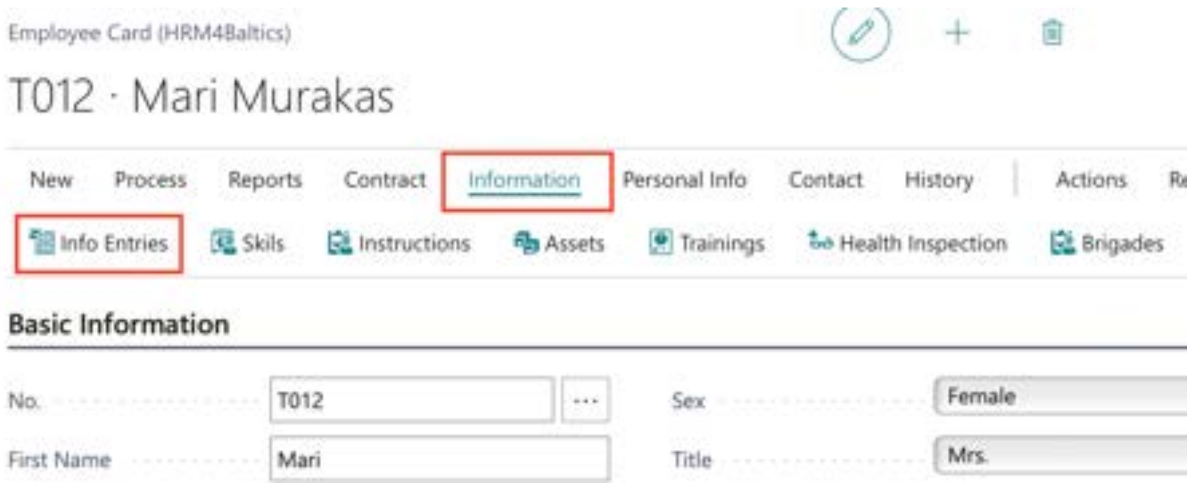
Subtypes can also be configured for document types, and for this purpose, there is a button called *SUBTYPES* on the list of types

3.1.17. INFO ENTRIES

Preconfigured *INFO TYPE* tables allow users to add various employee-related information as *INFO ENTRIES.* Users can easily configure and modify the *INFO TYPE* tables used in the company.

Specific *INFO ENTRIES* related to an employee can be entered from either the EMPLOYEE CARD or the *EMPLOYEES LIST* under the location *HOME/MENU/ PAYROLL AND HUMAN RESOURCE 365 MENU /LISTS/EMPLOYEES LIST.*

To open specific *INFO TYPE* entries related to an employee, click on *INFORMATION -> INFO ENTRIES* in the employee card's ribbon menu, and then select the *INFO TYPE* name. The active list is displayed in orange.



You can view, enter, and modify I*NFO ENTRIES* for all employees at once from the locations *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL INFO TYPES.*

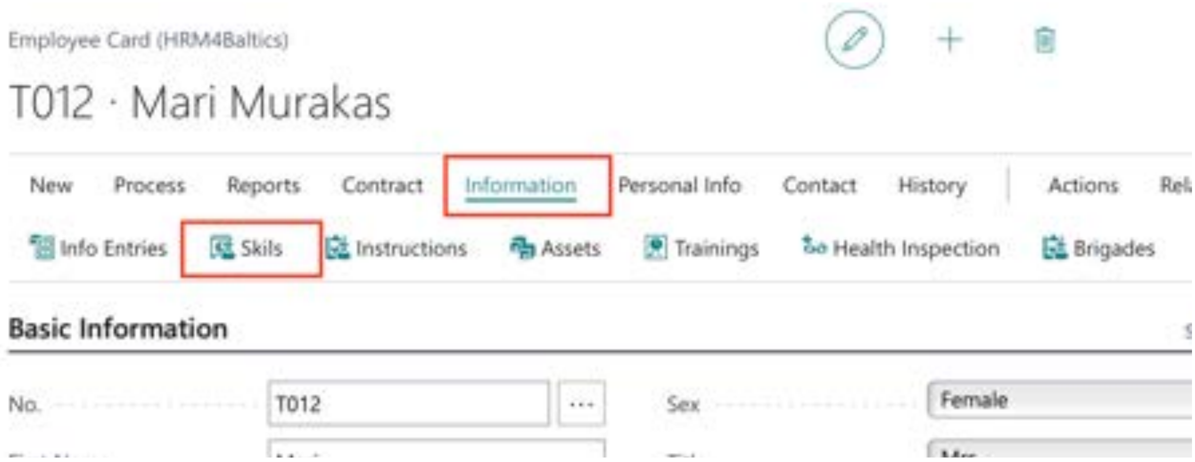
The configuration of *INFO TYPES* is done at the location *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/INFO SETUP/INFO TYPES.*

3.1.18. SKILLS

You can enter and view a specific employee's skills information in the list called *SKILLS.*

To access the *EMPLOYEE SKILLS* list, follow these steps:

- In the *EMPLOYEE LIST,* activate the corresponding employee's row, and press the action click on the ribbon menu, *INFORMANTION* then select *SKILLS.*
- From the specific *EMPLOYEE CARD*, click on the ribbon menu, *INFORMANTION* then select *SKILLS.*



A filtered list of *EMPLOYEE SKILLS* for the selected employee will open.

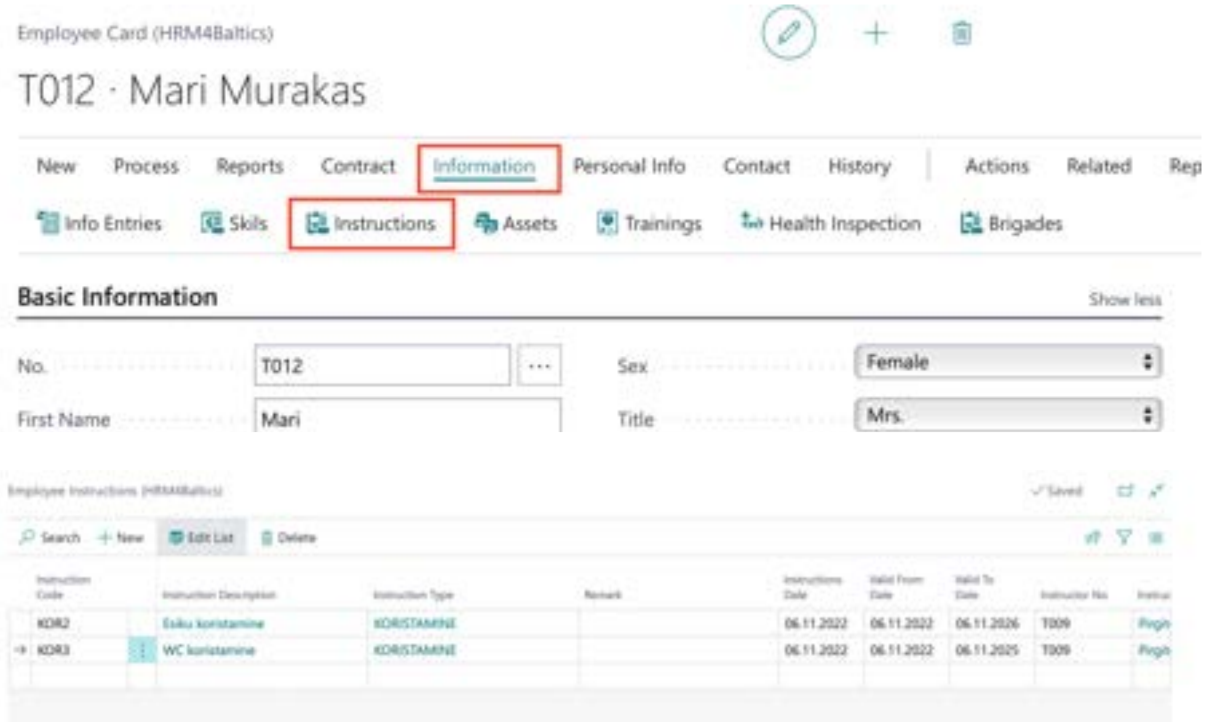
- To add a new line of information related to a skill for the employee in the list, click *NEW* in the ribbon menu. Enter the desired information in the new row.
- To edit an existing row in the *EMPLOYEE SKILLS* list, click *EDIT LIST* in the ribbon menu. Make the desired changes to the row.

Field	Explanation
Skill Type Code	Allows you to select the skill type code from the list of *PAYROLL SKILL TYPES*.
Skill Type Description	Displays *THE SKILL TYPE DESCRIPTION* corresponding to the selected skill type code from the list of *SKILL TYPES.*
Skill Code	Allows you to select the *SKILL CODE* from the list of *PAYROLL SKILLS* for the employee's specific skill.
Skill Description	Displays the skill description corresponding to the selected skill code from the list of *SKILLS.*
Level Code	Enables you to choose the level code for the skill from the list of *SKILL LEVELS* configured for the selected *SKILL TYPE CODE*.
Level Description	Displays the level description corresponding to the selected *LEVEL CODE.*
Requested Level	Allows you to select the required level code from the list of *SKILL LEVELS* configured for the selected *SKILL TYPE CODE.*
Requested Level Description	Displays the skill level description corresponding to the selected required level code.
From Date	Allows you to enter the date when the skill entered on this line became effective, such as the date when the employee received a certificate or qualification for the skill.
To Date	Allows you enter the date when the skill level on this line is no longer valid, such as the date when the employee received a higher-level certificate or qualification for the same skill. In this case, you can close the previous skill level row by entering a date in this field.
Skill Age	Based on the dates entered in the *FROM DATE* and *TO DATE* fields, the employee's skill experience is calculated. The calculation method for experience must be pre-configured in *PAYROLL SKILLS SETUP* under the *AGE CALCULATION* column.
Comment	A free-text field for additional information.
Applied Document	Displays the *DOCUMENT NUMBER* associated with the skill and its validity periods from the *EMPLOYEE DOCUMENTS* list.
Required Credit Points	Shows the required credit points configured for the skill type.
Skill Credit Points	Displays the credit points received from training related to the specific skill.

You can view the skills information for all employees at once in the *EMPLOYEE SKILLS* list.

3.1.19. INSTRUCTIONS

The list is used to enter mandatory instructions and training for employees, which may have already been completed or are still pending.



Field	Explanation
Instruction Code	Select a pre-configured instruction/training code.
Instruction Description	Displays the description corresponding to the instruction/training code.
Instruction Type	Displays the type of instruction/training associated with the instruction code. The type helps categorize different instructional activities.
Remark	A free-text field for additional notes.
Instruction Date	Enter the date of the instruction.
Valid From	This field is automatically filled with the same date as the *INSTRUCTION DATE* field. You can manually change the date if needed.
Valid To	Enter the date until which the instruction/training is valid. If the instruction code has a default validity period, this field will be automatically filled. You can change the date if necessary.
Instructor No.	Select the employee card number of the person who conducted the instruction/training from the dropdown menu.
Instructor Name	Displays the name of the selected employee from the previous field.

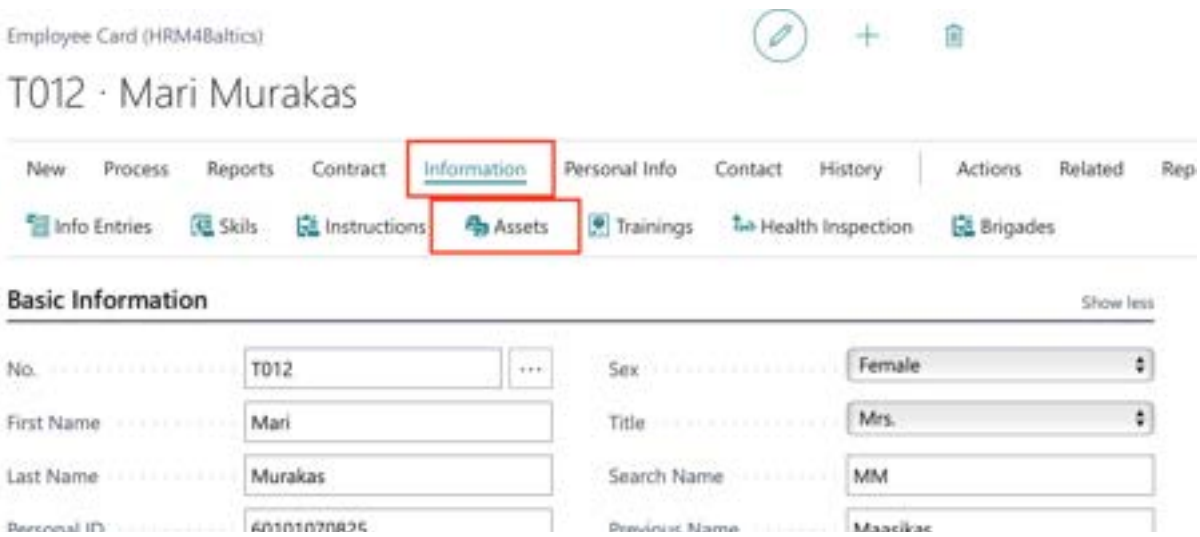
This solution can also be used with the *EMPLOYEE PORTAL*. From the employee portal, the employee can submit information about their training and instruction through an application, or the employee's manager can do it. In the *REQUEST LIST OF HR MANAGER*, the HR specialist reviews the submitted data and approves the application. Once approved, the submitted data will automatically appear in the employee card's *INSTRUCTIONS.*

Additionally, this solution can be integrated with the *PROFESSION REQUIREMENTS* functionality (see the relevant section). This allows making training/instruction mandatory for employees and tracking their completion in the *EMPLOYEE PROFESSION REQUIREMENTS* list.

To open the list of all employees' instructions/training, enter *EMPLOYEE INSTRUCTIONS* in the search window.

3.1.20. EMPLOYEE ASSETS

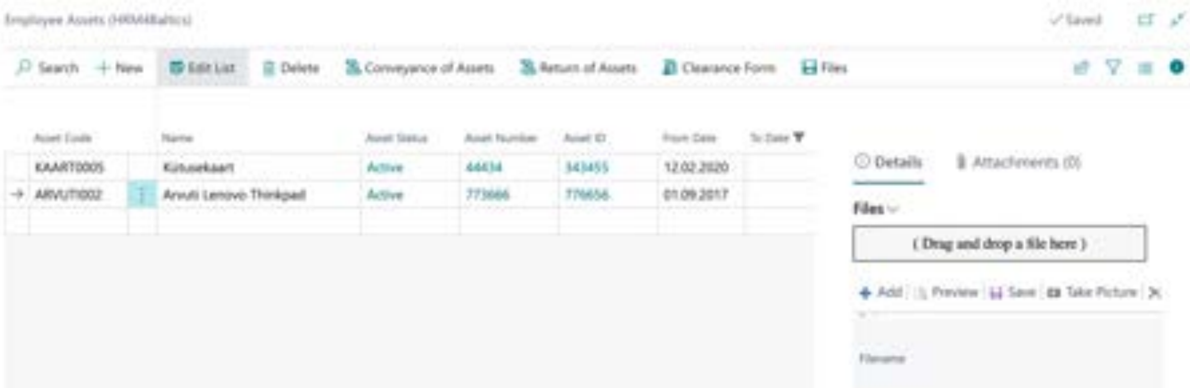
You can access the specific assets associated with an employee by opening the *EMPLOYEE LIST* and then selecting *EMPLOYEES:* or by using the *INFORMANTION/ASSETS* option from the employee card/list ribbon menu. In the opened window, you'll see the list of the relevant *EMPLOYEE ASSETS*.



By default, the list is filtered based on the work date, so you'll only see those assets that the employee has in use on the specified work date.

If desired, you can remove or change the default filters and view other assets that the employee has used.

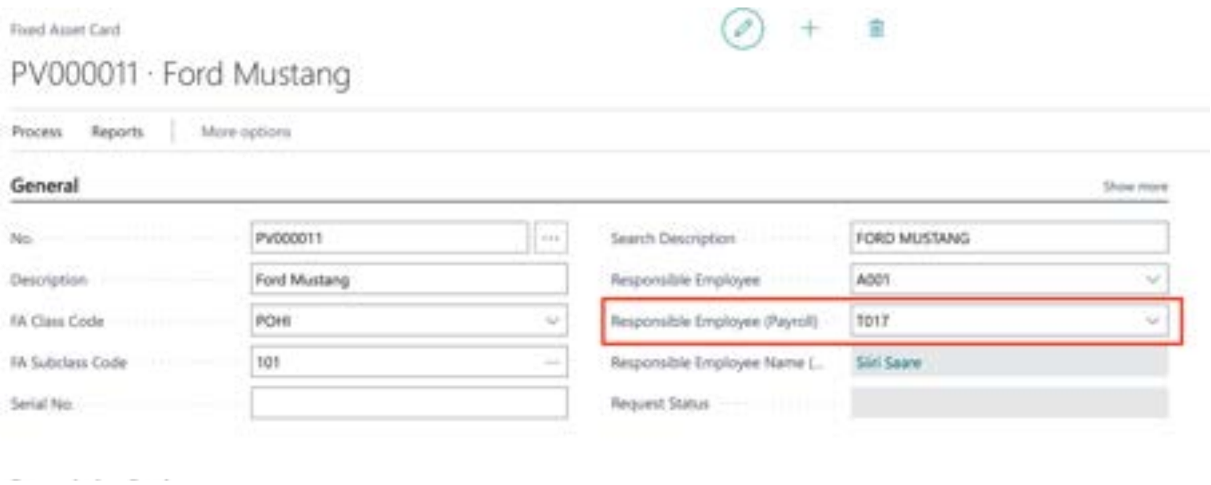
To link a file to an *EMPLOYEE ASSET*, select the corresponding row and click *ADD* on the right side of the window's in the *FILES* factbox. The file will be added to the *EMPLOYEE FILES* with the name *ASSETS.*



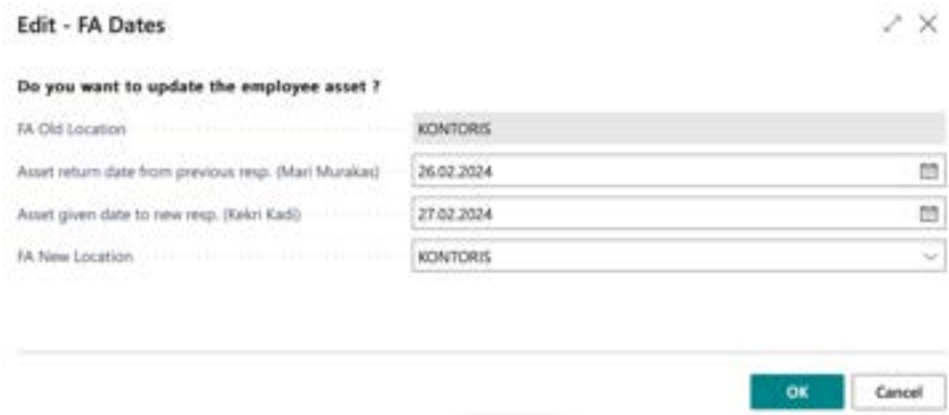
Field	Explanation
Asset Code	This field allows you to choose an asset code from the *ASSETS LIST* that you want to assign to the employee. This field is automatically filled when creating a new employee asset using the functionality *ASSET ADDS ASSET TO EMPLOYEE.*
Name	Displays the name corresponding to the *ASSET CODE*.
Asset Status	Shows the status of the asset based on the selected *ASSET CODE*.
Asset Number	Displays the asset number associated with the selected *ASSET CODE.*
Asset ID	Shows the *ASSET ID* corresponding to the selected *ASSET CODE.*
From Date	Allows you to enter the date when the asset was handed over to the employee. This field is automatically filled if the functionality *ASSET ADDS ASSET TO EMPLOYEE* is used, and the responsible employee for this asset is set in the *FIXED ASSET GENERAL* fast tab card related to this employee asset.
To Date	You can enter the end date for when the employee stops using this asset.
In Use	If the asset is used by multiple employees simultaneously, this field will display the employee number of the other employee using it in red text.
Value	You can enter the value of the asset. This is a freely fillable numeric field. By default, it displays the value from the asset's fixed asset list for the selected asset code, but you can change it if needed.
Asset Category Code	Displays the *ASSET CATEGORY* associated with the selected *ASSET CODE*.
Asset Type Code	Shows the *ASSET TYPE* related to the selected *ASSET CODE*.
Asset Subtype Code	Displays the *ASSET SUBTYPE* linked to the selected *ASSET CODE*
FA No.	Shows the *FIXED ASSET NUMBER* corresponding to the selected *ASSET CODE.*
FA Description	Displays the *FIXED ASSET DESCRIPTION* related to the *FIXED ASSET NUMBER* of the selected *ASSET CODE.*
FA Location Code	It displays the *LOCATION* of the asset issued to the employee from the asset card. By clicking on the location, you can view historical records of the asset's location, showing where the asset was located from when to when.
FA Current Location	Shows assets current location.
FA Acquisition Cost	Shows the *AQUISITION COST* related to the *FIXED ASSET NUMBER* of the selected *ASSET CODE*.
FA Value	Displays the residual value linked to the *FIXED ASSET NUMBER* of the selected *ASSET CODE*.
PV Inactive	Shows the inactive value related to the *FIXED ASSET CARD* of the selected *ASSET CODE*.
FA Under Maintenance	Displays if the asset is on the *MAINTENANCE* from the fixed asset card of the selecte *ASSET CODE.*
PV Blocked	Shows the *LOCKED VALUE* from the fixed asset card of the selected *ASSET CODE*.
Entry No	Shows the order number of the entry in the employee assets list for the specific employee. The entry numbers are added automatically as follows: • the first entry is numbered 1, • the second entry is numbered 2, • and so on.
Attachments	Displays how many documents/files/attachments have been added to the employee's asset list. You can *ADD, OPEN*, or *DELETE* attachments using the *FILES* option in the factbox on the right side of the window.

Usage Ending Date	Automatically calculates the end date of the allowed use based on the usage period assigned to the *ASSET SUBTYPE* of the selected *ASSET CODE*.
Expiration Date	Shows the *EXPIRY DATE* set for the asset.

Assets can be added to an employee via the *RESPONSIBLE EMPLOYEE (PAYROLL)* field on the *FIXED ASSET CARD*. By selecting the employee from the dropdown menu, to whom the asset is being assigned, the asset is automatically added to the employee's asset list in the HRM4BALTICS solution.



If the responsible employee is changed on the fixed asset card, the date of the change is added as the return date for the previous user in *THE TO DATE* column, and the date of providing the asset to the new employee is added as the change date, which follows the date of the change. The dates can be modified if necessary in the opened window.



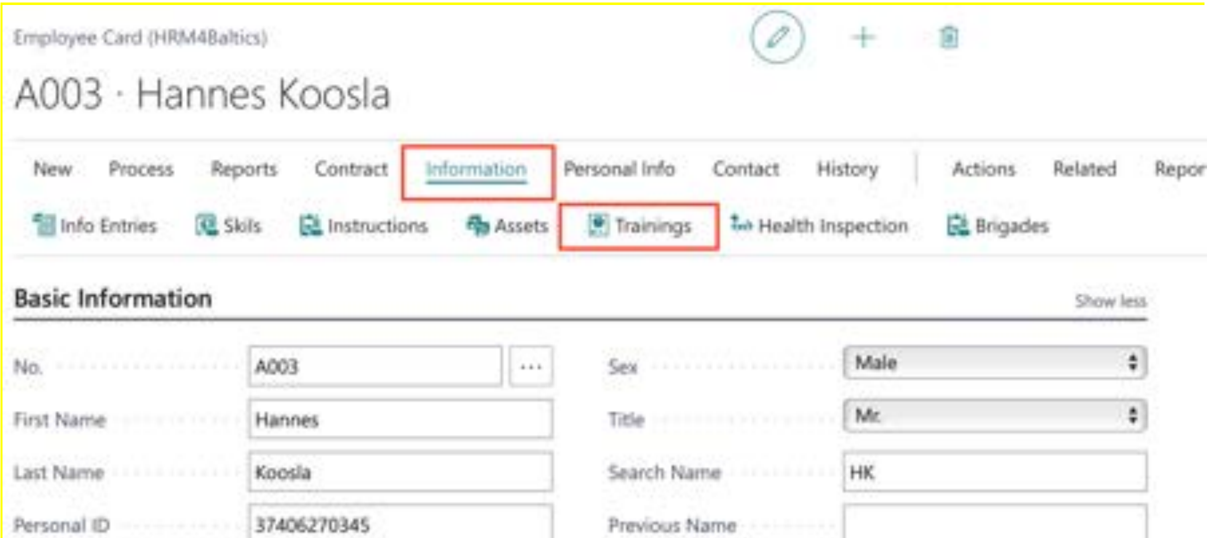
Manually, you can add a new employee asset to a specific employee's *EMPLOYEE ASSETS* list by selecting *NEW* in the *EMPLOYEE ASSETS* list's ribbon menu and filling in the required columns in the newly added row.

You can create reports for the *CONVEYANCE OF ASSETS* and *RETURN OF ASSETS* from the respective icons in the *EMPLOYEE ASSETS* list's ribbon menu or from the location: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS->ACTIONS-> CLEARANCE FORM.*

3.1.21. TRAININGS

The training related to the individual and the associated costs can be accessed by navigating to the *EMPLOYEES* list and then choosing the *EMPLOYEES:* ribbon menu and selecting *INFORMATION ->*

*TRAININGS."*Alternatively, you can access this information from the *INFORMATION-> TRAININGS* option within the employee's card.

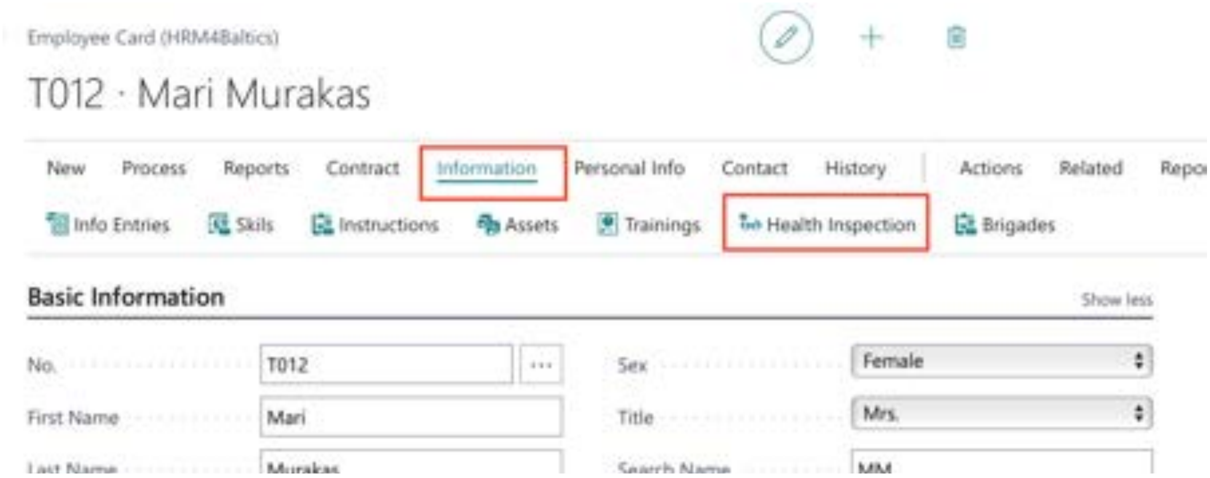


Field	Explanation
Education No.	Displays the unique identifier for *THE TRAINING CARD*
Training Name	Shows the name of the training corresponding to the training card number.
Training Company Name	Displays the *VENDOR NAME* associated with the training from the *VENDOR LIST*.
From Date	Displays the start time of the training.
To Date	Displays the end time of the training.
Amount	Displays the total cost associated with the individual's training.
Training Dimensions costs	Displays the costs related to individual training according to pre-set *COST TYPES* and in sequence.

3.1.22. HEALTH INSPECTION

Employee *HEALTH INSPECTION* data can be added and viewed from the *HEALTH INSPECTION CARD*. All the *HEALTH INSPECTION CARDS* for a specific employee can be opened from:

- The *EMPLOYEE LIST* by selecting the respective employee's row and pressing *INFORMATION-> HEALTH INSPECTION* in the menu.
- The respective *EMPLOYEE CARD* by pressing *INFORMATION-> HEALTH INSPECTION* in the menu.

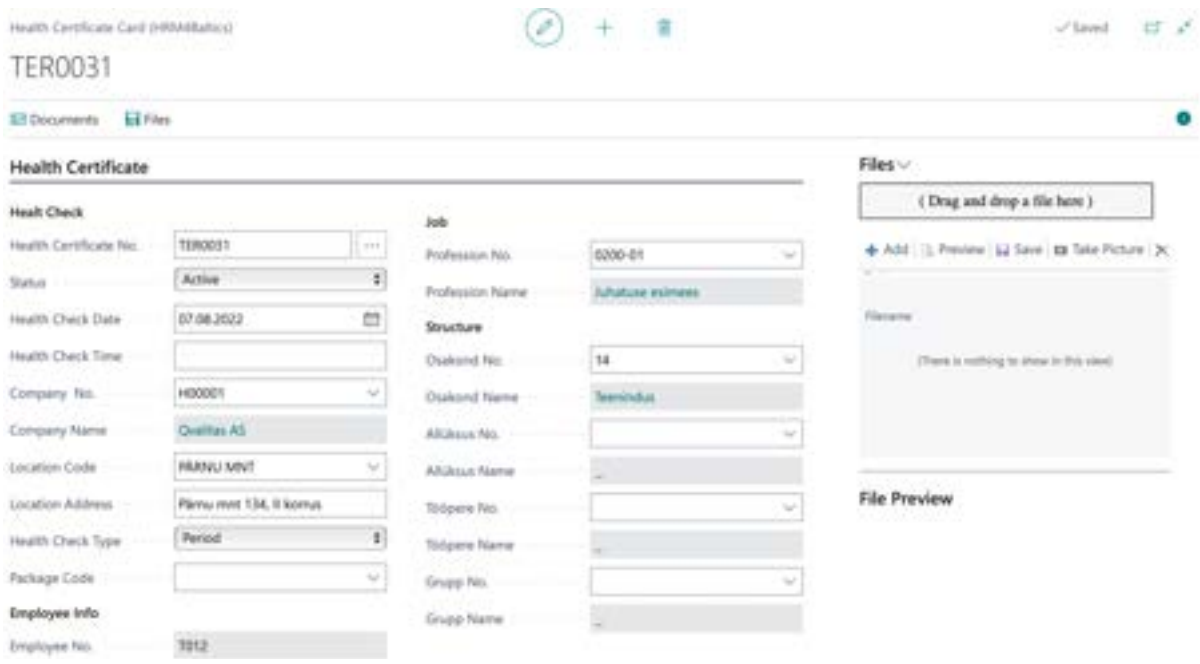


The respective employee's *HEALTH CERTIFICATES* list will open. The employee's health check records list displays the information entered in the *HEALTH CERTIFICATE CARD*.

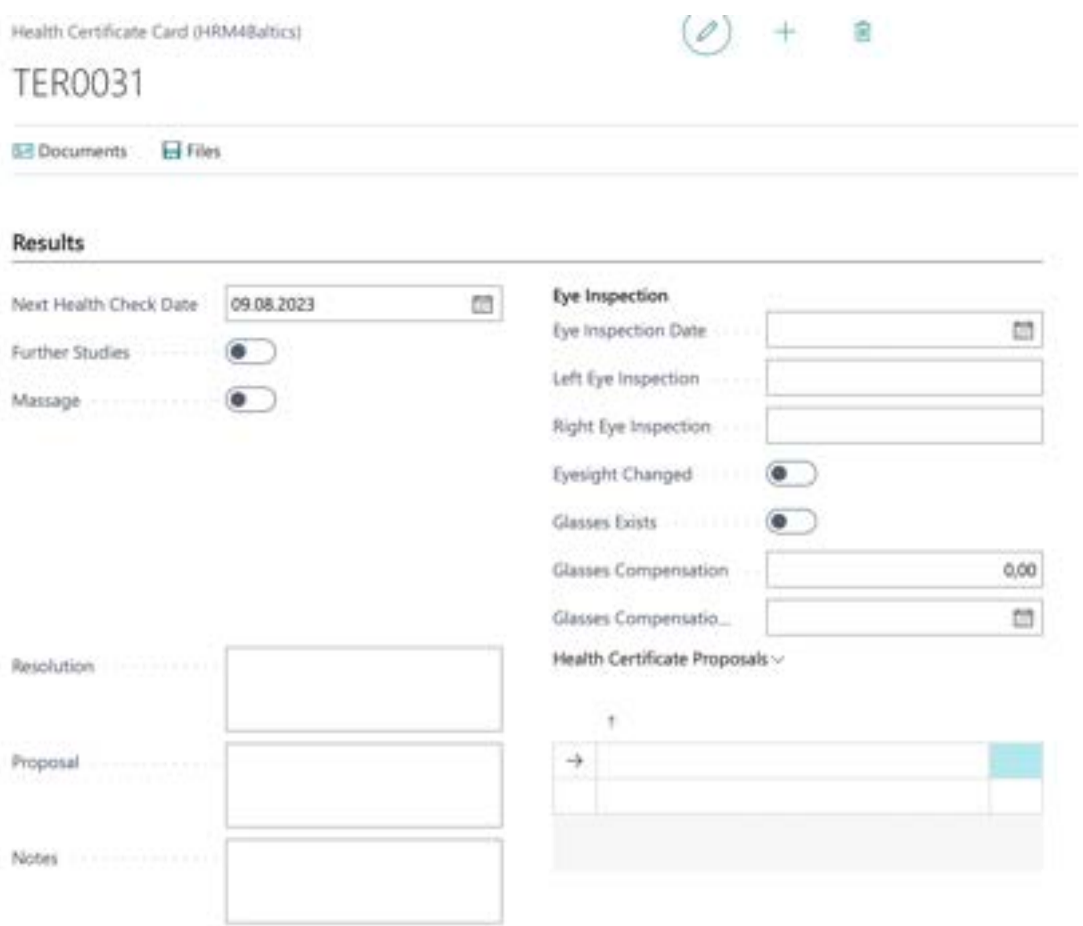
To open a *HEALTH CERTIFICATE CARD*, select the corresponding row and click *MANAGE -> EDIT.* To create a new card, click *NEW*.

The *HEALTH CERTIFICATE CARD* consists of three fast tab cards: *HEALTH CERTIFICATE, RESULTS*, and *HEALTH CERTIFIICATE RISK FACTORS.*

The *HEALTH CERTIFICATE* fast tab card displays the date of the conducted check and the healthcare institution's details that performed the check. The employee's contractual information displayed on the card is retrieved from the *EMPLOYMENT* contract sub card. If the employee's job details are changed after creating the health certificate card, the data on the health certificate card remains unchanged since the employee's health was checked against the job and its risk factors valid on the check date. If necessary, the data can be edited manually.



In the *RESULTS* fast tab card, the doctor's decision details are entered. To associate a file with the *HEALTH CHECK*, such as the doctor's decision, click the *ADD* button on the *FILE* menu that opens on the right side of the window and add the desired file. Another option is to drag and drop the file or files into the *FILE* section of the factbox info window. The added files in the quick info window also display a file preview. The preview is only shown for file types supported by the user's browser.



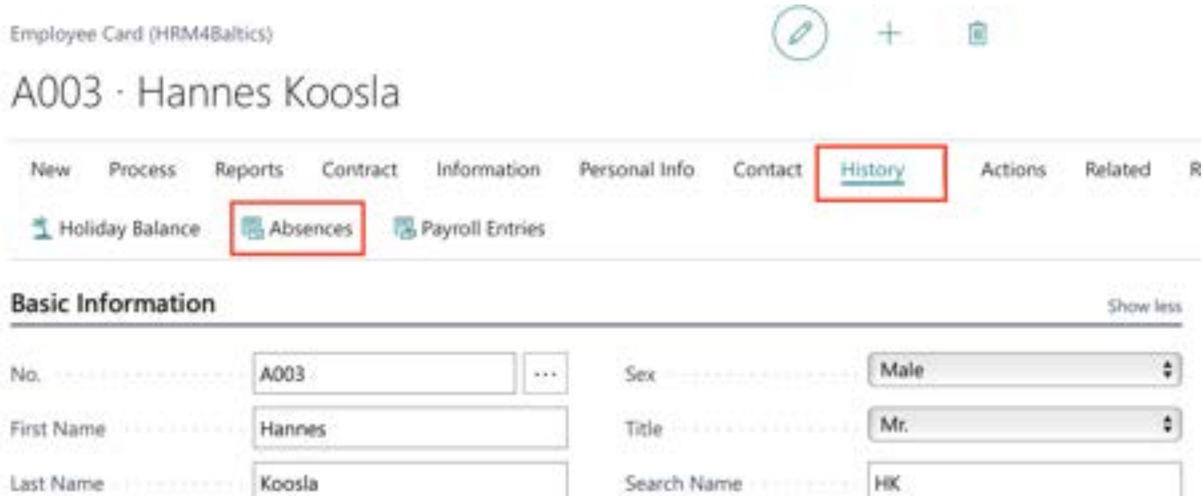
In the *HEALT CERTIFICATE RISK FACTORS* fast tab card, the safety factors previously associated with the profession are automatically added when creating the health certificate card. Automatically added safety factors cannot be manually changed, added, or deleted.

In addition to files, you can also add documents to the list in the *EMPLOYEE DOCUMENTS* from the health certification card, such as a health certificate issued by a doctor or other document. To add a document, use the *EMPLOYEE DOCUMENTS* button in the card's ribbon menu.

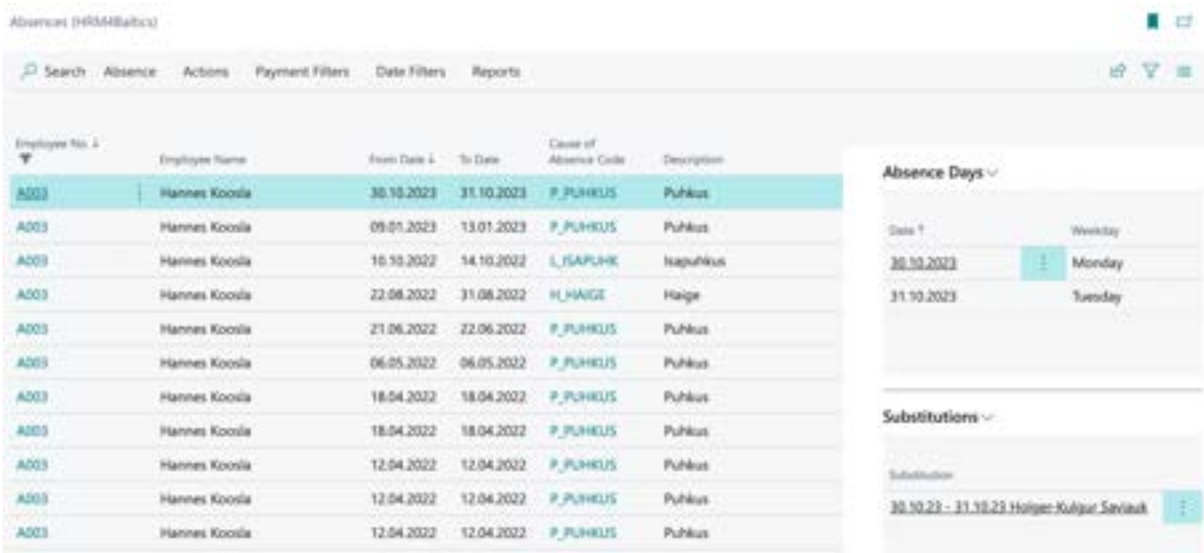
3.1.23. ABSENCES

Absences registered for a specific employee can be accessed by:

- Selecting the corresponding employee row from the *EMPLOYEE LIST* and pressing *HISTORY-> ABSENCES* button in the ribbon menu.
- Clicking on *HISTORY-> ABSENCES* in the ribbon menu when on the specific employee's card.



The *ABSENCE LEDGER ENTRIES* filtered by the specific employee's card number are displayed.



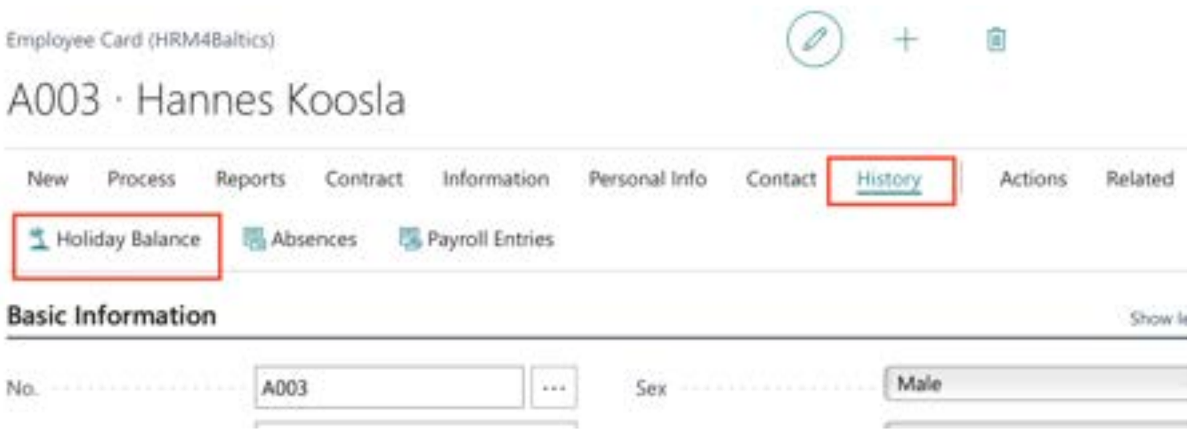
By removing the filter in the opened window, all *ABSENCE LEDGER ENTRIES* for all employees are displayed.

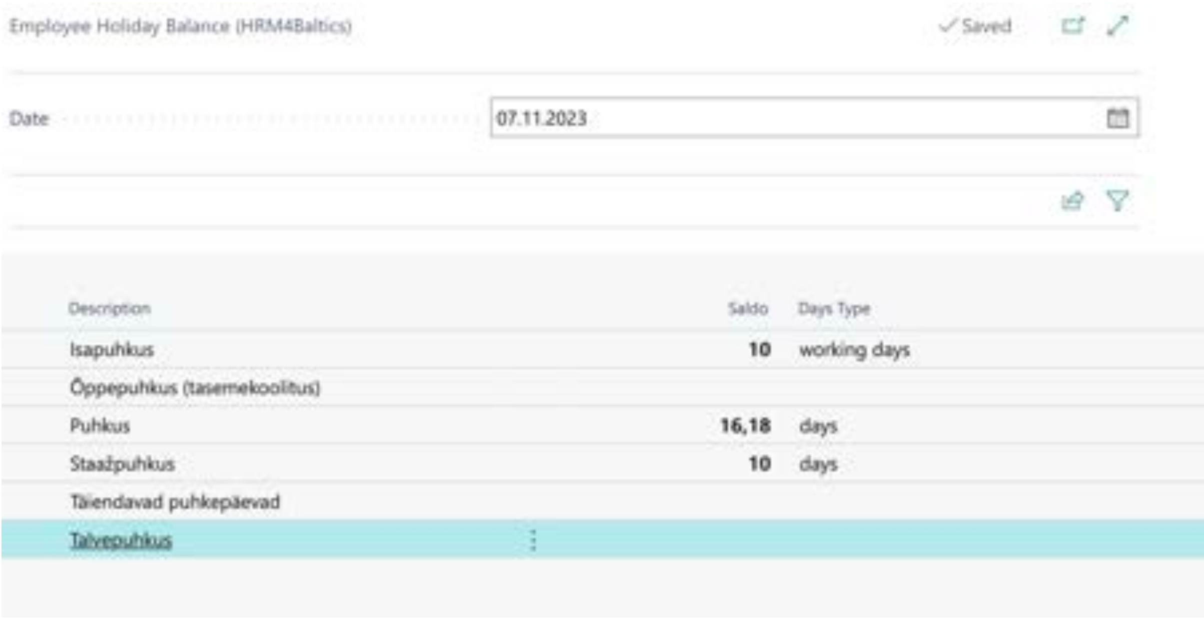
3.1.24. HOLIDAY BALANCE

To view an employee's holiday balances, you can click on *HISTORY* in the *EMPLOYEES LIST/EMPLOYEES CARD* ribbon menu, then select *HOLIDAY BALANCE*.

In the opened view, you will see the employee's vacation balances according to the configurations made in the *CAUSE OF ABSENCE* setup.

You can view vacation balances on a daily basis by entering the desired date in the *DATE* field. The *SALDO* column will then display the balance of the respective type of leave, and the *DAYS TYPE* column indicates whether the balance is in calendar days or workdays.



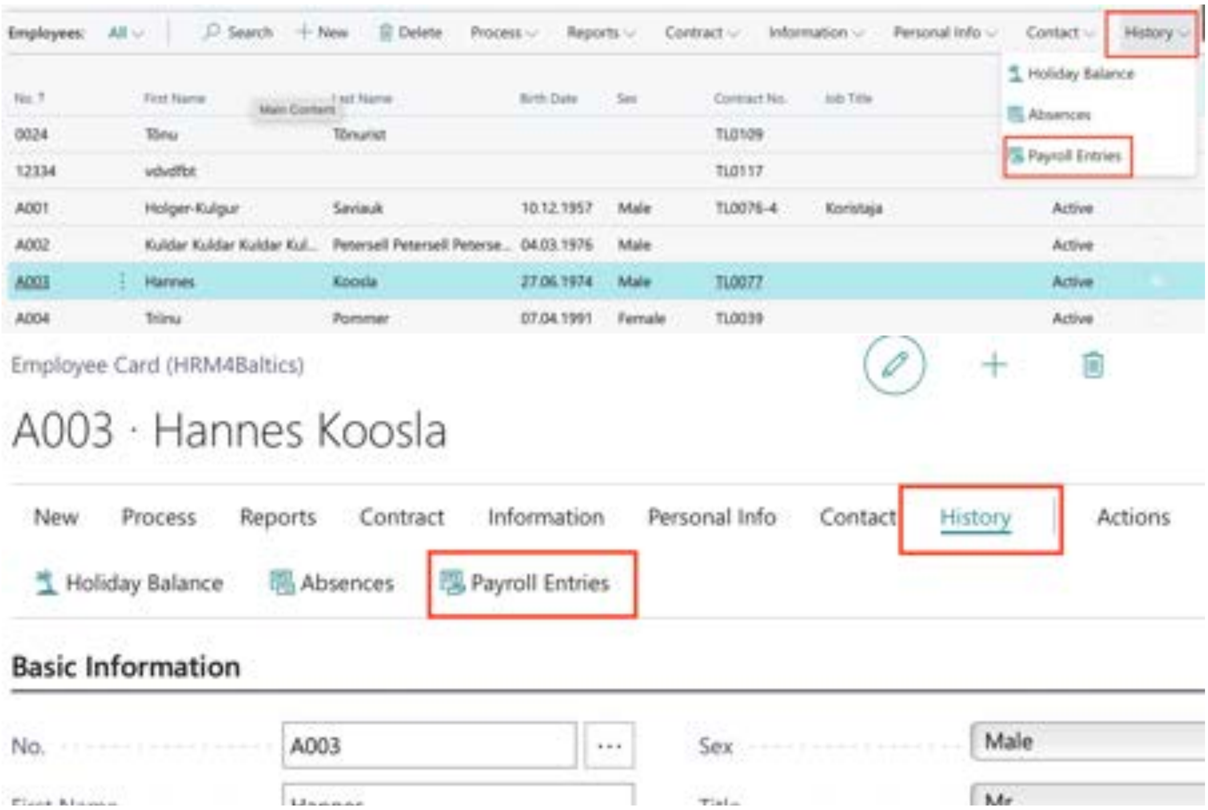


3.1.25. PAYROLL ENTRIES

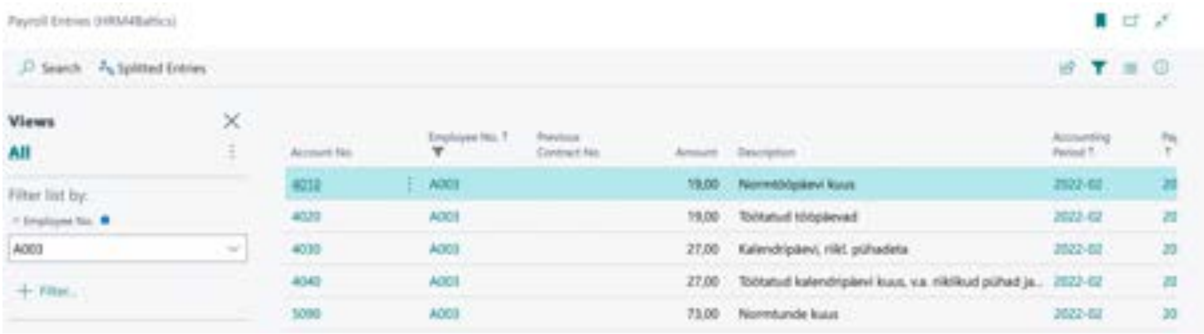
To view all the *PAYROLL ENTIRES* registered in the payroll data for a specific employee:

- Go to the *EMPLOYEE LIST/EMPLOYEE CARD.* Select the row for the specific employee you're interested in. Click on *HISTORY-> PAYROLL ENTRIES*.

This will open a view displaying all the salary entries for the selected employee.



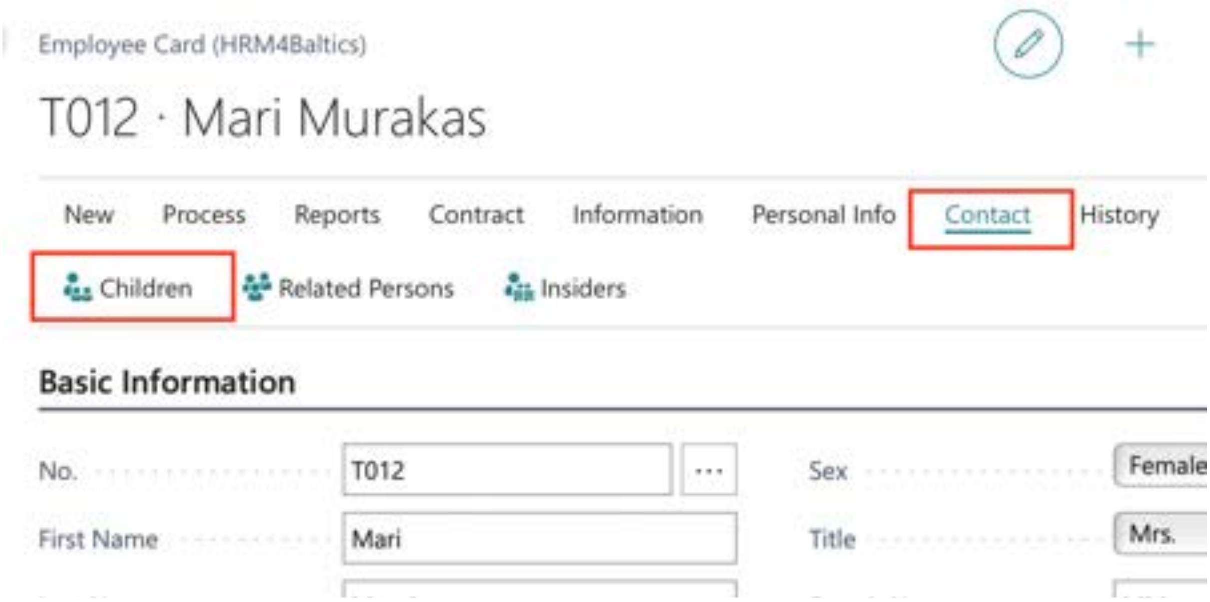
This will open a view displaying all the payroll entries for the selected employee.



If you want to remove the filter and see all payroll entries for all employees, you can do so by clearing the filter in the opened window.

3.1.26. CHILDREN

The list of employees' children can be accessed by clicking on *CONTACTS/CHILDREN* in the *EMPLOYEE LIST* ribbon menu or *CONTACTS/CHILDREN* in the *EMPLOYEES CARD* ribbon menu.

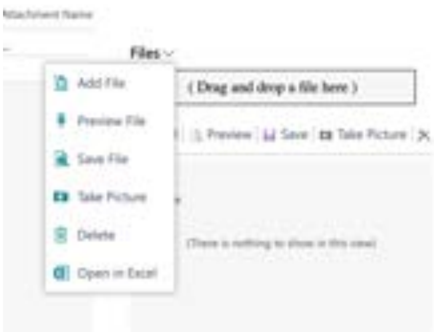


The information entered here is displayed in the EMPLOYEES CHILDREN list and in the *EMPLOYEES CHILDREN* report.

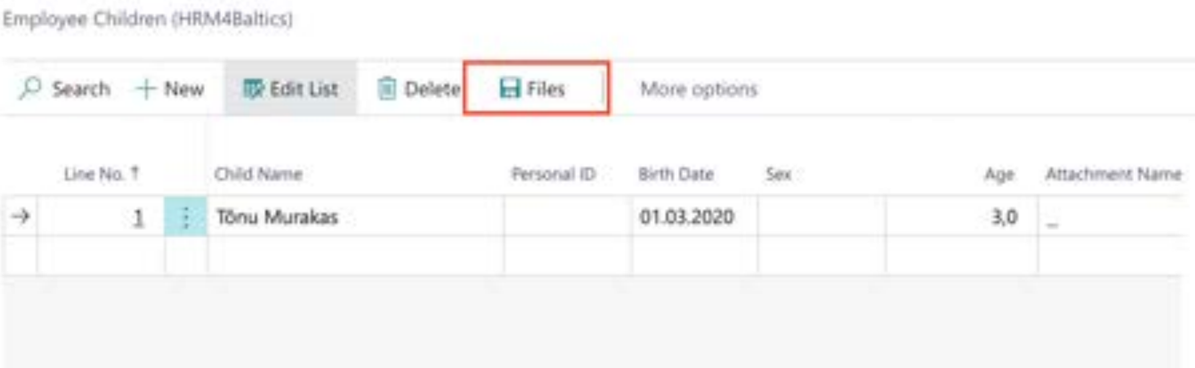
Field	Explanation
Line No.	The row number in the *CHILDREN* table.
Child Name	Allows entering the name of the employee's child.

Personal ID	Allows entering the personal ID of the employee's child. Based on the personal ID, the fields *BIRTHDATE* and *SEX* are automatically filled in.
Birth Date	Allows entering the birthdate of the employee's child. If the *PERSONAL ID* field is filled in or changed, the contents of the *BIRTHDATE* and *SEX* fields are automatically updated.
Sex	Allows entering the gender of the employee's child. If the *PERSONAL ID* field is filled in or changed, the contents of the *BIRTHDATE* and *SEX* fields are automatically updated.
Age	Based on the date entered in the *BIRTHDATE* field, HRM4Baltics calculates the age of the child in the *AGE* field. The age is displayed in complete years.
Attachment Name	Allows adding a file related to the child and displays the name of the attached file. To add a file, you should click on the field, which opens a window for adding the file. It is recommended to add the file through the factbox info window. Files added through this method will also be displayed in the *EMPLOYEE FILES* list.
Comment	Allows entering free-text information.
Locked	If this field is marked, the information related to this child is not presented in the *EMPLOYEES CHILDREN* report.
Invalid	Allows marking whether the child has a disability. If the employee is entitled to additional paid leave from the state budget due to the child's disability, when entering absence in the *ABSENCE JOURNAL* you must select the child's number in the row. This information is used in the Claiming Compensation from the State Budget report.

To associate a file with an employee's child, select the relevant row and click on the *ADD FILE* button that opens from the *FILES* dropdown menu on the *FACTBOX* panel on the right side of the window. Another option is to drag and drop the file or files into the factbox.

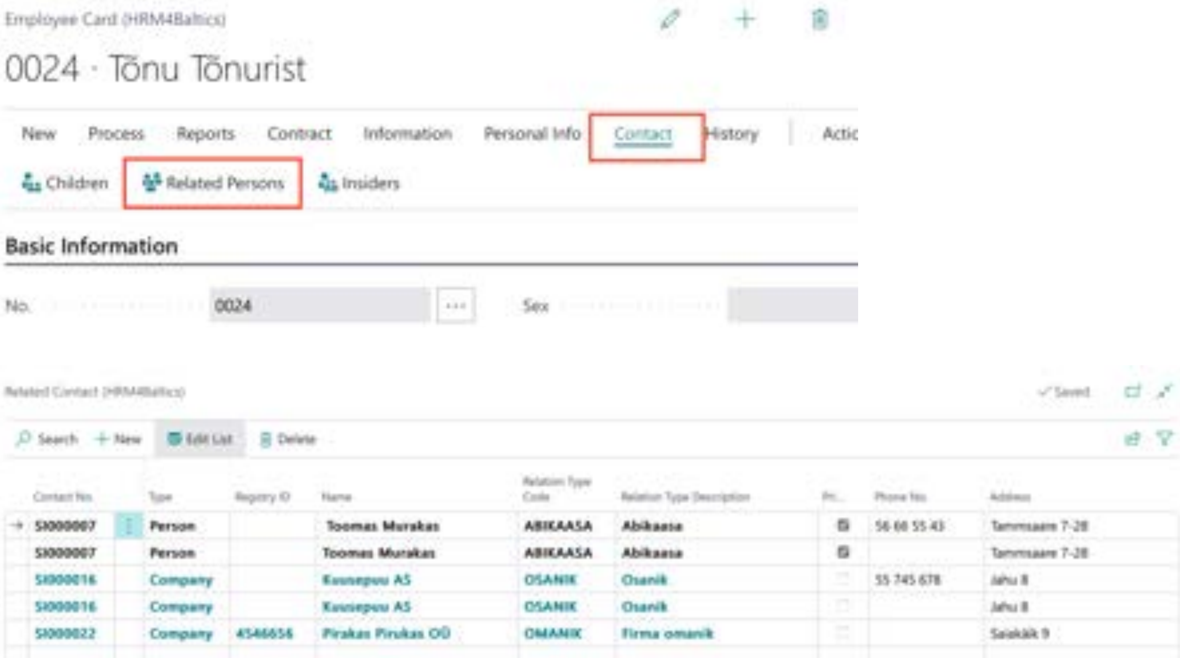


The file is added to the employee's files under the source named *CHILDREN*. The file is also included in the lists of employee files, both under the specific employee's files and in the general list of employee files.



3.1.27. RELATED PERSONS

In the list of related persons, you can enter the employee's contact persons, with whom you can get in touch in case something happens to the employee. This list can also include business associations or affiliations that the employee has.



Field	Explanation
Contact No.	Adds the related person's number from the configured numbering series.
Type	Options: • *INDIVIDUAL* • *BUSINESS ENTITY*
Registry ID	You can enter the related person's personal ID or registration number in this field. Based on the ID number, the *BIRTHDATE* and *GENDER* fields are automatically filled in
Relation Type Code	You can choose from preconfigured relation type codes. To describe new relationship types, open the dropdown menu, select *NEW,* and provide descriptions.
Relation Type Description	Displays the description corresponding to the relation type code.

Primary	Indicates the person to contact first in case of any need by marking this field.
Phone No.	Allows you to enter the related person's phone number.
Address	You can enter the related person's address here.

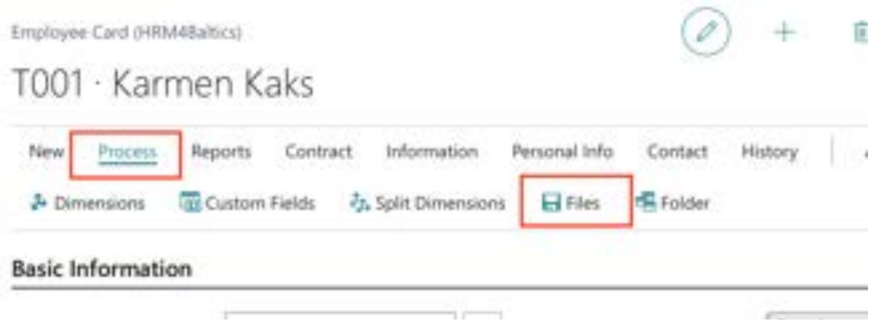
3.1.28. EMPLOYEE FILES

You can view, edit, delete, and add new files associated with a specific employee in the *EMPLOYEE FILES* list.

The *EMPLOYEE FILES* list can be accessed from the following locations:

• In the *EMPLOYEES* list, activate the row of the respective employee and select *PROCESS / FILES*.
• On the specific *EMPLOYEE CARD*, press the *PROCESS / FILES* menu.

By default, only files with the LOCKED field unchecked are displayed in the list, but users can change this filter.
• To add a new file to the employee list, press *ADD FILE* in the open window, and select a file.
• To open a preview of an employee's file, use the *PREVIEW FILE* button on the menu. The preview is only available for documents supported by the user's web browser. To open other files, press *SAVE FILE*, and the file will be downloaded for you to open.



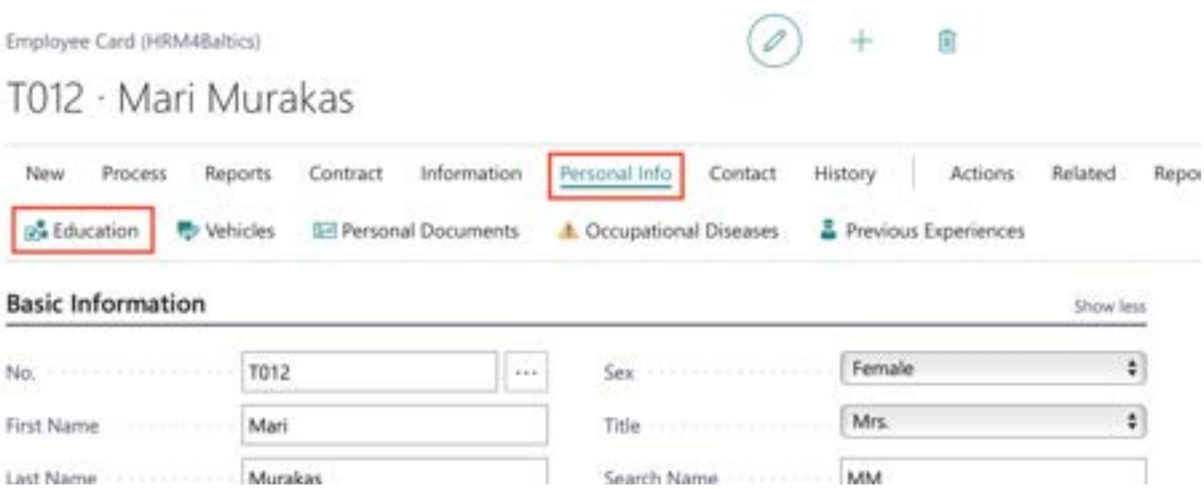
Field	Explanation
Source Table No.	Displays the table number from which the file was added.
Source Name	Shows the name of the table/source from which the file was added.
Filename	Displays the name of the added file.
Size	Displays the size of the added file.
Fail Type	Shows the type of the added file.
Created Time	Shows the date and time of file creation.

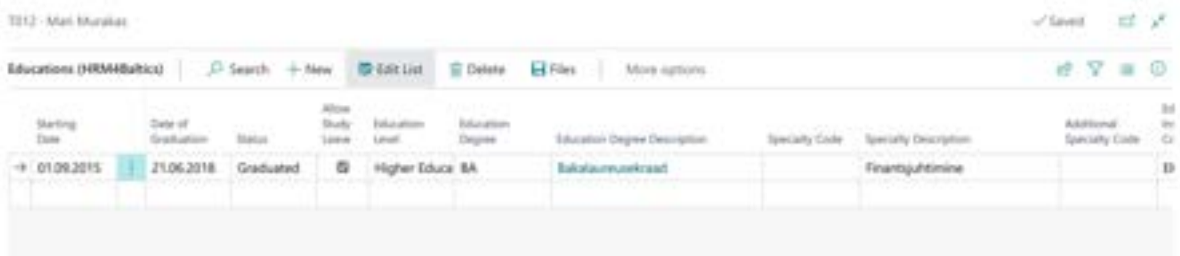
Created User Name	Displays the Business Central username of the person who added the file to the HRM4Baltics module.
Locked	Allows marking whether the file is locked. If the field is marked, the file is considered locked. By default, only files with the *UNLOCKED* field unchecked are displayed in the list, but users can change this filter.
File Type	This column is visible only when *FILE TYPES* is enabled in the *APPLICATION AREA SETUP*, and file types are used. This solution allows configuring different file types, sending files for approval, and, for example, creating contracts and other documents for multiple employees at once and then downloading them as a zip file from the *EMPLOYEE CONTRACTS.* The column displays the designated type according to the *FILE TYPE* setup.
Request Status	If the file has been sent for approval, the approval status is shown in this column.

All employees' files can be viewed at once from the list of *EMPLOYEE FILES.*

3.1.29. EDUCATION

Specific employee-related education information can be entered and viewed in the *EMPLOYEE EDUCATION* list.
The *EMPLOYEE EDUCATION* list can be accessed from the following locations:
- From the *EMPLOYEE LIST,* activate the row of the respective employee and press the action *PERSONAL INFO-> EDUCATION*.
- From the respective *EMPLOYEE CARD*, press the action in the menu *PERSONAL INFO-> EDUCATION.*





The filtered *EDUCATION* list specific to the selected employee will open:

- To add a new row to the *EMPLOYEE EDUCATION* list for this employee, click on *"NEW"* in the menu and enter the desired information for the new row.
- To edit an existing row in the *EMPLOYEE EDUCATION* list, click on *"EDIT LIST"* in the menu and make the desired changes to the row.

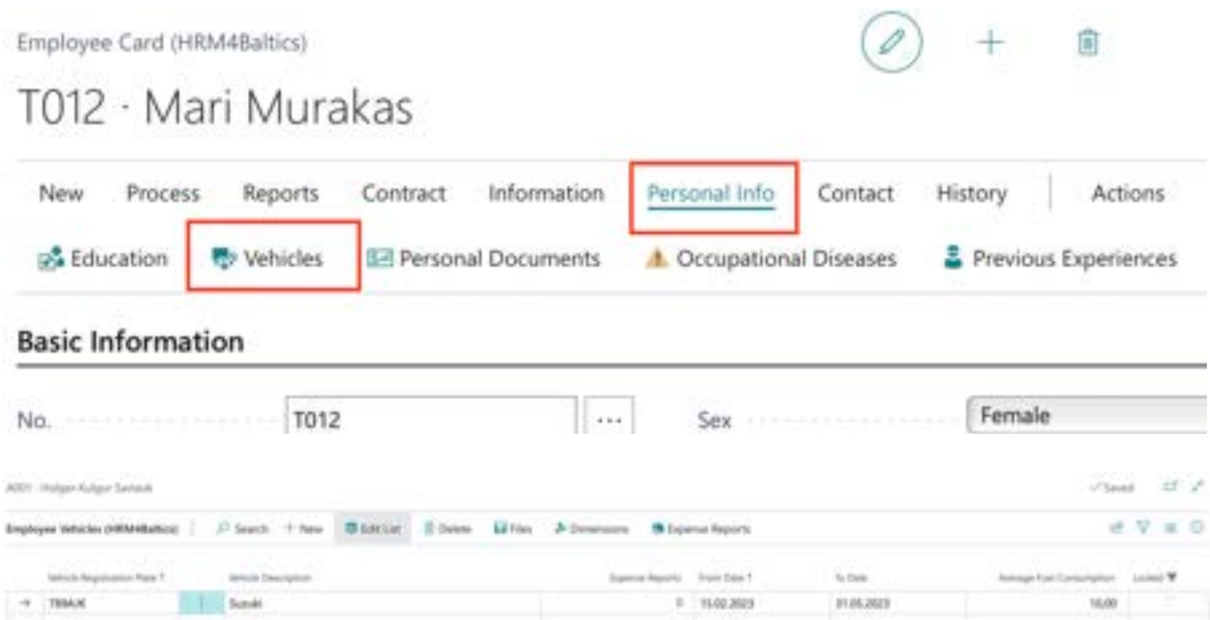
Field	Explanation
Starting Date	Allows you to select the entry date of the employee into the educational institution.
Starting Year	Allows you to select the entry year of the employee into the educational institution. If the *STARTING DATE* field is filled on a row, the *ENTRY YEAR* field is automatically filled based on it.
Date of Graduation	Allows you to select the graduation date of the employee from the educational institution.
Year of Graduation	Allows you to select the graduation year of the employee from the educational institution. If the *DATE OF GRADUATION* field is filled on a row, the *GRADUATION YEAR* field is automatically filled based on it.
Status	Allows you to choose the appropriate status of the education level for the row. Possible options: - *EMPTY,* - *COMPLETED,* - *INCOMPLETE,* - *STUDYING.*
Allow Study Leave	Adds a marker if the employee is allowed study leave. The marker is not related to registering study leaves but is for displaying study leave balances in the *LEAVE BALANCES* report.
Education Level	Allows you to choose the appropriate education level for the row. Possible options: - *PRIMARY EDUCATION,* - *SECONDARY EDUCATION,* - *HIGHER EDUCATION,* - *OTHER.*
Education Degree	Allows you to choose the appropriate degree from the pre-set list of *EDUCATION DEGREES* that corresponds to the education level entered in the *EDUCATION LEVEL* column. The dropdown menu for this field only offers those *EDUCATION DEGREE* for which the *EDUCATION LEVEL* column has the same content as the *EDUCATION LEVELS* column in the *EDUCATION LEVELS* list.
Education Degree Description	Displays the degree description that corresponds to the selected *DEGREE* from the *EDUCATION LEVELS* list.
Speciality Code	Allows you to choose the appropriate speciality from the pre-set list of *EDUCATION SPECIALITIES.*
Additional Speciality Code	Allows you to choose the appropriate additional speciality from the pre-set list of *EDUCATION SPECIALITIES.*
Educational Institution Code	Allows you to choose the appropriate institution from the pre-set list of *EDUCATION INSTITUTION*.
Educational Institution Description	Displays the name of the educational institution that corresponds to the selected *INSTITUTION* list in the *INSTITUTION DESCRIPTION* field.
No Diploma	Allows you to enter the diploma number issued for the employee's education.
Diploma Date	Allows you to enter the diploma date issued for the employee's education.

Paid Amount	Displays the amount that the company has paid for or reimbursed the employee for the specific education or school. Amounts are entered through the *PAYROLL JOURNAL* and linked to the employee's education row. Education data is also used for generating the INF 14 report when the company reimburses the employee for the costs of level studies.
Description	A free-text field for additional information input.

You can view the education information of all employees at once from the list of *EMPLOYEE EDUCATION.*

3.1.30. EMPLOYEE VEHICLES

You can enter and view information related to an employee's personal car in the list of *VEHICLES*. If the employee receives a car allowance from the company, the information entered in this list is also used in generating the INF 14 report by linking the compensation amount paid to the employee and the details of the car used.
The list can be accessed from the following locations:
• In the *EMPLOYEE LIST*, activate the row of the respective employee and press the ribbon menu *PERSONAL INFORMATION->VEHICLES*.
• On the *EMPLOYEE CARD*, press the ribbon menu *PERSONAL INFORMATION/VEHICLES*.



To add a new row to the opened list, press the ribbon menu *NEW* and enter the desired information for the row. To edit an existing row, press the ribbon menu *EDIT LIST* and make the desired changes to the row.

Field	**Explanation**
Vehicles Registration Plate	Enter the vehicle's registration number.
Vehicle Description	Enter the vehicle's description, e.g., make and model
From Date	Enter the date from which the employee has been using the car and/or from which the compensation for using the car is paid.
To Date	Enter the last date of using the car.

Average Fuel Consumption	It allows entering the average fuel consumption of the vehicle. The fuel consumption is used in the self-service portal's vehicle expense reports when it is necessary to determine the fuel consumption incurred for official trips.
Locked	By entering the *LOCKED* marker, the corresponding car will no longer be displayed in the list.

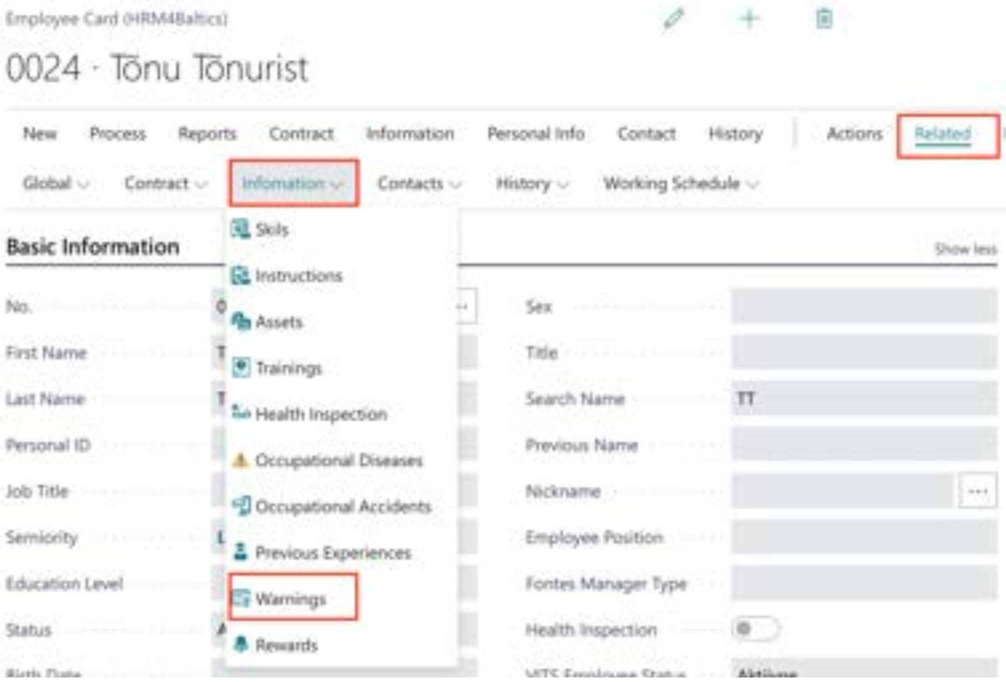
Simultaneously, an employee can have multiple different vehicles in use. In the INF 14 report, data for all cars will be included, and the compensation amount paid will be proportionally distributed.

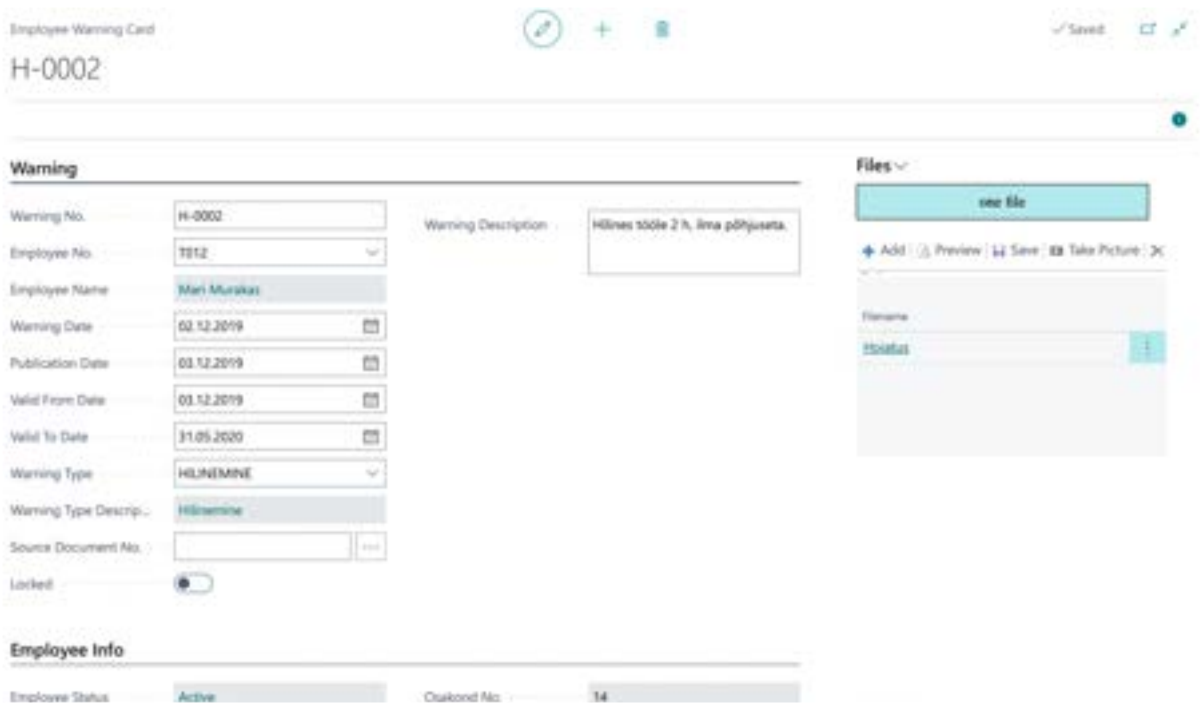
Information about the vehicles for all employees can be viewed at once in the *EMPLOYEES' VEHICLES* list.

3.1.31. WARNINGS

Information about warnings issued to an employee can be added and viewed in the *WARNINGS* list.
To access the list:
• From the *EMPLOYEE CARD*, press the ribbon menu *RELATED/INFORMATION/WARNINGS*.

To add a new warning, use the ribbon menu button *NEW*, and to edit an existing one, use *MANAGE/ EDIT*.





Field	Explanation
Warning No.	Depending on the configuration, the warning number is either automatically added or can be added manually.
Employee No.	Employee card number to whom the warning is issued.
Employee Name	Name of the employee to whom the warning is issued.
Warning Date	Enter the date when the warning is issued.
Publication Date	Enter the date when the warning is notified to the employee.
Valid From Date	Enter the start date of the warning's validity.
Valid To Date	Enter the last date of the warning's validity.
Warning Type	Choose from the predefined warning types in the dropdown menu. To add a new type, select *NEW* in the dropdown and enter a new code and description.
Warning Type Description	Displays the description corresponding to the selected type.
Locked	Marking the field as *LOCKED* will no longer display the respective warning in the list.
Warning Description	A free-text field to describe the reason for the warning.

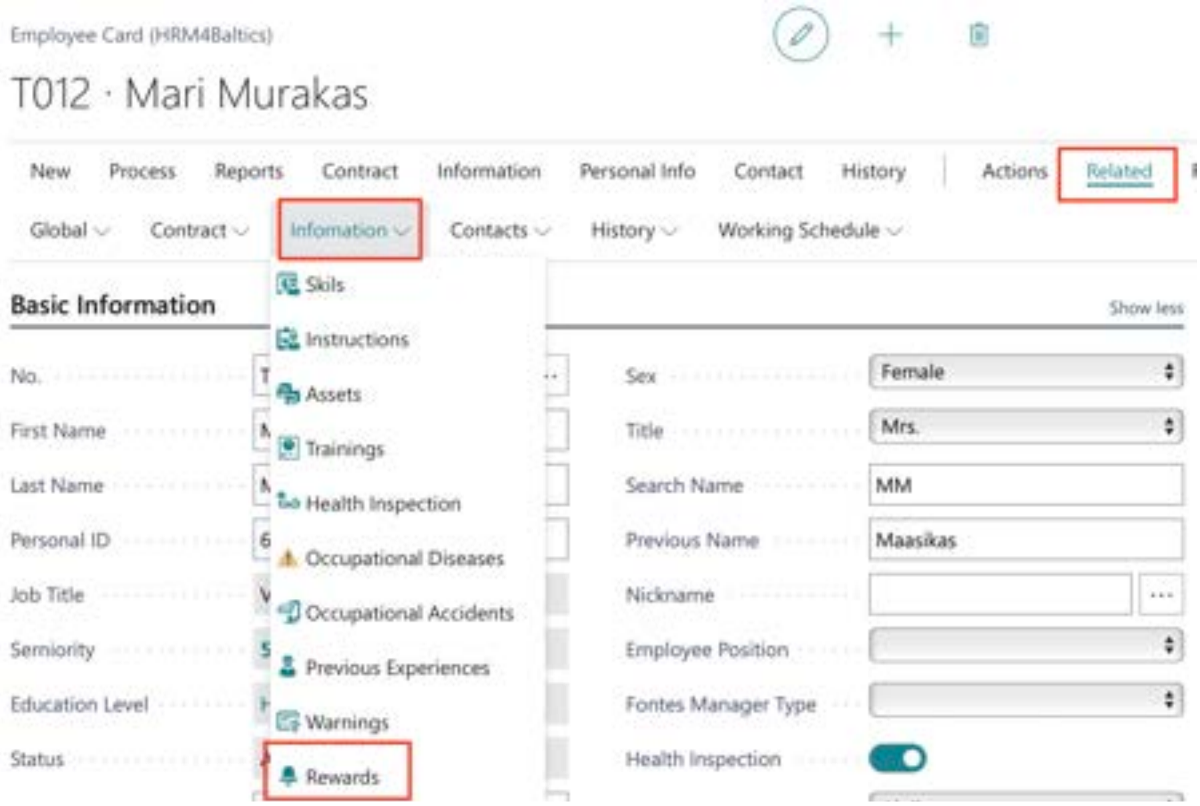
The fast tab *EMPLOYEE INFO* displays data from the employee card and contract lines.

3.1.32. REWARDS

You can add recognitions to an employee and view existing ones in the *REWARDS* list. Entered monetary recognitions that are to be paid to the employee can be sent directly from the list to the payroll journal, where the amount can be registered for payroll calculation.

The list can be opened from the *EMPLOYEE CARD* by pressing the ribbon menu *RELATED/ INFORMATION/ REWARDS.* In addition, you can add recognition from the general list of recognitions, which can be found at *HOME/LISTS/ REWARDS*. In the company-wide recognition list, you can select the desired rows of recognition and send them all at once to the payroll journal.

Press the *NEW* ribbon menu button to enter a new recognition, or press *MANAGE/EDIT LIST* to edit an existing one.
Additionally, it is possible to import recognitions from Excel. The import option is available both in the employee-specific list and in the general list.

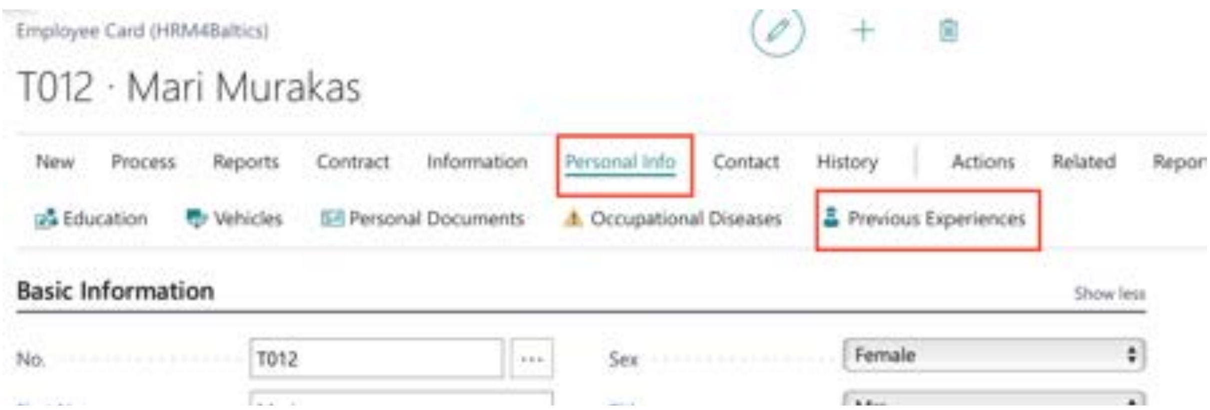


Field	Explanation
Reward No.	Each recognition is assigned a number from a number series, which must be configured in the location *NO. SERIES* and assigned in the *PAYROLL SETUP* to the field *REWARD DOCUMENT SOURCE NO*..
Employee No.	Displays the employee number for whom the recognition is added.
Employee Name	Displays the name of the employee for whom the recognition is added.
Reward Date	Enter the date on which the recognition is made.
Reward Category/Description	Select a suitable value from the pre-configured *REWARD CATEGORIES.* To configure a new category, press *+NEW* in the drop-down menu and describe the new category.
Reward Type/Description	Select a suitable value from the pre-configured *REWARD TYPES*. To configure a new type, press *+NEW* in the drop-down menu and describe the new type.
Reward Description	Free-text field for describing the recognition.
Amount	If it is a monetary recognition, such as a bonus, enter the gross amount to be paid to the employee. The amount can be sent directly from the list to the *PAYROLL JOURNAL*, where it is registered for payroll calculation. To

	send it to the payroll journal, use the *ADD TO JOURNAL* button on the list's ribbon menu. As a result, a payroll journal is created with the recognition amount added to the worksheet *REWARDS*.
Registered	Registered marker appears after the recognition amount has been added to the payroll journal worksheet.
Dimensions	For monetary recognitions, it is possible to associate the recognition with specific dimensions.
Attachment	Files can be added to the recognition. To add a file, use the fact box on the right called *FILES*. The number of attached files is then displayed in the *ATTACHMENTS* column.

3.1.33. PREVIOUS EXPERIENCES

Specific employee's previous work experience details can be added and viewed from the *PREVIOUS EXPERIENCES* list.
All work experience data for a specific employee can be accessed by:
• Activating the respective employee's row in the *EMPLOYEE LIST* and pressing ribbon menu *PERSONAL INFO/PREVIOUS EXPERIENCES*,
• Pressing the ribbon menu *PERSONAL INFO/PREVIOUS EXPERIENCES* on the respective *EMPLOYEE CARD*.



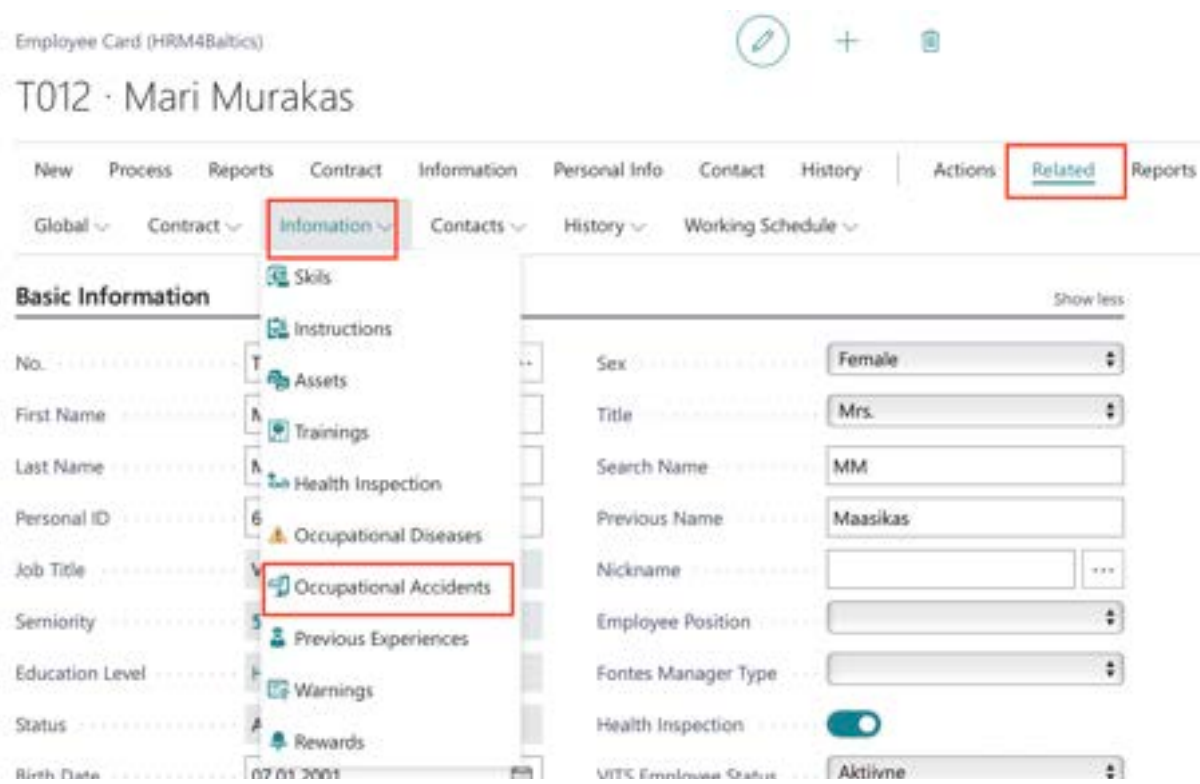
Field	Explanation
From Date	Allows entering the date when the employee started working at the respective previous position.
To Date	Allows entering the date when the employee left the respective previous position.
Seniority	If columns *FROM DATE* and *TO DATE* are filled, it displays the work tenure at that position.
Employer Code	Allows selecting a suitable symbol for the previous employer from the pre-set list of *PREVIOUS EMPLOYERS*.
Employer Name	Displays the name of the previous employer corresponding to the selected symbol from the list *PREVIOUS EMPLOYERS*.

Job Code	Allows selecting a suitable symbol for the previous position from the pre-set list of *PREVIOUS JOBS*.
Job Title	Displays the position title corresponding to the selected symbol from the list *PREVIOUS JOBS*.
Job Description	Allows entering information about the job duties for the respective previous position – free-text field.
Referee Name	Allows entering the name of the referee associated with the previous position – free-text field.
Referee Phone Number	Allows entering the phone number of the referee associated with the previous position – free-text field.
Referee E-mail	Allows entering the email address of the referee associated with the previous position – free-text field.

3.1.34. OCCUPATIONAL ACCIDENTS

Information related to work accidents involving an employee can be entered and viewed in the *OCCUPATIONAL ACCIDENTS* list.

The specific *OCCUPATIONAL ACCIDENT* list for an employee can be accessed from the following locations:
• Activating the employee's row in the *EMPLOYEES* list and selecting *RELATED*/*INFORMATION*/*OCCUPATIONAL ACCIDENT* from the ribbon menu.
• From the employee's card, pressing the ribbon menu *RELATED/INFORMATION/OCCUPATIONAL ACCIDENT.*



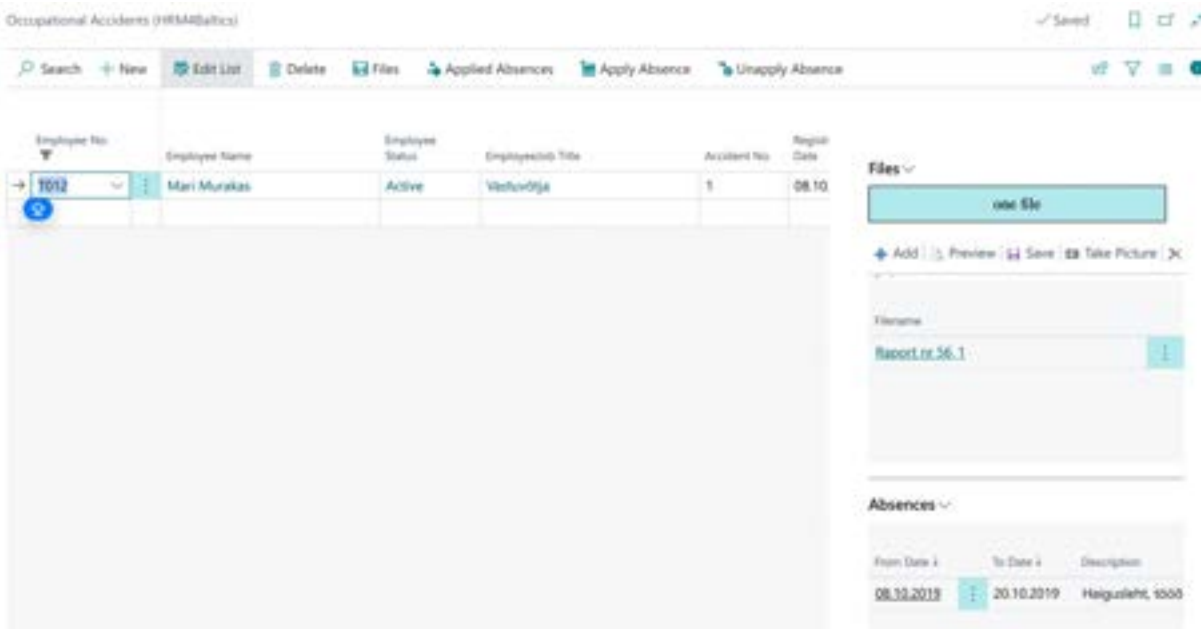
The *OCCUPATIONAL ACCIDENT* list for the employee opens. To add a new *OCCUPATIONAL ACCIDENT*, press the ribbon menu *NEW* and enter the required information in the row. To edit an existing *OCCUPATIONAL ACCIDENT*, press the ribbon menu *EDIT LIST* and make the desired changes.

To associate a file with a work accident, press the *ADD* button on the *FILE* ribbon menu on the right side of the window, and add the desired file. The file will be added to both the *EMPLOYEE FILES* and *EMPLOYEES' FILES* lists.

It is also possible to link a work accident to an absence recorded in the *ABSENCES,* for example, if a doctor has issued sick leave related to the work accident. The prerequisite for linking the absence is the configuration in the *CAUSE OF ABSENCE/ CAUSE OF ABSENCE CARD/FAST TAB CHECKING AND SETUP/MARKER ACTICVE OCCUPATIONAL ACCIDENT*.

To link the absence to the work accident, press the list ribbon menu *APPLY ABSENCE*. A list of absences will open, allowing you to link the accident with the absence. The related absence data will be displayed in the fact box of the *ABSENCES* list.

If an incorrect absence is accidentally associated with the accident, you can unlink it by pressing *UNAPPLY ABSENCE*.



3.1.35. OCCUPATIONAL DISEASES

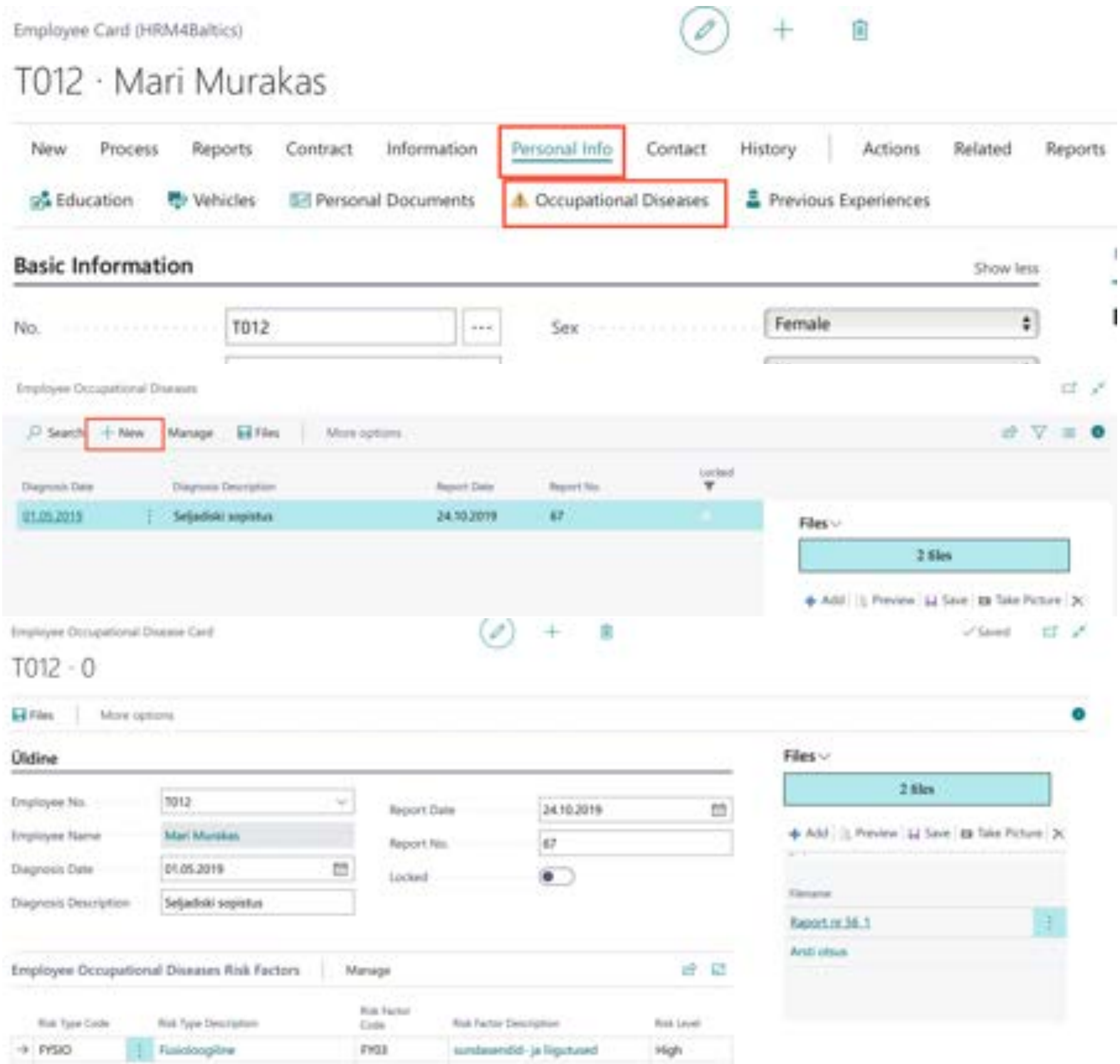
Information related to occupational diseases associated with an employee can be viewed in the *OCCUPATIONAL DISEASES LIST*.
To open the *OCCUPATIONAL DISEASES LIST* for a specific employee:

- Activate the employee from the *EMPLOYEE LIST* and press the ribbon menu *PERSONAL INFO*/*OCCUPATIONAL DISEASES*.
- From the corresponding *EMPLOYEE CARD*, press the ribbon menu *PERSONAL INFO*/*OCCUPATIONAL DISEASES*.

The current list of *OCCUPATIONAL DISEASES* for a specific employee will be displayed.

To add a new *OCCUPATIONAL DISEASE*, press the *NEW* button on the ribbon menu and enter the necessary information in the opened *OCCUPATIONAL DISEASE CARD*. To edit an existing *OCCUPATIONAL DISEASE CARD*, press the *EDIT* button on the ribbon menu and make the desired changes on the opened *OCCUPATIONAL DISEASE CARD*.

To associate a file with the *OCCUPATIONAL DISEASE*, press the *ADD FILE* button on the *FILE* ribbon menu on factbox. The file will be added to the *EMPLOYEE FILES* with the source name *OCCUPATIONAL DISEASE*.



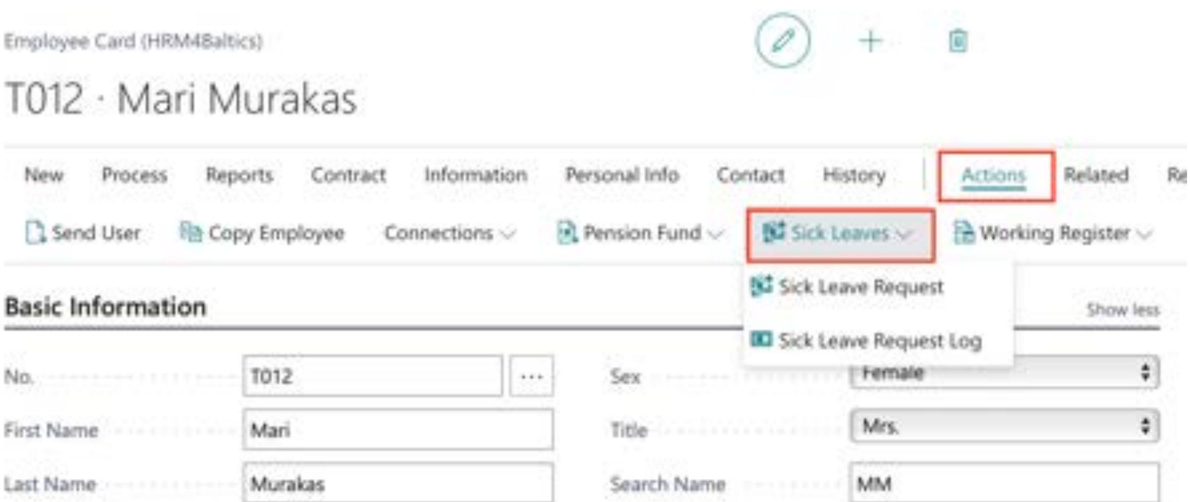
3.1.36. EMPLOYEE EXEPTIONS

In the *EMPLOYEE EXCEPTIONS* list, you can grant special privileges or exceptions to an employee.

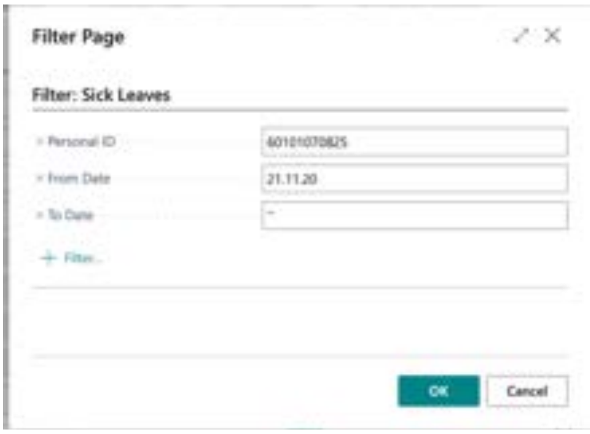
Field	Explanation
HR Specialist	This marker grants the employee additional rights. HR Specialist can: submit, withdraw, process holiday applications on behalf of others, change substitutes in approved applications, submit holiday applications on behalf of others that do not comply with the rules set for the absence type, submit expense reports on behalf of others, and view the list of holiday applications.
Allow inserting hours on holidays	Employees can enter work hours for vacation days in the project-based employee table accessible from the self-service portal.
Create employee	Employees can submit a request for new employee data in the manager's view of the self-service portal. The request is then sent to the HR specialist, who can create a new employee card based on it. If an employee is allowed to add new employees from the portal, they also have the right to view all employees' expiring holidays in the self-service portal.
Allow Merge Events	Grants the employee the right to link similar events into one event. Other users will not see the link button. Event linking can be done in the location *SIMILAR EVENTS (HRM4BALTICS).*
Allow Others Expense Reports	Grants the employee the right to create and submit expense reports on behalf of other employees.
Show Job Queue Error Notification	Displays workflow entry error messages related to the HRM4Baltics solution in the employee's self-service portal window. The error message can directly open the list of job queue entries.

3.1.37. EMPLOYEE SICK LEAVES

Employee sick leave queries over X-road can be initiated from the *EMPLOYEE CARD* ribbon menu by clicking on *ACTIONS*/*SICK LEAVES*/*SICK LEAVE REQUEST*.



The user is presented with a query window filtered based on the employee's personal identification code.



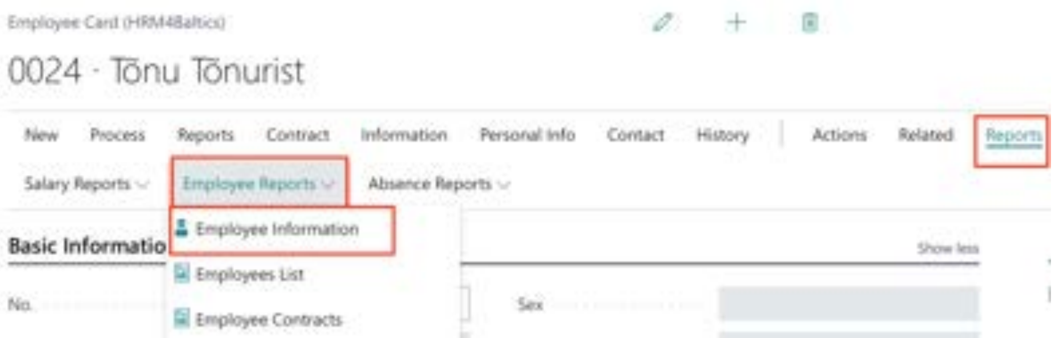
All queries related to sick leaves made in the BC for the employee can be viewed from the *EMPLOYEE CARD* ribbon menu by clicking on *ACTIONS* -> *SICK LEAVES -> SICK LEAVE REQUEST LOG*.

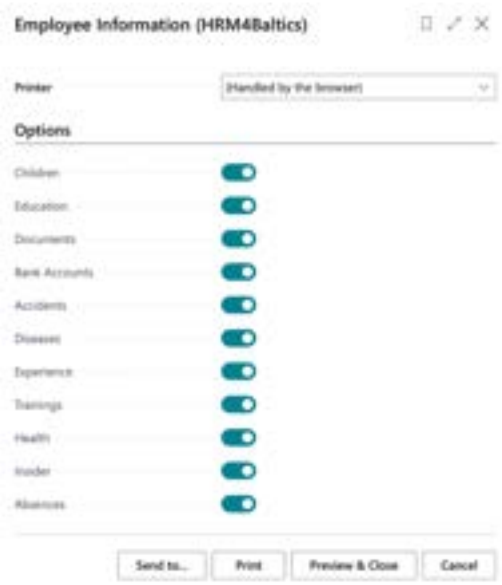
If the same sick leave information is imported multiple times from the Health Insurance Fund, it will be reflected in the corresponding query log on multiple lines.

For all employees at once, the sick leave data exchange over X-road can be initiated from the location: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ACTIONS/SICK LEAVE REQUEST*.

3.1.38. EMPLOYEE INFORMATION

To extract information from employee data, click on the *REPORTS-> EMPLOYEE REPORTS-> EMPLOYEE INFORMATION* button on the *EMPLOYEE CARD* ribbon menu. In the opened window, you can choose which employee data you want to include in the report. By default, the following employee data are included in the report: *CHILDREN, EDUCATION, DOCUMENTS, BANK ACCOUNTS, ACCIDENTS, DISEASES, EXPERIENCES, TRAININGS, HEALTH, INSIDER, ABSENCES.* Unchecking the respective boxes will exclude the corresponding data from the report.
In the employee list, you can open the same report by selecting *REPORTS -> EMPLOYEE INFORMATION* from the ribbon menu. In the opened window, select the employee card number in the *EMPLOYEE* fast tab. for whom you want to create a report.






3/29/2024 10:30:35 AM +02:00

EMPLOYEE INFORMATION **Ülle AS**

Name:	Paul Präänik
Personal ID:	51808190021
Birth Date	19.08.18
Address	Kaare tee 23, Tallinn 10119, Harju maakond, Eesti
Mobile Phone	54673322
E-Mail	paul@gmail.commm
Citizenship	Eesti

Bank Accounts

Bank Name	IBAN	Receiver Name	Amount	Percentage
AS SEB Pank	EE641010010317154014	Paul Präänik	-	-

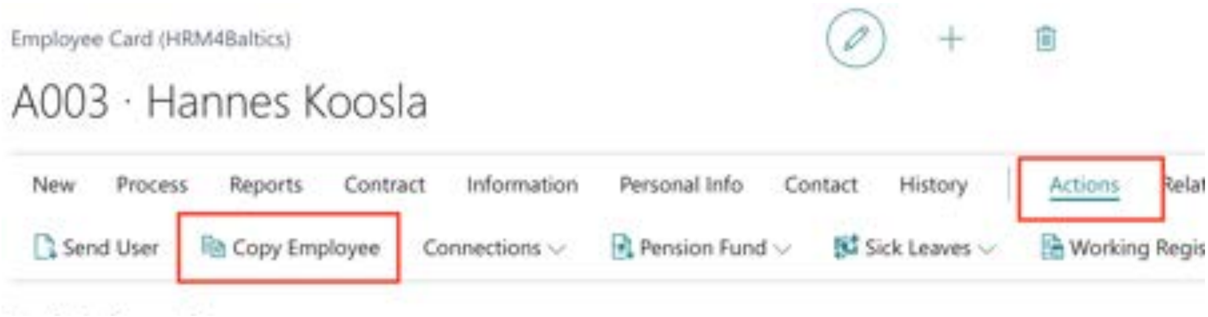
3.1.39. COPY EMPLOYEE

Data entered on the employee card and sub-cards can be copied from one company to another or within the same company to a new *EMPLOYEE CARD*. The prerequisite for copying data is to have previously configured settings in the following locations:

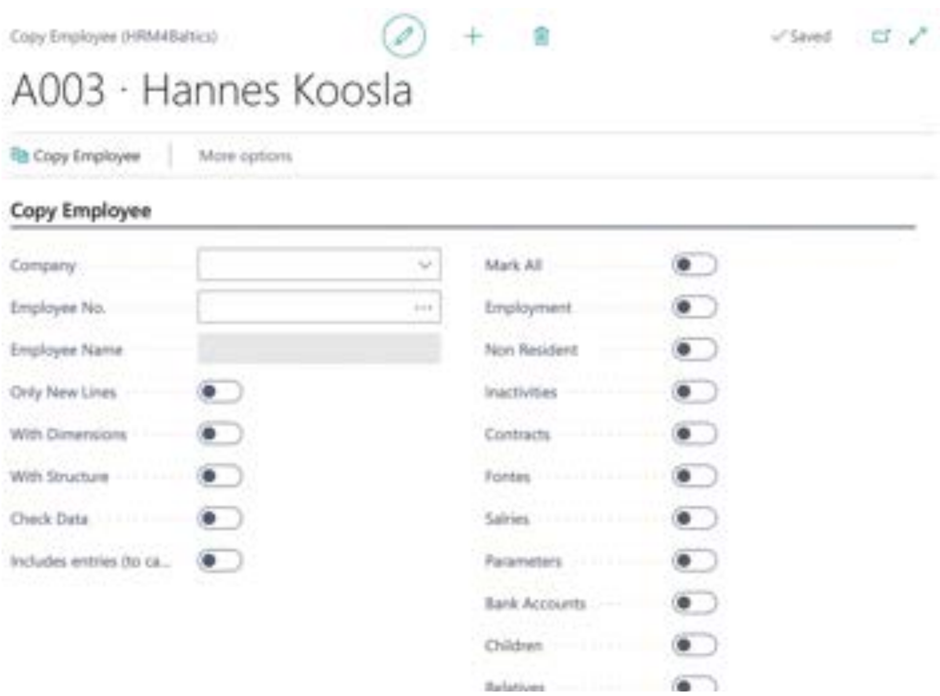
- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL ACCOUNTS*
- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/PAYROLL INFO/PARAMETERS*
- *SETUP OF DOCUMENT TYPES*

To copy employee data, first, create a new empty *EMPLOYEE CARD* and add a number manually or automatically according to the number series setup.

On the *EMPLOYEE CARD* click on *ACTIONS*, then *COPY EMPLOYEE* for copying data.



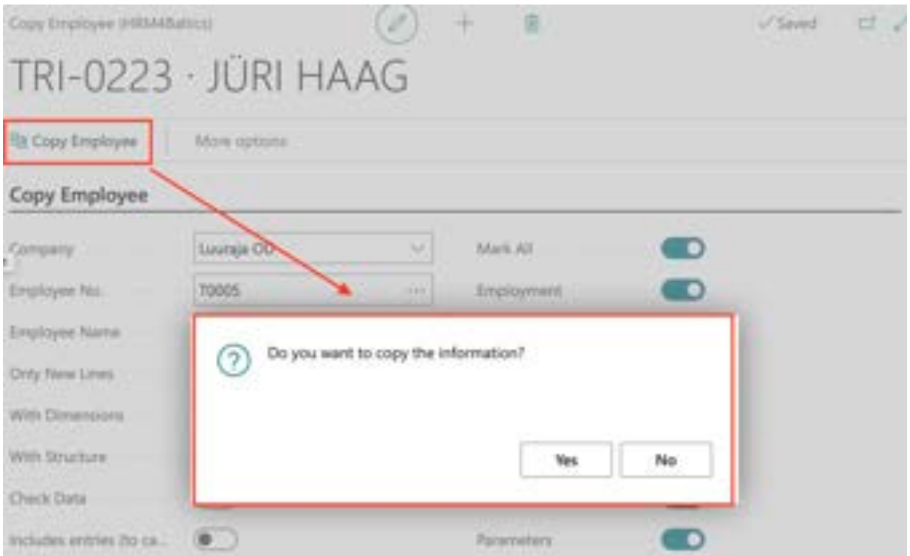
A window will open where you can specify from which company, which employee, and which data to copy.



Field	Explanation
Company	From the drop-down list, you can choose the company from which you want to copy employee data.
Employee No.	You can select the employee from the drop-down list whose data will be copied.
Employee name	The selected employee's name will be displayed from the *EMPLOYEE NO.* field.
Only new lines	By adding a marker to this field, only newly added rows from the selected employee's data will be copied. This is useful when an employee moves between the same company's multiple times, and you only want to include data added during the interim period.

With Dimension	When adding the marker, the copying process will also include the values of dimensions added to the employee card in another company.
With Structure	Adding the marker will include organizational structure data when copying the employee's information, where the employee worked in another company.
Check Data	Adding the marker will validate the copied data by checking if there are matches in the configuration of the new company. For example, when copying employee salary data (*TASU_TUND*), the corresponding salary type (*TASU_TUND*) must also be configured in the target company. If data is not checked, the information is copied and saved without validation against the configuration.
Includes Entries (to calculate average)	By adding a marker to this field, the employee's absences for the last 7 months and the necessary sums for calculating the average will be included. To include these sums, the copying company must have a configuration set for the field *COPY TO ACCOUNT NUMBER* in the *PAYROLL ACCOUNT CARDS*, and these accounts must exist in the target company.

After selecting the company and employee, and adding the markers, you need to press the *COPY EMPLOYEE* button on the ribbon menu.



If the *CHECK DATA* marker is added, the program displays error messages if there is no match for the copied data in the configuration.

When copying only newly added rows of an existing employee (if the employee already has a card in the company), the program generates an error message indicating that the copied personal identification code is already in use. Pressing the *OK* button in the notification window proceeds with copying the data.

When copying an employee without employment data, a new employment record is automatically created for the employee. The start date is set to the day following the end date of the previous employment in the other company. Additionally, the *SENIORITY DATE* is automatically added to the record, using the start date of the previous employment in the other company. The creation of a new employment record is conditional on the termination of the employee's previous employment in the other company.

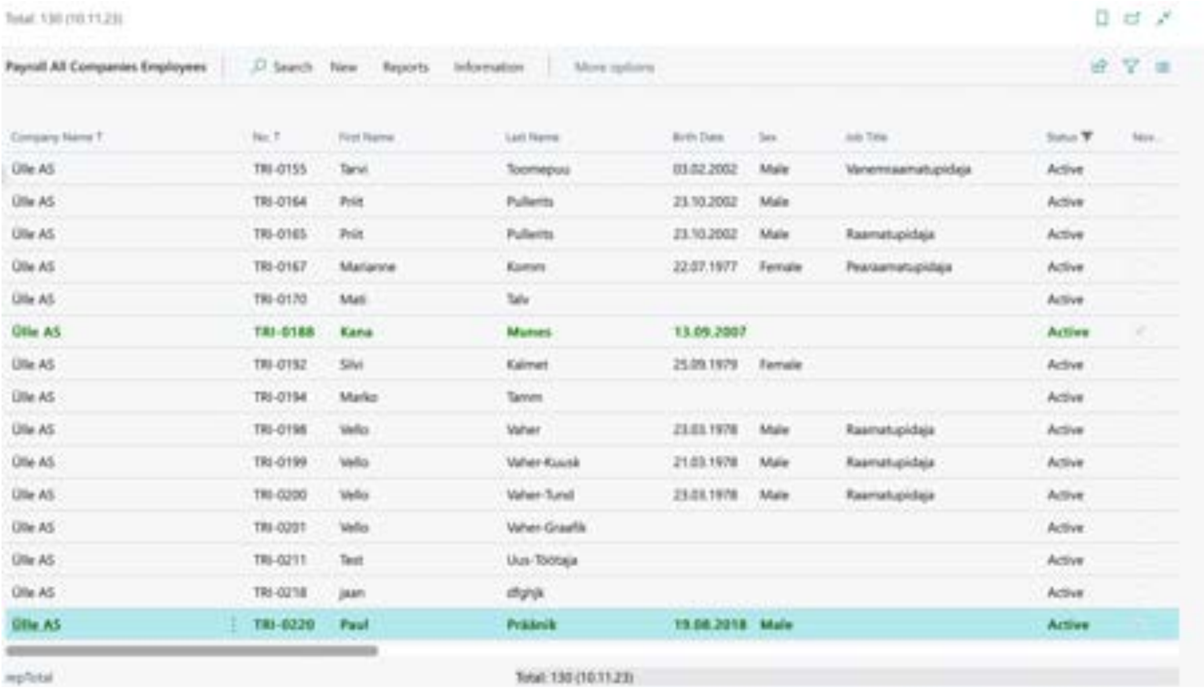
3.2. All Companies Employees

Group companies have the option to view employee data across companies in a unified list based on dates. This is a type of report list where data is displayed in real-time from different companies into a single list.
To access cross-company data, you can open the following lists:

- *EMPLOYEE LIST*
- *SKILLS*
- *ASSETS*
- *CHILDREN*
- *EDUCATION*

To access the cross-company employee list, go to: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/COMPANIES EMPLOYEES.*

To open other cross-company lists, use the *INFORMATION* button on the employee list ribbon. By default, the lists display data as of the current date. To change the date, click the *MORE OPTIONS/ACTIONS/CHOOSE DATE* button while viewing the list.


Total: 130 (10.11.23)

Payroll All Companies Employees | Search | New | Reports | Information | More options

Company Name ↑	No. ↑	First Name	Last Name	Birth Date	Sex	Job Title	Status
Ülle AS	TRI-0155	Tarvi	Toomepuu	03.02.2002	Male	Vanemraamatupidaja	Active
Ülle AS	TRI-0164	Priit	Pullerits	23.10.2002	Male		Active
Ülle AS	TRI-0165	Priit	Pullerits	23.10.2002	Male	Raamatupidaja	Active
Ülle AS	TRI-0167	Marianne	Komm	22.07.1977	Female	Pearaamatupidaja	Active
Ülle AS	TRI-0170	Mati	Talv				Active
Ülle AS	TRI-0188	Kana	Munes	13.09.2007			Active
Ülle AS	TRI-0192	Silvi	Kalmet	25.09.1979	Female		Active
Ülle AS	TRI-0194	Marko	Tamm				Active
Ülle AS	TRI-0198	Vello	Vaher	23.03.1978	Male	Raamatupidaja	Active
Ülle AS	TRI-0199	Vello	Vaher-Kuusk	21.03.1978	Male	Raamatupidaja	Active
Ülle AS	TRI-0200	Vello	Vaher-Tund	23.03.1978	Male	Raamatupidaja	Active
Ülle AS	TRI-0201	Vello	Vaher-Graafik				Active
Ülle AS	TRI-0211	Test	Uus-Töötaja				Active
Ülle AS	TRI-0218	jaan	dfghjk				Active
Ülle AS	TRI-0220	Paul	Präänik	19.08.2018	Male		Active

repTotal Total: 130 (10.11.23)

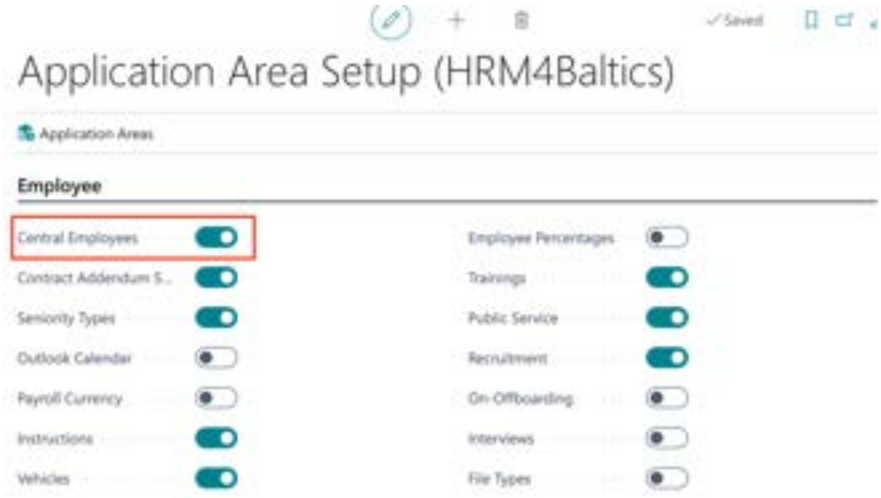
The data in these lists is for viewing only, and editing is not possible. To edit data, you need to open the relevant company and access the *EMPLOYEE CARD*.

You can configure which companies' employee data is displayed in the list at *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/CONFIGURATION/PAYROLL SETUP/FAST TAB NUMBERINGS AND LINKS/FIELD COMPANY GROUP*.

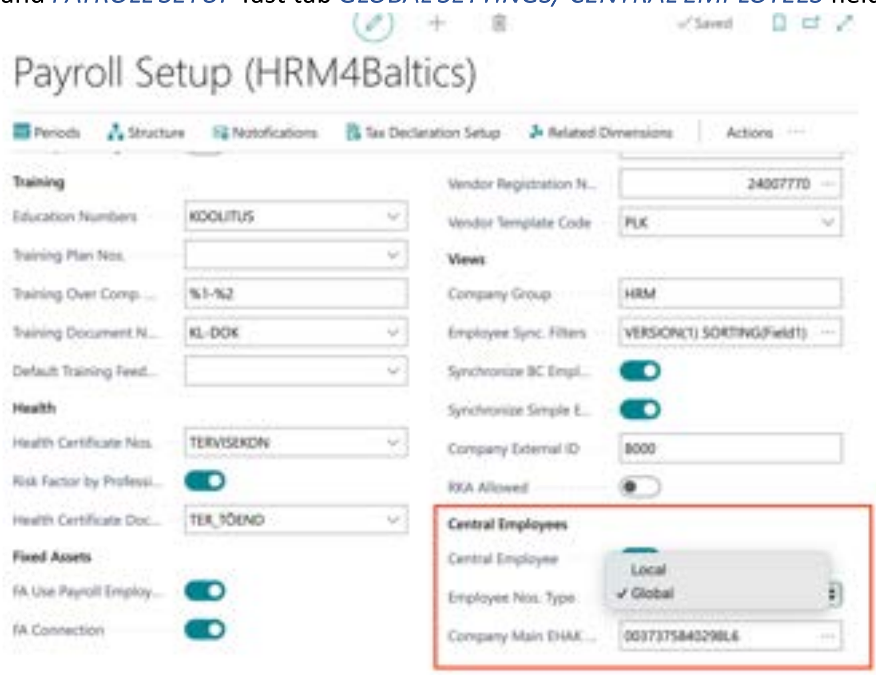
3.3. Central Employees

The functionality of a centralized employee list provides a group of companies with the ability to see all employees across different companies and part of their data in a unified list. A new employee record is created in the company where the employee actually works, but their information is synchronized and stored in a central list visible to all group companies where the marker *CENTRAL EMPLOYEES* is enabled.

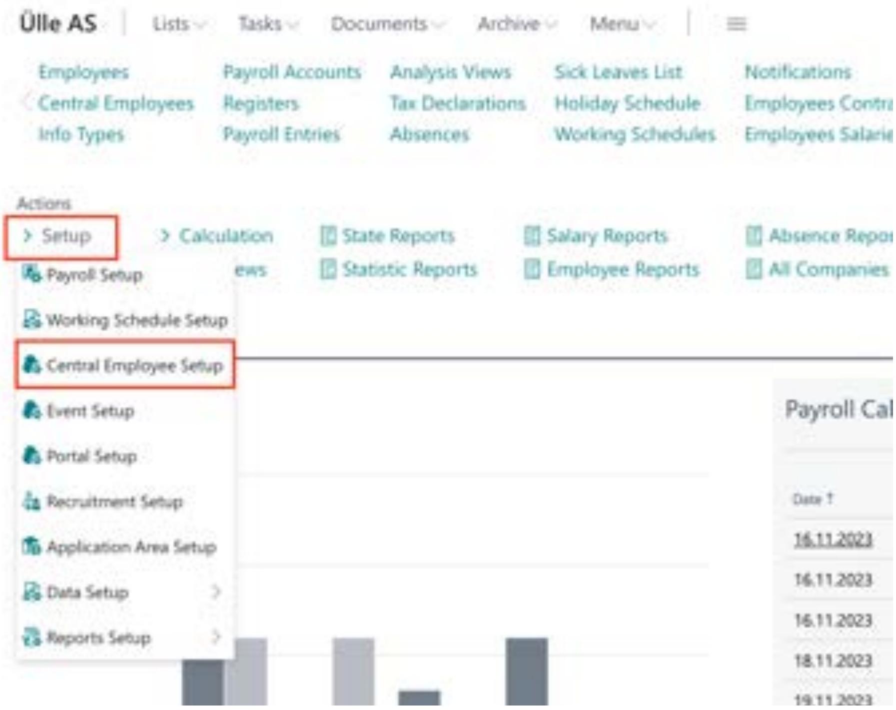
Configuration and functionality are applicable only if the marker *CENTRAL EMPLOYEES* is enabled in the location *APPLICATION AREA SETUP*. In this case, menus and configuration buttons become visible to users.

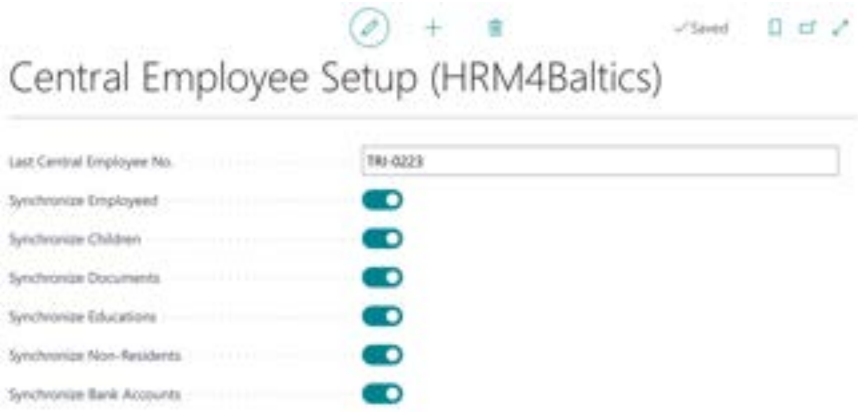


and *PAYROLL SETUP* fast tab *GLOBAL SETTINGS/ CENTRAL EMPLOYEES* field *EMPLOYEE NOS TYPE.*



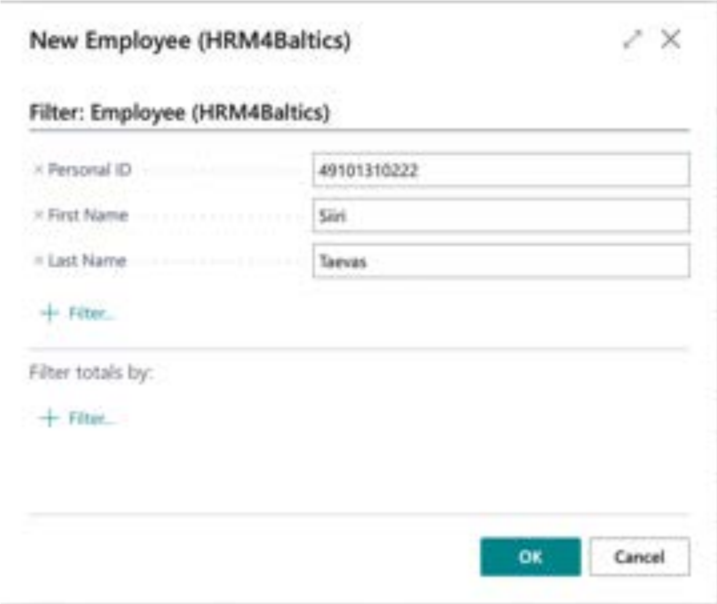
In the configuration window *CENTRAL EMPLOYEE SETUP*, the first number of the central list number series and the data to be synchronized between companies are determined. The number in the number series field increases each time a new employee record is created. Therefore, the last used employee card number is always visible in the number series field.





The following employee data can be synchronized to the central list: *EMPLOYEE CARD, CHILDREN, DOCUMENTS, EDUCATION, BANK ACCOUNTS,* and *NON-RESIDENCY*. Additionally, the list shows the employee's status, date of joining, and departure on a company basis.

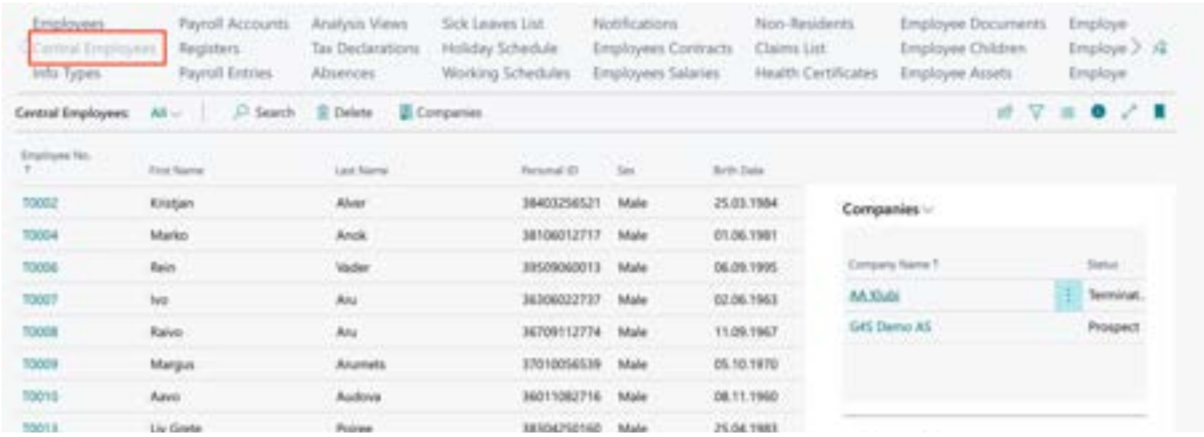
Despite using the functionality *CENTRAL EMPLOYEES,* a new employee's *EMPLOYEE CARD* is still added to the company where the employee is employed. When using the central list functionality, the *EMPLOYEE CARD* creation opens with a filter window where the employee's *PERSONAL IDENTIFICATION CODE, FIRST AND LAST NAME* must be entered.



By pressing *OK* in the bottom right corner, the system checks based on the personal identification code whether the employee card already exists in the same company or in the central list. If the personal identification code field is empty, the system searches for the employee based on the name. If an employee with the same personal identification code and/or name is found, a message is displayed, and by pressing *YES,* the data from the employee card found in the central list is used when creating a new card.

If the employee is found in the same company, the previously created card for the employee is opened.
If an employee with the same personal identification code is not found in the *CENTRAL LIST*, a completely new employee card is created. Depending on the setting in the *PAYROLL SETUP* field *EMPLOYEE NOS TYPE*, a number is assigned to the new *EMPLOYEE CARD* either from the company-specific numbering series or the global numbering series.

Regardless of whether a completely new card is created for the employee or the data from the central list is used when creating the card, the employee's data on the card must be reviewed. Missing information must be added, and employment relationships, contracts, salaries, etc., must be entered.



In the central employee list, the employee card can be opened by pressing the number displayed in the column *EMPLOYEE NO*. It is not possible to edit the data on the opened card. Data can only be modified in the company where the employee works. The company name is displayed in the fact box window of the employee card. It is also possible to open the list of companies by pressing the button *COMPANIES* in the ribbon menu of the central employees list. In the opened list, companies where the employee works or has worked, their status, the start and end date of the employment relationship, and a marker indicating whether the employee has a valid probationary period are displayed.

By pressing the name of the company in the fact box window of the employee list, the user is shown the start date of the employee's employment relationship in that particular company.

3.4. Payroll Accounts

The HRM4Baltics module uses *PAYROLL ACCOUNTS* to classify and store various information necessary for payroll calculation, similar to general ledger accounts.

The required information for payroll calculation is recorded on the respective *PAYROLL ACCOUNT* as a *PAYROLL ENTRY*. *PAYROLL ENTRIES* are always associated with specific employees and time periods. Information such as the normative and actual working hours per calendar month, calculated wages, compensations, deductions, absences, used and unused vacation reserve days and amounts, taxes and tax bases, paid wages, etc., is registered on the *PAYROLL ACCOUNT*.

Information from *PAYROLL ENTRIES* on the *PAYROLL ACCOUNT* is used, for example, in:

- Taxation of wages; each *PAYMENT TYPE* calculation is associated with calculation formulas.
- Posting payroll costs, vacation reserves, compensations, etc., in the general ledger.
- Employee *PAYSLIPS*.
- Declaration of wages and taxes to the Tax and Customs Board (*TSD*).
- *OVERVIEWS AND REPORTS*, including payroll analyses and summaries.

The standard set of *PAYROLL ACCOUNTS* and the configuration of individual *PAYROLL ACCOUNTS* can be customized and modified according to the specific needs of a particular company in the HRM4Baltics standard solution.

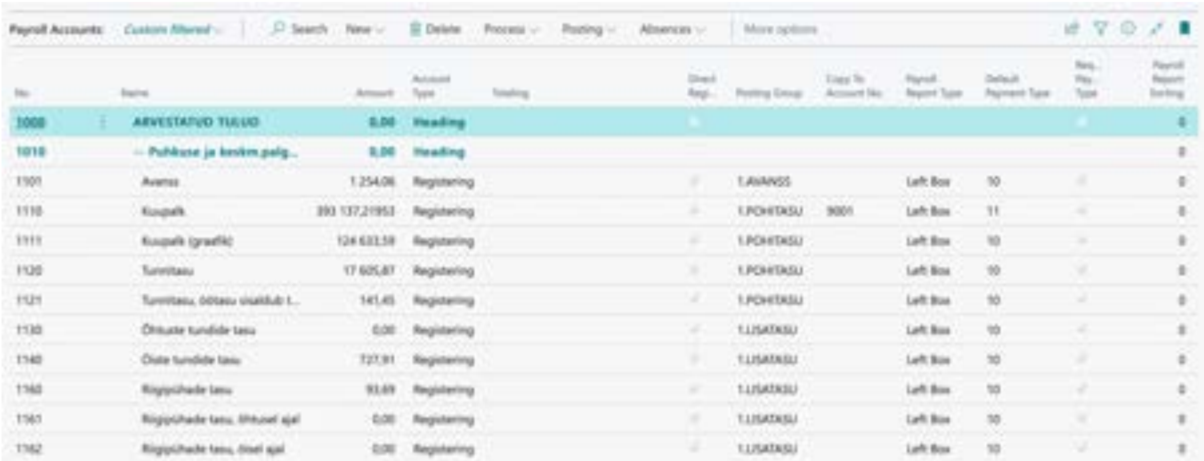
When adding new *PAYROLL ACCOUNTS* or modifying their configurations, functionalities using the *PAYROLL ACCOUNT* information, such as reports, analyses, etc., must be aligned accordingly.

PAYROLL ACCOUNTS are described on the same principles as general ledger accounts in *FINANCIAL ACCOUNTING*.

PAYROLL ACCOUNTS are displayed in two different ways:

- As a list, where each line represents a *PAYROLL ACCOUNT*.
- As a *PAYROLL ACCOUNT CARD* - where each line in the *PAYROLL ACCOUNTS LIST* corresponds to a *PAYROLL ACCOUNT CARD*.

PAYROLL ACCOUNTS can be accessed from the location: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL ACCOUNTS*



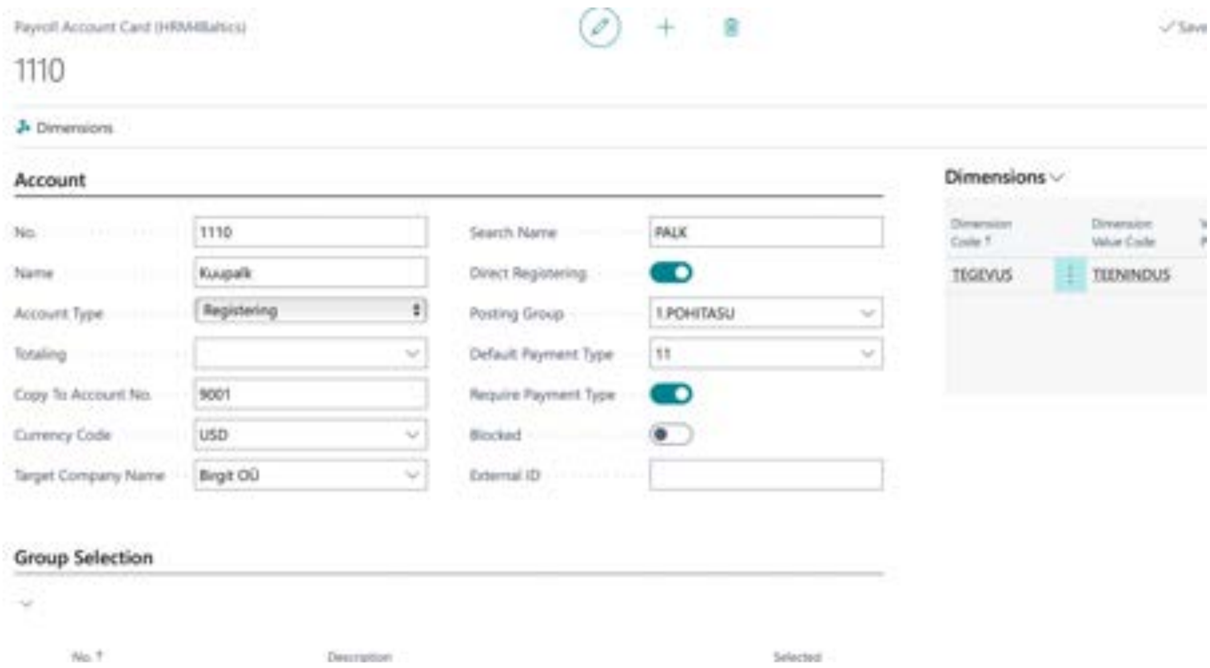
3.4.1. FIELDS IN PAYROLL ACCOUNT LIST

In the *PAYROLL ACCOUNTS LIST*, fields from the *PAYROLL ACCOUNT CARD* are displayed.

In the *PAYROLL ACCOUNTS LIST*, there is a field called *AMOUNT*,which shows the total of payroll entries. By clicking on the *AMOUNT* field, detailed payroll entries are displayed.
To open the *PAYROLL ACCOUNT CARD*, you need to select a row in the *PAYROLL ACCOUNTS LIST* and click on the number of the payroll account.

3.4.2. FIELDS IN PAYROLL ACCOUNT CARD

The information from the fast tab of the *ACCOUNT* is used in payroll calculations, payroll analyses, etc. The information from the fields of the *PAYROLL ACCOUNT CARD* is also displayed in the corresponding columns of the *PAYROLL ACCOUNTS LIST*.



Field	Explanation
No.	Enter the *PAYROLL ACCOUNT* number.
Name	Enter the description corresponding to the *PAYROLL ACCOUNT* number. The name is displayed on the pay slip unless a different name is specified in the *PAYROLL REPORT NAME* field.
Account Type	Specifies the substantive reason for using the payroll account. Options: *REGISTERING, TOTAL, HEADING, PAYMENT*. The default account type for a new payroll account card is always *REGISTERING*.
Totalling	Allows entry of the numbers of summable *PAYROLL ACCOUNTS* and/or ranges of payroll accounts.
Copy to Account No.	Used to copy employee data, including amounts based on a 6-month average, from one company to another. The copying account is typically added only to those accounts used in the calculation of a 6-month average and to the vacation reserve account. Other wages or values stored in the accounts can be configured and included if necessary. The payroll account card for the accounts whose data is to be copied to another company must specify the account number in the *COPY ACCOUNT* field, where the copied employee's wages in the other company are stored. The entered account must be configured in the other company; otherwise, there is nowhere to save the copied data. For example: The sums of an employee's last 7 months, recorded on the payroll account 1110 *MONTHLY SALARY*, are saved when copying data to another company on the payroll account 9001.
Currency Code	Opens a drop-down menu with the financial solution's currency settings. Adding a currency symbol to a payroll account calculates the sum for all entries registered on the account in that currency.

	 The currency rate is found in the currency settings of the financial solution, so correct configuration there is a prerequisite. The conversion of the sum into the currency is controlled by the time formula assigned to the payroll calculation group. If the accounting date for monthly pay is always the last day of the previous month, the exchange rate is found in the payroll calculation window under the *POSTING DATE* using the *JP* formula – *CURRENT DAY*. If the last day of the month falls on a weekend where the rate is missing, the program automatically takes the last valid rate (i.e., the rate on the last working day).
Target Company Name	From the drop-down menu, select the company in the same database to which you want to send and post for payroll entries from the *PAYROLL JOURNAL*. This functionality is used, for example, when there are multiple companies in one database, but only one company's accounting functionality is used, or when all or part of payroll entries need to be sent for accounting to another company. For payroll journal entries to be sent to another company, the same company name must be selected on the *WORKSHEET* of the *PAYROLL JOURNAL* as is selected on the payroll account. The journal offers only those entries where the payroll account and the destination company and currency symbol on the worksheet are the same. To send entries to another company's *PR JOURNAL*, select *ACTIONS/SEND ENTRIES* on the journal ribbon. The entries to be accounted for are then visible on the worksheet of the destination company as determined by the PR journal worksheet settings. If these entries are accounted for there, the PR journal worksheet is cleared in the company from which the data was sent, and the status of the entries becomes *POSTED*.
Search Name	Allows you to enter a short name used when searching for the *PAYROLL ACCOUNT*.
Direct Registering	Allows you to specify whether payroll entries can be posted on the *PAYROLL ACCOUNT* only from the *PAYROLL JOURNAL* or also during *PAYROLL CALCULATION*. ☐ If the field is marked, entries can be posted on the *PAYROLL ACCOUNT* from both the *PAYROLL JOURNAL* and during *PAYROLL CALCULATION*. ☐ If the field is not marked, entries can be registered on the *PAYROLL ACCOUNT* only during *PAYROLL CALCULATION*.
Posting Group	Allows you to specify which *PAYROLL ACCOUNTING GROUP* is used when accounting for payroll information on BC financial module *GENERAL LEDGER ACCOUNTS* based on the *PAYROLL ACCOUNT*.
Default Payment Type	If the *PAYROLL ACCOUNT CARD* field is filled in, the corresponding *PAYMENT TYPE CODE* is automatically added to this payroll account when registering payroll entries. The field should always be filled with a payment type code related to residents.

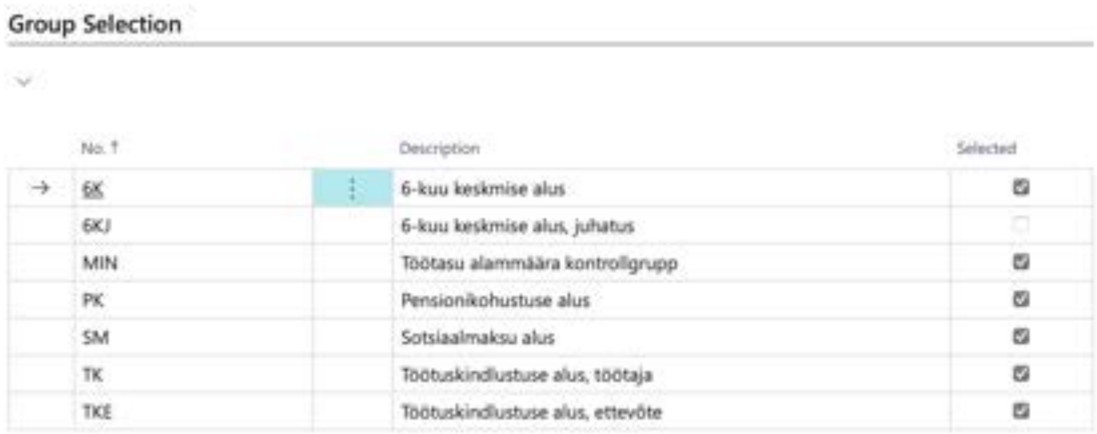
	If non-resident and/or certificate A1-related worker payroll entries are added to this payroll account, the payment type associated with these payroll entries is found on the worker's card under *SALARIES* on the corresponding salaries line. It is possible to record payroll entries with different payout types on the same payroll account.
Require Payment Type	Allows you to specify whether payroll entries can be registered on the *PAYROLL ACCOUNT* without associating them with a *PAYMENT TYPE*. ☐ If the field is marked, only payroll entries associated with a *PAYMENT TYPE CODE* can be saved on this payroll account. ☐ If the field is not marked, payroll entries without a *PAYMENT TYPE CODE* can also be saved on this payroll account.
Blocked	Allows you to specify whether payroll entries can be registered on the *PAYROLL ACCOUNT*. If the field is marked, the *PAYROLL ACCOUNT* is locked, and entries cannot be registered on the *PAYROLL ACCOUNT*. Only unlocked *PAYROLL ACCOUNTS* are displayed by default in the *PAYROLL ACCOUNTS* list, but the user can remove the default filter. To do this, press *ALL* in blue next the title of the list, and select *SHOW FILTER PANE* in the drop-down menu, and clear filter *BLOCKED*.

On the payroll account card ribbon, there is a button *DIMENSIONS*. Through the opened card, default dimensions can be set for the payroll account. These dimensions are always added additionally to all entries registered on the account and entries calculated automatically from the entries. For example, if a default dimension is added to the monthly salary account and taxes are calculated from the monthly salary, the default dimension is automatically added to all tax entries. Entries with automatically added dimensions are later posted to the general ledger account.

Field	Explanation
Dimension Code	Selected from the drop-down menu of dimension symbols.
Dimension Value Code	Selected from the drop-down menu of dimension values.
Value Posting	On posting, the following control options can be used: ☐ *CODE MANDATORY*: The entry must have the dimension added during posting, but the value can differ from the configured one. ☐ *SAME CODE*: The entry must have the dimension added during posting, and the value must be the same as configured. ☐ *NO CODE*: The entry does not have to have the dimension and value during posting. ☐ *EMPTY*: No check for dimension and value is performed.

3.4.2.1. Fast tab: Group Selection

Group Selections are used in *CALCULATIONS* and *PAYROLL ANALYSES*.



Field	Explanation
No.	*PAYROLL ACCOUNT GROUP* number
Description	Description corresponding to the *PAYROLL ACCOUNT GROUP* number from the *PAYROLL ACCOUNT GROUP* list.
Selected	Allows determining whether the *PAYROLL ACCOUNT* belongs to the corresponding *PAYROLL ACCOUNT GROUP* or not. If there is a mark on the field, the *PAYROLL ACCOUNT* belongs to the specified PAY GROUP, and the information about the *PAYROLL ACCOUNT's* salary entries is used according to the configured payroll calculations and salary analyses.

3.4.2.2. Fast tab: Payroll Report

Field	Explanation
Payroll Report Type	Allows determining in which section of the *PAYROLL REPORT* the information about the *PAYROLL ACCOUNT* is displayed, options: • *LEFT BOX*

	• *LOWER LEFT* • *RIGHT BOX (WITHHELD)* • *LOWER RIGHT*
Payroll Report Level	Allows determining how detailed information about *PAYROLL ACCOUNT* entries is displayed on the *PAYROLL REPORT*: • *ACCOUNT* – The sums of *PAYROLL ACCOUNT* entries for the corresponding period are displayed on the *PAYROLL REPORT* as a single total sum. • *DATE* – The *PAYROLL REPORT* displays the sum along with the *POSTING DATE* of the *PAYROLL ENTRY*. If there are multiple *PAYROLL ACCOUNT ENTRIES* with the same *POSTING DATE*, they are displayed on the *PAYROLL REPORT* as a sum. This setting is typically used for *PAYROLL ACCOUNTS* with the *PAYMENT TYPE* of *PAYMENT*.
Payroll Report Name	Allows specifying the text displayed on the *PAYROLL REPORT*. If the field is empty, the text entered in the *ACCOUNT* field of the *PAYROLL ACCOUNT CARD's* fast tab is displayed on the *PAYROLL REPORT*. On the *PAYROLL REPORT*, in addition to the configured text, the following can be displayed (see the picture above): • *ACCOUNT NO*, enter %1 in the field for this, • *ACCOUNT NAME*, enter %2 in the field for this, • *DIMENSION CODE* associated with the corresponding amount/hours, enter %3 in the field for this, • *DIMENSION NAME* associated with the corresponding amount/hours, enter %4 in the field for this. Displaying information with dimension and hour details on the *PAYROLL REPORT* is only possible for *PAYROLL ACCOUNTS* where hourly salaries are registered for employees (*SALARY TYPES* standard setting: *HOURLY SALARY* and/or *NIGHT HOURLY SALARY*). The display of dimension and hour details on the *PAYROLL REPORT* works correctly only if the *PAYROLL ACCOUNT ENTRIES* registered on the *PAYROLL ACCOUNTS* have a connection to the corresponding dimension value, and hours are registered with day precision. (The day is determined by the *POSTING DATE* of the payroll entry). If a configuration for dimension and hour details on the *PAYROLL REPORT* has been made for a *PAYROLL ACCOUNT*, but an employee's hourly salary changes in the middle of the month, and their hours are registered with one entry per calendar month, the correct information will no longer be displayed on the payroll report. Generally, the display of dimension and hour details on the payroll statement is used only for those *PAYROLL ACCOUNTS* where hours are registered from the work schedule with day precision.
Payroll Report Neg. Name	It is possible to display a different name on the payroll report when the displayed amount is negative. For example, if vacation pay that has been paid out needs to be deducted or withheld, the payroll report displays the amount with a minus sign and a different description than when initially paid out.
Payroll Report Sorting	Allows determining the sequence of information about *PAYROLL ACCOUNTS* on the *PAYROLL REPORT*. If the *PAYROLL ACCOUNT SORTING* is not specified, the

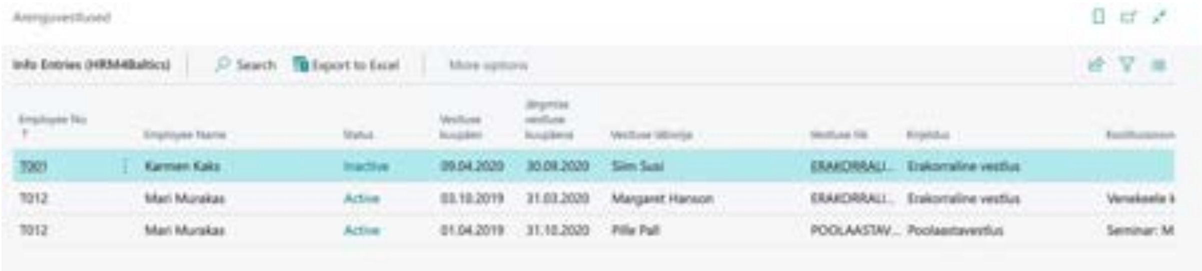
	information about PAYROLL ACCOUNTS is displayed on the *PAYROLL REPORT* in numerical order of *PAYROLL ACCOUNT* numbers.
Payroll Report Dimensions	Allows configuring the *PAYROLL DIMENSION* to be displayed on the *PAYROLL REPORT* next to the sum and hours of the *PAYROLL ACCOUNT*.
Payroll Report Qty.Account	Allows configuring *PAYROLL ACCOUNTS* from which the *PAYROLL REPORT* displays wages and hours related to dimension values (see explanation above for the *PAYROLL REPORY NAME* field).
Payroll Report No Period	If this field is marked, the *PAYROLL REPORT* will not display *ACCOUNTING PERIOD* or calendar months for which the sum of the *PAYROLL ACCOUNT* was earned. Typically, the field is marked for those *PAYROLL ACCOUNTS* where (annual) bonuses are periodized. Possible options: • The field is not marked - The *PAYROLL REPORT* will display the calendar month for which the sum was earned next to the sum of the *PAYROLL ACCOUNT*. • If the field is marked, the *PAYROLL REPORT* will not display the calendar months for which the corresponding sum was earned next to the sum of the *PAYROLL ACCOUNT.*

3.5. Info types

INFO TYPES allow for the flexible addition of various data and information related to HRM4Baltics employees. For example, users can configure I*NFO TYPE* tables and their columns specifically for entering data about family members, development discussions, and more.
INFO TYPES can be accessed from: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL INFO TYPES.*

3.5.1. INFO ENTRIES

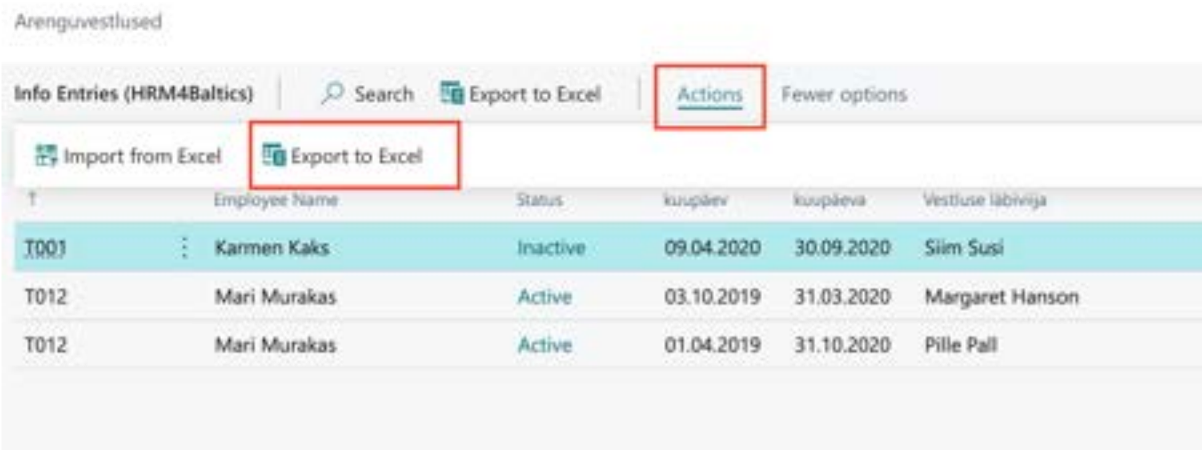
Specific *INFO ENTRIES* related to a particular employee can be entered, viewed, and modified either from the *EMPLOYEE CARD* or the *LIST OF EMPLOYEES.* To view all *INFO TYPE* records for specific employees, you need to go to: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL INFO TYPES*, select the corresponding *INFO TYPE* row, and press the *PROCESS/ENTRIES* in the ribbon menu or click on the number in the *ENTRIES* column of the respective row.



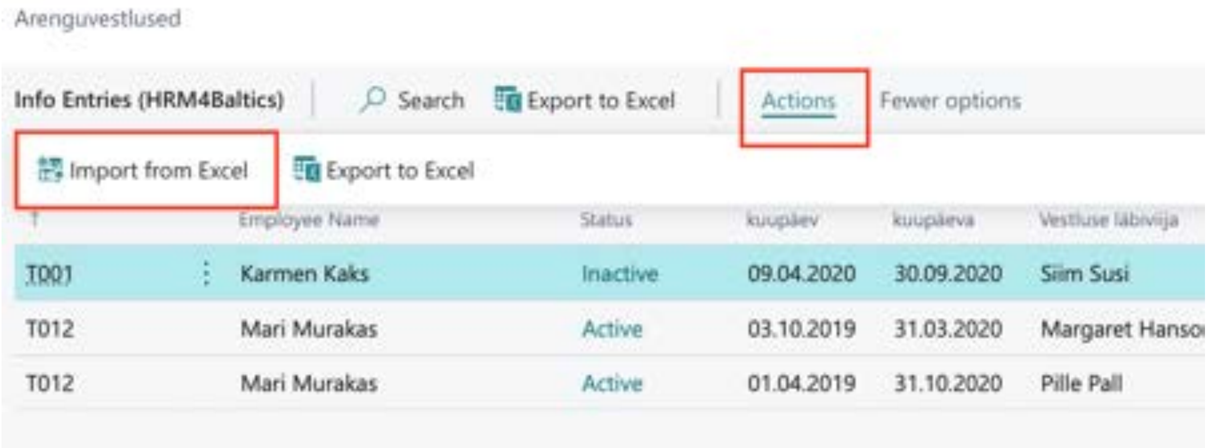
Filters can be used to limit the amount of presented information.

3.5.2. INFO TYPES IMPORT/EXPORT TO EXCEL

To export *INFO TYPE* entries to Excel, select on the ribbon menu *ACTIONS* and *EXPORT TO EXCEL.*



To import specific *INFO TYPE* entries from Excel, mark the corresponding *INFO TYPE*. In the ribbon menu, select *ACTIONS* and *IMPORT FROM EXCEL*.



During import, the column headers in the Excel table must match the column headers described in the settings of the respective *INFO TYPE*.

The import process does not check whether records with the same information for an employee have already been entered or not.

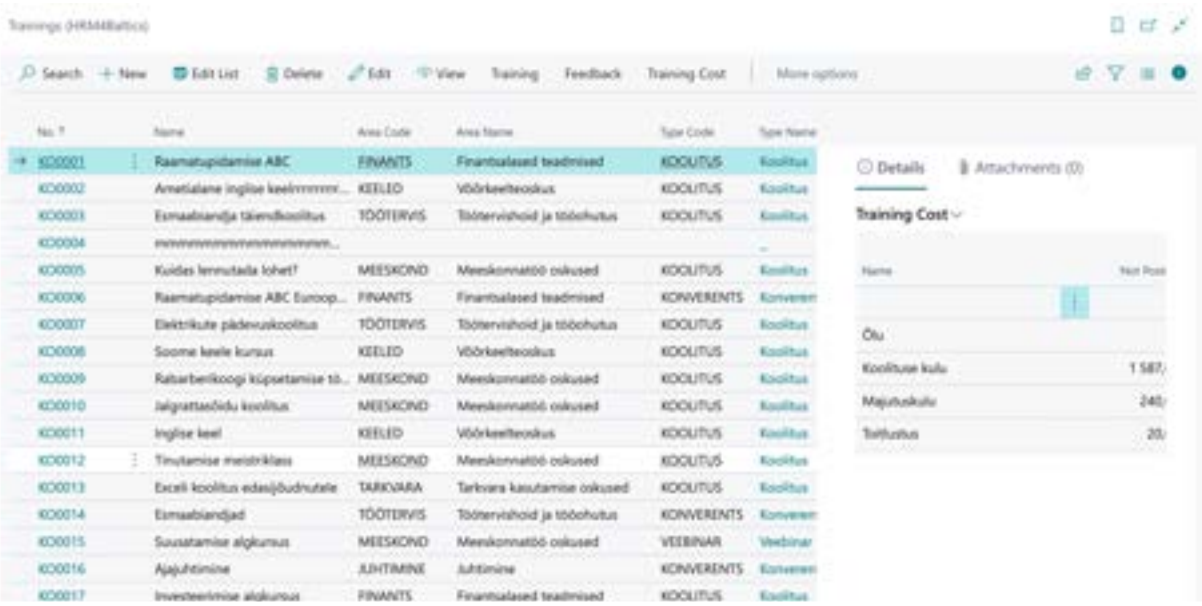
3.6. Trainings

In the HRM4Baltics module *TRAININGS*, it is possible to keep track of training sessions, participants, and training costs, as well as send feedback questionnaires to participants. You can copy data from one training card to another, create related training sessions, and for group companies, it is possible to create a training card in one company and select participants from across companies.

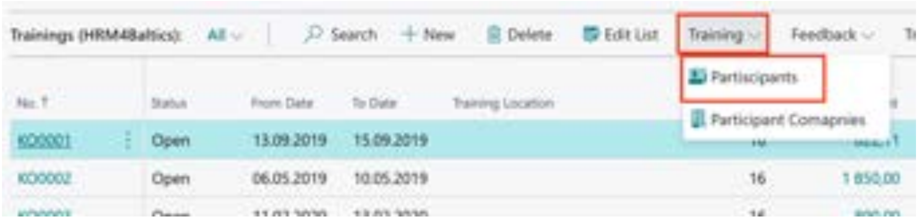
3.6.1. TRAININGS LIST

In the *TRAININGS* list, all entered training sessions and their main information are displayed.

The *TRAININGS* list can be accessed from the location *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LIST/TRAININGS.*



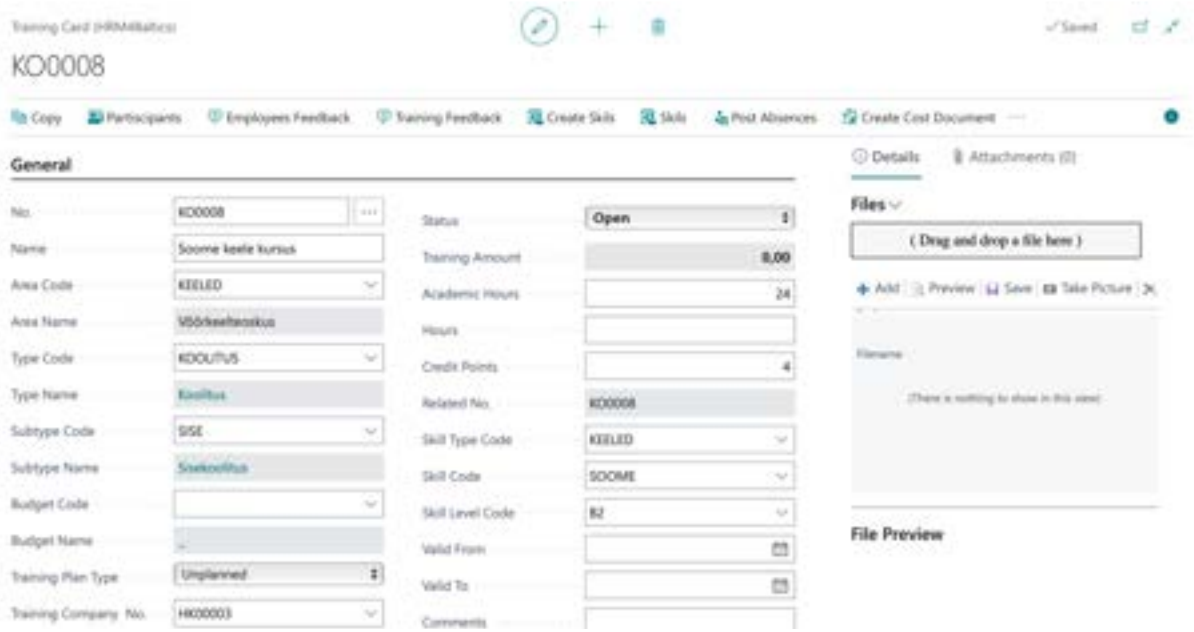
Field	Explanation
No.	Displays the unique identifier of the corresponding *TRAINING CARD.*
Name	Displays the name of the training corresponding to the *TRAINING CARD* number.
Training Plan Type	On the training card, you can determine whether it is a planned, unplanned, or specially organized training. Options: - *PLANNED* - *UNPLANNED* - *EXTRAORDINARY*
Area Code	Displays the field symbol selected for the training from the *PAYROLL TRAINING AREAS* list.
Type Code	Displays the type symbol selected for the training from the *TRAINING TYPES* list.
Training Company No.	Displays the training company number selected for the training from the *TRAINING COMPANIES* list.
Training Company Name	Displays the name of the training company from the *TRAINING COMPANIES* list.
Domestic	Marker in this column indicates domestic training.

Status	Displays the status of the training. Options: ☐ *OPEN* – It is possible to add, modify, etc., data related to the training on the *TRAINING CARD.* ☐ *CLOSED* – It is no longer possible to add, modify, etc., data related to the training on the *TRAINING CARD.* Usually used when the training has already taken place, and all necessary information related to the training has been entered. ☐ *CANCELLED* – It is no longer possible to add, modify, etc., data related to the training on the *TRAINING CARD*. Usually used when the training has been cancelled, but some actions and/or expenses have already been incurred, and the *TRAINING CARD* cannot or should not be deleted.
From Date	Displays the start time of the training.
To Date	Displays the end time of the training.
Academic Hours	Displays the duration of the training in academic (45-minute) hours.
Training Amount	Displays the total cost associated with the training.
Count of Participants	Displays the number of participants in the training. By clicking on the number, the *TRAINING PARTICIPANTS LIST* for the training opens. The specific *PARTICIPANTS LIST* for a particular training opens by selecting the row of the training in the *TRAININGS LIST* or opening the corresponding *TRAINING CARD* and pressing the ribbon menu *TRAINING -> PARTICIPANTS*. In the opened participants list, you can remove the training card number filter, after which the list of all participants in the trainings is displayed. The participants list displays almost all the fields on the training card as columns. 
Related No.	If it is a related training, the training number with which the connection is established is displayed in the column.
Skill Type Code	Displays the *SKILL TYPE CODE* configured in the *PAYROLL SKILL TYPES* settings.
Skill Level Code	Displays the *LEVEL CODE* associated with the *SKILL* in the *SKILL LEVELS* settings.
Skill Code	Displays the *SKILL CODE* associated with the *PAYROLL SKILLS*.
Feedback	Displays general feedback entered on the training card.
Multi Companies	Marker in this column means that it is a training card where employees have been selected across group companies.

In the *TRAININGS* list, the ribbon menu button *FEEDBACK/EMPLOYEES FEEDBACK* opens participant-specific feedback for the actively marked training. The button *TRAINING FEEDBACK* opens general feedback for the actively marked training. The list's ribbon menu button *ALL FEEDBACK* opens the list of feedback added to all trainings.

3.6.2. CREATING TRAINING CARD

To create a new *TRAINING CARD*, click the *NEW* button on the ribbon menu. To edit/open an existing *TRAINING CARD*, select the row of the corresponding training and click on the training number.

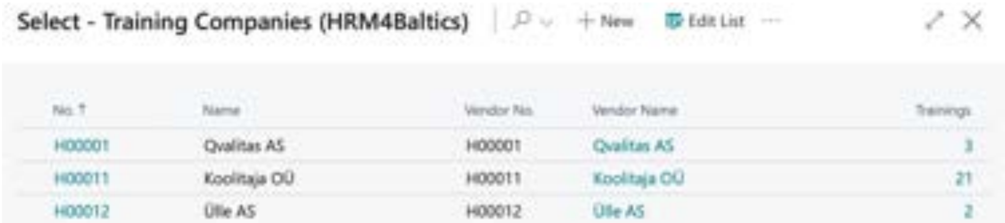


The *TRAINING CARD* has the following quick cards:

- *GENERAL* – where general information about the training is entered.
- *TRAINING PARTICIPANTS* – participants are selected for the card, and relevant information associated with them is displayed.
- *FEEDBACK* – a quick card for entering general feedback.

Fast tab General

Field	Explanation
No	The identifier/number of the *TRAINING CARD*. According to the configuration of the *SERIAL NUMBER* related to training in the company, you can enter a number manually or automatically by pressing *ENTER* in the *SERIAL NUMBER.*
Name	A free-text field for entering the name of the training.
Area Code/name	Allows you to select the field code from the PAYROLL TRAINING AREAS LIST, which is the abbreviation for the name of the field. Used for filtering and creating reports based on the *TRAINING LIST* and *PARTICIPANT LIST* for analysing data. Each company can configure training fields according to its needs.
Type Code/name	Allows you to select the field code from the *TRAINING TYPE LIST*, which is the abbreviation/name of the field. Used for filtering in the *TRAINING LIST* and *PARTICIPANT LIST* and for creating reports and analysing data. Each company can configure training types according to its needs.
Subtype Code/name	Allows you to select the subtype code configured for the training type. The description is automatically filled in when selecting the symbol.
Budget Code/name	Allows you to select the budget indicator configured for the training type. The description field is automatically filled with the description added to the code. To enter a new code, open the drop-down menu and press *+NEW.*
Training Plan Type	You can determine whether it is a planned, unplanned, or exceptionally organized training. Options:

	- *PLANNED* - *UNPLANNED* - *EXTRAORDINARY*
Training Company No.	Allows you to select a training company from the opening list. If it is a training organized by a group company and the training card is created through the organizing company, the training company number may be empty, as the same company may not be in all group companies, and therefore, only the training company name is added to the card.
Training Company Name	Displays the name of the training company entered in the *TRAINING COMPANY NUMBER* field and is automatically entered after selecting the *TRAINING COMPANY NUMBER*. To select a training company, companies must be pre-configured in the *TRAINING COMPANIES* list. The list includes the company number and description, and if desired, the company can be linked to the *VENDOR CARD* in the financial module. 
Educators	A free-text field for entering the names of the trainers.
From Date	Enter the start date of the training
To Date	Enter the end date of the training.
Domestic	Allows you to indicate whether it is a domestic training. By default, the field is always marked, but the user can change it.
Multi Companies	If it is a company within a group that organizes training, where there are participants from all companies, the marker entered in this field allows you to select employees from other companies on the *PARTICIPANTS* fast tab. After adding the marker, the *COMPANY NAME* becomes the first column on the *PARTICIPANTS* fast tab. If participants from other companies are selected for the card, the same training card is automatically created in all those companies where participants are selected. On a card automatically created in this way, it is not possible to change any data except for training costs and add documents to the employee.
Source Company Name	Displays the name of the company organizing the training if it is a training organized across companies.
Source Company Training No	Displays the training card number of the company organizing the training if it is a training organized across companies.
Status	Allows you to select the status of the training from the opening drop-down menu. Options: - *OPEN* – On the *TRAINING CARD*, you can supplement, change, etc., training data. - *CLOSED* – It is no longer possible to supplement, change, etc., training data on the *TRAINING CARD*. Typically used when the training has already taken place.

	- *CANCELLED* – It is no longer possible to supplement, change, etc., training data on the TRAINING CARD. Typically used when the training is cancelled, but some actions and/or expenses have already been made, and it is not advisable or possible to delete the *TRAINING CARD*.
Related No	Displays the related *TRAINING CARD* number. To fill in the field, press *COPY* on the ribbon menu, select the training to be linked in the opening copy options window for the *EDU NO*: linkable training, make a mark only in the *RELATED EDU* box, and press OK.
Training Amount	Displays the total cost amount of the registered invoices added to the training.
Academic Hours	Allows you to enter the duration of the training in academic (45-minute) hours.
Hours	Enter the number of astronomical hours. If the training card registers participation in training as an hourly absence, the number of missed hours is also found on this field. To register absence from the training card, *TRAINING TYPE* must have the appropriate configuration.
Credit Points	It is possible to enter credit points obtained from the training. The credit points entered in the field are automatically added to the column *CREDIT POINTS* entered on the *TRAINING PARTICIPANTS* fast tab, where the user can optionally modify them for each participant.
Skill Type Code	It is possible to associate a *SKILL* that the employee acquires with the specific training. A list of *PAYROLL SKILL TYPES* opens from the drop-down menu, where you can select the appropriate one. The entered *SKILL TYPE* is automatically added to the *TRAINING PARTICIPANTS* fast tab for each employee, where the user can optionally modify them for each participant
Skill Code	You can choose the *PAYROLL SKILLS* associated with the previously selected *SKILL TYPE*. The entered SKILL is automatically added to the *TRAINING PARTICIPANTS* fast tab for each employee, where the user can optionally modify them for each participant.
Skill Level Code	It is possible to select the level associated with the *SKILL TYPE* that the employee acquired during the training. The entered *SKILL LEVEL* is also added to the *TRAINING PARTICIPANTS* fast tab for each employee, where the user can optionally modify them for each participant.
Valid From/Valid To	It is possible to add the start and end date of validity to the training, for example, if it is a training where employees need to attend regularly every 2 years.
Comments	Allows entering a description characterizing the content of the training.

Fast tab Training Participants

Information from the General fast tab is also displayed on this card.

Field	Explanation
Company Name	Displayed only if the marker is added to the *MULTI COMPANIES* field. The company name is not selected for the line where the participant from the organizing company is selected. The company needs to be selected first on the line where the participant from another group company is selected.
Employee No	Allows selection from the dropdown list of employees. If multiple employees need to be added simultaneously, the *"ADD PARTICIPANTS"* button on the fast tab ribbon must be used. Pressing the button opens the employee list, where multiple participants can be selected by holding down the Ctrl key. If the

	EMPLOYEE NO is entered on the line, the following fields are automatically filled based on the employee data: - *NAME* - *PROFESSION NO* - *PROFESSION DESCRIPTION* Additional information related to organizational units is filled in based on employee data. The column names depend on the specific configuration of organizational units made for the specific company. If the participant is selected from another group company, the job title and department code/description are displayed only if the same codes and numbers are used in the organizing company. Otherwise, the columns remain empty.
Amount	Displays the total cost of the specific participant's training.
Invoice No.	A free-text field where the invoice number related to the participant can be entered.
Participated	By default, the field is always marked, but the user can remove the marker.
Feedback	Allows the entry of feedback given by the employee for the training.
Credit Points	Displays the *CREDIT POINTS* entered on the *GENERAL* fast tab. Users can modify them for individual participants if necessary.
Skill Type Code	Displays the *SKILL TYPE* entered on the *GENERAL* fast tab. Users can modify them for individual participants if necessary.
Skill Code	Displays the *SKILL* entered on the *GENERAL* fast tab Users can modify them for individual participants if necessary.
Skill Level Code	Displays the *SKILL LEVEL* entered on the *GENERAL* fast tab. Users can modify them for individual participants if necessary.

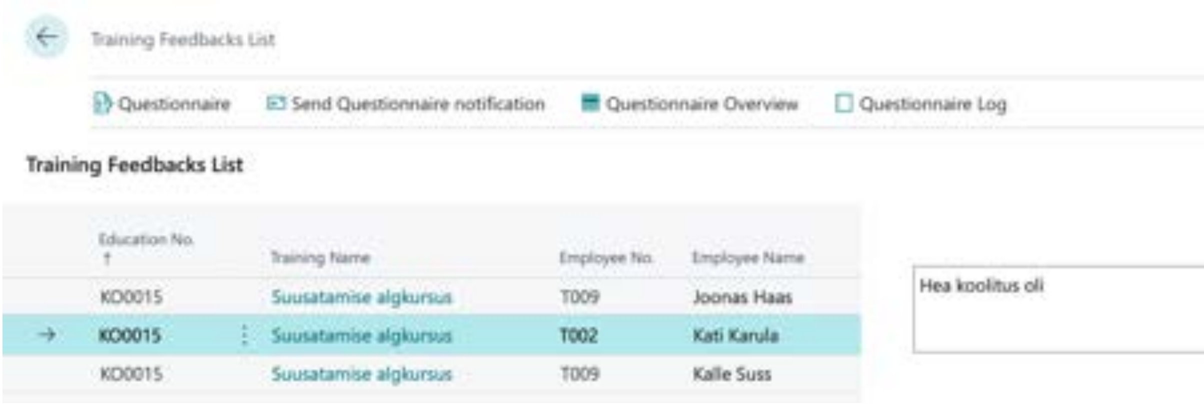
Fast tab Feedback

Field	Explanation
Feedback Questionnaire Code	If the HRM4Baltics self-service portal is in use, feedback questionnaires can be sent to training participants from here. Participants receive both an email containing a link to the sent questionnaire and a notification in the self-service portal. After answering and submitting the questionnaire, the responses become visible to the training specialist in the *FEEDBACK* list on the training card.
Feedback Field	A general free-text field where, for example, the organizer of the training can enter an overall summary of feedback.

3.6.3. TRAINING FEEDBACK QUESTIONNAIRE

On the training card, it is possible to send a feedback questionnaire to participants. The questionnaire must be configured beforehand, and then the appropriate questionnaire variant can be selected for the training card's quick card on the *FEEDBACK* field under *FEEDBACK QUESTIONNAIRE CODE*.
To send the feedback questionnaire, open the training card, click on the *FEEDBACK* button, and then select TRAINING PARTICIPANT FEEDBACK.

From the participant rows, you can choose the employees to whom you want to send the questionnaire. To send, select the SEND QUESTIONNAIRE NOTIFICATION button from the ribbon menu.



Regarding the questionnaire, the employee receives a notification via email, and they also see a message in the self-service portal information window, where they can immediately start filling out the questionnaire.

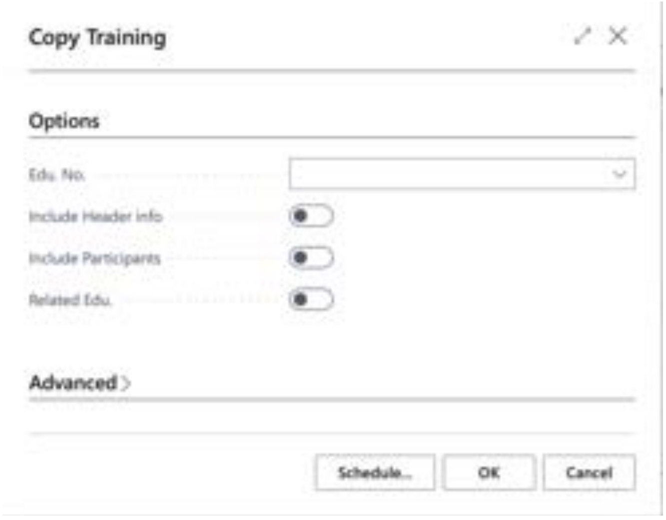
If a participant has not responded to the questionnaire within a certain period, it is possible to send a reminder email. To configure this notification, go to *NOTIFICATION SETUP* under the type *FEEDBACK* in the location *TRAINING FEEDBACK*.

Once a participant has answered the questionnaire and submitted the responses, the training specialist can see in the feedback window the status of the questionnaire on the participant's rows, the date the participant submitted the answers, and the answers themselves. To see a summary of the answers, use the OVERVIEW OF *QUESTIONNAIRE OVERVIEW* button in the feedback window ribbon menu.

3.6.4. COPING INFORMATION FROM PREVIOUS TRANING CARD

On the *TRAINING CARD*, data can be entered manually or copied from an existing *TRAINING CARD*.

To copy, first create a new *TRAINING CARD*, enter either manually or automatically the training number in the NO. field, and press the menu button *COPY*.



In the opened copying options window, you can choose the training from the *TRAINING LIST* in the field *EDU. NO.*, from which you want to copy the data, and mark which data you want to copy.
The options are:

- *INCLUDE HEADER INFO* - the data from the GENERAL quick card is copied to the new training card.
- *INCLUDE PARTICIPANTS* - most of the data from the *PARTICIPANTS* fast tab is copied to the new *TRAINING CARD* (excluding the *SUM* field).
- *RELATED EDU.*- the number of the copied *TRAINING CARD* is added to the *RELATED NO* field on the *GENERAL* fast tab of the new *TRAINING CARD*.

By pressing *OK*, the data is entered into the new *TRAINING CARD.*
You can also create a connection between different training cards that already exist. In this case, you can select only the *RELATED TRAINING* field in the copying options window.

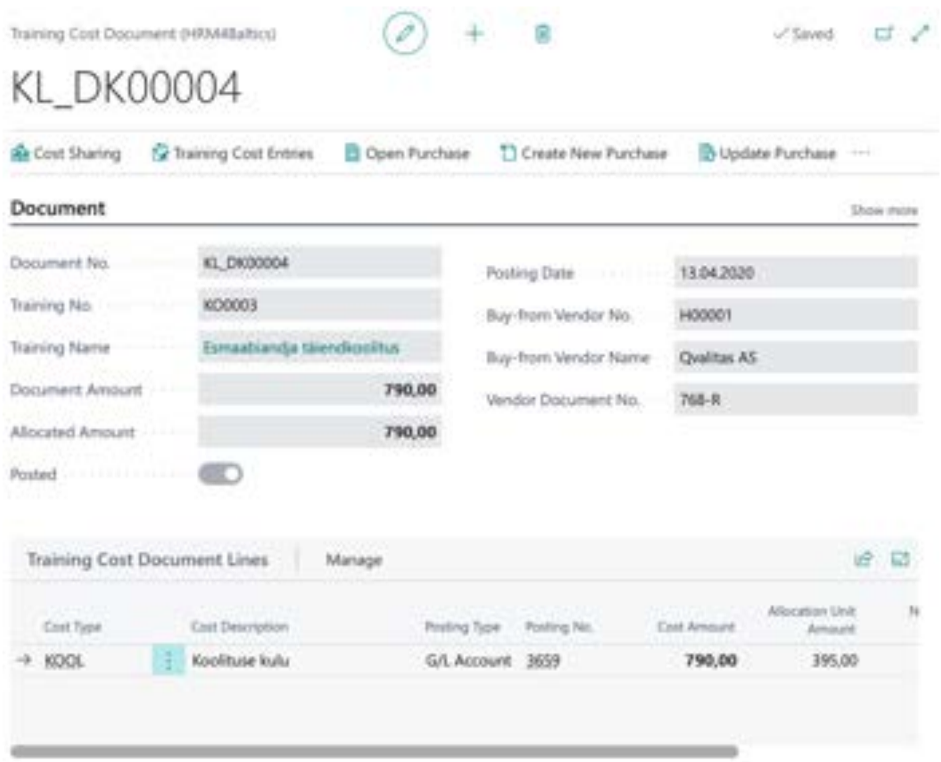
3.6.5. ENTERING AND ALLOCATING TRAINING EXPENSES

One training session can be associated with multiple invoices, such as accommodation invoices, training invoices, etc. Each invoice can be added separately to the training card. It is also possible to add only one invoice that describes different training expenses.

Before adding expenses to the *TRAINING CARD*, participants must be entered on the *PARTICIPANTS* fast tab of the *TRAINING CARD,* between whom the expenses will be distributed. The distribution of expenses can be done automatically equally among all participants or manually for each participant.

Expenses related to training can also be linked to an invoice and an order in the financial solution. Expenses related to training can be entered by opening the *TRAINING CARD* and pressing the menu button *CREATE COST DOCUMENT*. A card opens to describe the cost document and distribute expenses among participants. Each cost document is assigned a unique number from the numbering series.

3.6.5.1. Training Cost Document Card



Field	Explanation
Document No,	Displays the document number.
Training No.	Displays the training number to which the cost document is added.
Training Name	Displays the name of the training to which the cost document is added.
Document Amount	Displays the total amount entered on the cost document.
Allocated Amount	Displays the total amount distributed on the cost items. The document amount and the distributed amount should be equal; otherwise, part of the amount has not been distributed.
Dimensions 1-4	Default dimensions can be added to the cost document; in this case, the same dimensions are added to the costs for all participants.
Posted	Marker is automatically added when the cost document is posted. Posting is recommended to be done last when all costs are entered and distributed and, if necessary, related to purchase invoices, purchase orders, etc. After posting, costs cannot be modified. After posting, the amount is displayed on the training card.
Posting Date	The training document's posting date is added to the purchase invoice in the *POSTING DATE* field.
Due Date	Enter the payment deadline for the cost document. The payment deadline is also included when linking the cost document to the financial solution.
Buy-from Vendor No.	The seller-vendor is selected from the *VENDORS* list.
Buy-from Vendor name	Displays the selected *VENDORS's* name.

Pay-from Vendor No.	Select the payee if the invoice issuer is one vendor, and the payee is different.
Pay-from Vendor Name	Displays the selected *VENDORS's* name.
Vendor Document No	Enter the invoice number. The invoice number is also included when linking the cost document to the financial solution.
Purch. Document Type	Select the type of document you want to create in the financial solution or the type of existing document to which to enter distributed entries. Options: • *ORDER* • *INVOICE* • *CREDIT MEMO* • *POSTED INVOICE* • *POSTED CREDIT MEMO*
Purch. Document No	Opens the list of selected orders, invoices, credit memos, posted invoices, posted credit memos. Select the correct order/invoice number from the list only if you want to add/link distributed entries to a previously created order in the financial solution. If the invoice/order/credit memo/posted invoice/posted credit memo has not been previously entered into the financial solution, nothing is selected here. Instead, a new invoice/order/credit memo/posted invoice/posted credit memo is created, and the field is automatically filled.

3.6.5.2. Training Cost Document Lines

On the document lines, training costs are described, such as *TRAINING COST*, *ACCOMMODATION COST*, etc., which are distributed among the participants.

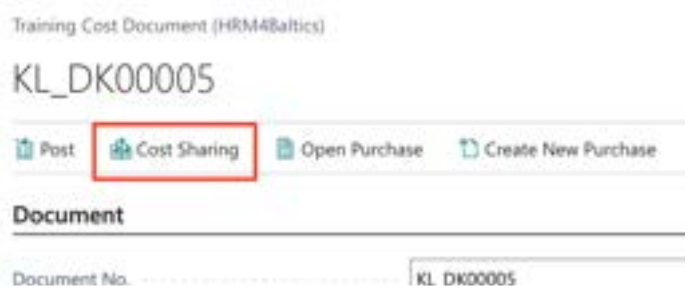
Field	Explanation
Cost Type	Selects the training expense type.
Cost Description	The field is automatically filled with the description of the expense type.
Posting Type	Displays the posting type selected in the expense type configuration, such as the general ledger account (GL account). Configuration is necessary only if the expenses are linked to the financial solution.
Posting No	Displays the posting number selected in the cost type configuration, such as the general ledger account number to which the cost is posted in the general ledger. Configuration is necessary only if the cost is linked to the financial solution.
Cost Amount	Displays the total amount for the corresponding cost type. By entering an amount in the field, the system asks whether to distribute the amount equally among all participants. If answered *"YES,"* the amount is

	distributed equally among all participants, but this automatic distribution can be manually adjusted. If the total amount for the cost type is not known, and the amount for one participant is known, the field can be left blank, and the participant's amount can be entered in the *ALLOCATION UNIT AMOUNT* field. If training cost are linked to the financial solution, keep in mind that the amount entered in the field will also be added to the purchase invoice/purchase order. If the purchase invoice/purchase order requires the inclusion of the amount excluding VAT, the amount excluding VAT must also be entered in the field.
Allocation Unit Amount	Displays the amount distributed to one participant. It is possible to enter the amount for one participant in the field, after which BC calculates the total amount in the *COST AMOUNT* field.
Not Shared Amount	Displays the undistributed amount for the corresponding cost type. If the cost is correctly distributed, the column is empty.
Allocated Amount	Displays the amount distributed among participants, which, when correctly distributed, must equal the amount in the *COST AMOUNT* column.

3.6.5.3. Training Cost allocation

After describing the lines of the document, it is possible to distribute the costs. If the costs were distributed equally among all participants, then if necessary, the distribution can be manually modified. Dimensions can also be added/modified. Dimensions are taken by default either from the employee card or from the default dimensions added to the expense document.

For cost distribution, there is a button on the ribbon menu: *COST SHARING*.



A list opens displaying participants added to the training, training cost categories, and distributed amounts.

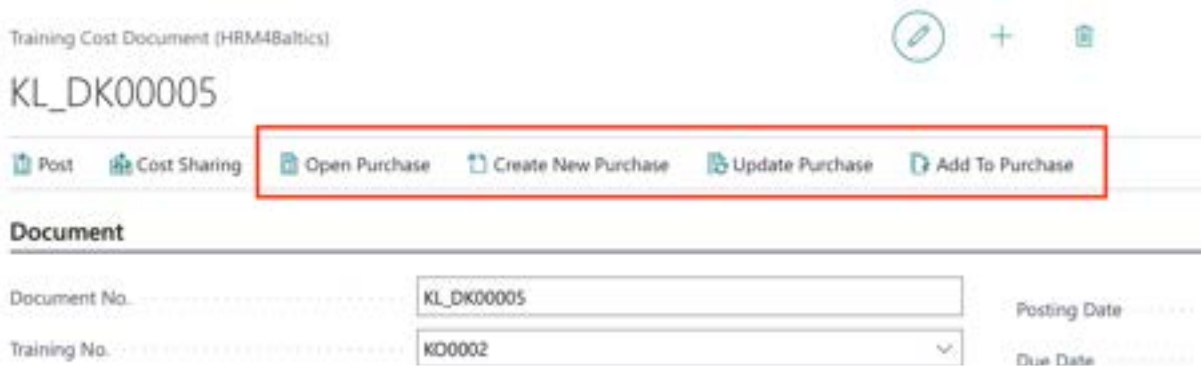
In case one employee's expense is distributed among different dimensions, you can add rows to the list or copy an existing row. On the ribbon menu, there is a button for this purpose: *COPY LINE* and *ADD PARTICIPANT*. By pressing the *ADD PARTICIPANT* button, a list of participants opens, from which you can select a participant to be added to the list. The *COPY LINE* button duplicates the row marked as active.

On the rows, you can manually modify participants' dimensions and also the automatically distributed amounts.

3.6.5.4. Linking training expenses to Financial Solution

The costs entered and allocated on the training expense document can be linked to the financial solution order, invoice, credit note, accounted credit note, and accounted invoice. For this purpose, there is a button on the ribbon menu: *PURCHASE DOCUMENT*.

To add the distribution of costs from the training card to an invoice/order, necessary configurations must be made in the financial solution, such as configuring the general business posting group and the VAT business posting group.

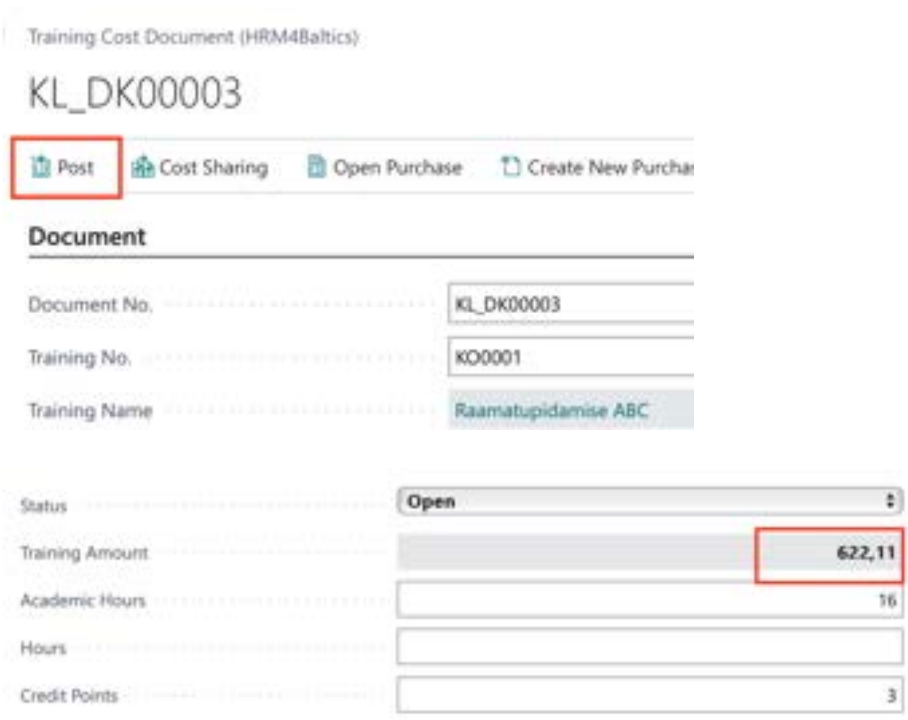


Field	Explanation
Open Purchase	By pressing the button, the financial solution's purchase document associated with the training expense document is opened. The link must be established through the fields PURCHASE DOCUMENT TYPE and PURCHASE DOCUMENT NUMBER.
Create New Purchase	Pressing the button opens the card of the document created in the financial solution. The prerequisite for creating the document is that one of the following types is selected in the fast tab field *DOCUMENT* for the *PURCHASE DOCUMENT TYPE*: □ *ORDER* □ *INVOICE* □ *CREDIT MEMO* It is not possible to create posted invoices and posted credit memos. When creating a new purchase document in the financial solution, the following details from the fast tab are added to the document being created in the financial solution: *BUY-FROM VENDOR* and *PAY-TO VENDOR, VENDOR DOCUMENT NO, DUE DATE*, and *POSTING DATE*. Additionally, the distributed costs are included based on dimension combinations.
Update Purchase	If costs are added to an existing invoice, order, etc., in the financial solution, pressing the *UPDATE PURCHASE* button overwrites the previously described cost lines on the invoice/order.

Add To Purchase	If costs are added to an existing invoice/order in the financial solution, pressing the *ADD TO PURCHASE* button adds the costs distributed in the training expense document to the previously existing cost lines on the invoice/order.

3.6.5.5. Training Cost Document posting

After describing and allocating the expenses, it is possible to post the expense document. Upon posting, the document card is closed for further changes, and the document amount is displayed in the *TRAINING CARD* under the field *TRAINING AMOUNT*.
To register the expense document, there is a button on the ribbon menu: *POST*.

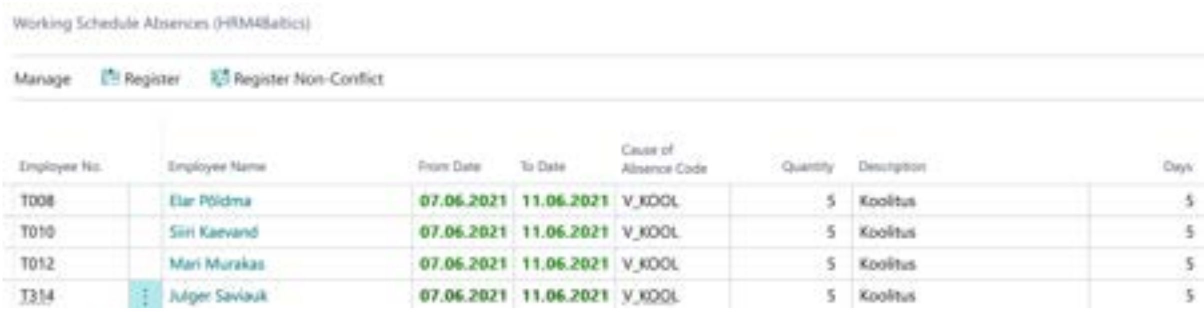


3.6.6. REGISTERING ABSENCE FOR TRAINING

Attendance at the training can be recorded as an absence in the *ABSENCES ENRIES*. To register an absence, there must be an absence configuration for the type of training.

Absence can be either hourly or daily. In the case of hourly absence, the affected hours are determined from the *TRAINING CARD* field *HOURS.*

To register an absence, there is a button on the training card ribbon menu: *POST ABSENCES*. A list opens showing for whom the absences are being registered. No further changes can be made in this view. To record the data, press the *REGISTER* button. If absence is already registered for a participant, their row will be displayed in red. To register absences for newly added participants, press the *REGISTER NON CONFLICT* button.

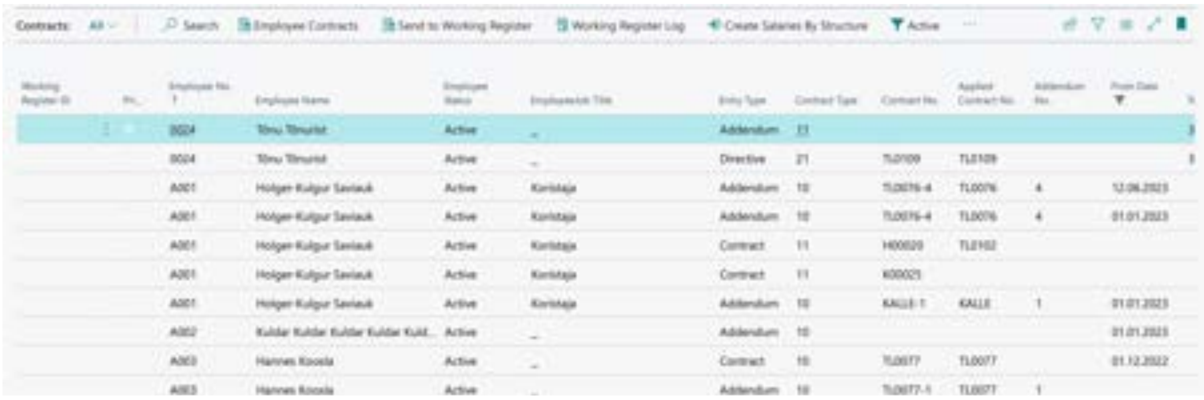


3.7. Employee Contracts list

The list of *EMPLOYEE CONTRACTS* displays information entered on the *CONTRACTS* sub-card of the E*MPLOYEE CARD* for all employees across the company. The list of all employee contracts can be accessed from:

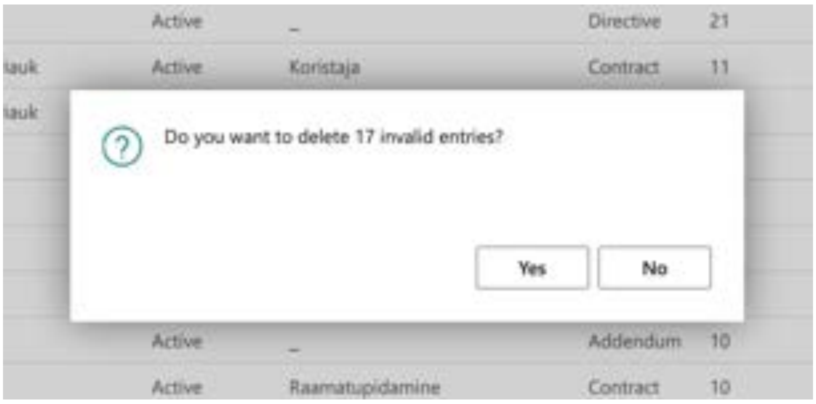
HOME/ CONTRACTS

It is not possible to edit or add new rows of contract data in the list. However, you can send data from the list to TÖR open the *CONTRACTS* sub-card of the *EMPLOYEE CARD*, create a new contract template for the selected employee, and compile a set of files or a file for selected employees that can be sent to the self-service portal for approval if needed. Creating and sending a set of files or a file for approval requires the use of file types functionality, which can be enabled in *APPLICATION AREA SETUP*.



The list provides filters for filtering employee contracts:

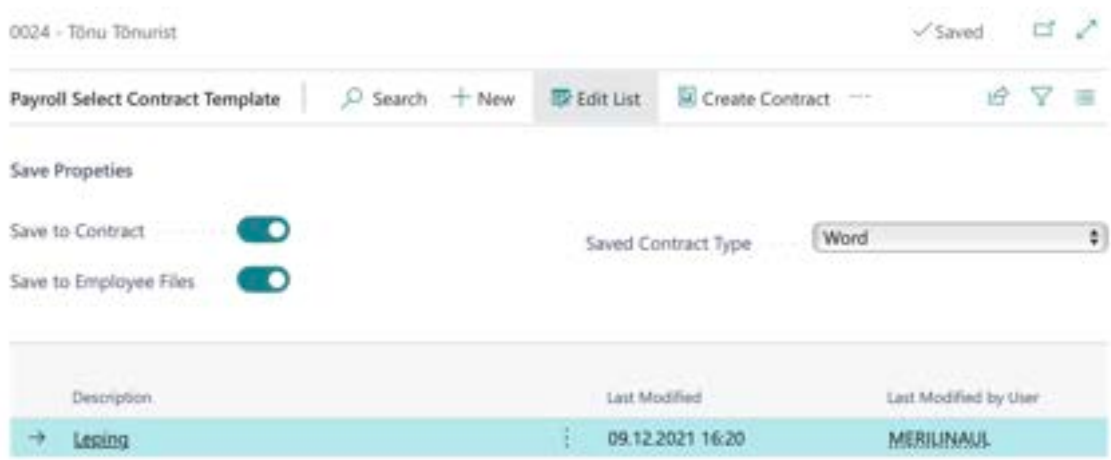
- *ACTIVE* – Only active, currently valid contracts are displayed.
- *NOVICIATES* – Only employees on probation are displayed.
- *THIS MONTH* – Only employees whose contract ends in the current month are displayed.
- *NEXT MONTH* – Only employees whose contract ends next month are displayed.
- *IN FUTURE* – Only employees whose contract ends in the future are displayed.
- *BAD ENTRIES* – Only employees with missing *FROM DATE* on their contract are displayed. Faulty entries in the filter can be deleted using the *RELATED-> DELETE FAULTY* ENTRIES button and pressing *YES*.



- *ALL* - All the above-mentioned filters are removed, and all contracts for all employees are displayed at once.

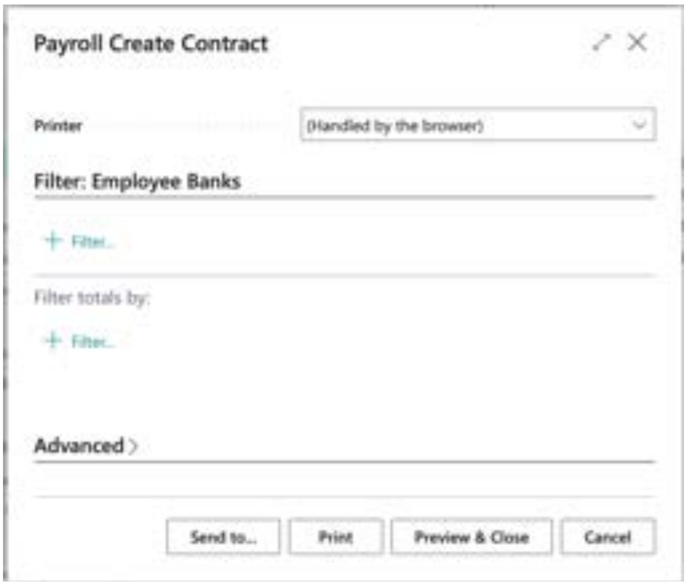
3.7.1. PRINTING CONTRACTS ON TEMPLATE

To create a new contract template for an employee from the list of contracts, you need to activate the row of the employee's contract for which you want to print the template. After that, choose the option *PRINT CONTRACT* from the ribbon menu under *REPORTS*.



Field	Explanation
Save to Contract	When the checkbox is activated, the created file is saved in the *ATTACHMENT NAME* column on the employee's contract row.
Save to Employee Files	When the checkbox is activated, the created file is also saved in the list of employee files. The file is named as *CONTRACT_EMPLOYEE NAME_CONTRACT START DATE*.
File Type	The field is visible only when the file type of functionality used, which is enabled in *APPLICATION AREA SETUP*. The location *FILE TYPES* displays the file type created based on the configuration made.
Saved Contract Type	It also shows the format in which the file is saved on the contract row and in the list of files. The displayed value can be modified. Options: - *PDF* - *WORD* If a file has already been saved on the employee's contract row, the program notifies and provides the option to replace it.

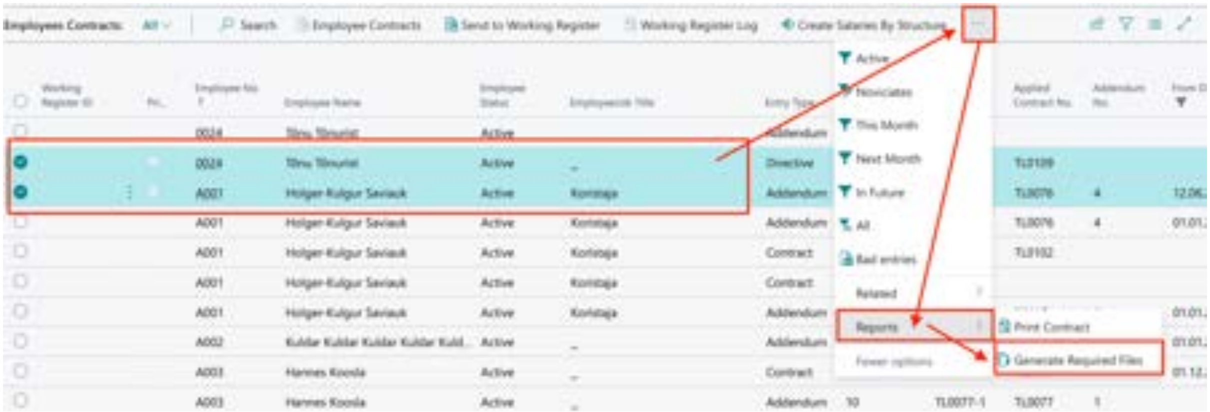
At the bottom rows of the contract printing window, you can choose a pre-configured contract template based on which the employee's contract will be created. To print the contract template, there is a button on the ribbon menu: *CREATE CONTRACT*.



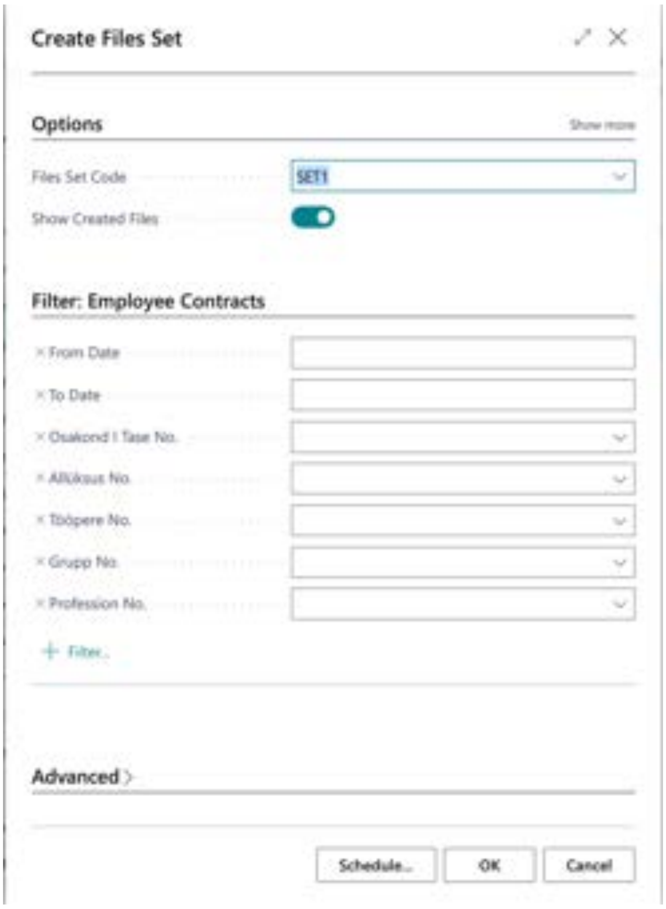
In the opened window, you can then choose whether you want to print a PDF file (button *PREVIEW AND CLOSE*) or a Word document (*SEND/MICROSOFT WORD DOCUMENT*)

3.7.2. CREATING REQUIRED FILES IN THE LIST OF CONTRACTS

In the list of employee contracts, it is possible to create either one file or a set of files for one or multiple employees at once. For this, the *FILE TYPES* checkbox must be enabled in *APPLICATION AREA SETUP*, and configurations must be made in the locations *REQUIRED FILE SETS* and *FILE TYPES*.
In the list of contracts, you first need to mark the employees for whom you want to create a file/set of files. Then, on the ribbon menu, press RELATED/CREATE REQUIRED FILES.

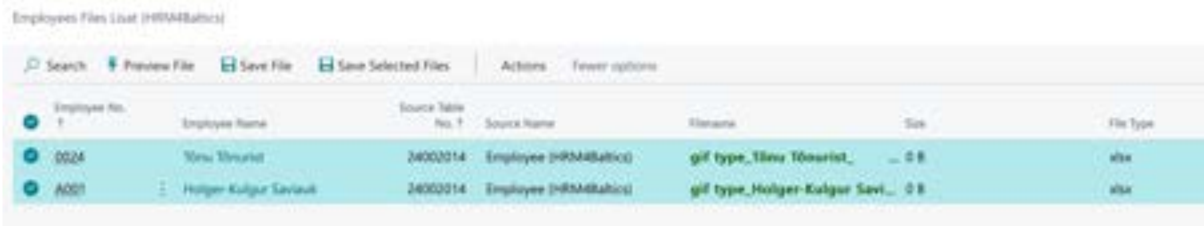


In the opened window, you must select a pre-configured file set for the field *FILE SET CODE*. A file set does not always have to contain multiple files; it can also consist of just one, for example, a contract or an annex to a contract.



To create the files within the file/file set, there is a button in the middle at the bottom labeled *OK*. After pressing it, the program notifies how many employees and how many files will be created. By answering *YES*, files are created for the employees, visible in the employees' *FILE LIST*.

By selecting the rows created in the file list, it is possible to save them all at once as a zip file. Similarly, in the file list, it is possible to download in bulk and create zip files for all other files added to employees.



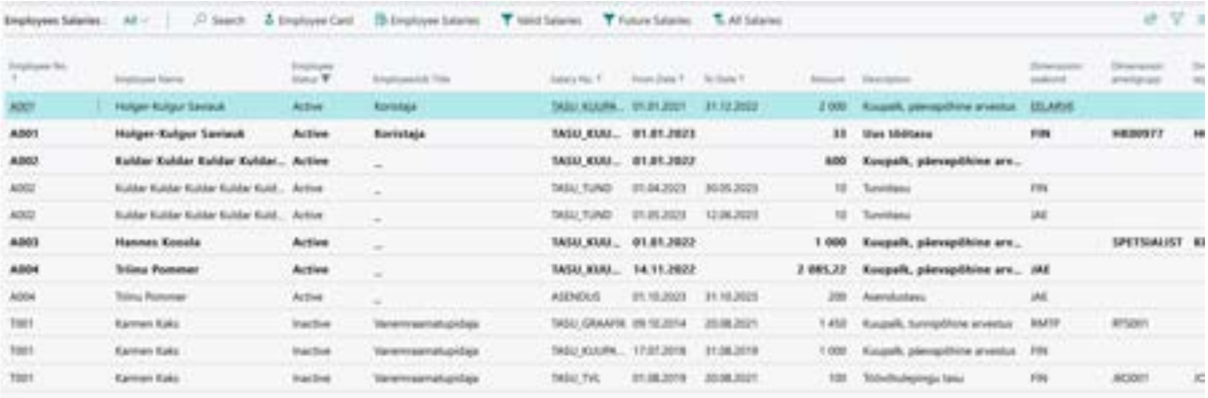
If the approval process is configured for the selected file type in the file set, the created file is sent to the self-service portal's approval process. The file awaiting approval can be seen by the assigned approver in the portal's *MY APPROVALS* box.

3.8. List of Salaries

THE LIST OF SALARIES displays information entered on the *SALARIES* sub-card of the *EMPLOYEE CARD* for all employees across the company. The list of all employee salaries can be accessed from:

HOME/EMPLOYEE SALARIES

It is not possible to edit or add new rows of salary data in the list. However, you can directly open the employee's salary list from the list, where you can modify the data.

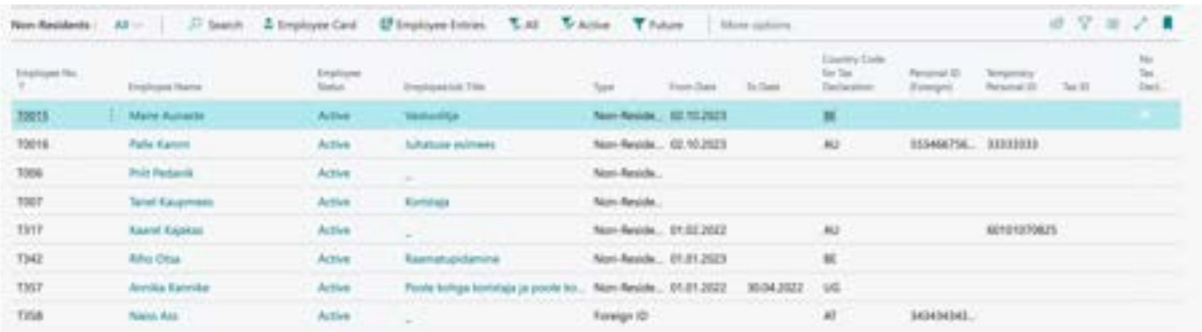


3.9. Non-residents

THE LIST OF NON-RESIDENTS displays information entered on the *NON-RESIDENTS* sub-card of the *EMPLOYEE CARD* for all employees across the company. The list of all non-resident employees can be accessed from:

HOME/NON-RESIDENTS

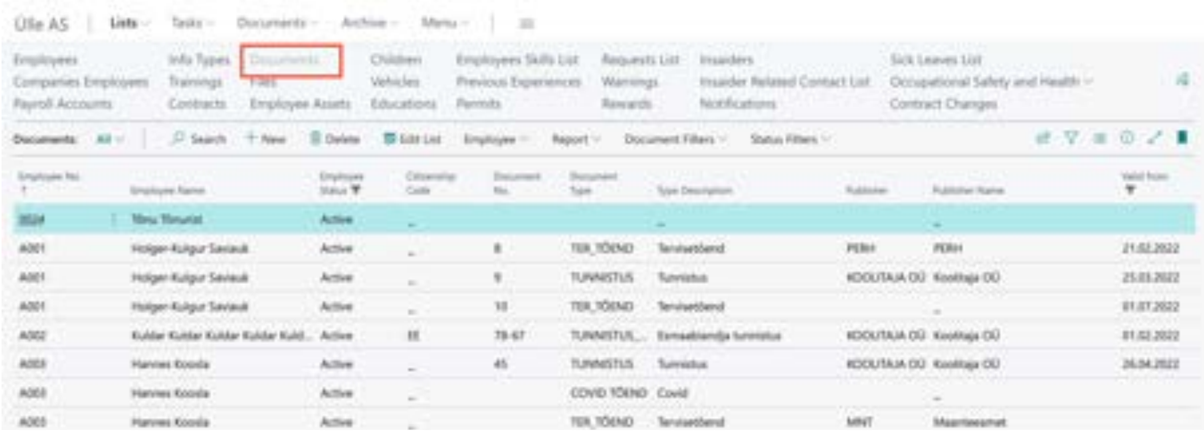
It is not possible to edit or add new rows of non-resident data in the list. However, you can directly open the list of non-resident employees from the list, where you can modify the data.



3.10. Employee Documents

The *EMPLOYEE DOCUMENTS LIST* displays information entered for employees. It is possible to add documents directly to the list.
The list can be accessed from:

ROLE CENTER/DOCUMENTS



The *DOCUMENT FILTERS* ribbon menu button opens:

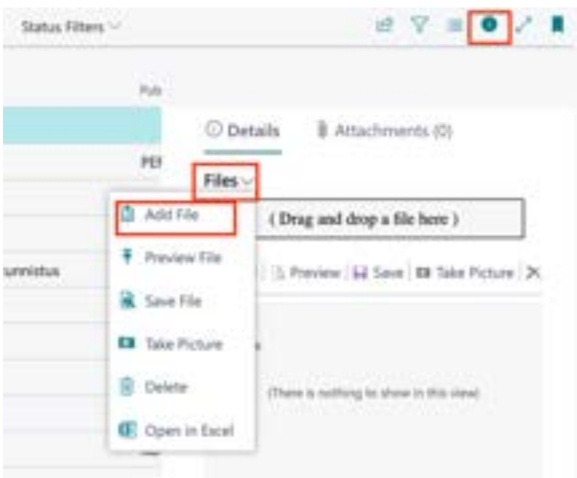
- Quick filter *ACTIVE DOCUMENTS* – opens the list of *EMPLOYEE DOCUMENTS*, where only valid documents are filtered.
- Quick filter *EXPIRED DOCUMENTS* – opens the list of *EMPLOYEE DOCUMENTS*, where only expired documents are filtered.
- Quick filter *NOT EXTENDED* – opens the list of *EMPLOYEE DOCUMENTS*, where only non-extended documents are filtered.
- Quick filter *SOON EXPIRED/LATELY EXPIRED* – opens the list of documents expiring or expired within the month.
- Quick filter *ALL DOCUMENTS* – opens the list of all documents, both expired and valid.

The *STATUS FILTERS* button in the list opens:

- *ACTIVE EMPLOYEES* – displays only documents of active employees.
- *ALL EMPLOYEES* – opens the list of all employee documents.

The *DELETE* button in the list allows deleting all documents in the filter. This is useful, for example, for deleting all expired documents at once. A log entry is created in the *PAYROLL CHANGE LOG ENTRY* when deleting, providing a record of the action.

To associate a document with an individual, select the corresponding row and press the *ADD FILE* button in the *FACTBOX*. Then, add the desired file. Files can also be dragged into the quick info panel one by one or in batches. Preview of added files is displayed if the user's browser supports it.



The document with the name *EMPLOYEE DOCUMENTS* under the source name is added to the *EMPLOYEE FILES* and *EMPLOYEES FILES* lists.

Field	Explanation
Employee No.	Displays the *EMPLOYEE NUMBER* associated with the document
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.
Employee Status	Displays the employee's status information (*ACTIVE, PASSIVE, PROSPECT, TERMINATED*) from the *EMPLOYEE LIST* based on the corresponding *EMPLOYEE NUMBER*.
Citizenship Code	Displays the citizenship selected in the employee card field *CITIZENSHIP*.
Document No.	Displays the *DOCUMENT NUMBER*.
Document Type	Displays the *DOCUMENT TYPE* associated with the *DOCUMENT NUMBER*.
Type Description	Shows the DESCRIPTION OF THE DOCUMENT TYPE corresponding to the DOCUMENT TYPE.
Publisher	Displays the document *ISSUER*.
Publisher Name	Displays the *ISSUER NAME* corresponding to the *ISSUER*.
Valid From/Valid To	Displays the start and end dates of the document's validity.
Employee Skills	Displays the skill from the *EMPLOYEE SKILLS* list with which the document is associated. For example, a driver's license is associated with driving skills.
Comment	Displays the note from the *COMMENT* column in the *EMPLOYEE DOCUMENT* window for the document.
Attachment	Allows attaching a document/file to the record from the computer. The file is also added to the *EMPLOYEE FILES* and *EMPLOYEES FILES* lists.
Locked	Displays information about whether the document is open or locked. By default, the *EMPLOYEE DOCUMENTS* list is filtered to not display *LOCKED* documents, but the user can change the filter. If the field is marked, the information for this document row is not presented in the *EMPLOYEE DOCUMENTS* report.

3.11 Employee Files

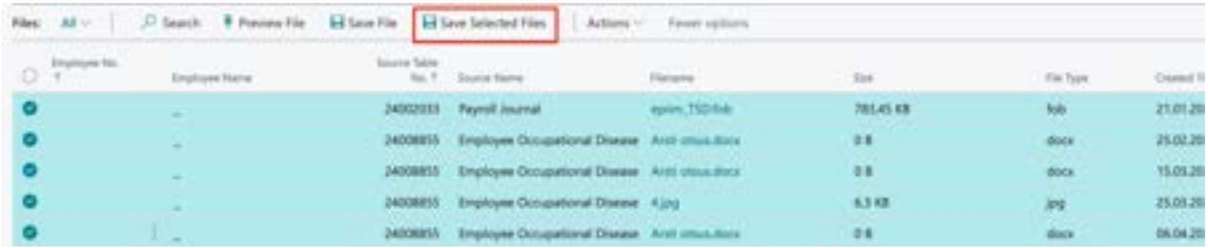
In the *EMPLOYEE FILES* list, information entered into the *EMPLOYEE FILES* lists is displayed.

The *EMPLOYEE FILES* list can be accessed from the location: *ROLLCENTER/MENU BAR/FILES.*

By default, the list displays only those files for which the *LOCKED* field is unchecked, but the user can modify this filter.

To preview an employee file, select the corresponding row and click on the *PREVIEW FILE* button in the ribbon. The preview is available only for files supported by the user's browser, such as PDF, JPG, etc. To view other file types, select *SAVE FILE*, and the file will be downloaded for opening.

To download multiple files at once, select the rows corresponding to the desired files and click on the *SAVE SELECTED FILES* button in the ribbon. This action creates a zip file containing the selected files.



3.12 Employee Assets

The list of *EMPLOYEE ASSETS* entered into the HRM4Baltics module can be accessed from the location: *HOME/MENU/PAYROLL AND HUMAEN RESOURCE 365 MENU/LISTS/EMPLOYEE PAYROLL ASSET*

The *EMPLOYEE ASSETS LIST* is, by default, filtered to not display assets in the *CLOSED* status. Users have the option to remove and modify default filters as needed.

To edit *EMPLOYEE ASSET* information, activate the *EDIT* button on the ribbon.
A new *EMPLOYEE ASSET* can be created:

- Automatically using the functionality *ADD FIXED ASSET TO EMPLOYEE*.
- Manually by selecting *NEW* on the *EMPLOYEE ASSETS LIST* ribbon and filling in the desired fields in the newly added row.

Field	Explanation
Asset Code	Allows adding a unique symbol to the asset, corresponding to the *ASSET NUMBER SERIES*.
Name	Allows entering a name corresponding to the *ASSET CODE*. A freely editable/modifiable text field.
Status	Allows determining the *ASSET STATUS*. Possible choices: *ACTIVE, MAINTENANCE, CLOSED*. The field can also be left blank. Selecting simplifies asset filtering and analysis.

	ACTIVE is added to the field by default when creating an *EMPLOYEE ASSET*, but users can change it.
Asset Category Code	Allows adding an asset category from the list. Filling in this field simplifies asset filtering.
Asset Type Code	Allows adding an asset type from the list. If you have previously chosen an *ASSET CATEGORY* for the row, only asset types corresponding to the selected *ASSET CATEGORY* are offered in the dropdown menu. If you first select an *ASSET TYPE* for the row and then add an *ASSET CATEGORY* that is not the category for the selected type, the content of the *ASSET TYPE* field is deleted. Filling in this field simplifies asset filtering.
Asset Subtype Code	Allows adding an asset subtype from the list. If you have previously chosen an *ASSET CATEGORY* or *ASSET TYPE* for the row, only subtypes corresponding to the selected *ASSET TYPE* are offered in the dropdown menu. If you first select an *ASSET SUBTYPE* for the row and then add an *ASSET TYPE* and/or *ASSET CATEGORY* that is not the subtype or type for the selected subtype, the content of the *ASSET TYPE* and/or *ASSET SUBTYPE* fields is deleted. Filling in this field simplifies asset filtering.
Asset Number	Allows entering the asset number. A freely editable text field.
Asset ID	Allows entering the asset ID. A freely editable text field.
Value	Allows entering the asset value. A freely editable numeric field.
Employee No.	Displays the *EMPLOYEE NUMBER* to whom the asset currently belongs. An asset can be simultaneously added to the *EMPLOYEE ASSETS* list for multiple employees. In this case, the field shows the *EMPLOYEE NUMBER* to whom the asset was last added.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.
FA No	Allows selecting from the F*IXED ASSETS LIST* the *FA NUMBER* associated with the asset. The same *FA NUMBER* can be selected for multiple rows of *EMPLOYEE ASSETS*.
FA Description	Displays information from the *FIXED ASSET CARD* field *FA DESCRIPTION* corresponding to the *FA NUMBER.*
FA Acquisition Cost	Displays the amount from the *FIXED ASSET CARD* field *FA ACQUISITION COST* corresponding to the *FA NUMBER*.
FA Value	Displays the amount from the *FIXED ASSET CARD* field *FA RESIDUAL VALUE* corresponding to the *FA NUMBER*.
FA Inactive	Displays the value from the *FIXED ASSET CARD* field *INACTIVE*: corresponding to the *FA NUMBER*.
FA Under Maintenance	Displays the value from the *FIXED ASSET CARD* field *UNDER MAINTENANCE*: corresponding to the *FA NUMBER*.
FA Blocked	Displays the value from the *FIXED ASSET CARD* field *BLOCKED*: corresponding to the *FA NUMBER.*
Usage Period	Displays the period assigned to the asset subtype, indicating how long the respective asset is allowed to be used.
Unusage Days	Displays the number of days remaining until the asset can no longer be used.

Usage ending Date	Displays the automatically calculated end date of use according to the *USAGE PERIOD* assigned to the *ASSET SUBTYPE*
Expiration Date	Displays the *EXPIRATION DATE* assigned to the asset.

The fields in the *EMPLOYEE ASSETS LIST*: *ASSET CODE*, *ASSET NAME*, *STATUS*, *EMPLOYEE NUMBER*, *EMPLOYEE NAME*, *FA NUMBER*, *FA DESCRIPTION*, *FA ACQUISITION COST*, *FA VALUE*, *FA INACTIVE*, *FA MAINTENANCE*, and *FA BLOCKED* are automatically filled in when an asset is created using the functionality *ADD FIXED ASSET TO EMPLOYEE*.

The fields in the *EMPLOYEE ASSETS LIST*: *FA DESCRIPTION*, *FA ACQUISITION COST*, *FA VALUE*, *FA INACTIVE*, *FA MAINTENANCE*, and *FA BLOCKED* are automatically filled in if the FA NUMBER column is filled in for the row. Users cannot manually change these fields.

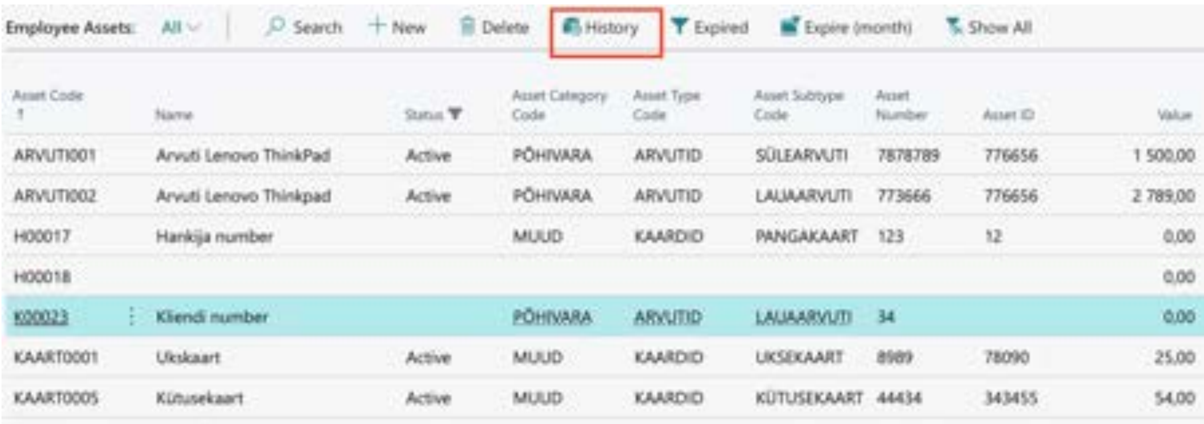
The fields in the *EMPLOYEE ASSETS LIST: ASSET CATEGORY*, *ASSET TYPE*, *ASSET SUBTYPE*, *ASSET NUMBER, ASSET ID*, and *ASSET VALUE* are not automatically filled in even when the EMPLOYEE ASSET is added automatically using the *ADD FIXED ASSET TO EMPLOYEE* functionality.

If you want to categorize *EMPLOYEE ASSETS* into *ASSET CATEGORIES*, and further into corresponding *ASSET TYPES* and *ASSET SUBTYPES*, you need to make configurations in the location: *HOME/MENU/PAYROLL AND HUMAN RESURCE 365 MENU/ADMINISTRATION/ASSETS->EMPLOYEE ASSET CATEGORIES*.

The *NUMBER SERIES* used when entering *ASSET CODE* must be configured beforehand in the location: *HOME/MENU/PAYROLL AND HUMAN RESURCE 365 MENU*/*ADMINISTRATION* by opening the *PAYROLL SETUP* card and selecting on the fast tab card *NUMBERS* in the field *ASSET NUMBERS* an appropriate preconfigured *NUMBER SERIES*.

3.12.1. EMPLOYEE ASSET HISTORY

By activating a specific asset row in the *EMPLOYEE ASSETS LIST* and selecting the *HISTORY* option from the ribbon menu, the transaction history of the corresponding asset in the HRM4Baltics module will be displayed.

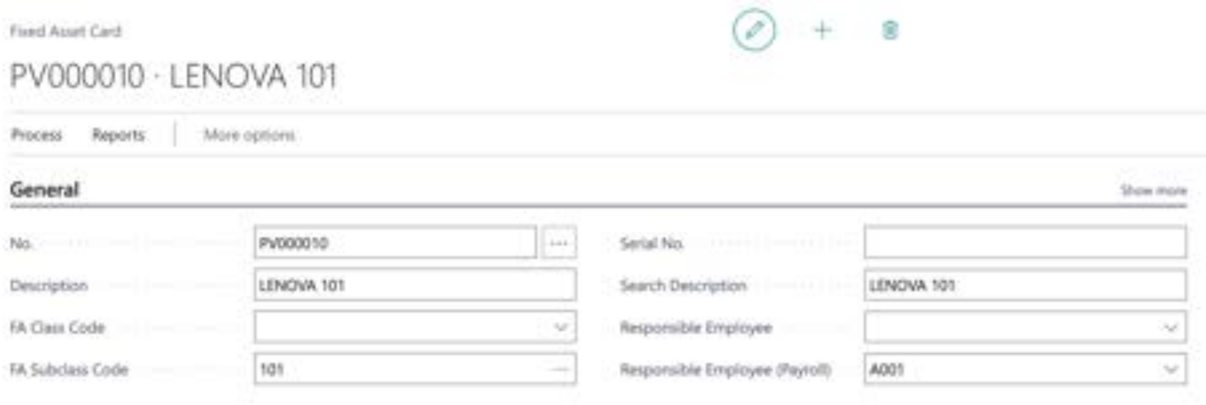


Asset Code ↑	Name	Status	Asset Category Code	Asset Type Code	Asset Subtype Code	Asset Number	Asset ID	Value
ARVUTI001	Arvuti Lenovo ThinkPad	Active	PÕHIVARA	ARVUTID	SÜLEARVUTI	7878789	776656	1 500,00
ARVUTI002	Arvuti Lenovo Thinkpad	Active	PÕHIVARA	ARVUTID	LAUAARVUTI	773666	776656	2 789,00
H00017	Hankija number		MUUD	KAARDID	PANGAKAART	123	12	0,00
H00018								0,00
K00023	Kliendi number		PÕHIVARA	ARVUTID	LAUAARVUTI	34		0,00
KAART0001	Ukskaart	Active	MUUD	KAARDID	UKSEKAART	8989	78090	25,00
KAART0005	Kütusekaart	Active	MUUD	KAARDID	KÜTUSEKAART	44434	343455	54,00

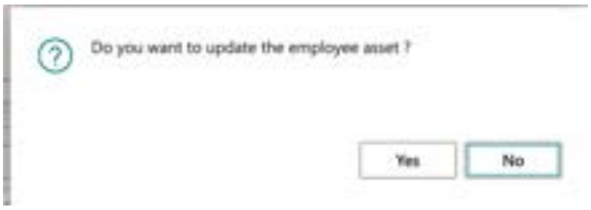
3.12.2. ADD FIXED ASSET TO EMPLOYEE

In the HRM4Baltics module, you can also use the functionality *ADD FIXED ASSET TO EMPLOYEE*.

This functionality allows you to choose an employee from the *EMPLOYEE LIST* in the Business Central Finance module on the *GENERAL* tab of the *FIXED ASSET CARD*. When selecting an employee in the employee field, you can automatically create the corresponding asset in the *EMPLOYEE ASSETS LIST* and add the asset to the specific *EMPLOYEE ASSETS* list.



If an employee is selected or changed in the *RESPONSIBLE EMPLOYEE(PAYROLL)* field on the *FIXED ASSET CARD*, the system prompts the user with the following question:



If the user responds *YES*:

- If the asset is not yet in *THE EMPLOYEE ASSETS LIST*, it is added.
- The change date is added to the *TO DATE* field of the corresponding employee's asset row in the *EMPLOYEE ASSETS LIST.*
- A new row for the asset is added to the *EMPLOYEE ASSETS LIST* for the employee now responsible for the asset, and the *FROM DATE* field is filled with the change date.

The user has the option to further modify and supplement the automatically entered information in the *EMPLOYEE ASSETS LIST* and the *EMPLOYEE ASSETS* list.

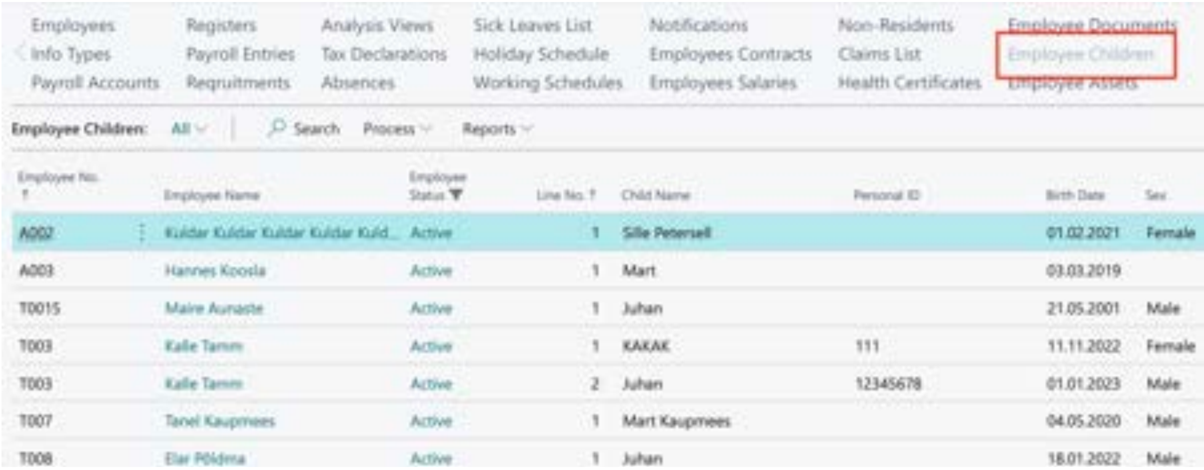
The content of the *RESPONSIBLE EMPLOYEE* field on the *FIXED ASSET CARD* is not automatically changed if an employee using the asset is added or modified in the HRM4Baltics module.

To use the HRM4Baltics functionality *"ADD FIXED ASSET TO EMPLOYEE,"* it is necessary to configure the following:

1. In *HOME/MENU/PAYROLL AND HUMAN RESURCE 365 MENU/ADMINISTRATION/PAYROLL SETUP*, on the *GLOBAL SETTINGSL* fast tab, check the box for *FA USE PAYROLL EMPLOYEE*.
2. In " *HOME/MENU/PAYROLL AND HUMAN RESURCE 365 MENU/ADMINISTRATION*/*PAYROLL SETUP,* on the *NUMBERS* tab, select the appropriate NUMBER SERIES for the field *ASSET NUMBERS*.

3.13. Employee Children's

EMPLOYEE CHILDREN LIST can be accessed from*: HOME/MENU/ PAYROLL AND HUMAN RESURCE 365 MENU/LISTS/EMPLOYEE CHILDREN*
or
HOME/EMPLOYEE CHILDREN
In the list, information entered for employees in the *EMPLOYEE CHILDREN* list is displayed. New data cannot be entered into the C*HILDREN* list, but files related to a child can be added to the fact box *FILES*. The file is also added to the list *EMPLOYEE FILES* with the source name *CHILDREN*.



Field	Explanation
Employee No.	Employee number from the *EMPLOYEE CARD.*
Employee Name	Employee name from the *EMPLOYEE CARD*.
Employee Status	Displays the employee status from the *EMPLOYEE CARD – ACTIVE, INACTIVE, TERMINATED, PROSPECT.*
Structure Code/ Description	Displays identifiers and descriptions of structural units associated with an active line from the employee contracts list.
Child Name	Displays the name of the employee's child.
Personal ID	Displays the child's personal identification code.
Birth Date	Displays the child's date of birth automatically entered based on the child's personal identification code.
Sex	Displays the child's gender based on the child's personal identification code.
Age	Displays the child's age in full years calculated based on the child's personal identification code.
Comment	Displays entered notes.
Locked	The field is marked as locked if you do not want to display the child's data in the list by default.
Invalid	The field displays a note if a disability is marked for the child. The note is important when entering absences with the absence reason *L_ISAPUH*, allowing the data for corresponding absences to be displayed in the report *STATE BUDGET FOR COMPENSATION CLAIMS*.
Attachments	Allows you to add a file from the computer. Files added here are also added to *EMPLOYEE FILES* with the source name *CHILDREN* and *EMPLOYEES FILES*.

Employee Children list ribbon buttons

Icon	Explanation

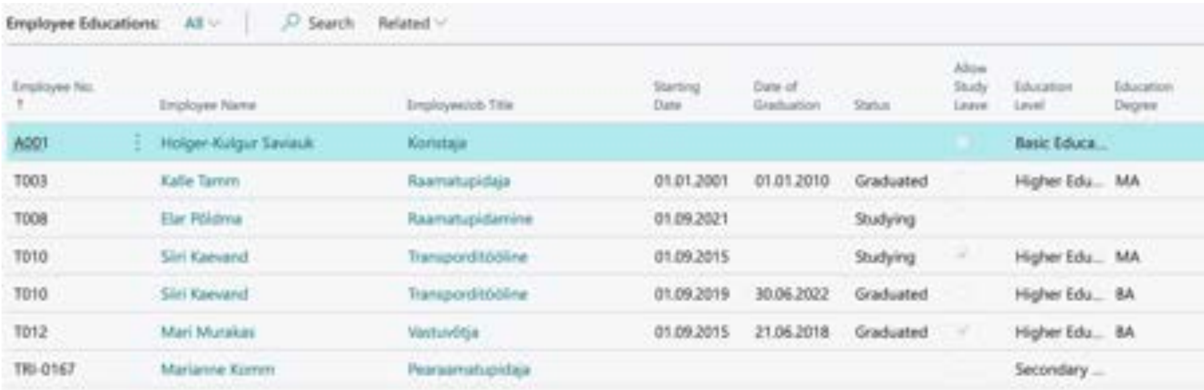
Applied Absences	Opens the absences of the active row marked as an employee in the *CHILDREN LIST*, where the *CHILD NO*. column in the *ABSENCE DATA* is filled.
Employee Card	Opens the employee card of the active row marked as an employee.
Employee Children	Displays the list of children for the active row marked as an employee.
Filter on Age Above	Allows you to enter an age filter for children to filter out children whose age is greater than XX years. This is a convenient solution for use with the *DELETE SELECTED* functionality.
Delete Selected	Allows you to delete all data for the selected children at once. If, for example, there are absence records associated with a child, the child's number is deleted from those records, but the child's name remains.
Report	Allows you to create a report from the list of children. Various filters can be used when creating the report.

3.14. Employee Educations

In the *EMPLOYEE EDUCATIONS* list, information entered into the *EMPLOYEE EDUCATIONS* lists for specific individuals is displayed.

The *EMPLOYEE EDUCATIONS* list can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/EMPLOYEE EDUCATION LIST

New data cannot be entered in the *EMPLOYEE EDUCATIONS* window. By default, only information for employees whose status in the *EMPLOYEES LIST* column is currently either *ACTIVE* or *INACTIVEE* is displayed in the list.



Field	Explanation
Employee No	Displays the *EMPLOYEE NUMBER* from the *EMPLOYEES LIST* for which the education information on this row is displayed.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEES LIST*.
Employee Job Title	Displays the employee's job title from the *JOB TITLE* field in the *EMPLOYEES LIST* corresponding to the *EMPLOYEE NUMBER*.

For descriptions of other fields in the *EMPLOYEE EDUCATIONS* list, refer to the *EDUCATION* section.

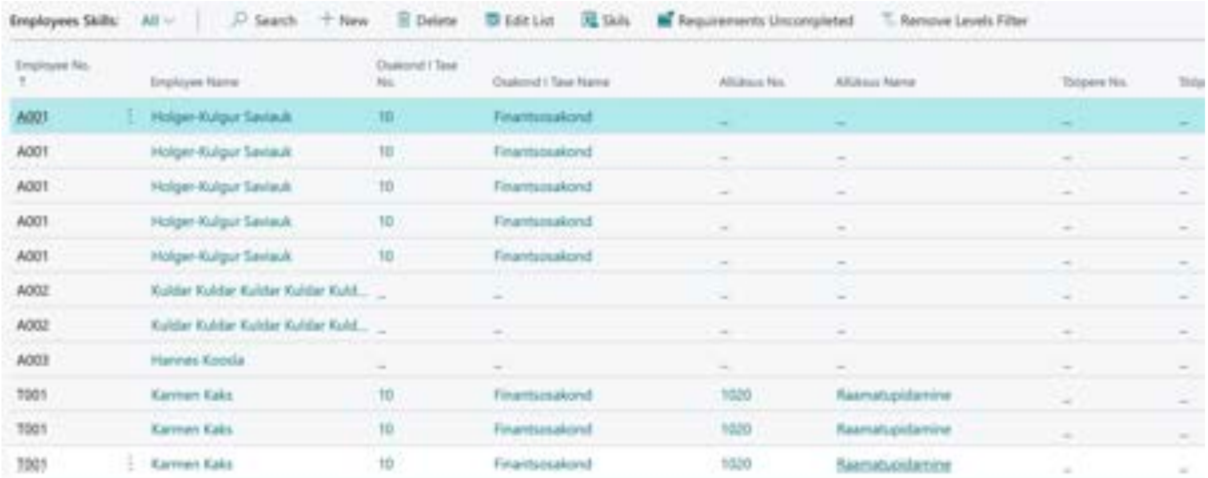
3.15. Employees skills

In the *EMPLOYEE SKILLS* list, information entered into the *EMPLOYEE SKILLS* lists for specific individuals is displayed.

The *EMPLOYEE SKILLS* list can be accessed from:

HOME /LISTS/EMPLOYEE SKILLS LIST

New data cannot be entered in the *EMPLOYEE SKILLS* window. By default, the list displays only currently valid skills and only information for employees whose status in the *EMPLOYEES LIST* column is currently either *ACTIVE* or *INACTIVE*.



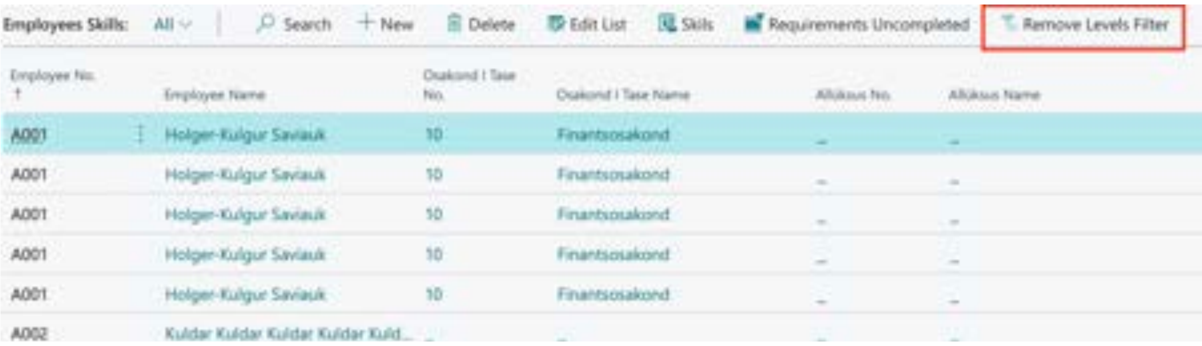
Field	Explanation
Employee No	Displays the *EMPLOYEE NUMBER* from the *EMPLOYEES LIST* for which the skill information on this row is displayed.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEES LIST*.
Employee Job Title	Displays the employee's job title from the *JOB TITLE* field in the *EMPLOYEES LIST* corresponding to the *EMPLOYEE NUMBER*.

In the fact box to the right of the list, the sum of *CREDIT POINTS* obtained from training related to the skill for the actively marked row's employee is displayed.

For descriptions of other fields in the *EMPLOYEE SKILLS* list, refer to the *SKILLS* section.

By pressing the *REQUIREMENTS UNCOMPLITED* on the ribbon in the *EMPLOYEE SKILLS* list, only those rows are displayed where the *LEVEL CODE* and *REQUESTED LEVEL CODE* entered in the columns have different Codes, without checking whether the employee's actual level is higher than the required level.

To remove this *REQUIREMENTS UNCOMPLITED* filter, press *REMOVE LEVELS FILTER* on the ribbon.



3.16. Employees Previous Experiences

In the *EMPLOYEES PREVIOUS EXPERIENCE* list, information entered into the " *EMPLOYEES PREVIOUS EXPERIENCE* lists for specific individuals is displayed. However, new rows can be added and existing ones edited directly in the *EMPLOYEES PREVIOUS EXPERIENCE* window.

The *EMPLOYEES PREVIOUS EXPERIENCE* list can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/EMPLOYEES PREVIOUS EXPERIENCE
By default, the list displays only information for employees whose status in the *EMPLOYEES LIST* column is currently either *ACTIVE* or *INACTIVE*.

To add a new row for a *EMPLOYEES PREVIOUS EXPERIENCE* for an employee, press *NEW* on the ribbon and enter the desired information for the row.

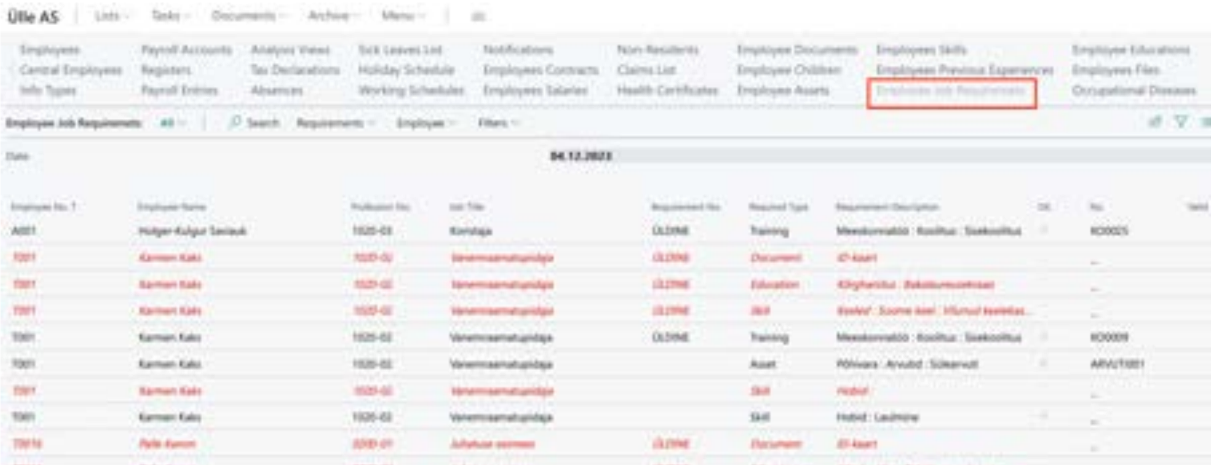
To edit an existing row in the *EMPLOYEES PREVIOUS EXPERIENCE* list, press EDIT LIST on the ribbon and make the desired changes to the row.

Field	Explanation
Employee No	Displays the *EMPLOYEE NUMBER* from the *EMPLOYEES LIST* for which the prior work experience information on this row is displayed.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEES LIST.*
Employee Job Title	Displays the employee's job title from the *JOB TITLE* field in the *EMPLOYEES LIST* corresponding to the *EMPLOYEE NUMBER*.

3.17. Employee Job Requirements

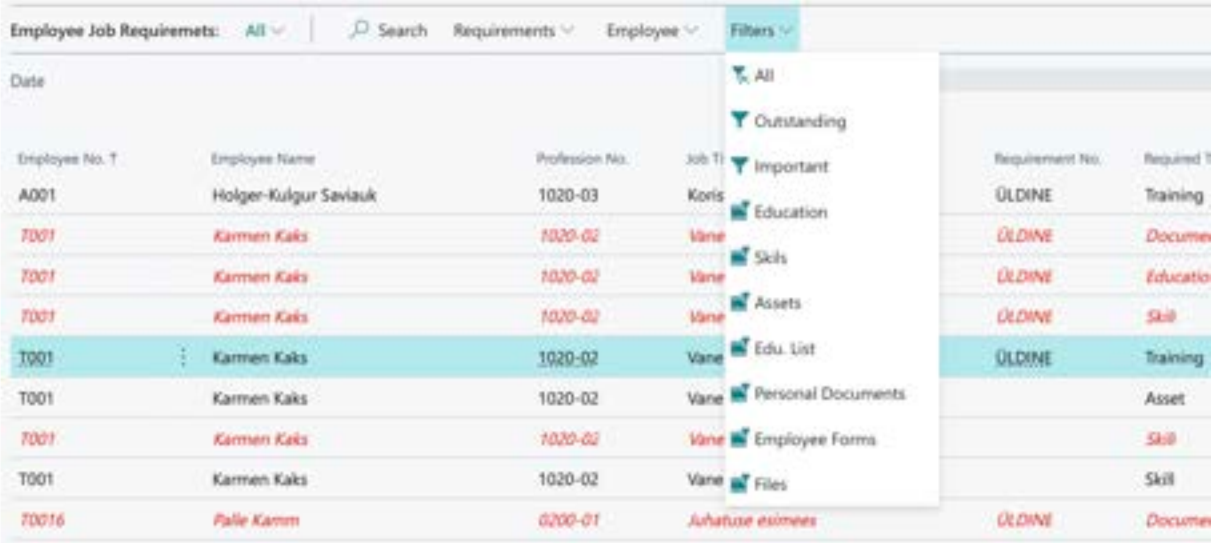
In the *EMPLOYEE JOB REQUIREMENTS* list, both employee-specific requirements and requirements based on the employee's job position are displayed.

The list can be accessed from: *ROLE CENTER/MENU/EMPLOYEE JOB REQUIREMENTS*

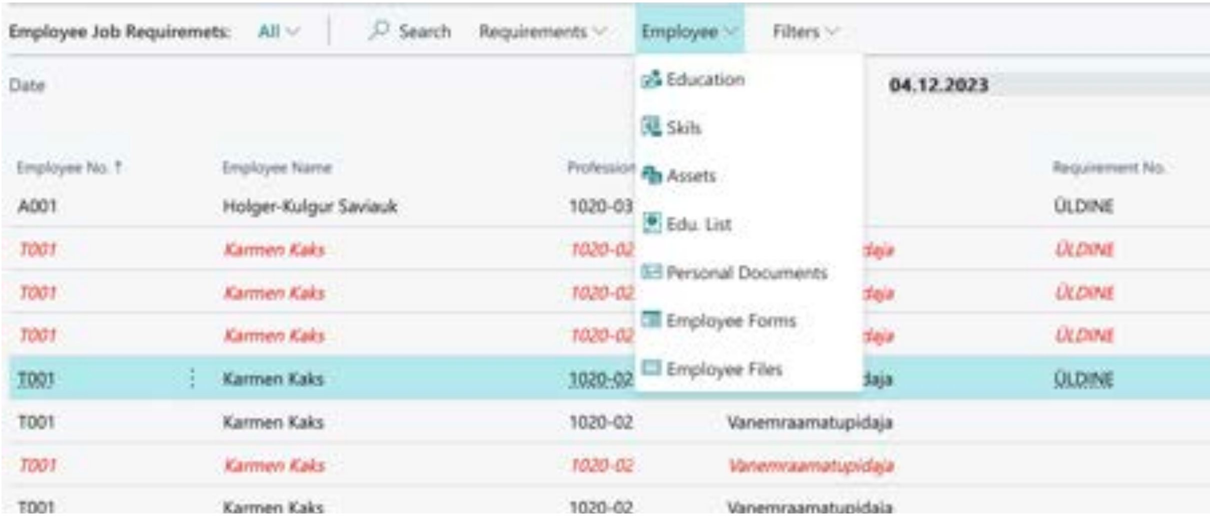


In the *EMPLOYEE JOB REQUIREMENTS* list, fulfilled requirements are displayed in black, and the *OK* column is marked checked, while unfulfilled requirements are shown in red.

Similar to all lists, it is possible to add filters to the columns, sort them, and change the order of columns if needed. To simplify filtering, quick filters have been added to the ribbon menu, allowing you to display all unfulfilled requirements or all requirements related to education, skills, assets, training, or documents with a single button press.



To view the list as of a specific date, there is a button on the ribbon menu *REQUIREMENTS* -> *CHOOSE DATE*. This way, you can see which requirements are currently valid for an employee or are about to expire in the near future.
It is also possible to navigate directly to the employee's card sub-cards from the list, where you can modify data if needed. To do this, select the employee row in the list and choose the shortcut button *EMPLOYEE* from the ribbon menu.

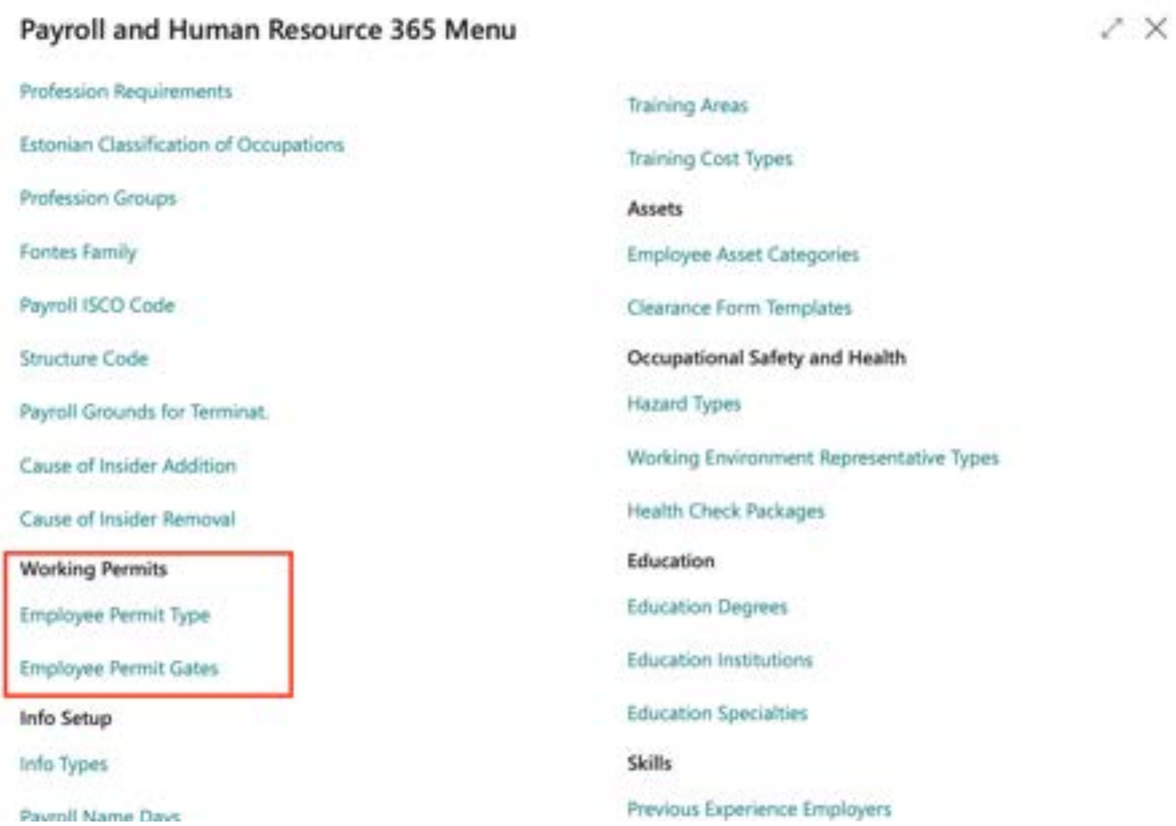


3.18. Employee Working Permits

For working permits, there is a special solution that allows for the registration, management, and printing of various types of certificates of employment issued to employees. To use this functionality, you need to configure settings in the following location:

ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/WORKING PERMITS

Employees' working permits can be registered in the following location:
ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/EMPLOYEE PERMITS LIST



In the opened window, the displayed columns are:

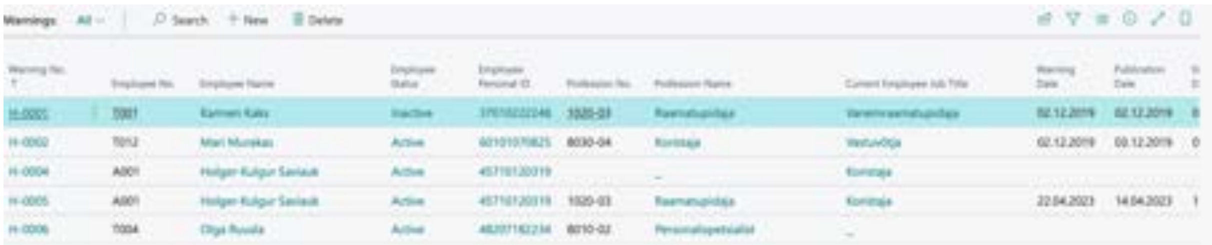
Column	Explanation
Card No.	Displays the employment certificate number.
Card Type	Allows to select from the employee permit types predefined list a value.
Employee Name	Displays the employee's name from the *EMPLOYEE LIST*.
Valid From	Allows the selection of the start date of the permit type validity.
Valid To	Allows the selection of the end date of the permit type validity.
Printed Time	Displays the time the employees permit was printed.
Printed Count	Displays the number of times the employees permit has been printed.
Closed	Allows marking the employees permit as closed.
Closing Reason	Allows the selection of the closing reason from a predefined list of *EMPLOYEE PERMIT CLOSING REASONS.*
Barcode	Displays the barcode number.
Cars	Displays the *CAR NUMBER* associated with the employees permit from the *CARS* list.
Notes	Free-text field for entering additional information.

3.19. Employee Warnings

In the *WARNING* list, all warnings entered for employees are displayed.

The *WARNING* list opens from the location:
ROLE CENTER/LISTS/EMPLOYEE WARNINGS

It is possible to add new warnings to employees in the list. To do this, select the *NEW* button on the ribbon and enter the warning details on the opened card.



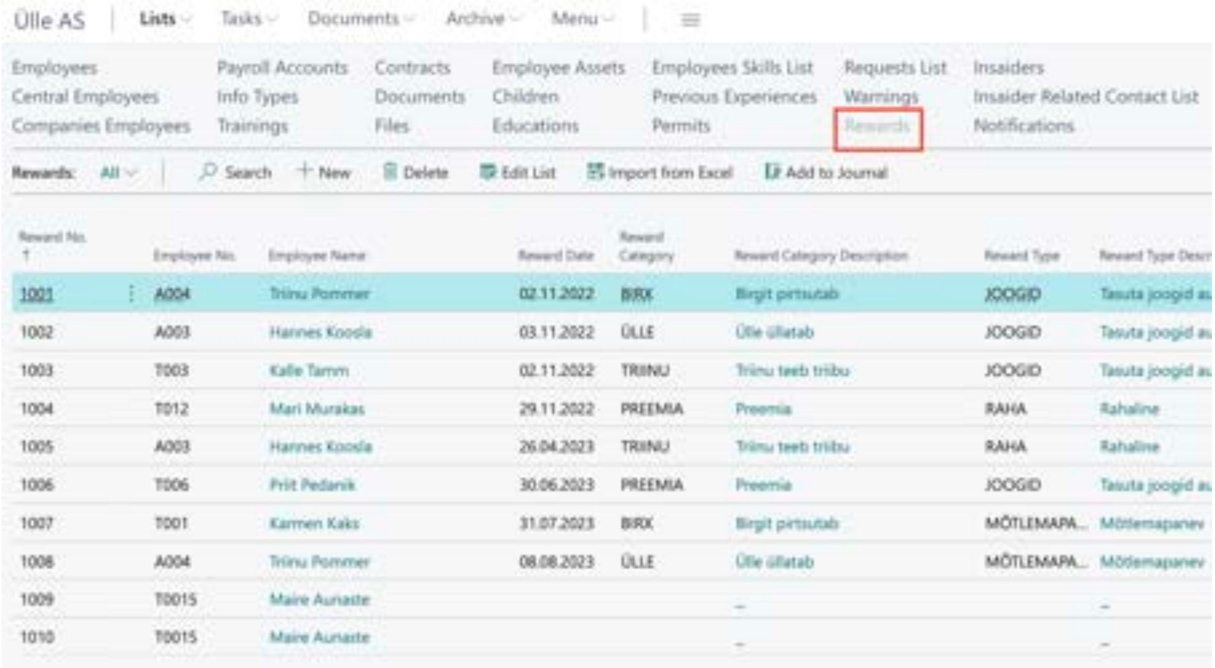
3.20. Employee Rewards

In the *REWARDS* list, all recognitions entered for employees are displayed. Recognitions can be added either from the *EMPLOYEE CARD* or from the general *REWARDS* list.

The *REWARDS* list opens from the location:

ROLE CENTER/LISTS/ REWARDS

It is possible to add new rewards for employees in the list. To do this, select the *NEW* button on the ribbon and enter the rewards details for the employee.

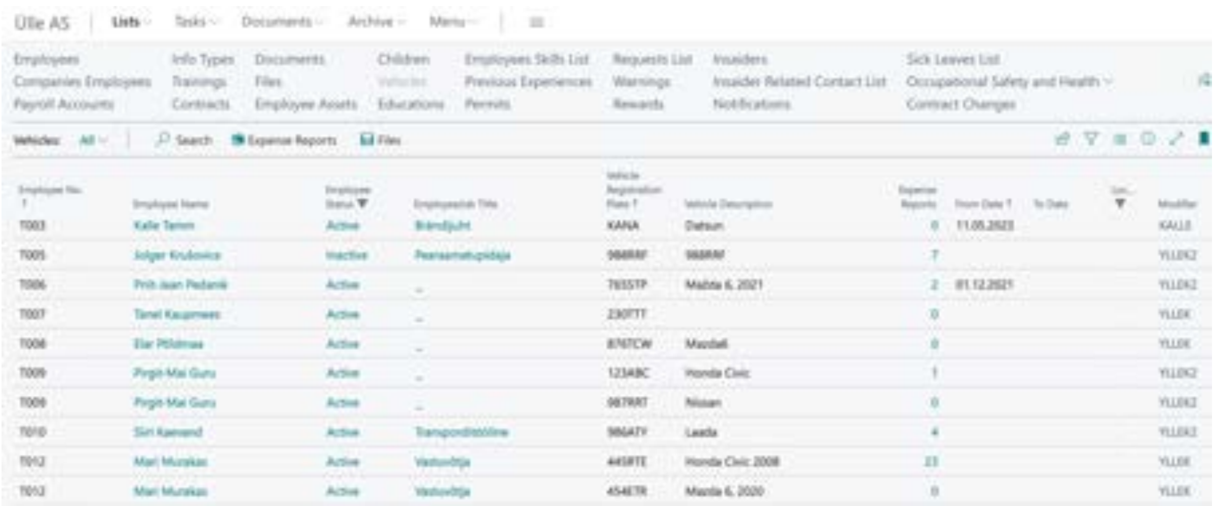


With the *ADD TO JOURNAL* button on the list ribbon menu, you can send the selected entries from the list to the payroll journal for registration at once.

3.21. Employee Vehicles List

In the *EMPLOYEES' VEHICLES LIST*, information entered in the *VEHICLES* list from the *EMPLOYEE CARD* for specific individuals is displayed.

The *EMPLOYEES' VEHICLES LIST* opens from the location:
HOME/MENU/PAYROLL AND HR 365/LISTS/EMPLOYEES' VEHICLES LIST

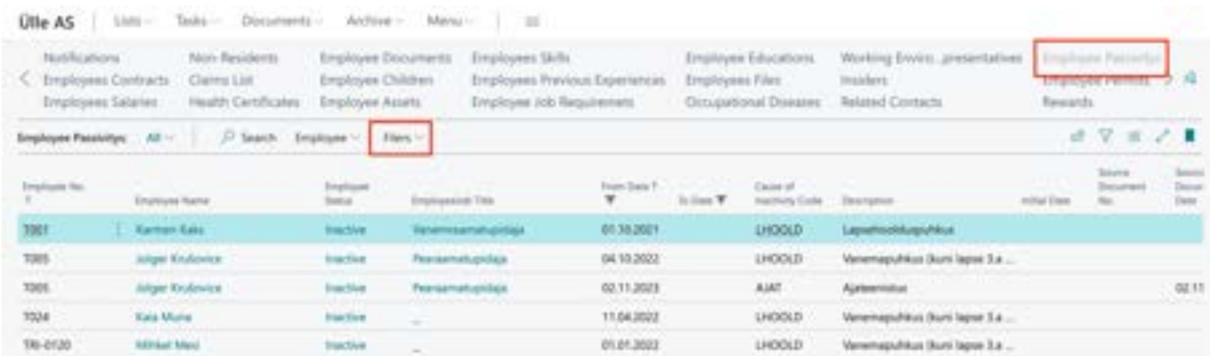


It is not possible to add new vehicles to the list for employees or modify existing data in the *EMPLOYEES' VEHICLES LIST*. To do this, you need to open the *EMPLOYEE CARD* and use the ribbon menu button *PERSONAL INFO -> VEHICLES.*

3.22. Employee Passivity

The list displays data entered under the *PASSIVITY* subcard on the *EMPLOYEE CARD* across the company. By default, only currently inactive employees are shown in the list, but you can change the default filter under the ribbon menu button *FILTERS* to display employees who were inactive during different periods (*FUTURE, ACTIVE, CLOSED, ALL*).
Additionally, you can directly open the employee card, employment relationship, contract, or the inactivity list for the displayed employee from the list. It's not possible to edit the data directly in the list.

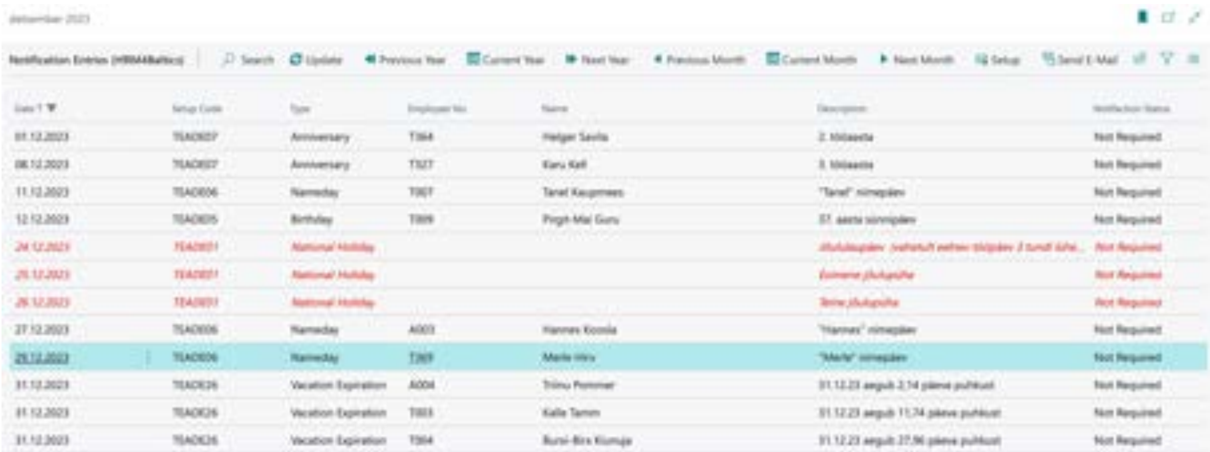
The list opens from:
ROLE CENTER/EMPLOYEE PASSIVITY



3.23. Notifications

In the HRM4Baltics module, it is possible to send automatic *NOTIFICATIONS* to employees, managers, substitutes, and additionally to e-mail addresses configured with settings about upcoming events and deadlines. For automatic sending of notifications, a corresponding *JOB QUEUE* must be configured.

The list of created notifications can be accessed from the location:
ROLE CENTER/MENU/ PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/PAYROLL NOTIFICATION ENTRY



NOTIFICATION STATUS – Displays information about the issuance of the notification.

The displayed status types are:
• *NOT REQUIRED* – Sending is not configured for the respective notification type.
• *SENT* – The notification has been sent.
• *WAITING* – The configuration for sending the notification type is in place, and the notification will be sent out when the specified time arrives.
• *ERROR*
• *CANCEL*
Sending a notification is recorded in the *PAYROLL REGISTER* with the type *NOTIFICATION*.
The update of the notification list is performed automatically based on the configured *JOB QUEUE*. However, if there is a desire to manually update notifications, there is a button *UPDATE* on the ribbon menu for this purpose.

3.24. Occupational Safety and Occupational Health

In accordance with the Occupational Health and Safety Act (TTOS), companies are obligated to conduct a workplace risk analysis. The objective is to map out factors that have a detrimental impact on the physical and mental health of employees and continuously work on eliminating hazards. During the risk analysis, workplace hazards are identified, the parameters of these hazards are measured, and the risks to employee health and safety are assessed.
In addition to the risk analysis, employers are required to consistently address occupational health. Within the first month of a new employee's arrival, the employer must arrange for the employee to undergo a medical examination by an occupational health physician to check the employee's health suitability for the position, thus preventing potential occupational diseases. This process takes into account the identified hazards.
Occupational health involves various activities, generating a considerable amount of information that companies need to retain, including:

- Workplace risk analysis along with an action plan for all activities to prevent and reduce potential health risks.
- Identified hazards from the risk analysis, which serve as the basis for sending employees for health checks. These hazards include:
  - Physical hazards: noise, vibration, radiation, air temperature and humidity, air pressure, moving and sharp parts of machinery and equipment, lighting, falling, and electrical shock hazards.
  - Chemical hazards: various chemicals and materials containing them.
  - Biological hazards: various microorganisms (bacteria, viruses, fungi, etc.), and other biologically active substances that can cause infectious diseases, allergies, or poisoning.
  - Physiological hazards: physical workload, repetitive movements, and overexertion caused by forced postures and movements in work, and other similar factors.
  - Psychological hazards: monotonous or work incompatible with the employee's abilities, poor work organization, prolonged solitary work, and other similar factors.
- Safety instructions.
- Administration of health checks.
- Name of the workplace environmental specialist.
- List of workplace environmental representatives (authorizations valid for 4 years).
- List of workplace environmental council members (authorizations valid for at least 4 years).
- List of first aid providers (training required every 5 years).
- Administration of workplace accidents and occupational diseases.
- Certificates proving the training of workplace environmental representatives, workplace environmental council members, and workplace environmental specialists (training every 5 years) – stored in the employee's document list.

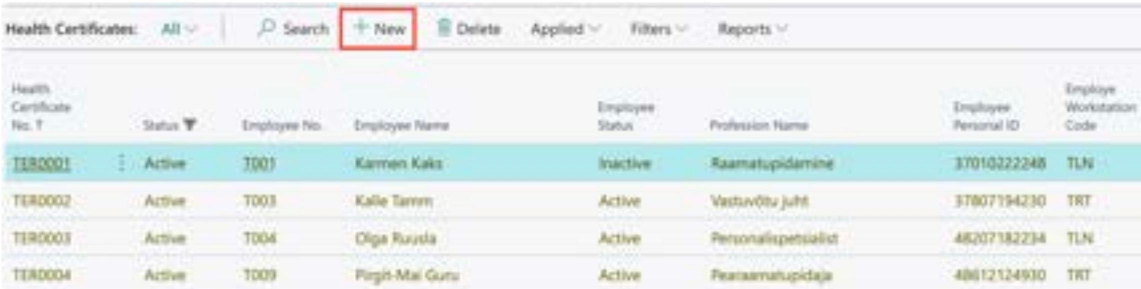
- Certificates proving the training of first aid providers (training every 3 years) – stored in the employee's document list.

3.24.1. HEALTH CERTIFICATES

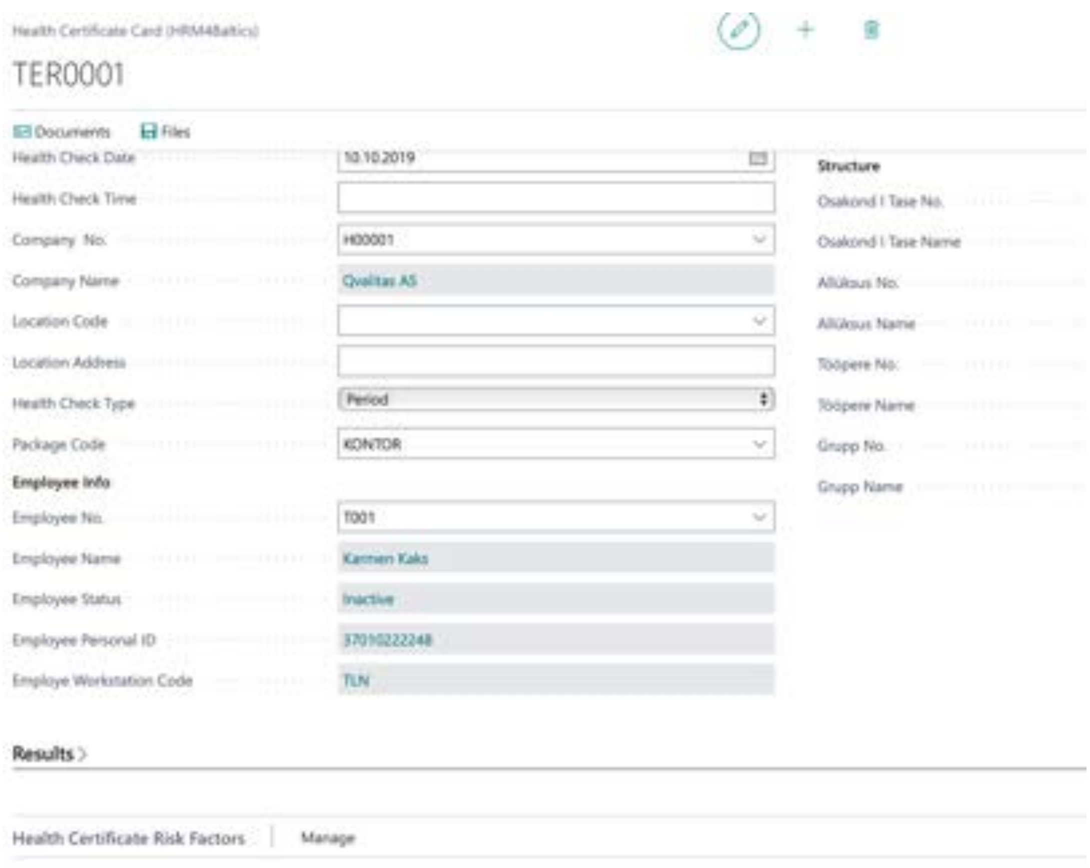
Employee health examination data can be added to the *HEALTH CERTIFICATE CARD*. All employee *HEALTH CERTIFICATE CARDS* are displayed in the *HEALTH CERTIFICATE* list.
The list can be accessed from:
ROLE CENTER/MENU/ PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/ OCCUPATIONAL SAFETY AND HEALTH/HEALTH CERTIFICATE LIST

Through the *HEALTH CERTIFICATE* list, existing health certificate cards can be modified, and new ones can be created.

To create a new *HEALTH CERTIFICATE CARD*, press *NEW* on the ribbon menu of the opened window and fill in the required fields on the opened tabs of the *HEALTH CERTIFICATE CARD*.
To modify an existing *HEALTH CERTIFICATE CARD*, select the row of the corresponding *HEALTH CERTIFICATE CARD* in the opened window and press *EDIT* on the ribbon menu. Make the desired changes on the opened tabs of the *HEALTH CERTIFICATE CARD*.



Health Certificate No. ↑	Status	Employee No.	Employee Name	Employee Status	Profession Name	Employee Personal ID	Employe Workstation Code
TER0001	Active	T001	Karmen Kaks	Inactive	Raamatupidamine	37010222248	TLN
TER0002	Active	T003	Kalle Tamm	Active	Vastuvõtu juht	37807194230	TRT
TER0003	Active	T004	Olga Ruuda	Active	Personalispetsialist	48207182234	TLN
TER0004	Active	T009	Pirgit-Mai Guru	Active	Pearaamatupidaja	48612124930	TRT

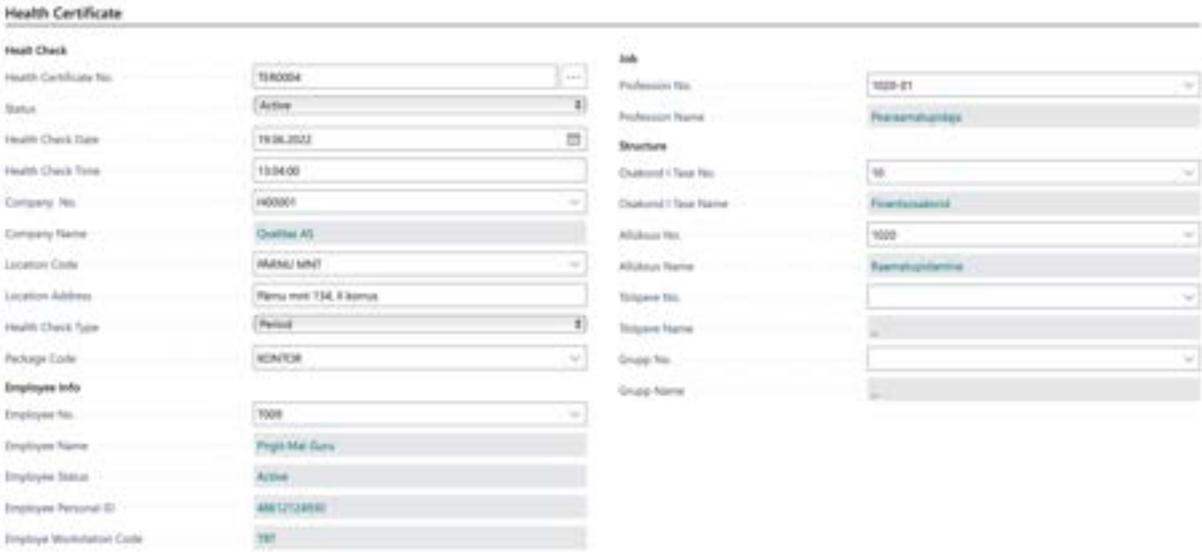


By selecting the desired health certificate row in the *HEALTH CERTIFICATE* list window, files associated with the respective health examination row are displayed in the quick info pane on the right side of the window.

Subsequently, by pressing *FILES* -> *ADD FILE* in the fact box, you can add a new file associated with the corresponding health certificate row. The file is also added to the *EMPLOYEE FILES* and *EMPLOYEES' FILES* lists. The fact box displays a preview of the added file if the user's browser supports this file type.

The columns in the *HEALTH CERTIFICATE* list display information entered in the fields of the *HEALTH CERTIFICATE CARD*.

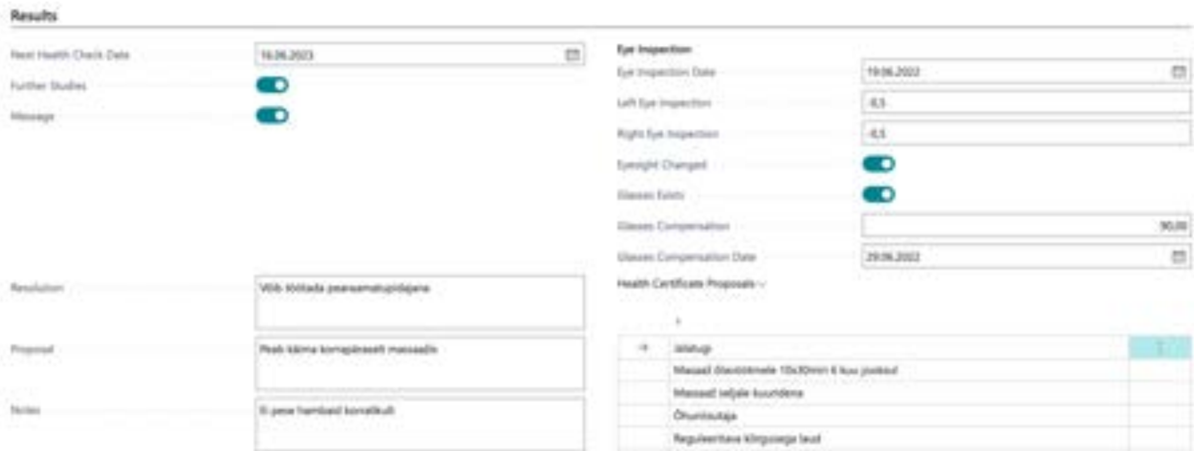
Fast tab: Health Certificate
On the quick card for *HEALTH CERTIFICATE*, it is possible to enter the main information related to the health certificate of the given employee.



Field	Explanation
Health Certification No.	Allows entering the number of the health certification card by selecting a predefined numbering series for the health certification card number. The configuration must be made on the *FAST TAB OF PAYROLL SETUP* in the field *NUMBERS* for *HEALTH CERTIFICATION*.
Status	Allows determining the status of the *HEALTH CERTIFICATE CARD* from the dropdown menu. Options: - *NEW* – health certificate card created - *NOTIFIED* – notification about the health check time has been sent to the employee - *APPROVED* – the employee has confirmed the health check time - *ACTIVE* – the current valid *HEALTH CERTIFICATE CARD* for the employee - *CLOSED* – if the date entered in the "Next health check date" field of the health certification card is reached, the card is marked as *CLOSED* - *CANCELLED* – if a health certification card is created for the employee, but the employee did not attend the health check.
Health Check Date	Allows selecting the date of the employee's health check.
Health Check Time	Allows entering the time of the health check. The entered time can be used in the notification text sent to the employee.
Company No.	Allows selecting the number of the company performing the health check from the dropdown list of *VENDORS*.
Company Name	Displays the company name corresponding to the selected *VENDOR NUMBER* in the "Company No." field.
Location Code	Selects the location of the health check from the preconfigured list of *HEALTH INSPECITION LOCATIONS*. To configure a new location, open the dropdown menu, select *NEW*, and describe the location details.
Location Address	Displays the address of the health check location according to the selected value in the previous field. The entered location address can be used in the notification text sent to the employee.
Health Check Type	Allows selecting the type of health check to be performed. Options:

	☐ *PRE* – used when the employee needs to undergo a health check before taking up a position (e.g., individuals working in catering, etc.) ☐ *FIRST* – the first health check after the employee starts working ☐ *PERIOD* – the second and subsequent regular health check after the employee starts working ☐ *EXTRA* – used when the employee is sent for an extraordinary health check due to some special reason (e.g., unexpected health problems).
Package Code	Allows selecting the health check package from the preconfigured list of *PAYROLL HEALTH CHECK PACKAGES*.
Employee No.	Allows selecting the *EMPLOYEE NUMBER* associated with the *HEALTH CERTIFICATE CARD* from the *EMPLOYEE LIST*.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.
Employee Status	Displays the *EMPLOYEE STATUS* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.
Profession No.	Displays the *PROFESSION TITLE* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*. The displayed profession title is the one valid at the time of creating the *HEALTH CERTIFICATE CARD*. If the employee's profession title changes, it is not automatically updated on the health certificate card, as the occupational hazards for the job title on the card were valid during the doctor's visit.
Employee Personal ID	Displays the *PERSONAL ID* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.
Employee Workstation Code	Displays the *WORKSTATION ADDRESS* corresponding to the *EMPLOYEE NUMBER* in the *EMPLOYEE LIST*.

Fast tab: Results



Field	Explanation
Next Health Check Date	Allows entering the date of the next health examination.
Further Studies	Allows marking whether the employee has been referred to further examinations as a result of the health check.
Massage	Allows marking whether massage is recommended to the employee as a result of the health check decision.
Eye Inspection Date	Allows entering the date of the eye check if it does not coincide with the check date.

Left Eye Inspection	Allows entering information about the health check result for the employee's left eye – a free-text field.
Right Eye Inspection	Allows entering information about the health check result for the employee's right eye – a free-text field.
Eyesight Changed	Marker indicating that compared to the previous check, the employee's visual acuity has changed.
Glasses	Allows marking whether glasses have been prescribed for the employee to use as a result of the health check.
Glasses Compensation	Allows entering the amount of compensation paid for glasses for the employee.
Glasses Compensation Date	Allows entering the date of payment for glasses compensation.
Resolution	Allows entering the decision sent as a result of the health examination as free text.
Proposal	Allows entering suggestions sent as a result of the health examination as free text.
Notes	Allows entering other important information about the health examination as free text.
Health Certificate Proposals	Allows to select a predefined suggestion from the list. To configure a new suggestion, open the dropdown menu on the row, press NEW+, and describe the new row. 

Fast tab: Health Certificate Risk Factors

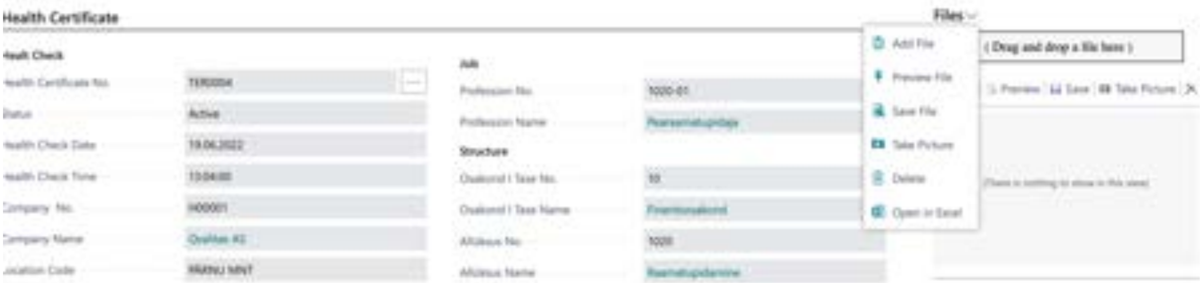
On the fast tab of heath certificate, it is possible to add information related to *WORKPLACE HAZARDS* from the pre-configured list of *RISIK TYPES* associated with the employee's job responsibilities.

Field	Explanation
Risk Type Code	Allows selecting the *RISK TYPE* associated with the employee's job responsibilities from the pre-configured list of *HAZARD TYPES*.
Risk Type Description	Automatically enters the *DESCRIPTION OF THE RISK TYPE* corresponding to the *RISK TYPE SYMBOL* from the list of *HAZARD TYPES*.
Risk Factor Code	Allows selecting the *HAZARD FACTOR* associated with the *HAZARD TYPE* from the sub-list of *HAZARDS* related to the *HAZARD TYPE*.
Risk Factor Description	Automatically enters the *RISK FACTOR DESCRIPTION* corresponding to the *RISK FACTOR CODE* from the sub-list of *HAZARDS* in the list of *HAZARD TYPES*.
Risk Level	Allows selecting the risk level of the HAZARD. Options: *LOW, MEDIUM, HIGH*.

If the field *RISK FACTOR BY PROFESSIONS* is marked in the *FAST TAB OF PAYROLL SETUP* under *GLOBAL SETTINGS*, and *HAZARDS* are added to *PROFESSIONS*, then *RISK TYPES*, and *RISK LEVELS*, on the fast tab of health certification risk will be automatically filled.
If new *RISKS* are added to the *PROFESSION CARD's* fast tab for *PROFESSION RISKS*, the corresponding rows of *RISKS* will be automatically added to the *FAST TAB OF HEALTH CERTIFICATE* for all existing *HEALTH CERTIFICATE CARDS* associated with that *PROFESSION*.

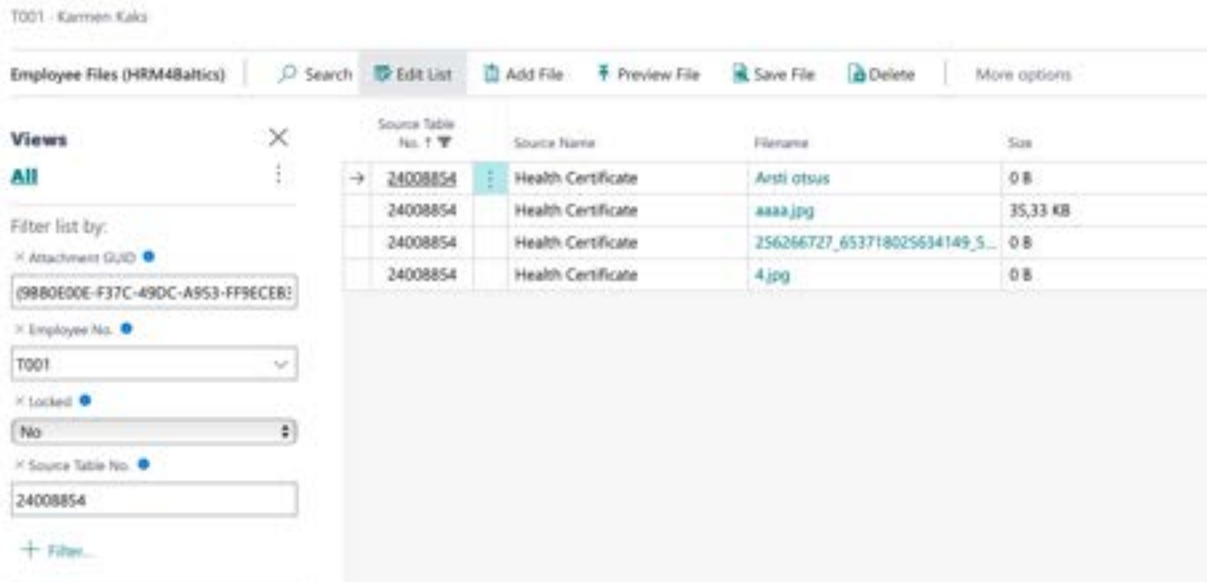
Fact Box: Files
When selecting a row in the *HEALTH CERTIFICATE LIST* or opening the corresponding *HEALTH CERTIFICATE CARD*, the fact box *FILES* is displayed on the right side of the window. In the *FILES* fact box, it is possible to add and open files related to the employee's *HEALTH CERTIFICATE*. To do this, choose *ADD FILES* in the *FILES* fact box window and select the desired file for upload. To open an existing file, choose *PREVIEW FILE*.

The added file is then added to the list of the employee's *FILES* with the *SOURCE NAME HEALTH CERTIFICATE*.



Files related to the employee's health certificate can also be managed by selecting a row in the *HEALTH CERTIFICATE LIST* and pressing the ribbon menu *FILES* or by opening the corresponding *HEALTH CERTIFICATE CARD* and pressing the opened window's ribbon menu *FILES.*

A list of *FILES* related to the employee's *HEALTH CERTIFICATE*, filtered based on the *SOURCE NAME HEALTH CERTIFICATE*, is opened. When using the ribbon menu icon *ADD FILE* in this filtered window, the file is added to the *EMPLOYEE FILES*, with the *SOURCE NAME* automatically set to *HEALTH CERTIFICATE*. However, since this opened window is filtered by default based on the *SOURCE NAME HEALTH CERTIFICATE*, the added file will not be displayed until the user removes the filter from the *SOURCE TABLE NO* and *ATTACHMENT GUID* fields.



3.24.2. OCCUPATIONAL ACCIDENTS LIST

Information about employee accidents can be entered into the *OCCUPATIONAL ACCIDENTS LIST*. The specific list of employee accidents can be accessed from:

ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/ OCCUPATIONAL SAFETY AND HEALTH/OCCUPATIONAL ACCIDENTS LIST

To add a new accident to the list, press *NEW* on the ribbon menu and enter the necessary information in the row.

To modify existing accident information in the list, press *EDIT LIST* on the ribbon menu and make the desired changes to the row information.

Field	Explanation
Employee No.	Allows selecting the *EMPLOYEE NO.* associated with the accident from the *EMPLOYEES LIST*.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the *EMPLOYEE NO.* from the *EMPLOYEES LIST*.
Employee Status	Displays the *EMPLOYEE STATUS* corresponding to the *EMPLOYEE NO.* from the *EMPLOYEES LIST*. By default, the *ACCIDENTS LIST* is filtered, showing only those accidents where the employee's status is *ACTIVE* or *INACTIVE*. Users can modify this default filter.
Accident No.	Allows entering the *ACCIDENT NUMBER* - free text field.
Registration Date	Allows entering the registration date of the accident.
Accident Date	Allows entering the date of the accident.
Accident Time	Allows entering the time of the accident.
Accident Place	Allows entering information about the location of the accident - free text field.
Injury Severity	Options: ▫ *EMPTY* ▫ *MINOR* ▫ *SERIOUS* ▫ *UNSURVIVABLE*
Accident Description	Allows entering a brief description of the accident - free text field.
Labour Inspectorate Notification Date	Allows entering the date of notifying the Labour Inspectorate about the accident.
Report Date	Allows entering the date of submitting the accident report.
Report No.	Allows entering the report number of the accident - free text field.

Locked	Allows marking whether the accident information is locked. By default, the *ACCIDENTS LIST* is filtered, showing only those accidents where this field is not marked. Users can modify this default filter.

To associate a file with an accident, select the corresponding row of the accident and press *ADD FILE* in the *FILES* fact box on the right side of the window, then add the desired file. The file is added to the *EMPLOYEE FILES* list with the *SOURCE NAME ACCIDENT*.
The file is also added to the lists *EMPLOYEE FILES* and *EMPLOYEES FILES*.

It is possible to link the accident with the *ABSENCES* registered in case, for example, a doctor has issued a sick leave related to the accident. The prerequisite for linking absence is the configuration in the location *CAUSE OF ABSENCE/CAUSE OF ABSENCE CARD/FAST TAB CHECKING AND SETUP/FIELD OCCUPATIONAL ACCIDENT*. To link absence with an accident, in the list ribbon menu, press *APPLY ABSENCE*. A list of absences that can be linked to the accident will appear. The linked absence data is displayed in the quick info pane *APPLIED ABSENCES*. If a wrong absence is accidentally linked to the accident, use the button *UNAPPLY ABSENCE* to unlink it from the accident.

3.24.2. OCCUPATIONAL DESISES

All information regarding occupational diseases for employees can be viewed in the *OCCUPATIONAL DISEASES LIST*.

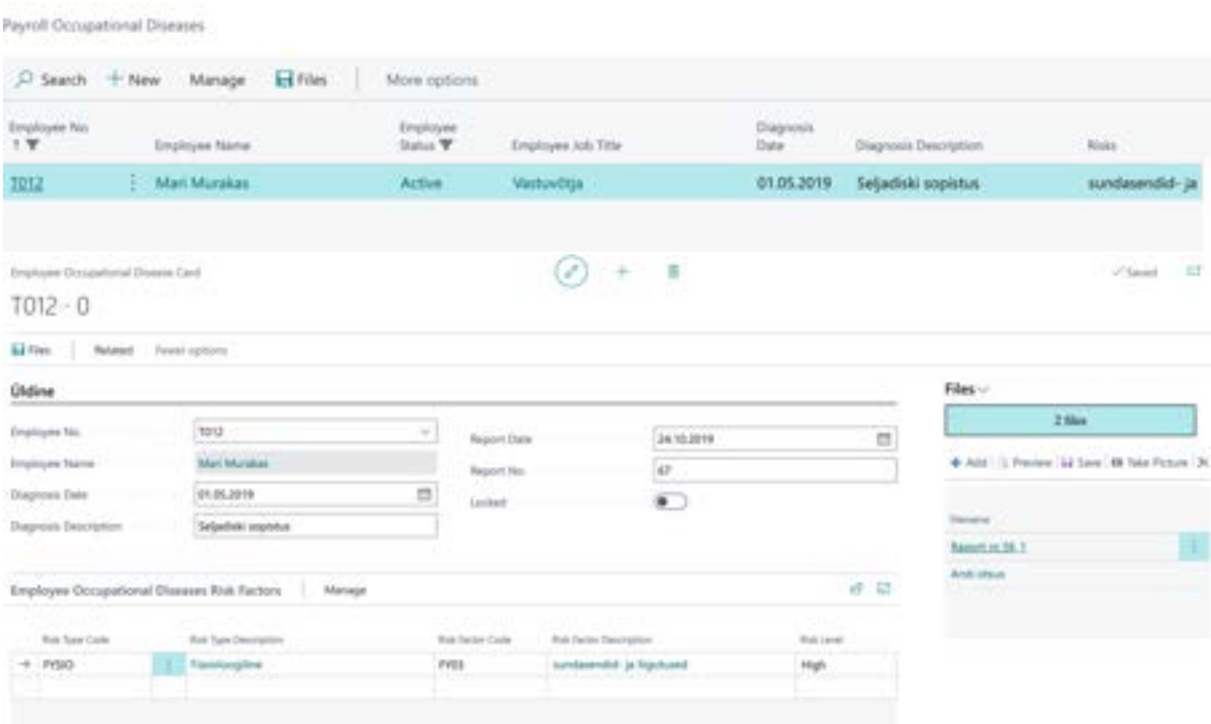
To access the list of occupational diseases for employees, go to:

ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/ OCCUPATIONAL SAFETY AND HEALTH/OCCUPATIONAL DISEASE LIST

To add new information about an occupational disease, press *NEW* on the ribbon menu of the opened window and enter the necessary information on the new *OCCUPATIONAL DISEASE CARD*.

To add or modify information for an existing occupational disease, press *MANAGE/EDIT* on the ribbon menu of the opened window and make the necessary changes to the opened *OCCUPATIONAL DISEASE CARD*.

To associate a file with an occupational disease, select the row corresponding to the occupational disease in the opened window and press *ADD FILE* in the *FILES* fact box on the right side of the window. Then, add the desired file. The file will be added to the *EMPLOYEE FILES* with the *SOURCE NAME EMPLOYEE OCCUPATIONAL DISEASE*. The file will also be added to the lists *EMPLOYEE FILES* and *EMPLOYEES' FILES*.



The specific employee's list of occupational diseases can be accessed from the following locations:

- From the *EMPLOYEE LIST*, by clicking on the ribbon menu *OCCUPATIONAL DISEASES*.
- From the respective *EMPLOYEE CARD*, by clicking on the ribbon menu *OCCUPATIONAL DISEASES*.
- The *OCCUPATIONAL DISEASES LIST* displays fields from the *OCCUPATIONAL DISEASE CARD*.

Fast tab: General

Field	Explanation
Employee No.	Allows you to select the *EMPLOYEE NUMBER* associated with the occupational disease from the *EMPLOYEE LIST*.
Diagnosis Date	Allows you to enter the date when the occupational disease diagnosis was made.
Diagnosis Description	Allows you to enter a description of the occupational disease diagnosis – free text field.
Report Date	Allows you to enter the date of submitting the report for the occupational disease.
Report No.	Allows you to enter the report number for the occupational disease – free text field.
Locked	Allows you to mark whether the *OCCUPATIONAL DISEASE CARD* is locked. By default, the *OCCUPATIONAL DISEASES LIST* is filtered to display only those occupational diseases for which this field is unmarked. The user can modify this default filter.

Fast tab: Employee Occupational Disease Risk Factors

Field	Explanation
Risk Type Code	Allows you to select the *RISK TYPE CODE* associated with the occupational disease from the predefined list of *PAYROLL HAZARD TYPES*.

Risk Type Description	Automatically populated based on the *RISK TYPE CODE*, providing a description from the list of *PAYROLL HAZARD TYPES*.
Risk Factor Code	Allows you to select the specific *PAYROLL HAZARD FACTOR* associated with the *HAZARD TYPE* from the sub-list of hazards.
Risk Factor Description	Automatically populated based on the *PAYROLL HAZARD FACTOR,* providing a description from the sub-list of hazards associated with the selected *PAYROLL HAZARD TYPE*.
Risk Level	Allows you to select the risk level associated with the *HAZARD*. Options: *LOW, MEDIUM, HIGH*.

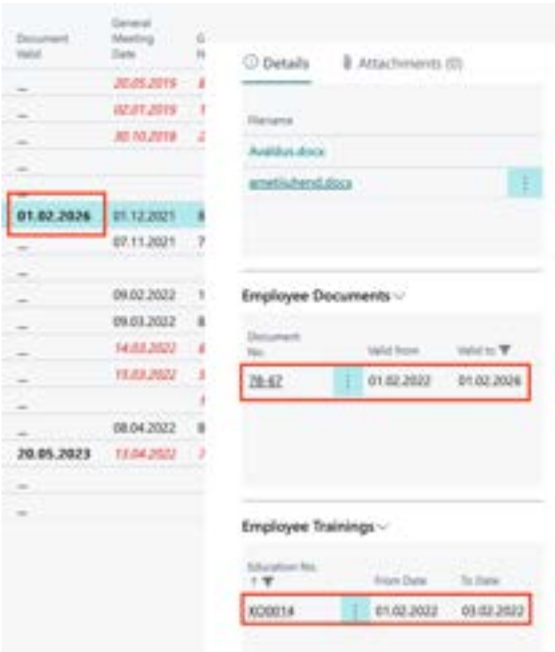
3.24.3. WORKING ENVIRONMENT REPRESENTIVES

Information about work environment representatives can be entered into the *WORK ENVIRONMENT REPRESENTATIVES* list.

The *WORK ENVIRONMENT REPRESENTATIVES* list can be accessed from the location:

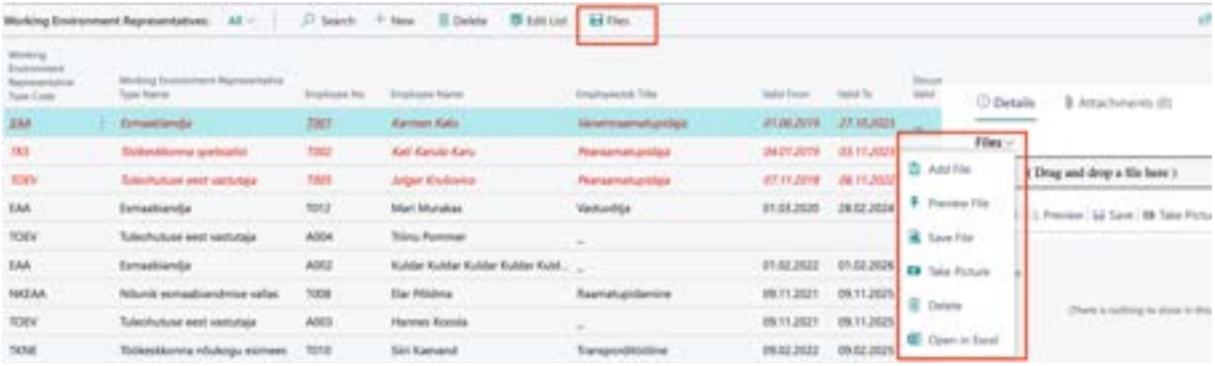
ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/ OCCUPATIONAL SAFETY AND HEALTH/WORKING ENVIRONMENT REPRESENTATIVES
To add a new *WORK ENVIRONMENT REPRESENTATIVE*, click on the *NEW* in the ribbon menu and enter the necessary information on the row. To modify or add information to existing *WORK ENVIRONMENT REPRESENTATIVES*, click on *EDIT LIST* in the ribbon menu and make the desired changes to the row.

Field	Explanation
Working Environment Representative Type Code	Allows selecting the desired *REPRESENTATIVE TYPE CODE* from the predefined list of *WORK ENVIRONMENT REPRESENTATIVE TYPES*.
Working Environment Representative Type Name	Displays the *REPRESENTATIVE TYPE NAME* corresponding to the selected *REPRESENTATIVE TYPE* CODE from the predefined list of *WORK ENVIRONMENT REPRESENTATIVE TYPES*.
Employee No	Allows selecting the *EMPLOYEE NUMBER* from the *EMPLOYEES LIST* to designate as the *WORK ENVIRONMENT REPRESENTATIVE*.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the selected *EMPLOYEE NUMBER* from the *EMPLOYEES LIST*.
EmployeeJob Title	Displays the *EMPLOYEE JOB TITLE* from the *CONTRACTS* tab of the *EMPLOYEE CARD* corresponding to the selected *EMPLOYEE NUMBER.*
Valid From	Allows entering the start date of the validity period for the employee acting as the *WORK ENVIRONMENT REPRESENTATIVE*.
Valid To	Allows entering the end date of the validity period for the employee acting as the *WORK ENVIRONMENT REPRESENTATIVE*.

	If the term of the work environment representative is about to end, it is possible to send a relevant email notification to the persons specified in the configuration. The configuration is done in the *NOTIFICATION SETUP* location.
Document Valid	Displays the validity of the document entered the *EMPLOYEE DOCUMENTS* list for the designated representative, as required by the work environment representative. More detailed information related to the document is also displayed in fact box. For example, a first aider must undergo first aid training and possess a certificate before being appointed as a first aider. In case the document is issued to the employee from training and is associated with the training card, training data is displayed in fact box. 
General Meeting Date	Allows entering the date of the general meeting at which the employee was appointed as the *WORK ENVIRONMENT REPRESENTATIVE*.
General Meeting No.	Allows entering the number of the general meeting at which the employee was appointed as the *WORK ENVIRONMENT REPRESENTATIVE*.
Notes	Free-text field for additional information.
Employee Status	Displays the employee's status entered in the *EMPLOYEES LIST* corresponding to the entered *EMPLOYEE NUMBER*. Possible values: *ACTIVE, INACTIVE, TERMINATED*.
Employee Workstation Code	Displays the information from the *WORKSTATION CODE* field on the *CONNECTIONS AND SETUP* fast tab of the *EMPLOYEE CARD* corresponding to the selected *EMPLOYEE NUMBER*.
Employee Workstation Name	Displays the information from the *DESCRIPTION* column in the predefined list of *WORKSATION NAME* corresponding to the selected *PAYROLL WORKSTATION* from the *EMPLOYEE LIST*.
Employee Working Room No.	Displays the information from the *ROOM NUMBER* field on *CONNECTIONS AND SETUP* fast tab of the *EMPLOYEE CARD* corresponding to the selected *EMPLOYEE NUMBER*.

Locked	Allows marking whether the information for the *WORK ENVIRONMENT REPRESENTATIVE* row is locked. By default, the *WORK ENVIRONMENT REPRESENTATIVE LIST* is filtered, displaying only those *WORK ENVIRONMENT REPRESENTATIVES* for whom this field is unchecked. The user can modify this default filter.

To associate a file with the *WORK ENVIRONMENT REPRESENTATIVE*, select the corresponding row of the *WORK ENVIRONMENT REPRESENTATIVE* and press the *ADD FILE* button on the *FILES* ribbon menu located on the right side of the window. Then, add the desired file by either clicking the *ADD FILE* button or by dragging and dropping the file into the file window.



3.25. Sick Leaves list

In the *SICK LEAVES* list, information about sick leaves imported from the Health Insurance Fund is displayed through the X-Road interface.

To access the Sick Leaves list, go to:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ LISTS/SICK LEAVES LIST

Columns in the Sick Leaves list:

Field	Explanation
Sick Leave ID	Displays the unique ID of the sick leave received from the Health Insurance Fund via XML.
Sick Leave No	Displays the sick leave number received from the Health Insurance Fund via XML.
Employee No	Displays the *EMPLOYEE NUMBER* associated with the sick leave based on the data received from the Health Insurance Fund. The link is created based on the employee's personal identification code.
Name	Displays the *EMPLOYEE NAME* corresponding to the employee number in the *EMPLOYEES* list.
Status	Displays the employee's status from the *EMPLOYEES* list.
Absence Status	Provides information about the status of the sick leave, such as *NEW, ERROR, CLOSED* etc.

Provisional Posted	Marks if the sick leave is an initial registration opened by a doctor.
Posted	Indicates whether the absence associated with the sick leave is registered in the *ABSENCES*. Unregistered sick leaves can be registered using the ribbon menu icons ONE *ENTRY->POST* and/or *MULTIPLE ENTRIES->POST ALL*. By pressing the quick filter icon *FILTRES->NOT POSTED*, only sick leaves with unposted absences are displayed in the list to the user.
Response sent	Indicates whether confirmation has been sent to the Health Insurance Fund for the sick leave. Unconfirmed sick leaves can be confirmed and transmitted to the Health Insurance Fund using the ribbon menu icon *ONE ENTRY->SEND RESPONCE* and/or *UPDATE STATUS*.
Status Name	Displays the status of the sick leave in the Health Insurance Fund's information system based on the XML data.
Initial Date	Displays the start date of the initial sick leave based on the information received from the Health Insurance Fund.
From Date	Displays the start date of the sick leave based on the information received from the Health Insurance Fund.
To Date	Displays the end date of the sick leave based on the information received from the Health Insurance Fund.
Initial or Continued Name	Indicates whether the sick leave is an *INITIAL* or *CONTINUED* sheet based on the information received from the Health Insurance Fund.
Cause of Absence Code	Displays the *CAUSE OF ABSENCE CODE* associated with the sick leave from the *X-ROAD AND INTERFACES SICK LEAVE TYPES* list in the *X-ROAD VALUES* column *CAUSE OF ABSENCE CODE*.
Sick Leave Type Name	Displays the *SICK LEAVE TYPE* associated with the sick leave from the *X-ROAD SICK LEAVE TYPES* list in the *X-ROAD VALUES* column *DESCRIPTION*.
Disability Type Name	Displays the *DISABILITY TYPE* associated with the sick leave from the *X-ROAD SICK LEAVE TYPES* list in the *X-ROAD VALUES* column *DESCRIPTION*. The disability type is found based on the code received from the Health Insurance Fund's XML.
Registration Date	Displays the registration date of the sick leave in the Health Insurance Fund's system from the XML received from the Health Insurance Fund.
Termination Decision Name	Displays the decision to end the sick leave received from the XML from the Health Insurance Fund. Possible options provided by the Health Insurance Fund are: - *SUUNATUD* - *ASUDA TÖÖLE* - *JÄRGLEHT*
Termination Date	Displays the end date of the sick leave received from the XML from the Health Insurance Fund.
Personal ID	Displays the personal identification code associated with the sick leave from the XML received from the Health Insurance Fund.
First Name	Displays the first name of the person associated with the sick leave from the XML received from the Health Insurance Fund.
Last Name	Displays the last name of the person associated with the sick leave from the XML received from the Health Insurance Fund.

Treatment Failure Date	Displays the date of treatment non-compliance associated with the sick leave from the XML received from the Health Insurance Fund.
Treatment Failure Reason Name	Displays the description of the reason for treatment non-compliance associated with the sick leave from the XML received from the Health Insurance Fund.
Treatment Failure Comment	Displays information on the note for treatment non-compliance associated with the sick leave from the XML received from the Health Insurance Fund.
Work Accident Date	Displays the date of the work accident entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER*, which is transmitted to the Health Insurance Fund.
Easier Work From	Displays the date, entered by the *EMPLOYER* on the fast tab *FILL OUT EMPLOYER* , from which the employee is directed to lighter work, transmitted to the Health Insurance Fund.
Easier Work To	Displays the date, entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER*, until which the employee is directed to lighter work, transmitted to the Health Insurance Fund.
Easier Work Salary	Displays the gross salary, entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER,* which is paid to the employee during the period when they are directed to lighter work, transmitted to the Health Insurance Fund.
Dismissal Date	Displays the date entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER* from which the employee is released from work.
No Compensation From	Displays the date entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER* from which the employee has no right to treatment.
No Compensation To	Displays the date entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER* until which the employee has no right to treatment.
No Compensation Reason Name	Displays the value corresponding to the code entered in the field *NO TREATMENT* on the on the *FAST TAB FILL OUT EMPLOYER* in the *X-ROAD VALUES* window.
Initial or continued	Displays, based on the XML received from the Health Insurance Fund, whether it is an *INITIAL* or *CONTINUED* sick leave. If it is a *CONTINUED* sick leave, the sick leave card must have a relationship filled in with the previous absence added to the *ABSENCE*. Generally, this relationship is found automatically, but if the absence is not found automatically, the user can manually add the relationship to the field *INITIAL ABS.LEDGER ENTRY NO*..
No Compensation Reason	Displays the code entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER,* which is transmitted to the Health Insurance Fund, indicating the reason why the employee has no right to treatment/benefit. The codes are provided by the Health Insurance Fund, and users are not allowed to modify them.
Treatment Failure Reason	Displays the code of the treatment non-compliance reason received from the XML from the Health Insurance Fund.
Termination Decision	Displays the code of the decision to end the sick leave received from the XML from the Health Insurance Fund.
Status	Displays the code of the sick leave status received from the XML from the Health Insurance Fund.
Employee Salary	Displays the compensation corresponding to the value entered by the *EMPLOYER* on the *FAST TAB FILL OUT EMPLOYER*. The information is transmitted to the Health Insurance Fund.
Disability Type	Displays the code of the *DISABILITY TYPE* received from the XML from the Health Insurance Fund.

Sick Leave Type	Displays the code of the *SICK LEAVE TYPE* received from the XML from the Health Insurance Fund

Additionally, it is possible to include other fields on the sick leave card in the list, as well as the employee's structural units, job title, and manager's name.

3.25.1. SICK LEAVE CARD

On the *SICK LEAVE* (TVL) card, the main information imported from the Health Insurance Fund via the X-road interface is displayed. Employers have the option to add their own information to the *SICK LEAVE CARD* and automatically transmit it to the Health Insurance Fund through the X-road interface.

To open the TVL card, follow these steps:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/SICK LEAVES LIST.

To open a specific disability certificate, select the corresponding row and click on the number displayed in the *SICK LEAVE ID* column.

3.25.1.1. Fast tab: Sick leave

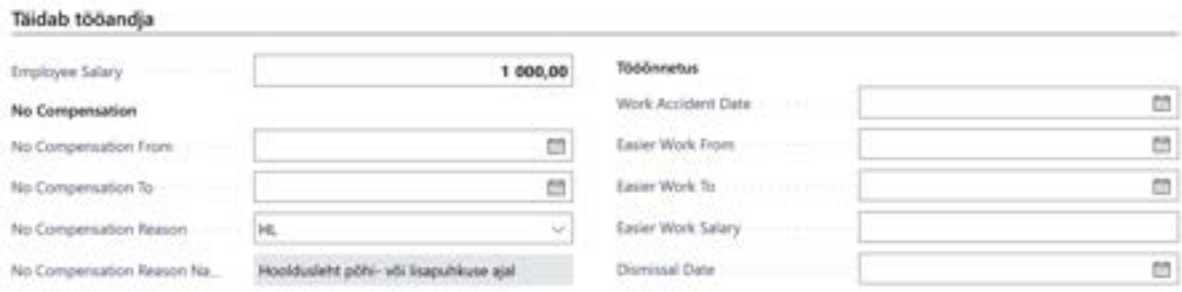
On the fast tab of the *SICK LEAVE* (TVL), the main information imported via the X-road interface is displayed.

Field	Explanation
Sick Leave No.	Displays the certificate number received from the Health Insurance Fund.
Employee No.	Displays the employee number associated with the TVL based on data received from the Health Insurance Fund. The association is created based on the employee's personal identification code.
Name	Displays the employee's name corresponding to the employee number from the *EMPLOYEE LIST*.
Employee Status	Displays the employee's status from the *EMPLOYEE LIST* (*ACTIVE, PASSIVE, TERMINATED).*
Cause of Absence Code	Displays the symbol for the reason associated with the TVL from the X-TEE in the *X-TEE VALUES* column for the *CAUSE OF ABSENCE CODE*.
Absence Status	Displays information about the status of the TVL card, such as *NEW, POSTED, CONFIRMED.*

Provisional Posted	A mark is added to the field when an initial (opened) disability certificate is registered by a doctor.
Posted	A mark is added to the field when the absence associated with the TVL is registered in the *ABSENCE*. Unregistered TVLs can be registered using the menu icon *POST*.
Response sent	A mark is added to the field if confirmation has been sent to the Health Insurance Fund regarding the TVL. Unconfirmed TVLs can be confirmed and sent to the Health Insurance Fund using the menu icon *SEND RESPONSE* and/or *UPDATE STATUS*.
Status Name	Displays the TVL status received from the Health Insurance Fund via XML.
Initial date	Displays the start date of the initial TVL received from the Health Insurance Fund via XML.
Initial Abs. Ledger Entry No.	For a follow-up certificate, the number of the previous absence entry is displayed.
From Date	Displays the start date of the TVL received from the Health Insurance Fund via XML.
To Date	Displays the end date of the TVL received from the Health Insurance Fund via XML.
Initial or Continued Name	Displays information from the XML about whether the TVL is an initial or a continued certificate.
Sick Leave Type Name	Displays the type of TVL associated with the TVL from the *X-TEE LIST OF SICK LEAVE TYPES* in the *X-TEE VALUES* column for *DESCRIPTION*.
Disability Type Name	Displays the type of disability associated with the TVL from the *X-TEE LIST OF DISABILITY TYPES* in the *X-TEE VALUES* column for *DESCRIPTION*. The type of disability is found based on the code received from the Health Insurance Fund's XML.

3.25.1.2. Fast tab: Fills Employer

On the *FAST TAB* of the *SICK LEAVE* under the field *FILLED IN BY THE EMPLOYER*, the employer can add their own information and automatically transmit it to the Health Insurance Fund through the X-road interface.

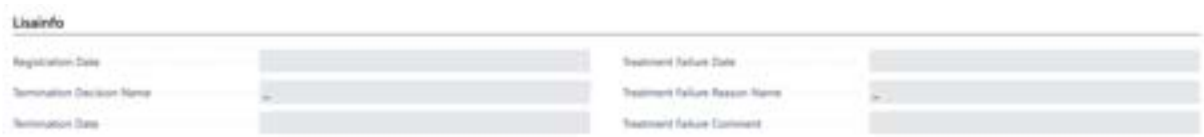


Field	Explanation
Employee Salary	Displays the employee's compensation calculated based on the formula in the *EMPLOYEE CARD's* subcard Salary on the row for wages and in the window for *X-ROAD SETUP.* If necessary, the user can overwrite/modify the content of this field on the TVL card. The information in this field is transmitted to the Health Insurance Fund.

No Compensation From	Allows entering the date from which the employee is not entitled to treatment, to be transmitted to the Health Insurance Fund.
No Compensation To	Allows entering the date until which the employee is not entitled to treatment, to be transmitted to the Health Insurance Fund.
No Compensation Reason	Allows selecting from a predefined list of values in the *X-ROAD VALUES* column for the *NO TREATMENT* to be transmitted to the Health Insurance Fund as the *SYMBOL OF ABSENCE REASON*.
No Compensation Reason Name	Displays the value corresponding to the symbol entered in the field *NO TREATMENT*, from the list of values in the *X-ROAD VALUES* column for *DESCRIPTION*.
Work Accident Date	Allows entering the date of the *WORK ACCIDENT* to be transmitted to the Health Insurance Fund.
Easier Work From	Allows entering the date from which the employee was directed to *EASIER WORK*, to be transmitted to the Health Insurance Fund.
Easier Work To	Allows entering the date until which the employee was directed to *EASIER WORK*, to be transmitted to the Health Insurance Fund.
Easier Work Salary	Allows entering the gross compensation to be transmitted to the Health Insurance Fund, which is paid to the employee during the period when they are directed to *EASIER WORK*.
Dismissal Date	Allows entering the date from which the employee is released from work, to be transmitted to the Health Insurance Fund.

3.25.1.3. Fast tab: Additional info

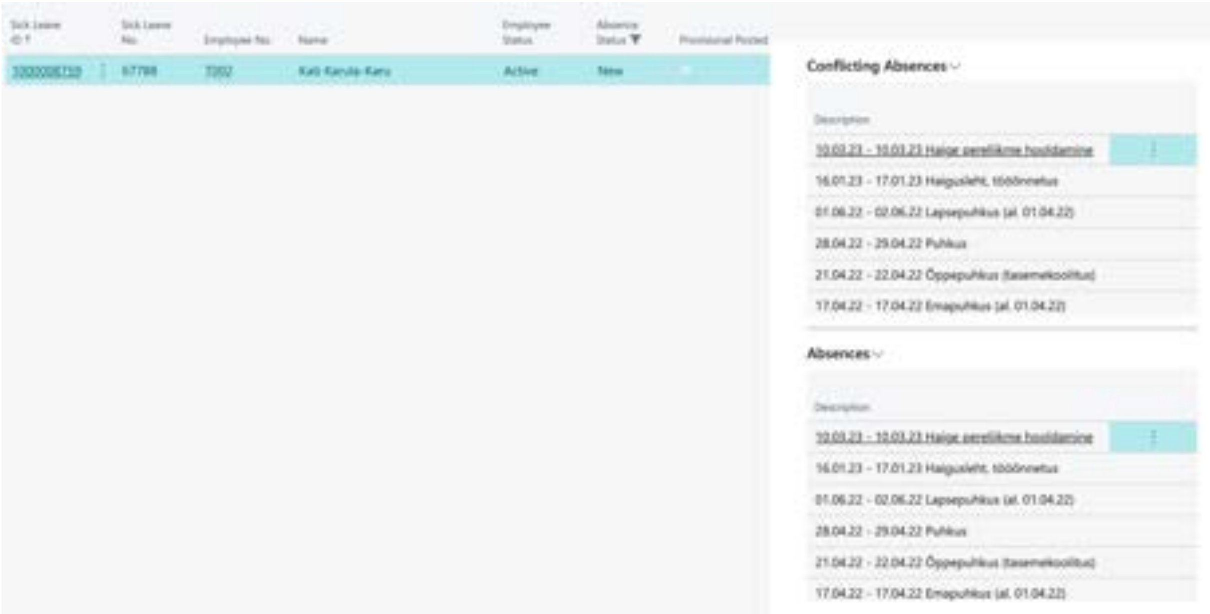
On the fast tab *ADDITIONAL INFO*, other important information related to the exchanged TVL through the X-road interface is displayed.



Field	**Explanation**
Registration Date	Displays the date of registration in the Health Insurance Fund from the received XML of the TVL.
Termination Decision Name	Displays the decision on the termination of the respective TVL from the received XML. Possible choices are predefined by the Health Insurance Fund.
Termination Date	Displays the termination date of the respective TVL from the received XML.
Termination Failure Date	Displays the date of ignoring treatment related to the respective TVL from the received XML.
Termination Failure Reason Name	Displays the code for the reason of ignoring treatment related to the respective TVL from the received XML.
Termination Failure Comment	Displays the information on the note related to ignoring treatment for the respective TVL from the received XML.

3.25.2. SICK LEAVE LIST AND CARD FACT BOX INFO

In the fact box section for the TVL list and *TVL CARD*, users are presented with detailed information related to an active TVL. This information includes *CONFLICTING ABSENCES* and *ABSENCES ASSOCIATED WITH TVL*.



3.25.2.1. Fact box: Conflicting Absences

When on the *SICK LEAVE CARD* or activating a specific *SICK LEAVE* row in the *SICK LEAVE LIST*, the *FACT BOX* on the right side of the window displays *ABSENCES CONFLICTING WITH THE SICK LEAVE* from the *ABSENCE*, including the duration and description of the absence conflict. By clicking on a specific absence entry, the corresponding *ABSENCE ENTRY* is opened. In the *ABSENCE ENTRY*, it is possible to edit or delete the absence if necessary.

3.25.2.2. Fact box: Absences

When on the *SICK LEAVE CARD* or activating a specific *SICK LEAVE* row in the *SICK LEAVE LIST*, the *FACT BOX* on the right side of the window displays *RELATED ABSENCES*, including the duration and description of the absence reason from the *ABSENCE ENTRY* associated with the specific *SICK LEAVE*. By clicking on a specific absence entry, the corresponding *ABSENCE ENTRY* is opened.

3.25.3. ACTIONS WITH SICK LEAVES

For a single employee, it is possible to initiate sick leave queries to the Health Insurance Fund's information system via X-tee and perform other actions related to sick leave both from the *EMPLOYEE CARD* on the ribbon *ACTIONS/SICK LEAVE/SICK LEAVE REQUEST* and from the *SICK LEAVE* list on the ribbon, located at *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/SICK LEAVES LIST*, using the button *NEW -> REQUEST ONE EMPLOYEE*.

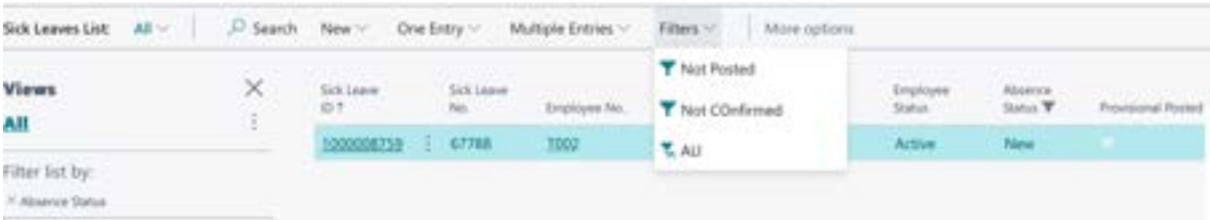
To inquire about sick leaves for all employees, use the *SICK LEAVE* list on the ribbon, and then click NEW -> *REQUEST NOT APPROVED* for open sick leaves, or *REQUEST APPROVED*.
After initiating the query, the sick leaves will appear in the *SICK LEAVES* list.

On the ribbon of the *SICK LEAVE LIST* and *CARD*, the following actions can be initiated:

- *REQUEST NOT APPROVED*: Initiates a data exchange query with the Health Insurance Fund's information system via X-tee for sick leaves opened by the doctor. After the action, new sick leave will appear in the list of sick leave.
- *REQUEST APPROVED*: Initiates a data exchange query with the Health Insurance Fund's information system via X-tee for doctor-confirmed or completed sick leaves. After the action, new sick leave will appear in the list of sick leaves.
- *REQUEST ONE EMPLOYEE*: Like the query that can be made from the employee card, but for this specific query, a time restriction can be set. This allows the user to query a specific period instead of the entire work history associated with the company.
- *POST*: Post the absence associated with the active card in the *ABSENCE LEDGER ENTERY* and adds a corresponding mark to the *POSTED/PROVISIONAL POSTED* field on the *SICK LEAVE CARD*.
- *UPDATE STATUS*: Updates information associated with the selected line, including the *ABSENCE STATUS* field content.
- *SEND RESPONSE*: After entering employer data, a confirmation must be sent to the Health Insurance Fund's information system via X-tee. After confirming, a mark is added to the *CONFIRMED* field on the *SICK LEAVE CARD*.
- *POST ALL*: Post all absences associated with the selected sick leaves in the *ABSENCE LEDGER ENTERY* and adds markers to the *POSTED* fields on the *SICK LEAVE CARDS*.
- *REMOVE INITIAL DATE*: Removes the initial sick leave start date. Subsequently, a follow-up sick leave can be posted without being tied to the previous certificate. This is necessary, for example, if the initial sick leave was obtained while still working for the previous employer or if a childcare sick leave was issued to the other parent, and there is no initial sick leave to link to.
- *CLOSE SICK LEAVE*: If a sick leave in the query needs no handling, for example, for contractual workers, the sick leave can be closed without further processing.
- *OPEN SICK LEAVE*: If a sick leave is mistakenly closed, it can be reopened.
- *APPLY TO ABSENCE*: If it is not possible to link a continued sick leave with the previous one, for example, if both sick leaves are queried simultaneously, the continued sick leave can be manually linked to the absence of the previous sick leave.

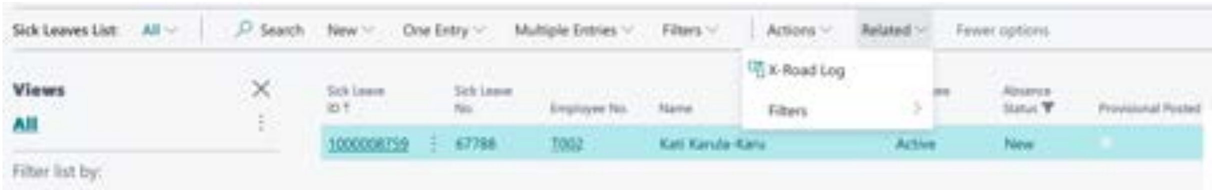
Additionally, to simplify actions related to sick leaves, on the ribbon's *FILTERS* tab, the user can easily filter the displayed sick leave in the list:

- *NOT POSTED*: Displays only those sick leaves whose associated absences are not posted in the *ABSENCE LEDGER ENTRY*. It shows sick leaves with no corresponding mark in the posted field on the *SICK LEAVE CARDS*.
- *NOT CONFIRMED*: Displays only those sick leaves for which no confirmation has been sent from the X-tee interface to the Health Insurance Fund's information system. It shows certificates with no corresponding mark in the *CONFIRMED* field on *SICK LEAVE CARDS*.
- *ALL*: Cancels any filters applied to the *SICK LEAVE LIST*, showing all sickness certificates.



3.24.4. SICK LEAVE REQUEST LOG

To view the log of all X-tee queries made for a specific *SICK LEAVES*, in the *SICK LEAVE LIST*,, select the row corresponding to the desired *SICK LEAVE* and on the ribbon, click on *RELATED -> X-ROAD LOG*.



The opened window will display filtered information about all X-tee queries made for the selected *SICK LEAVE*.

3.26. Data Exchange with the Tax and Customs Board Employment Register (TÖR)

As of July 1, 2014, according to amendments to the Taxation Act, all individuals and legal entities providing employment are required to register their employees in the Tax and Customs Board Employment Register (TÖR). It is possible to transmit data to the TÖR information system of the e-Tax and Customs Board from the HRM4Baltics module in two ways:

1. Directly Over X-Road:

Utilize the automatic data exchange service between the HRM4Baltics module and the TÖR information system over X-Road.
Prerequisite: The company is integrated with X-Road and uses an X-Road security server.

2. CSV File Based on HRM4Baltics Module Employee Data:

Create a CSV file based on employee data in the HRM4Baltics module.
Submit the CSV file to the TÖR information system.

3.26.1. DATA EXCHANGE WITH TÖR OVER X-ROAD

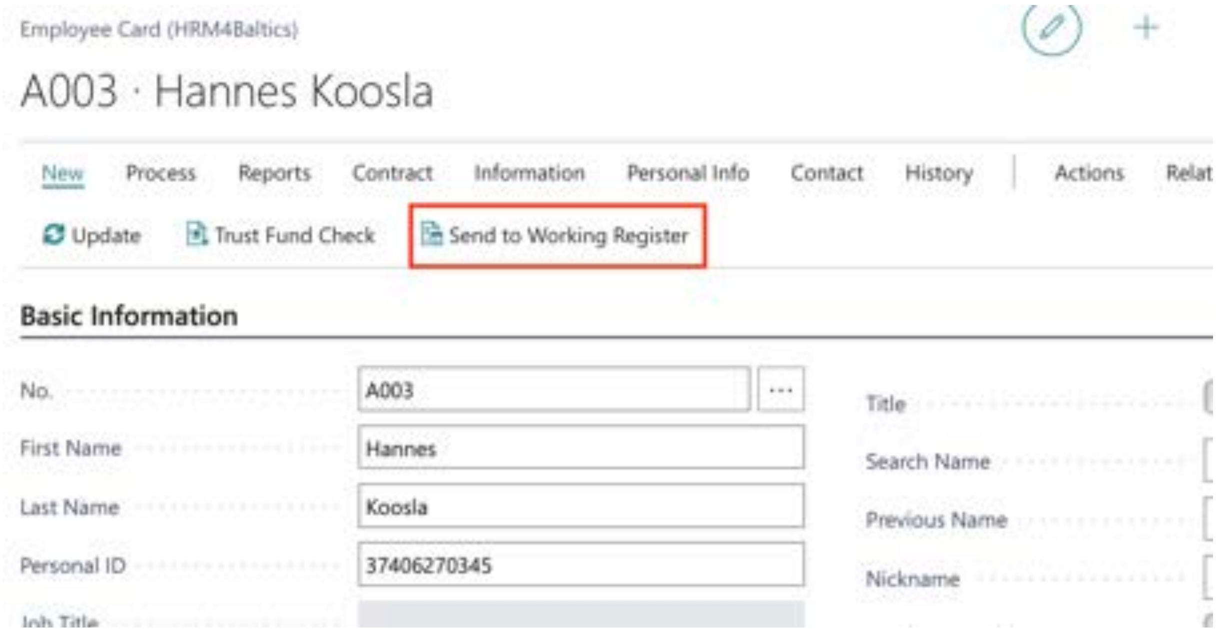
The HRM4Baltics module allows for the automatic exchange of employee data with the e-Tax and Customs Board Employment Register (TÖR) over X-Road using XML files.
To enable this data exchange, specific configurations need to be set up. Configuration settings can be adjusted in the following locations:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/X-ROAD/X-ROAD SETUP

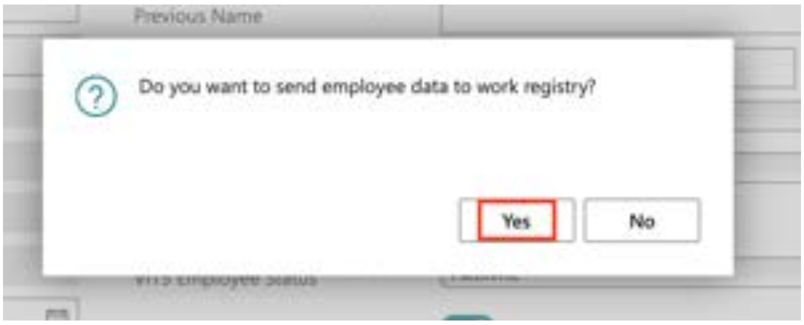
Within the TÖR information system, employee entries for starting employment, changes in employment relationships and contracts, terminations, long-term inactivity, and other employee information that the employer is obliged to register in TÖR are recorded.

From the TÖR information system, the HRM4Baltics module automatically imports the TÖR ID of the employee into the HRM4Baltics employee data.

To initiate the automatic data exchange between the TÖR information system and the HRM4Baltics module for a specific employee, use the *SEND TO WORKING REGISTER* option in the Employee Card ribbon menu.



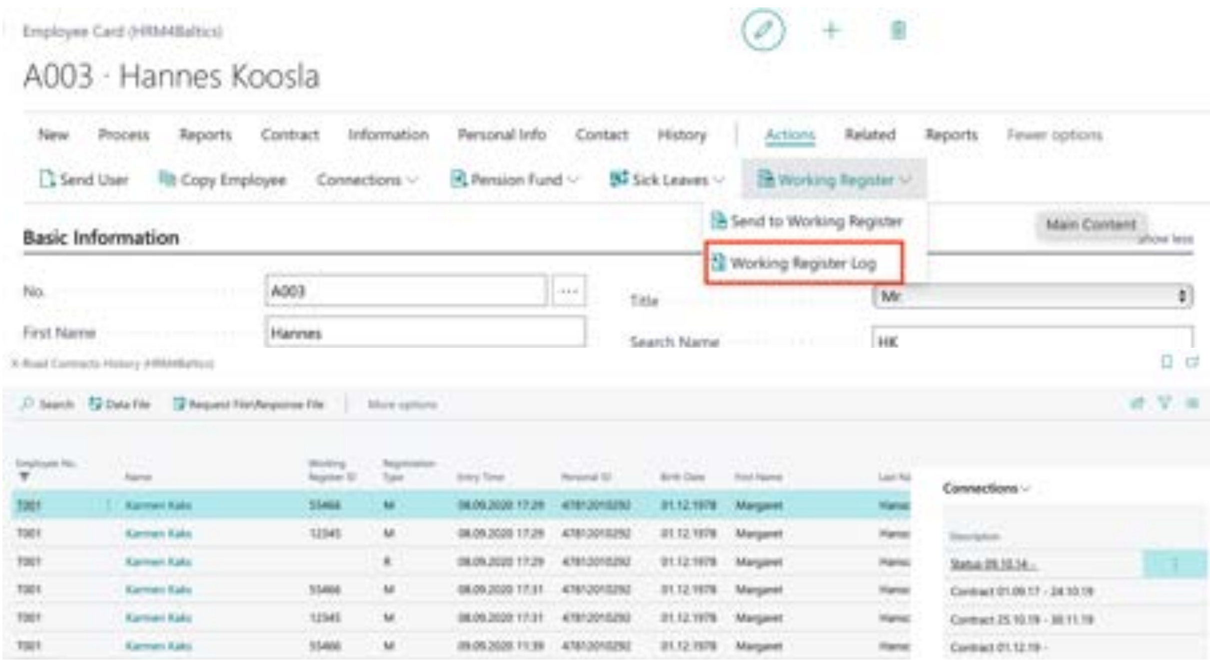
The system will then prompt the user with:



Responding with YES will trigger the automatic data exchange between the TÖR information system and the HRM4Baltics module over X-Road for the specified employee.

Once the employee data is sent to TÖR, the TÖR ID, a unique code for the employee from TÖR, is automatically added to the *WORKING REGISTER ID* column on the Employment and Contract line. In the case of a contract under the Law of Obligations Act (VÕS), the *WORKING REGISTER ID* is not added to the employment line. This is because when sending employee data, both the employment line and the contract line are checked. If the employee does not have a line with the employment contract indicator, the employment data is not sent to TÖR.

A record in the *X-ROAD HISTORY* is created for each TÖR data exchange over X-Road. The X-Road History, which is essentially a list of data transmitted to the Employment Register, can be accessed by clicking on the *WORKING REGISTER LOG* in the *ACTION* ribbon menu of the Employee Card. This will open a list/log of data transmitted to the Employment Register, filtered based on the respective employee.



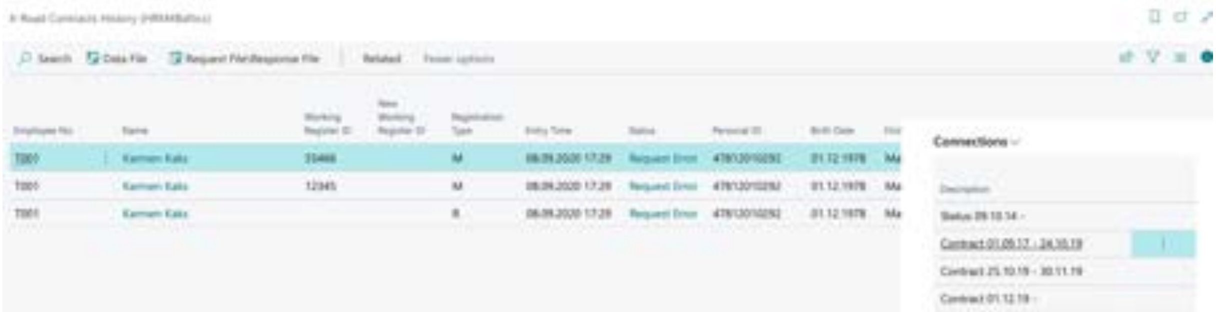
Field	Explanation
Employee No.	Displays the employee number from the list of employees based on the XML received from TÖR. Clicking on the symbol in the field opens the list of employees for the respective employee.
Employee Name	Displays the employee's name corresponding to the employee number from the list of employees. Clicking on the employee's name opens the list of employees filtered based on the respective employee.
Working Registel ID	Displays the Working Register ID related to the employee's employment relationship or contractual relationship received from the TÖR's XML. The corresponding Working Register ID is also present in the *WORKING REGISTER ID* field on the *CONTRACTS* sub-card of the *EMPLOYEE CARD* and in the *WORKING REGISTER ID* field on the *EMPLOYMENT* sub-card of the *EMPLOYEE CARD* for the respective employment or contractual relationship.
New Working Registel ID	Displays the *NEW WORKING REGISTER ID* related to the employee's employment relationship or contractual relationship received from the TÖR's XML. The corresponding new Working Register ID is automatically added to the *CONTRACTS* sub-card of the *EMPLOYEE CARD* in the *WORKING REGISTER ID* field and to the EMPLOYMENT sub-card of the *EMPLOYEE CARD* in the *WORKING REGISTER ID* field for the respective employment or contractual relationship.
Registration Type	Displays the type of employment registration for the specific Working Register query. Possible options: • *R* - initial registration of employment or contractual relationship • *M* - registration of changes, pauses, or terminations in employment or contractual relationship.
Entry Time	Displays the timestamp of the Working Register data exchange entry.
Status	Displays the Working Register entry status during the data exchange based on the XML received from TÖR. Possible options: • *REQUEST DONE* - the sent entry to th Working Register was successful - the *STATUS* column in this table is empty.

	• *PARSE ERROR* – the sent entry to the Working Register reached the TÖR information system, but there were deficiencies in the sent data, and the *STATUS* column displays information about deficiencies found in the data received from the Working Register's XML. • *REQUEST ERROR* - the sent XML to the Working Register did not reach the TÖR information system due to a technical error, and the *STATUS* column displays information about deficiencies found in the response received from the Working Register's XML. It is advisable to check the *X-ROAD SETUP* and contact the system administrator and/or administrator.
Personal ID	Displays the employee's personal identification code from the XML sent to the Working Register, which is found in the Personal ID field of the *EMPLOYEE CARD*.
Birth Date	Displays the employee's birth date from the XML sent to the Working Register, which is found in the *BIRTH DATE* field of the *EMPLOYEE CARD*.
First Name	Displays the employee's first name from the XML sent to the Working Register, which is found in the *FIRST NAME* field of the *EMPLOYEE CARD*.
Last Name	Displays the employee's last name from the XML sent to the Working Register, which is found in the *LAST NAME* field of the *EMPLOYEE CARD*.
From Date	Displays the start date of the employee's employment from the XML sent to the Working Register. It is found either in the *FROM DATE* field of the *CONTRACTS* sub-card of the *EMPLOYEE CARD*, which is used when information about the employee's employment contract is sent with the TÖR, or in the *FROM DATE* field of the *EMPLOYMENT* sub-card of the *EMPLOYEE CARD,* which is used when information about the employee's employment contract is sent with the TÖR.
Working Type	Displays the type of employment of the employee from the XML sent to the Working Register. It is found based on the *CONTRACT TYPE* entered on the respective line of *CONTRACTS* sub-card of the *EMPLOYEE CARD*. The *WORKING TYPE* is then found in the *COV. WORKING CLASS CODE* column of the *EMPLOYMENT CONTRACTS* list.
Contract No.	Displays the contract number of the employee from the XML sent to the Working Register. It is found in the *CONTRACT NO* field of the respective line of the *CONTRACTS* sub-card of the *EMPLOYEE CARD*.
Job ISCO Code	Displays the job code of the employee from the XML sent to the Working Register. It is found in the *ISCO CODE* column of the respective line of the *CONTRACTS* sub-card of the *EMPLOYEE CARD*.
Workstation Address	Displays the work address indicator of the employee from the XML sent to the Working Register. It is found based on the *WORKSTATION CODE* field of the *CONNECTIONS AND SETUP* fast tab of the *EMPLOYEE CARD*.
To Date	Displays the end date of the employee's employment from the XML sent to the Working Register. It is found either in the *TO DATE* field of the *CONTRACTS* sub-card of the *EMPLOYEE CARD*, or in the *TO DATE* field of the *EMPLOYMENT* sub-card of the *EMPLOYEE CARD.*
Termination Reason	Displays the termination reason indicator of the employee from the XML sent to the Working Register. It is found based on the *GROUNDS FOR TERM. CODE* entered on the respective line of the *EMPLOYMENT* sub-card of the *EMPLOYEE CARD*. The *GROUNDS FOR TERM. CODE* for TÖR is then found in the *GROUNDS FOR TERMINATIONS* column of the *COV.WORKING TERMINATION CLASS CODE.*

Inactive From	Displays the start date of the employee's passivity from the XML sent to the Working Register. It is found in the *FROM DATE* field of the *PASSIVITY* sub-card of the *EMPLOYEE CARD*.
Initial Inactive From	Displays the start date of the employee's initial passivity from the XML sent to the Working Register. It is found in the *INITIAL DATE* field of the *PASSIVITY* sub-card of the *EMPLOYEE CARD.*
Cause of Inactive	Displays the reason for the employee's passivity from the XML sent to the Working Register. It is found based on the *CAUSE OF INACTIVITIES* entered on the respective line of the *PASSIVITY* sub-card of the *EMPLOYEE CARD*. The *CAUSE OF INACTIVITIES* is then found for *TÖR* in the *COV.WORKING INACTIVE CLASS CODE* column.
Inactive To	Displays the end date of the employee's initial passivity from the XML sent to the Working Register. It is found in the *TO DATE* field of the *PASSIVITY* sub-card of the *EMPLOYEE CARD*.
Comment	Displays additional information/note from the XML sent to the Working Register. It is found in the *REMARK* field of the respective line of the *EMPLOYMENT* sub-card of the *EMPLOYEE CARD*. This is used when information about the employee's employment contract is sent with the *TÖR SENDING TYPE* set to *BASED ON EMPLOYMENT*.
XML Entry No.	Displays the *ENTRY NUMBER* associated with the corresponding entry in the *X-ROAD HISTORY*. Clicking on the displayed number opens the *X-ROADHOSTORY* from the corresponding entry. The *XML ENTRY NUMBER* is automatically generated during XML file exchange over *X-ROAD*.
Entry Type	Displays the ENTRY TYPE associated with the corresponding entry in the X-TEE LOG. The ENTRY TYPE is automatically added based on the type of X-TEE data exchange service. For X-TEE data exchange service related to TÖR, the value is always *"TRANSMISSION OF EMPLOYEE DATA."*
Entry No.	Displays the ENTRY NUMBER associated with the corresponding entry in the *X-ROAD HISTORY*. Clicking on the displayed number opens the *X-ROAD HISTORY* from the corresponding entry. The *ENTRY NUMBER* is automatically generated during each *X-ROAD* data exchange.
Line No.	Displays the log row number associated with the ENTRY NUMBER in the *X-ROAD HISTORY* list. The *LINE NUMBER* is automatically added.

3.26.1.1. Important Icons and fact box Information in the Employment Register Log Window

In the window of *X-ROAD CONTRACTS HISTORY* important icons and fact box information are available to open XML files exchanged with the TÖR.



By selecting the desired row in the list and clicking on the icon in the menu:

- *REQUEST/RESPONCE FILE:* Opens the XML file sent to the TÖR information system.

- *DATA FILE:* Opens the XML file received from the TÖR information system in response to the query.

When selecting a specific row in the list, the fact box information window on the right side of the screen displays the *ASSOCIATIONS* from the sub-cards of the *EMPLOYEE CARD* associated with that Employment Register log entry:

- *STATUS:* Displays validity information for the employment relationship associated with the specific log entry.
- *CONTRACT:* Displays validity information for the contract associated with the specific log entry on the contract row.

3.26.1.2. Creating the Employment Register CSV file

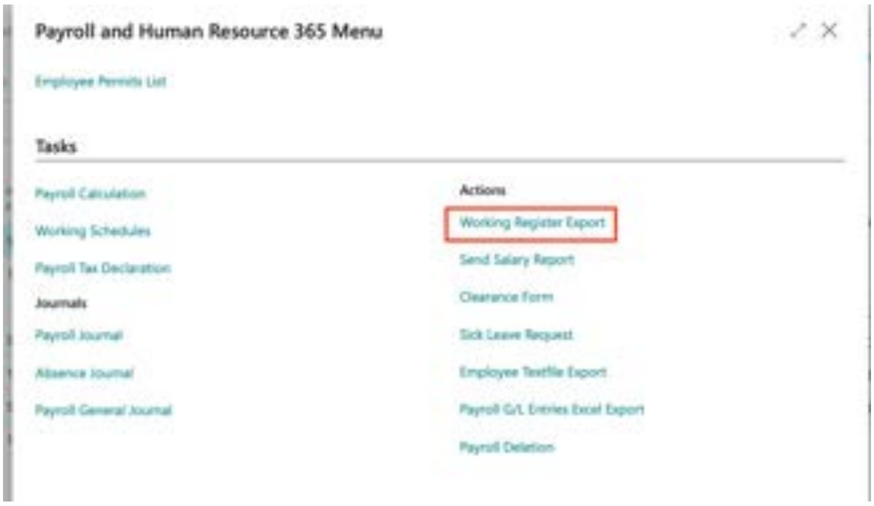
Data for the EMTA TÖR information system can be registered using a CSV file. This file can be created in the HRM4Baltics module.

To create the file correctly, it is necessary to make the relevant configurations in advance. Configurations can be made at:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/COVERNMENT WORKING REGISTER

To generate a CSV file importable into the TÖR information system via the EMTA website, you can follow these steps in the HRM4Baltics module:
In the *EMPLOYEE CARD* card section, navigate to *CONTRACT -> CONTRACTS*. For the contracts for which you want to transmit information to TÖR, mark the *COVERNMENT* column.

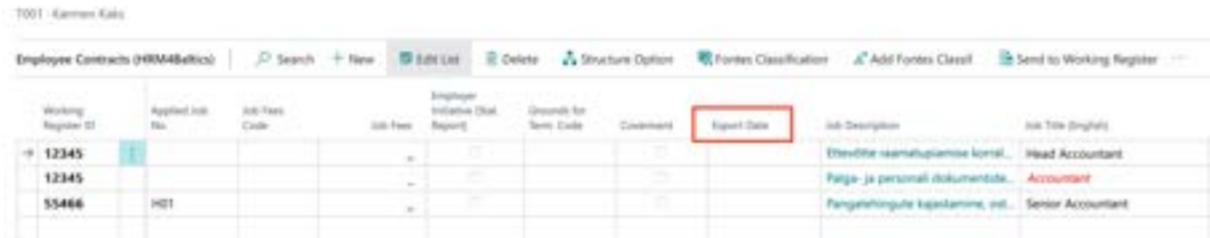
Only contracts marked with TÖR in the *COVERNMENT* column will be included in the CSV file.

The file can be created from the following locations:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/WORKING REGISTER EXPORT



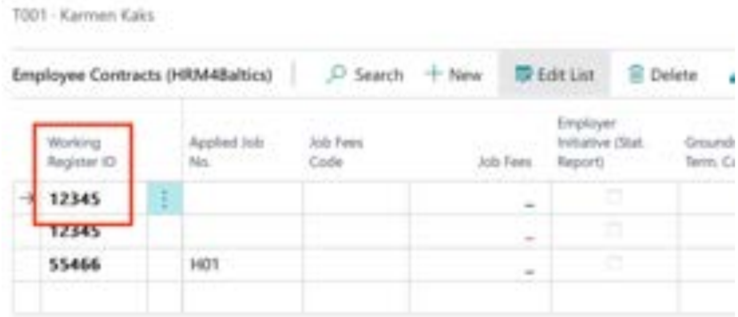
From the *EMPLOYEES LIST*:

In the *EMPLOYEE CARD* card section, under *CONTRACT -> CONTRACTS*, the time of file creation is saved in the *EXPORT DATE* column.



After registering the work in TÖR, TÖR issues the *WORKING REGISTER ID* for the employee's contract. This must be entered by the user in the corresponding columns:

- CONTRACT -> CONTRACTS
- CONTRACT -> EMPLOYMENT



Entering the *WORKING REGISTER ID* in Business Central allows the user to load information about specific changes in the employee's contractual employment (e.g., pauses, terminations, etc.) from the TÖR CSV file or exchange employee data with the TÖR information system using the automatic *X-ROAD* data exchange interface.

4.Tasks

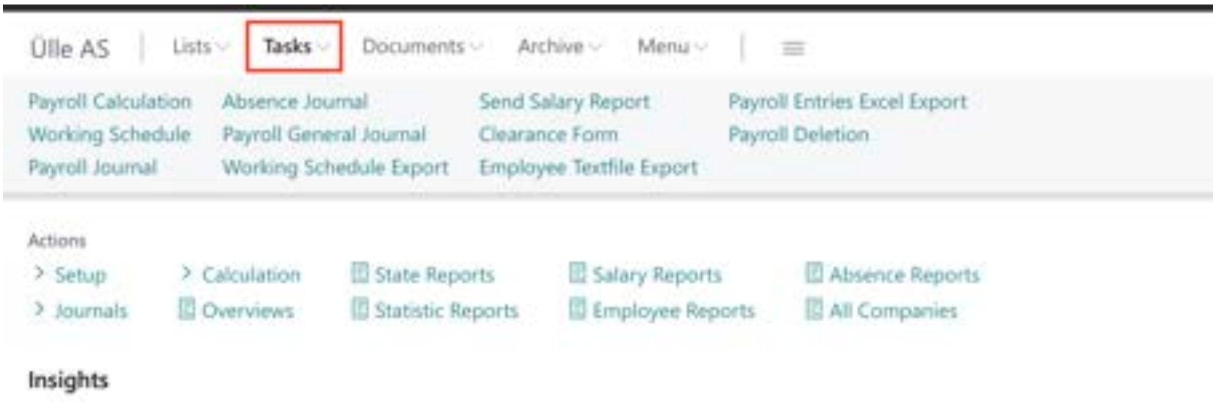
TASKS is a compilation of more frequently performed tasks related to payroll calculation.

The more common activities related to employee working hours management and payroll accounting can be found at:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS

4.1. Payroll Calculation

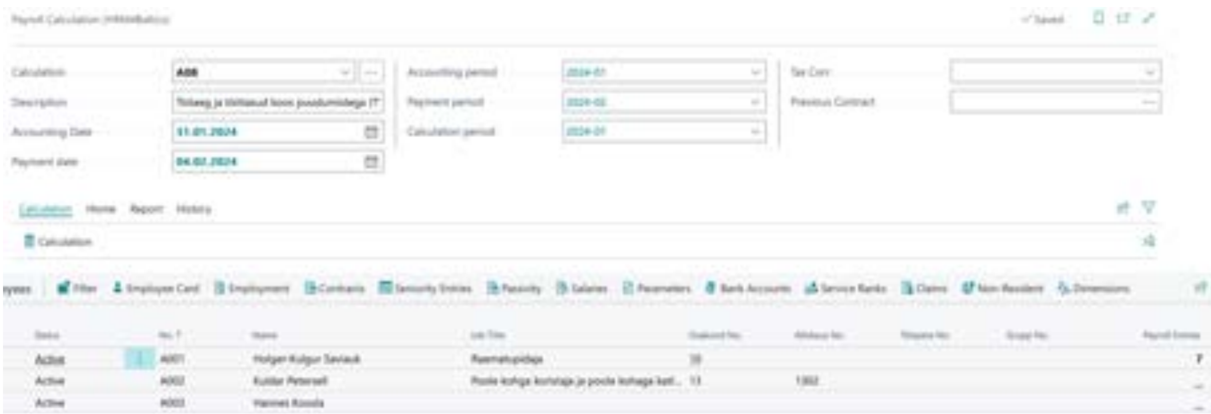
All payroll calculations are initiated at:

HOME/TASKS/PAYROLL CALCULATION



In the *PAYROLL CALCULATION* window, users can initiate various pre-set *CALCULATION GROUPS* for payroll calculations.

Fast tab: Payroll Calculation

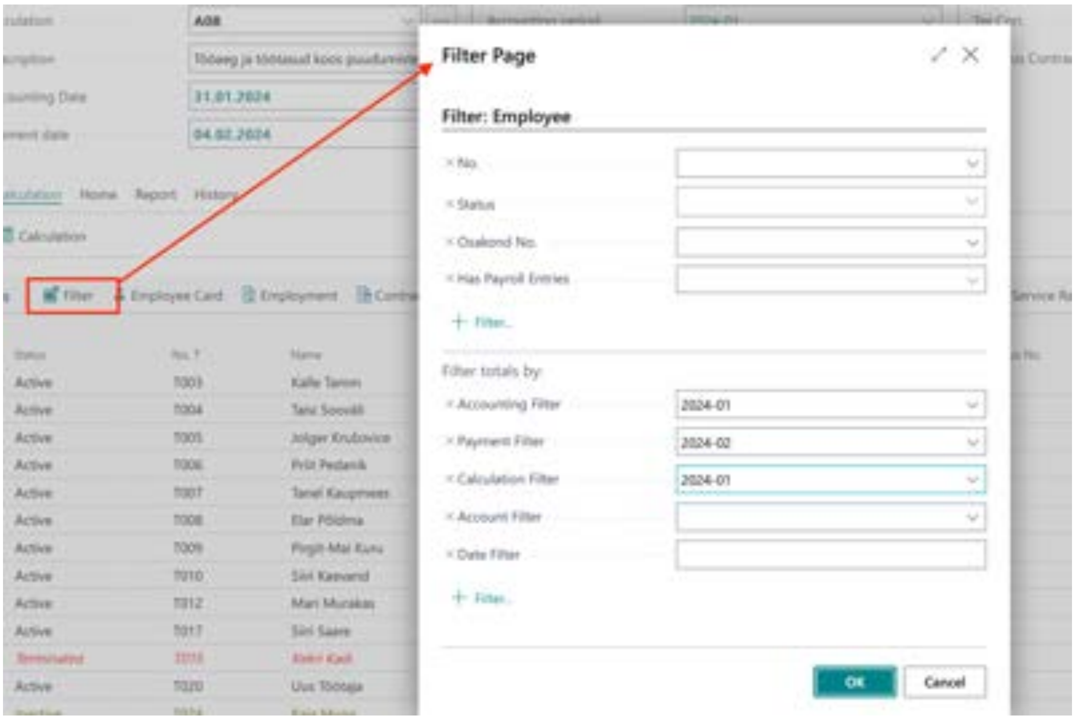


Field	Explanation
Calculation/Description	Select the *CALCULATION GROUP* for payroll calculation to be initiated.
TAX Corr.	In case the user wants to correct TSDs submitted to the Tax and Customs Board for a previous period, the user must select the correction period from the drop-down menu in this field when initiating the payroll calculation. The results of the payroll calculation performed in this way are presented in TSD ADDENDUM 1 PART 1B.
Previous Contract	From the drop-down menu that opens in this field, the user can select the employee's *PREVIOUS CONTRACT* whose payroll entries are to be corrected with this payroll calculation. 

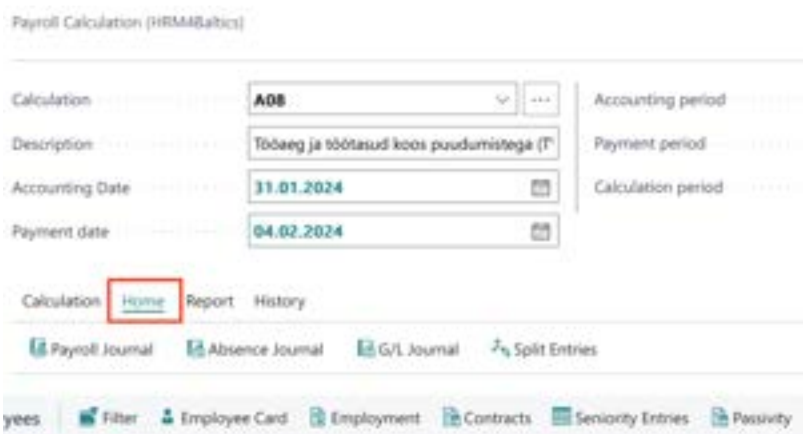
	During the payroll calculation, only the payroll entries of one employee's *PREVIOUS CONTRACT* can be corrected at a time. Therefore, before selecting the *PREVIOUS CONTRACT* to be corrected in the field *PREVIOUS CONTRACT*, only one employee must be filtered on the fast tab of the *EMPLOYEE*.
Accounting Date	Determines the date of posting for payroll entries. Depending on the *CALCULATION GROUP* used, the field is automatically filled with the default date. If necessary, the user can change the date.
Payment Date	Determines the date of payment and posting for payment in the general ledger. If necessary, the date can be changed later in the *PAYROLL GENERAL JOURNAL* if, for some reason, the bank payment cannot be made on the specified date. Depending on the *CALCULATION GROUP* used, the field is automatically filled with the default date. If necessary, the user can change the date.
Accounting Period	Determines the calendar month for which the salary is to be calculated. The field is automatically filled based on the month entered in the *CALCULATION DATE* field. If necessary, the user can change the period.
Payment Period	Determines the calendar month for payment. The period is used in tax calculations and filing on TSD. The field is automatically filled based on the month entered in the *PAYMENT DATE* field. If necessary, the user can change the period.
Calculation Period	Allows you to specify the calendar month for which the calculated wages on the *PAYROLL STATEMENT* are to be displayed. Depending on the *CALCULATION GROUP* used, the field is automatically filled with the default. If necessary, the user can change the period.

Fast tab: Employees

The fees and taxes are calculated only for the employees selected in the filter on the *EMPLOYEES* tab. If no filter is applied, the fees and taxes are calculated for all employees displayed in the list. You can use the filter in all employee columns, and additionally, there is a *FILTER* button on the fast tab ribbon menu to set the filter.



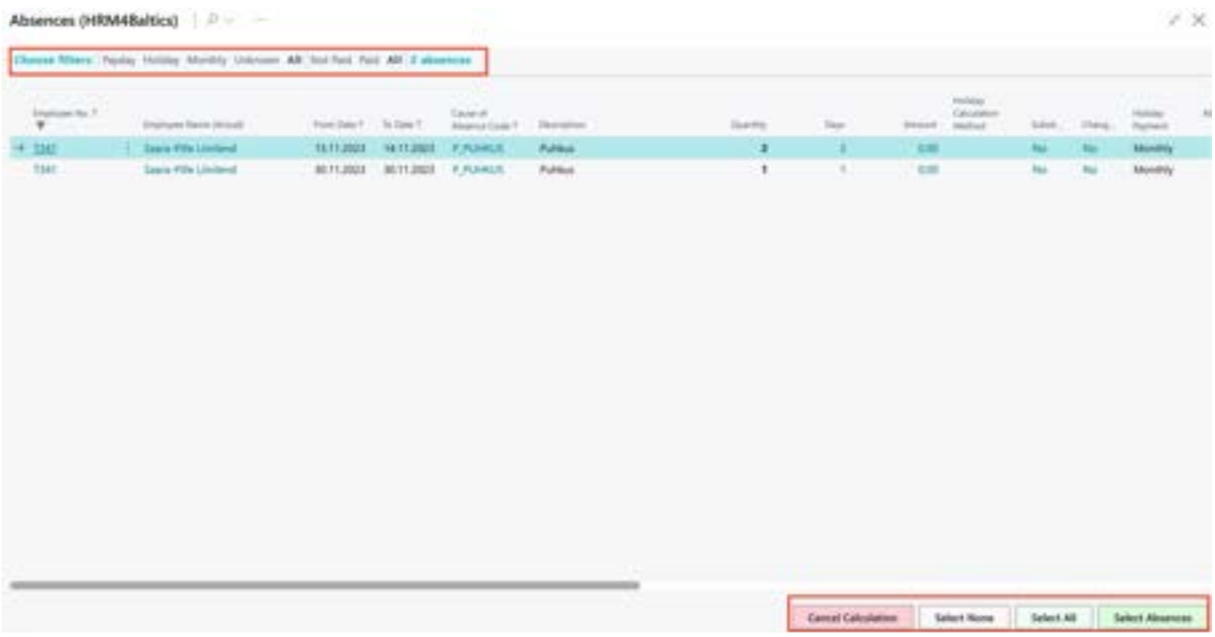
From the Payroll Calculation window, you can also navigate to the Payroll Journal, Absence Journal, and G/L Journal directly. For this purpose, there is a *HOME* button on the ribbon menu.



4.2 Fees Calculation

To initiate the calculation, press *CALCULATION* on the *PAYROLL CALCULATION* ribbon. At the moment of calculation, information about the calculations and the number of resulting entries is displayed to the user. After the calculation is complete, a message "*CALCULATION COMPLETED SUCCESSFULLY* " is shown to the user.

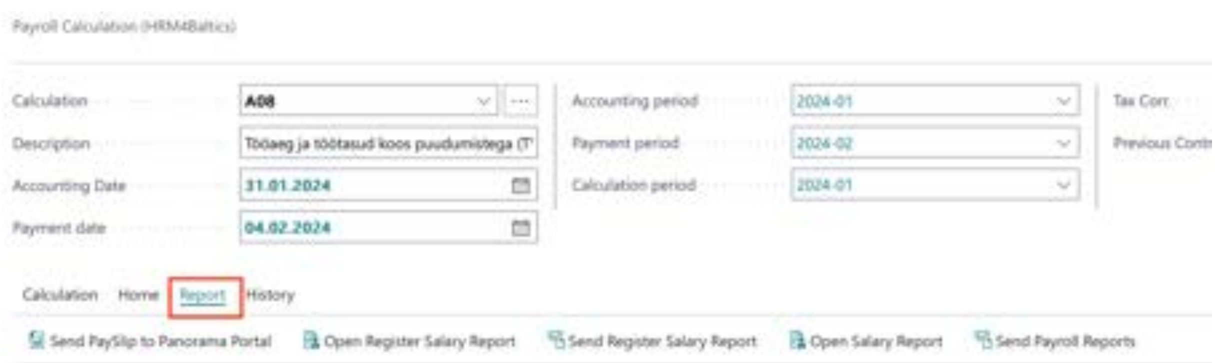
If absence fee calculations are included in the calculation group, a *ABSENCES FILTER* is added to the group, and the *OPEN ABSENCES WINDOW* marker is added; when the calculation is started, the *ABSENCE ENTIRIES* window is opened first, showing the registered absences for the calculation period. In the opened window, quick filters can be used, and by using them, you can specify which rows of absences you want to include in the calculation. To include the selected absences in the calculation, press *SELECT ALL* or *SELECT ABSENCES* in the lower right corner, after which the selected calculation group will be launched. The calculation task can also be started without absence calculations, and for this, you need to choose *SELECT NONE* in the window.



If it is necessary to register absences from the *ABSENCE JOURNAL* or additional fees from the *PAYROLL JOURNAL* before the payroll calculation, there is a *PAYROLL JOURNAL* or *ABSENCE JOURNAL* button on the ribbon of the window.

To view pay slips for all employees, press *REPORT/OPEN SALARY REPORT*on the ribbon, after which pay slips for the period entered in the *CALCULATION PERIOD* field are displayed by default. To open the pay slip for a specific employee, the employee must be selected in the filter, and then press *REPORT/OPEN SALARY REPORT*.

Additionally, you can open payroll statements related to a specific calculation by clicking on the *OPEN REGISTER SALARY REPORT* button. By default, it opens the payroll statements associated with the latest calculation.



The results of the payroll calculation are saved to *PAYROLL LEDGER ENTRIES*. To view the entries created as a result of the last calculation, press *HISTORY/LAST REGISTER ENTRIES* on the ribbon.

In addition, a *PAYROLL REGISTRY* entry is created for this action. To open the registries, press *HISTORY/REGISTERS* on the ribbon.

If no new results were calculated during the payroll calculation, no entries are created in the *PAYROLL ENTRIES*, and no *PAYROLL REGISTRY ENTRY* is created. The user is then notified.

It is essential to ensure that payroll calculations are not initiated for employees with the status *TERMINATED* for the accounting periods where the employee's status was still ACTIVE, meaning the employee left in the middle of the month. In case such a payroll calculation is mistakenly initiated, it will result in recalculating the already paid vacation reserve days and amounts After performing such a calculation, it is necessary to run a new payroll calculation for terminated employees with the calculation task group *VACATION RESERVE RESET* to reset their vacation reserve amounts to zero.

4.2.1. ALLOCATING PAYROLL ENTRIES TO DIMENSIONS

Entries generated during payroll calculations can be allocated across dimensions. To allocate entries, on the payroll window ribbon, click *JOURNALS/SPLIT ENTRIES*. The allocation is based on the configuration found at *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/POSTING GROUPS* and under the employee card's *SPLIT DIMENSION* tab, where the distribution is described, specifying which dimensions the entries are distributed to or how the employee's wages are distributed among projects and tasks.

Entries can also be divided in the *PAYROLL GENERAL JOURNAL*, but in this case, the divided entries are not saved in the HRM4Baltics solution; they are only visible in the general ledger. For instructions on dividing entries in the *GENERAL JOURNAL*, see the section on *ENTRY ALLOCATION IN THE PAYROLL GENERAL JOURNAL*.

As a result of the entry allocation, the default dimension values are deleted from the original entry, and new entries are created with the dimension values specified in the allocation configuration.

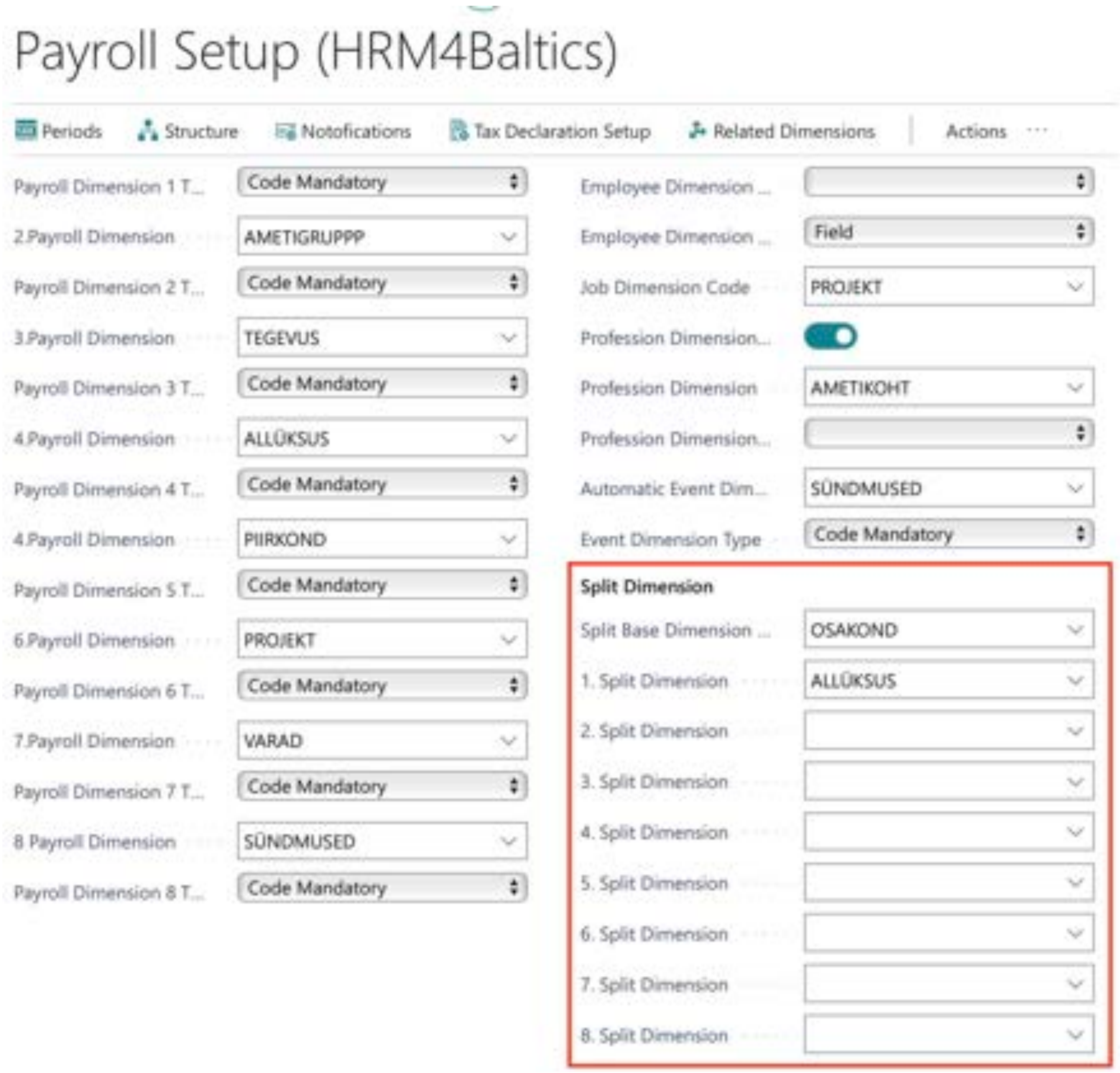
For example, such a solution is necessary in manufacturing or construction companies where costs are often only distributed across dimensions at the end of the month, and it is not possible to assign default dimensions to employees.

4.2.1.1. Distribution configured on the Employee Card

On the employee card, under the *SPLIT DIMENSION* sub-card, you can configure projects, project tasks, or dimensions to which the employee's wages will be allocated after payroll calculation. To quickly open the distribution card from the list of employees or the employee card, you can use the keyboard shortcut *CTRL+ALT+D*.

- Allocating Employee Pay Entries to Projects: In the *JOB NO AND/OR TASK NO* column, choose the job(s) and/or task(s) from the drop-down menu to which the employee's wages will be allocated. Jobs and tasks must be configured beforehand in the *SCEDULE JOBS*.

- Allocating Employee Pay Entries Based on a Dimension to Sub-dimensions: In the *BASE DIMENSIOJN: XXX* column, select the dimension from the drop-down menu from which wages will be allocated. Configuration must be done in *HOME/MENU/HUMAN AND RESOURCE 365 MENU/ADMINISTRATION/ PAYROLL SETUP/DIMENSIONS/SPLIT DIMENSIONS*.

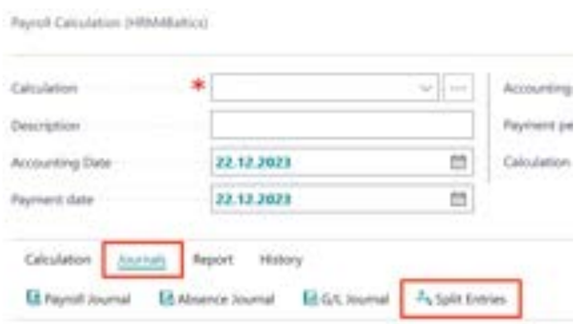


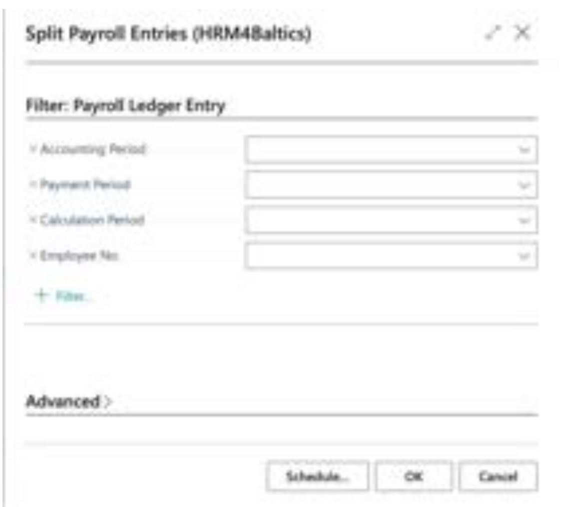
Fields in Employee sub-card Split Dimensions

Field	Explanation
Splitting Type	When entering the distribution on the employee card, the column is automatically filled with the selection "EMPLOYEE," which means that the distribution of entries is employee-based.
Valid From/Valid To	Enter the start date of the period, and if necessary, also the end date when the configuration of the respective row is valid. When the

	employee's employment relationship ends, the distribution of employee dimensions is automatically closed. The Valid to column is populated by the system with the employee's last employment date.
Base Dimension: XXX	Select the dimension value from which the employee's wages are distributed to the dimension value chosen in the Dimension XXX column. Prior configuration is required in *ADMINISTRATION/ PAYROLL SETUP/ DIMENSIONS/ SPLIT DIMENSIONS*.
Percentage	Enter the distribution share, i.e., the proportion of the employee's salary distributed to the respective project/dimension.
Job No./ Description	From the drop-down menu, choose a previously selected *SCEDULE JOBS* to which the employee's salary should be distributed.
Dimension XXX	Select the dimension value to which the employee's salary should be distributed. Prior configuration is required in *ADMINISTRATION/PAYROLL SETUP/DIMENSIONS/ SPLIT DIMENSIONS*.
Task No./ Description	From the drop-down menu, choose a previously selected TASK of the *SCEDULE JOBS* to which the employee's salary should be distributed.
Hide	By adding a marker to the field, the respective row will no longer be displayed in the list.
Description	Free text field.
Total Percentage	Check column that displays the total distribution shares in the respective period. Important for monitoring that the distribution does not exceed 1.

4.2.1.2. Entry Distribution





To distribute entries after payroll calculation, select *SPLIT DIMENSIONS* in the *PAYROLL CALCULATUON* or the list's *PAYROLL ACCOUNTS* ribbon menu under *POSTING*. In the opened filter window, you can add necessary limiting values, such as *EMPLOYEE NO* or *ACCOUNTING PERIOD* or *REGISTER NO*. If no filters are added, all undistributed entries, including historical ones, will be distributed according to the configuration.

The distribution of entries is recorded in the *PAYROLL REGISTERS*, and corresponding entries are created in the *PAYROLL ENTRIES*. If entries in the *PAYROLL REGISTERS* that served as the basis for distribution are deleted, the corresponding entries in the *DISTRIBUTION REGISTER* will automatically be deleted. It is not possible to delete the *PAYROLL REGISTER* or the selected entries from this registry. To delete the distribution register, you must delete the register with which the distributed entries were calculated.

The distribution register displays the results of the distribution, including the calculation process. The initial entry created during payroll calculation and whose entries were later distributed is displayed in the register as the first row with a sum of 0.00 euros.

4.2.2. ADVANCE PAYMENT CALCULATION

To calculate and enter an advance payment, you need to launch the *PAYROLL CALCULATION* window with the calculation group:

- ADVANCE PAYMENT

Then, by clicking on the ribbon menu *CALCULATION*, a window will open for entering the net amount of the advance.

The net amount of the advance is recorded in payroll accounts:

- 9010 - ENTERED ADVANCE
- 9011 - ENTERED ADVANCE, MANAGEMENT

The gross amount of the advance is recorded in the payroll account:

- 1101 - ADVANCE
- 1601 - ADVANCE, MANAGEMENT

The advance payment is registered in the payroll account:

- 3220 - ADVANCE PAYMENT

The deduction of the advance payment is carried out at the end of the month with the payroll calculation task group:

- WORKING HOURS AND WAGES WITH ABSENCES

The deducted amount is recorded in the payroll account:

- 1397 - USED ADVANCE
- 1659 - USED ADVANCE, MANAGEMENT

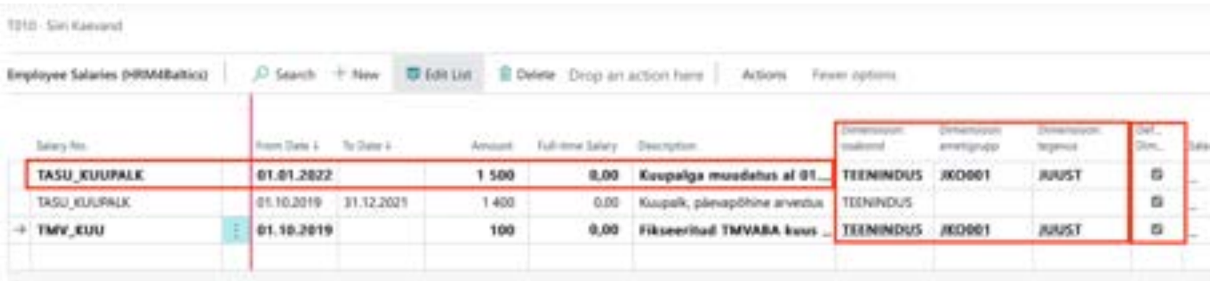
If the entire advance amount cannot be reconciled immediately from the next salary payment, reconciliation is done from the salaries of the following calendar months.

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.3. MONTHLY SALARY CALCULATION

The prerequisite for calculating monthly salary is that on the *EMPLOYEE CARD* sub-card *CONTRACT/SALARIES*, the employee has been assigned a salary type *SALARY_MONTHLY* or *SALARY_SCHEDULE* along with a valid period. If the start and end dates are not specified, the salary is valid at any time.

If there are multiple simultaneously valid rows of *SALARY_MONTHLY* and/or *SALARY_SCHEDULE* on the *CONTRACT/SALARIES* sub-card of the *EMPLOYEE CARD*, the salary is calculated as the sum of all these valid salary rows.
Dimension values from the *EMPLOYEE CARD* sub-card are added to the payroll entries based on the corresponding salary row.



By default, dimension values from the *DIMENSIONS* fast tab on the *EMPLOYEE CARD* are added to the *SALARIES* sub-card.

However, by removing the checkmark from *DEFAULT DIMENSIONS* in the *SALARIES* sub-card of the *EMPLOYEE CARD*, the user can modify the dimension values used on that row.

Monthly salary is typically calculated with the calculation task group:

- WORKING HOURS AND WAGES WITH ABSENCES

Monthly salary payroll entries are recorded according to payroll accounts:

- 1110 - MONTHLY SALARY
- 1111 - MONTHLY SALARY SCHEDULE

Taxes calculated from salaries are automatically calculated when using the calculation task group *WORKING HOURS AND WAGES WITH ABSENCES*.

- The formula for *SALARY_MONTHLY* is as follows:
  Salary Row Monthly Salary Amount / Standard Workdays in a Month * Worked Workdays
- The formula for *SALARY_SCHEDULE* is as follows:
  Salary Row Monthly Schedule Amount / Standard Working Hours in a Month * Worked Working Hours

The worked hours can be automatically calculated by the program based on the monthly norm and reducing them by the number of absent days. However, if desired, worked hours can also be recorded from the work schedule.

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.4. HOURLY SALARY CALCULATION

Similar to the monthly salary calculation, the prerequisite for hourly wage calculation is that on the *EMPLOYEE CARD* sub-card *CONTRACT/SALARIES*, a valid salary type *SALARY_HOUR* is assigned along with the hourly rate entered in the *AMOUNT* field (the start date of the period must be entered at least). Additionally, hours worked need to be registered for hourly-paid employees.

Worked hours are entered and recorded either from the *WORK SCHEDULE* or the *PAYROLL JOURNAL* on a daily basis or summarized monthly on the corresponding payroll accounts:

- 5010 - WORKED REGULAR HOURS
- 5020 - WORKED EVENING HOURS
- 5030 - WORKED NIGHT HOURS
- 5061 - WORKED PUBLIC HOLIDAY EVENING HOURS
- 5062 - WORKED PUBLIC HOLIDAY NIGHT HOURS
- 5070 - WORKED OVERTIME HOURS

Then the hourly wage can be calculated with the calculation task group:

- WORKING HOURS AND WAGES WITH ABSENCES

By default, when entering working hours from both the work schedule and the payroll journal, default dimensions assigned to the *EMPLOYEE CARD* are added. If necessary, the user can change them, adding different dimensions for each day. In the context of payroll calculation, the employee's wage is then calculated with these different dimensions.

Taxes are automatically calculated during the calculation process.

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.5. OVERTIME CALCULATION, SUMMARIZED PERIOD

In the HRM4Baltics module, you can use summarized timekeeping, and you can set the start month of this period as desired. However, the length of the summarized period must be the same for all employees.

To calculate overtime during the summarized timekeeping period, one of the following payroll calculation tasks is initiated before the salary calculation at the end of the summarized period:

- TIMEKEEPING, SUMMARIZED PERIOD (1..3)
- TIMEKEEPING, SUMMARIZED PERIOD (4..6)
- TIMEKEEPING, SUMMARIZED PERIOD (7..9)
- TIMEKEEPING, SUMMARIZED PERIOD (10..12)

The summarized period may vary between clients, for example, 1..4; 5..8; 9..12.

As a result of the payroll calculation, the overtime is saved as payroll entries on the payroll account:

- 5070 – OVERTIME HOURS

Then, the overtime pay can be calculated with the regular wage calculation task group:

- WORKING HOURS AND WAGES WITH ABSENCES

The result of the calculation is saved as payroll entries on the payroll account:

- 1190 – OVERTIME PAY

The default dimensions assigned to the *EMPLOYEE CARD* are added to the calculated overtime pay.

Taxes on wages are automatically calculated using the payroll calculation task group *WORKING HOURS AND WAGES WITH ABSENCES*.

Calculation formula: *IF (ACTUAL WORKING HOURS IN THE PERIOD – STANDARD HOURS ACCOUNTING FOR EMPLOYEE ABSENCES) > 0,* then calculate the additional portion of overtime pay:

*(ACTUAL WORKING HOURS IN THE PERIOD – STANDARD HOURS ACCOUNTING FOR EMPLOYEE ABSENCES) * EMPLOYEE'S CONTRACTUAL HOURLY RATE * 0.5*

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.6. BONUS CALCULATION

One-time, pre-calculated bonus amounts are entered for each employee in the *PAYROLL JOURNAL* on the *PAYROLL ACCOUNTS:*

- 1220 – BONUS
- 1640 – BONUS, MANAGEMENT

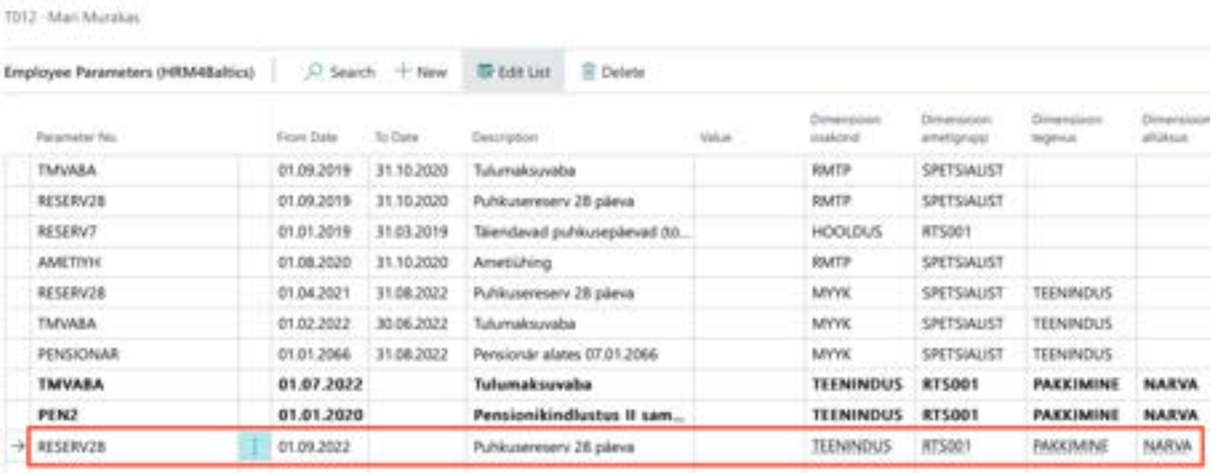
Bonus amounts can also be imported into the payroll journal from Excel if desired.

Taxes on bonuses are automatically calculated along with the calculation group *WORKING HOURS AND WAGES WITH ABSENCES (TVP RESERVE).*

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.7. BOARD MEMBER FEES WITH HOLIDAY OBLIGATION

The calculation is based on the condition that the corresponding *EMPLOYEE CARD* under *SALARIES* has the *SALARY NO* type *TASU_JUHATUS* entered with a validity period, and under the *PARAMETERS* tab of the *EMPLOYEE CARD*, the parameter *RESERVE28* is selected.


TD12 · Mari Murakas

Employee Parameters (HRM4Baltics) | Search | New | Edit List | Delete

Parameter No.	From Date	To Date	Description	Value	Dimensioon osakond	Dimensioon ametigrupp	Dimensioon tegevus	Dimensioon allüksus
TMVABA	01.09.2019	31.10.2020	Tulumaksuvaba		RMTP	SPETSIALIST		
RESERV28	01.09.2019	31.10.2020	Puhkusereserv 28 päeva		RMTP	SPETSIALIST		
RESERV7	01.01.2019	31.03.2019	Täiendavad puhkusepäevad (tö...		HOOLDUS	RTS001		
AMETIYH	01.08.2020	31.10.2020	Ametiühing		RMTP	SPETSIALIST		
RESERV28	01.04.2021	31.08.2022	Puhkusereserv 28 päeva		MYYK	SPETSIALIST	TEENINDUS	
TMVABA	01.02.2022	30.06.2022	Tulumaksuvaba		MYYK	SPETSIALIST	TEENINDUS	
PENSIONAR	01.01.2066	31.08.2022	Pensionär alates 07.01.2066		MYYK	SPETSIALIST	TEENINDUS	
TMVABA	**01.07.2022**		**Tulumaksuvaba**		**TEENINDUS**	**RTS001**	**PAKKIMINE**	**NARVA**
PEN2	**01.01.2020**		**Pensionikindlustus II sam...**		**TEENINDUS**	**RTS001**	**PAKKIMINE**	**NARVA**
RESERV28	01.09.2022		Puhkusereserv 28 päeva		TEENINDUS	RTS001	PAKKIMINE	NARVA

Fee and the taxes calculated on it are computed using the calculation group:

- WORKING HOURS AND WAGES WITH ABSENCES (TVP RESERVE).

As a result of the calculation, the remuneration is recorded as entries in the PAYROLL RECORDS on the payroll account:

- 1620 – BOARD MEMBER FEE WITH RESERVE ACCOUNTING.

! The above-mentioned accounts are used in the standard solution. Customer-specific accounts may differ if additional accounts have been added or renamed.

4.2.8. CONTRACT (TVL) FEE

The monthly fixed fee based on the contract fee would be entered in the *EMPLOYEE CARD* on the sub-card *SALARIES* with the type of *SALARY_TVL*.

One-time contract fees are entered in the *PAYROLL JOURNAL* with the entry type *ADDITIONAL* on the *PAYROLL ACCOUNT*:

• 1610 - CONTRACT FEE

The fee and the taxes calculated on it are computed with the calculation group:

• WORKING TIME AND REMUNERATION INCLUDING ABSENCES (TVP RESERVE)

! The above-mentioned accounts are used in the standard solution. Depending on the client, accounts may differ if additional accounts have been created or renamed.

4.2.9. VACATION

The vacation period is registered in the *ABSENCES JOURNAL* with the absence reason:

- *P_PUHKUS*

As a result of registration, entries are created in the *ABSENCES*. In case there was an error in the absence/vacation registration (e.g., incorrect absence reason, period, etc.), it can be corrected before calculating vacation pay.

In the payroll calculation window, the *PAYROLL CALCULATION* needs to be reviewed. Additionally, it may be necessary to modify *ACCOUNTING PERIOD*, *PAYMENT PERIOD*, and *CALCULATUON PERIOD DATES*.

When a vacation starts in one calendar month and ends in another, the *ACCOUNTNG PERIOD* field must always indicate the start month of the vacation.

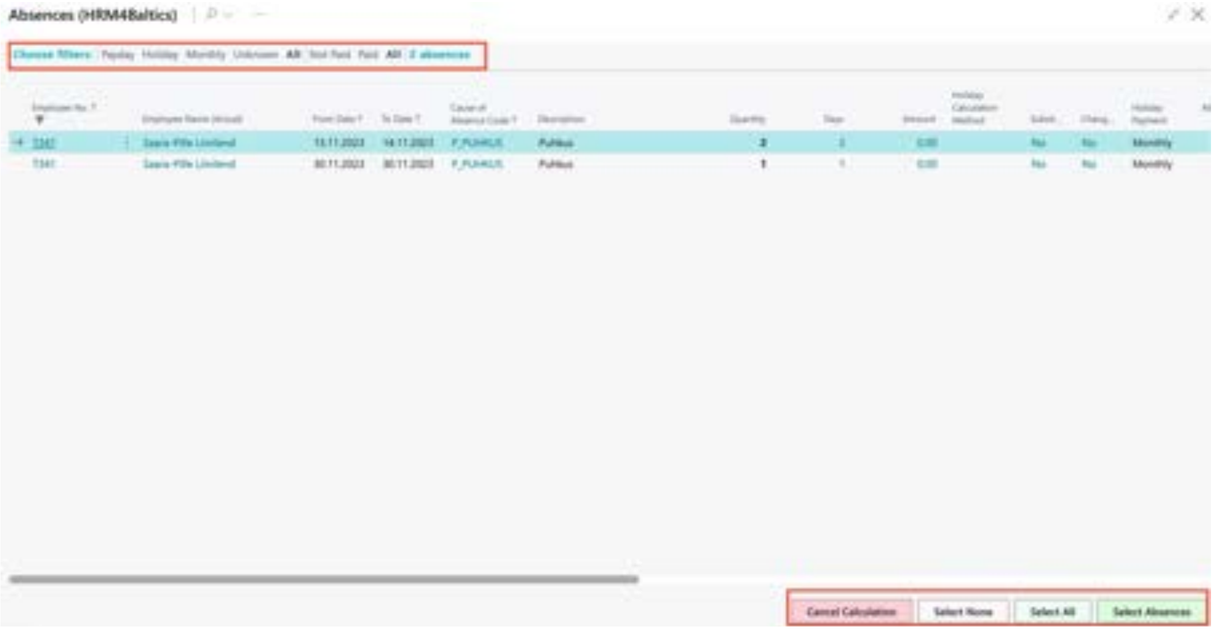
Vacation pay is calculated with the calculation groups:

- VACATION PAY
- ADVANCE PAYMENT, VACATION PAY

or

- WORKING HOURS AND WAGES WITH ABSENCES if absences are added to the working hours calculation group.

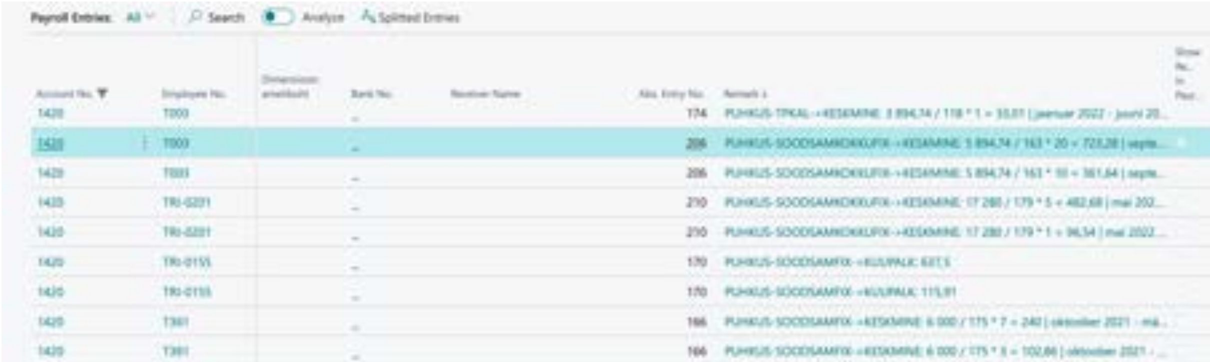
To initiate the vacation pay calculation, press *CALCULATION* on the ribbon. In the opened window *ABSENCES*, selected employees' vacations are displayed with the applied filter. Here, select the vacation rows for which you want to calculate payments. Press *SELECT ALL/SELECT ABSENCES* to continue the calculation or *CANCEL CALCULATION* to abort.



If you wish to filter vacations on the *ABSENCES* page based on the basis for vacation pay, you can use pre-set filters in the ribbon such as *PAYDAY*, *HOLIDAY*, *MONTHLY*, *UNKNOWN*, or *ALL*.

PAYDAY, *HOLIDAY* filters work correctly only if the *ABSENCES JOURNAL*, during vacation registration, has the field *CALCULATION PERIOD* filled on the journal line.

The calculation scheme used for calculating holiday pay is saved in the entry and displayed in the *ABSENCE LEDGER ENTIRES* in the corresponding absence row under the column *HOLIDAY CALCULATION METHOD*. The amounts and days considered for the calculation are visible in the payroll ledger entries under the row related to holiday pay in the column *REMARK*.



The calculated vacation pay amount is recorded in the following *PAYROLL ACCOUNTS*:

- 1420 – VACATION PAY
- 1660 - VACATION PAY BOARD

The method for calculating holiday pay depends on the calculation formula used. Holiday pay can be calculated based on average, maintaining the monthly salary, or based on the more favorable option for the employee.

HRM4Baltics calculates the main vacation pay (*P_PUHKUS*) according to the law as follows:

1. When calculating vacation pay, the salary is maintained if the employee has received an unchanged salary in the six months preceding the working day on which the need for calculating vacation pay arises.

For example, if an employee goes on vacation on Tuesday, August 5th, and stays on vacation until September 10th, the need for calculating vacation pay arises two working days earlier, on Friday, August 1st. Therefore, the HRM4Baltics module checks whether the employee has received an equal fixed salary (including additional allowances) from February to July. In this case, the module calculates the one working day wages for the vacation calendar months, specifically for August and September, which are then multiplied by the number of remaining working days in the vacation period.

2. Vacation pay is calculated based on the average wages of the preceding six months' calendar days (excluding public holidays) when the need for calculating vacation pay arises.

For example, if the vacation starts on Monday, August 4th, and lasts until September 10th, the date for calculating vacation pay is two working days before August 4th, namely Thursday, July 31st. Therefore, the HRM4Baltics module checks whether the employee has received an unchanged salary in the calendar months of January to June (excluding July). If the employee's salaries for these calendar months are different, the module calculates the wages for one calendar day in the period from January to June (excluding public holidays). This amount is then multiplied by the number of remaining calendar days in the vacation period (including both August and September, excluding public holidays).

4.2.10. ADDITIONAL LEAVE

The primary vacation for minors and disability pensioners is 35 calendar days, of which the exceeding part, i.e., 7 calendar days, is compensated from the state budget. The additional 7 days are calculated similarly to the initial 28 calendar days, proportionally to the worked time.

Additional leave is recorded in the *ABSENCES JOURNAL* with the absence reason *P_TAIENDAV*. As a result of registration, entries are created in the *ABSENCES*. In case there was an error in the absence registration (e.g., incorrect absence reason, period, etc.), it can be corrected before calculating leave pay.

In the payroll calculation window, the *PAYROLL CALCULATION* needs to be reviewed. Additionally, it may be necessary to modify *ACCOUNTING PERIOD*, *PAYMENT PERIOD*, and *CALCULATION PERIOD DATES*.

When leave starts in one calendar month and ends in another, the *ACCOUNTING PERIOD* field must always indicate the start month of the leave.

Leave pay is calculated with the calculation group:

- ADDITIONAL LEAVE DAYS (DISABILITY)

or

- WORKING HOURS AND PAY CALCULATION if absences are added to the working hours calculation group.

The calculated additional leave pay is recorded in the following *PAYROLL ACCOUNT*:

- 1740 - ADDITIONAL LEAVE DAYS (MINORS, DISABILITY PENSION).

4.2.11. CARE LEAVE OR CAREGIVER LEAVE FOR AN ADULT WITH SEVERE DISABILITIES

Leave provided for an employee caring for an adult with severe disabilities is recorded in the *ABSENCES JOURNAL* with the absence reason:

- *P_HOOLDUS*

To calculate the pay for care leave, the following PAYROLL CALCULATION GROUP needs to be selected:

- CARE LEAVE

or

- WORKING HOURS AND PAY CALCULATION if absences are added to the working hours calculation group.

The calculated pay for care leave is recorded in the following *PAYROLL ACCOUNT*:

- 1755 - CARE LEAVE, ADULTS WITH SEVERE DISABILITIES CARE.

4.2.12. STUDY LEAVE

The period of study leave is recorded in the *ABSENCES JOURNAL* with the corresponding absence reasons:

- P_OMIN - STUDY LEAVE, MINIMUM WAGE
- P_OPATA - STUDY LEAVE (UNPAID)
- P_OPPE - STUDY LEAVE (EDUCATIONAL LEVEL)

The pay for study leave is calculated using the respective PAYROLL CALCULATION GROUPS:
• WORKING HOURS AND WAGES INCLUDING ABSENCES if absences are included in the calculation of working hours.
• INTERIM PAYMENTS, STUDY LEAVE
• INTERIM PAYMENTS, LEAVE

If study leave starts in one month and ends in another, the calculation of holiday pay must have the *ACCOUNTING PERIOD* field marked with the starting month of the leave period.

The pay for study leave is recorded in the following *PAYROLL ACCOUNTS*:
- 1510 - STUDY LEAVE, EDUCATIONAL LEVEL
- 1512 – STUDY LEAVE, MINIMUM WAGE
- 1670 - STUDY LEAVE, MANAGEMENT

4.1.13. ACCRUAL OF LEAVE OBLIGATION

The HRM4Baltics module allows for real-time tracking of an employee's available leave days. The module recalculates the number of unused leave days, i.e., *LEAVE BALANCE*, monthly along with the payroll calculation.

Formula for leave accrual: *LEAVE BALANCE AT THE END OF THE PERIOD = LEAVE BALANCE AT THE START OF THE PERIOD + LEAVE DAYS ACCRUED IN THE CALCULATION MONTH - DAYS TAKEN IN THE CALCULATION MONTH.*

In the case where the accrual month for leave obligation is the calendar month in which the employee's leave begins, but the leave extends into the next calendar month, the recalculation reduces the leave balance only by the number of leave days falling in the month of the employee's leave commencement.

Leave days that fall in the calendar month when the employee's leave ends are taken into account only if the accrual month for leave obligation is the calendar month when the employee's leave ends or any of the subsequent months.

As a prerequisite for leave accrual, the *PARAMETER* corresponding to the *EMPLOYEE CARD* subcard *PARAMETERS* must be entered:
- RESERV28 - the employee is entitled to 28 calendar days of leave per calendar year
- RESERV35 - the employee is entitled to 35 calendar days of leave per calendar year
- RESERV56 - the employee is entitled to 56 calendar days of leave per calendar year
- RESERV7 - the employee is entitled to an additional 7 days of leave per calendar year (disabled pensioner)
- RESERV7A - the employee is entitled to an additional 7 days of leave per calendar year (minor)

If the employee is a disabled pensioner or a minor, two separate parameters must be added simultaneously to the *EMPLOYEE CARD* subcard *PARAMETERS* as valid:
- RESERV28 AND RESERV7 - for a disabled pensioner
- RESERV28 AND RESERV7A - for a minor

Leave obligation is calculated according to the *PAYROLL CALCULATION GROUPS*:
- WORKING HOURS AND SALARIES
- EVERANCE PAY WITH SALARY
- RESERVE RECALCULATION

4.2.14. SICK LEAVE BENEFIT CALCULATION

Sick days are automatically registered from the sick leave card or from the *ABSENCE JOURNAL* with the reason: *H_HAIGE*.

The employer's sick leave benefit is calculated with the following *PAYROLL CALCULATION GROUPS*:

- SICK LEAVE BENEFIT 4-8 DAYS (AUTOMATIC CALCULATION) - calculates the mandatory sick leave benefit for days 4-8 as required by the employer.
- SICK LEAVE BENEFIT 2-3 DAYS (AUTOMATIC CALCULATION) - calculates the voluntary sick leave benefit for days 2-3 as required by the employer.

In the HRM4Baltics module, it is possible to calculate sick leave benefits even if multiple consecutive sick leave certificates, or continuation certificates, have been registered for one sick period. Such a continuation sick leave is also entered in the *ABSENCE JOURNAL* with the reason *H_HAIGE*, but the column *RELATED ABSENCE ENTRY NO.* must be selected for this absence, indicating the immediate preceding absence entry number for the same sick period.

If continued sick leaves are entered for an employee, the payroll system will calculate employer-paid sickness benefits only for the 2nd and 3rd or/and 4th to 8th sick days at the beginning of the entire related sick period.

When calculating sick leave benefits, the *ACCOUNTING PERIOD* must always be set to the entire calendar month in which the related sick period begins, even if continuation sick leave certificates have been entered for the employee in the following calendar months.

Example: If the employee's initial sick leave starts on September 28 and ends on September 29, and a continuation sick leave is issued from September 30 to October 15, when running the payroll calculation for sick leave benefits, the *ACCOUNTING PERIOD* must always be set to September.

The calculation groups automatically calculate the employer's sick leave benefit for multiple sick days.

In cases where the employee's illness begins in one calendar month and continues into the next, and the employer-subsidized days also start in one calendar month and continue into the next, the cost of sick leave benefits is accounted for in the month when the cost actually occurs.

Example: If the employee's illness starts on Friday, September 25, and ends on October 15, the employer-subsidized sick days are September 28, September 29, September 30, October 1, and October 2. In this case, the costs related to the sick leave benefits paid for September 28, 29, and 30 are accounted for in September, and the costs associated with the sick leave benefits paid for October 1 and 2 are accounted for in October.

The calculated employer's sick leave benefit amounts are recorded according to the *PAYROLL ACCOUNTS*:

- 1761 – SICK LEAVE BENEFIT
- 1762 – SICK LEAVE BENEFIT 2-3 DAYS

4.2.15. INCOME TAX-FREE AMOUNT CALCULATION

If the employee has a valid parameter *TMVABA* on the *EMPLOYEE CARD* sub-card *PARAMETERS*, then the income tax-free amount is deducted from the employee's payout period salary.

From 2018, the calculation of the tax-free amount depending on the amount to be paid out is based on the formula

In the HRM4Baltics module, the formula for calculating income tax-free for the calendar month established in the Income Tax Act is used for calculation. The formula for calculating the income tax-free amount is as follows:
(500−500/900×(AVERAGE TAXABLE INCOME IN THE CALENDAR MONTH−1200))
The income tax-free amount calculated should not be less than zero.

In the HRM4Baltics module, this calculation uses variables defined in the *GLOBAL FORMULAS*. Using these variables, the formula for the calculation is as follows:
TMVABA−TMVABA/TMVKOEF×(AVERAGE TAXABLE INCOME IN THE CALENDAR MONTH−TMVTULU)

4.2.15.1. Employee Designated Income Tax-Free Amount

In accordance with the Income Tax Act, an employee may submit a request to their employer to deduct a fixed amount, not exceeding 500 euros, from their salary. To establish a fixed income tax-free amount less than the maximum allowed, but greater than zero, for a month, the following steps must be taken simultaneously:

- On the *EMPLOYEE CARD* sub-card *PARAMETERS*, set the parameter *TMVABA*.
- On the *EMPLOYEE CARD* sub-card *SALARIES*, add the S*ALARIES NO TMV_KUU* with the corresponding validity period and amount.

Only with the described configuration will the amount entered on the *TMV_KUU* line be used as the income tax-free amount for that employee.

However, this applies only if the amount entered on the *TMV_KUU* line for a specific calendar month is not greater than the income tax-free amount calculated for that calendar month based on the formula mentioned in point 0.

If the amount entered on the *TMV_KUU* line for a specific calendar month is greater than the income tax-free amount calculated for that calendar month based on the formula mentioned in point 0, then the calculated income tax-free amount will be used for that calendar month for that employee.

If an employee submits a request to the employer that no income tax-free amount should be deducted from their pay for a certain calendar month, do not enter the *TMV_KUU* with an amount of "0" on the *EMPLOYEE CARD* sub-card *SALARIES*. Instead, terminate the validity of the parameter *TMVABA* on the *EMPLOYEE CARD* sub-card *PARAMETERS*.

If the employee later wishes to have the employer consider an income tax-free amount for their pay again, the employee must enter the parameter *TMVABA* on a new line with a new validity period on the *EMPLOYEE CARD* sub-card *PARAMETERS*.

4.2.15.2. Calculations and Payroll Accounts Related to Income Tax and Tax-Free Allowance

In the HRM4Baltics standard solution, calculations related to income tax and tax-free allowance are added to various *CALCULATION GROUPS*. The calculations related to income tax and tax-free allowance from 2018 onwards are as follows:

- M20 - INCOME TAX-FREE:
  - Calculates the employee's income tax-free amount per month.
  - Tracks the accumulated used income tax-free amount.
- M21 - FINDING INCOME TAX USAGE:

Associates the used income tax-free amount with the payroll entries based on the income tax base amount and corresponding *PAYMENT TYPE*.

- M25 - INCOME TAX:

Calculates the amount of income tax.

- M26 - ANNUAL INCOME TAX AMOUNT COMPARISON (applicable for the payout period in December):
  - Calculates the total income tax base amount actually paid by the employer in a year.
  - Calculates the total income tax-free amount actually accounted for by the employer in a year.
  - Based on the above, determines the employee's obligation to pay income tax for the current year.
  - Calculates the difference between the employee's income tax obligation for the current year and the income tax amount already withheld by the employer.

It is crucial that the sequence of *CALCULATIONS* in *CALCULATION GROUPS* follows the order as indicated in the above list.

Calculations related to *PAYMENT TYPES*, among them *M21* and *M25*, always require the indicator *USE PAYMENT TYPES* in the *CALCULATION GROUP*.

For each payout during a calendar month, the maximum allowable income tax-free amount changes. Therefore, it is almost always necessary to add income tax and tax-free allowance *CALCULATIONS* to all *CALCULATION GROUPS*. In this case, the *CALCULATIONS M20, M21*, and *M25* must always be added to the *CALCULATION GROUP* in the specified order.

Results from the income tax calculation are recorded on the following payroll accounts:

- 3030 INCOME TAX
- 3100 USED INCOME TAX-FREE PER CALENDAR MONTH
- 3110 ACCOUNTED INCOME TAX-FREE PER CALENDAR MONTH

Informative or auxiliary payroll accounts related to the income tax calculation:

- 9045 TOTAL INCOME TAX BASE AMOUNT UP TO PAYOUT MONTH
- 9080 USED TAX-FREE AMOUNT PER YEAR UP TO PAYOUT MONTH
- 9090 INCOME TAX AMOUNT PER YEAR UP TO PAYOUT MONTH
- 9095 INCOME TAX OBLIGATION PER YEAR (CALCULATED ONLY FOR DECEMBER)
- 9097 TO BE PAID / TO BE REFUNDED INCOME TAX FOR THE YEAR (CALCULATED ONLY FOR DECEMBER)

4.2.16. DEBIT CLAIMS TO BAILIFFS

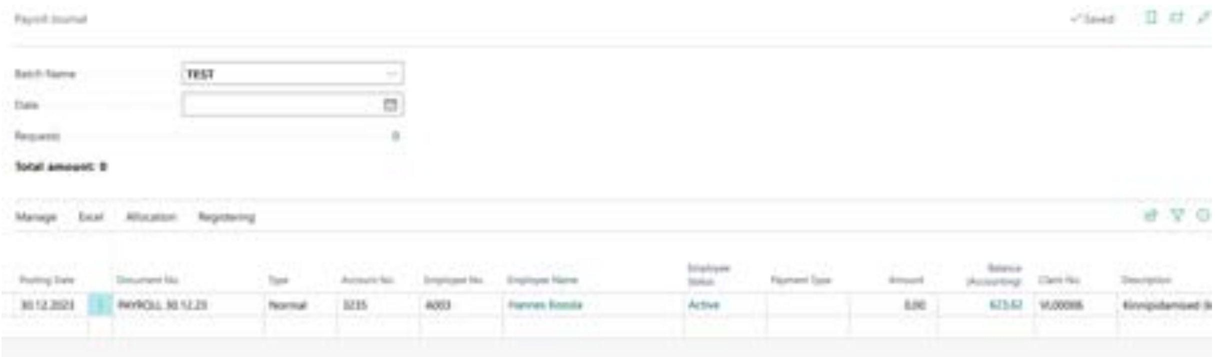
Claims are entered based on events, including the names and bank details of individuals for whom the claim is made, in the list of *CLAIMS*. Permanent claims to bailiffs for a specific employee are entered in the *EMPLOYEE CARD* under *CLAIMS*.

If the claim amount changes monthly, the amount is entered from the *PAYROLL JOURNAL* to the *PAYROLL ACCOUNT*:

- 3235 - CLAIMS (TO BAILIFFS)

In the relevant field on the PAYROLL JOURNAL line, select the *CLAIM NUMBER* from the list of *EMPLOYEE CLAIMS*. This also determines the person for whom the garnishment is made.

For claims entered through the *PAYROLL JOURNAL*, always select *ADDITIONAL* as the *ENTRY TYPE*. The *ENTRY TYPE* is automatically changed to *NORMAL* when the claim entry is created automatically on the *EMPLOYEE CARD* under *CLAIMS* during the calculation process.
For entries made through the *PAYROLL JOURNAL* with the *ENTRY TYPE NORMAL*, Business Central checks the claim payroll calculation and adjusts the amount based on the information entered under *CLAIMS* in the *EMPLOYEE CARD*.



Taxes on claims are calculated using the *CALCULATION GROUP*:

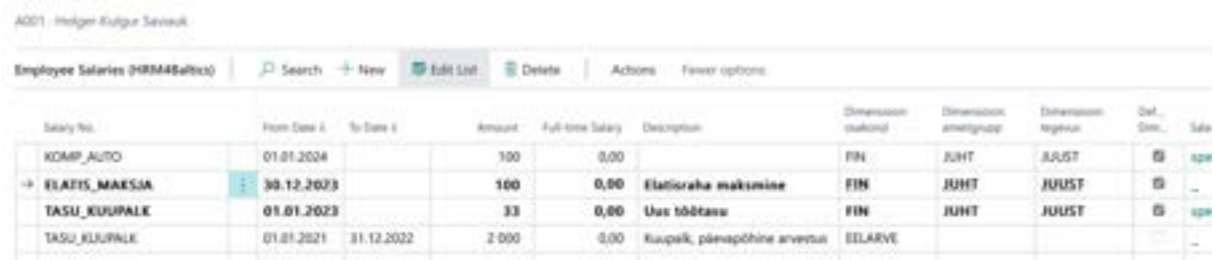
- WORK TIME AND SALARIES

The entries in the Business Central general ledger for the payroll entries are as follows:

- Debit *WAGES PAYABLE*
- Credit *BANK* (payment to the individual for whom the garnishment is made)

4.2.17. ALOMONY

Payments of permanent alimony, their recipients, and amounts are entered on the *SALARIES* subcard of the *EMPLOYEE CARD*.



For the recipient of alimony, a separate *EMPLOYEE CARD* must be created in the HRM4Baltics module, even if the individual is not an employee of the company. For the alimony recipient's *EMPLOYEE CARD* and its subcards, only their name, personal identification code (ID), bank details, and a contract (e.g., type *50 - OTHER*) need to be entered. Creating an *EMPLOYEE CARD* for the alimony recipient is necessary for preparing a bank payment file.

On the subcard of the *EMPLOYEE CARD* for the employee responsible for paying alimony, in the field *CONNECTED EMPLOYEE NO*., enter the employee number of the alimony recipient from their *EMPLOYEE CARD*.

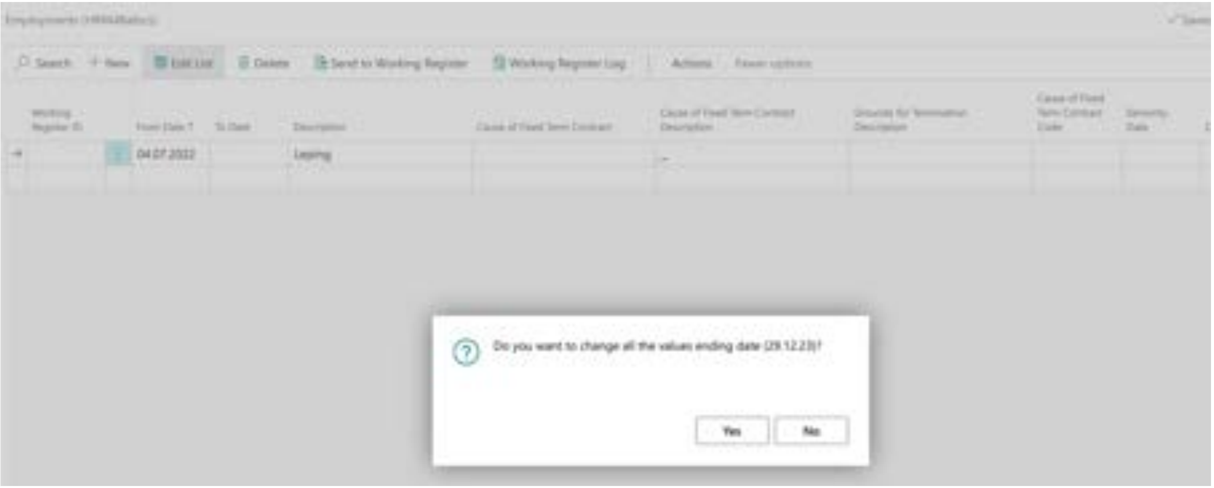
Alimony withheld from the employee's earnings is recorded on the *PAYROLL ACCOUNT*:

- 3236 - WITHHOLDINGS-ALIMONY

Alimony entered in this way is automatically deducted from the payer's earnings when using the *CALCULATION GROUP WORK TIME AND SALARIES*.
If it is not desired to create an *EMPLOYEE CARD* for the alimony recipient (e.g., because they are not an employee of the company), the amounts withheld for alimony from the employee's earnings should be paid out manually from the Business Central financial module.

4.2.18. TERMINATION OF EMPLOYMENT

When terminating an employment relationship, the prerequisite for calculating the severance pay is that the end of the employment relationship must be previously registered on the *EMPLOYEE CARD's* subcard *EMPLOYMENT*. This involves adding an end date to the *TO DATE* column and filling in the column *GROUNDS FOR TERM. CODE.*
Subsequently, the user is prompted with the question "*DO YOU WANT TO CHANGE ALL VALUES ENDING DATE(29.12.2023)*?" Answering *YES* automatically closes the rows on the EMPLOYEE CARD's subsequent subcards—*SALARIES, PARAMETERS, PASSIVITY,* and *EMPLOYMENT*—with the specified termination date.



Answering *NO* leaves the rows on the subcards *SALARIES, PARAMETERS, PASSIVITY*, and *EMPLOYMENT* open, and the user can manually close them as needed.
If *TERMINATION NOTICE SETTINGS* are configured for *GROUNDS FOR TERMINATION*, and it is a reason that requires adherence to the notice periods defined by the Employment Contracts Act (TLS), with compensation to be paid for one calendar month, the program displays the number of *LESS NOTICED DAYS* in the column. This is the number of working days that must be compensated to the employee. The column *COMPENSATE MONTHS* shows the number of months to be compensated. These values are automatically included in the severance pay calculation.

The severance pay payroll calculation is initiated with the *CALCULATION GROUP*:

- SEVERANCE PAY WITH SALARY.

There is no need to initiate a separate wage calculation because, along with severance pay, HRM4Baltics calculates:

- Unused vacation pay
- Compensation for unused vacation days
- Compensation for less noticed workdays
- Severance pay for calendar months
- Termination month's salary
- Taxes and deductions

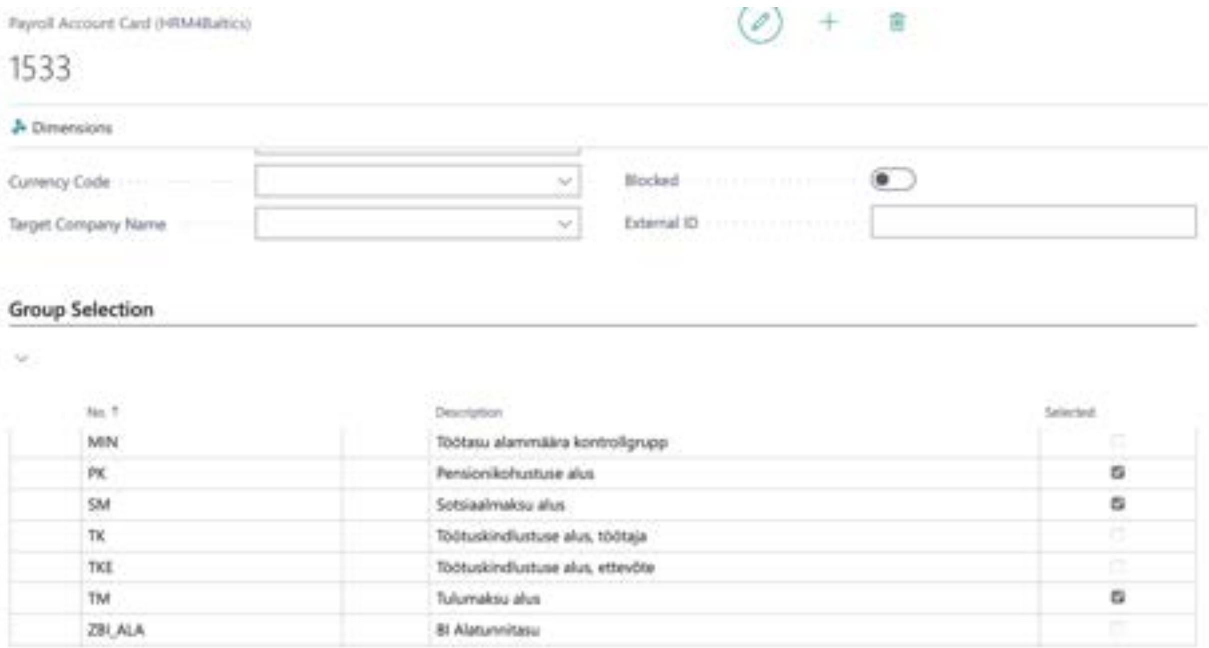
On the fast tab of the *PAYROLL CALCULATION* window, select the employees for whom you want to calculate severance pay in the filter under *EMPLOYEES*. Initiate the calculation by pressing the *CALCULATE* button on the ribbon. After the calculation is complete, a message "*CALCULATION COMPLETED SUCCESSFULLY* " is displayed to the user.

To view the employee's *PAYSLIP*, press the *REPORT* button on the ribbon and then *OPEN SALARY REPORT* or *OPEN REGISTER SALARY REPORT*. The payslip for the respective calendar month is displayed.

The payments and compensation within the severance pay are recorded on the *PAYROLL ACCOUNTS*:

- 1530 - COMPENSATION UPON TERMINATION OF EMPLOYMENT
- 1533 - COMPENSATION UPON TERMINATION DUE TO REDUNDANCY
- 1421 - VACATION COMPENSATION.

Severance pay and redundancy pay are not subject to unemployment insurance tax. Therefore, the payroll group selection on the *PAYROLL ACCOUNT CARD* fast tab for severance and redundancy pay does not have the payroll groups *TK, TKE* marked. However, *SM* and *TM* calculations are configured for these *PAYROLL ACCOUNTS*.



4.3. Order of Payroll Calculations

To ensure the correctness of payroll calculations, a specific sequence of tasks must be followed. If different types of leave allowances are calculated using separate calculation jobs, these should always be executed before the calculation of wages. However, if the Work Time and Salary calculation group is used along with absences, there is no need to separately initiate the calculation of leave allowances.

Before performing the calculation, the following activities must be completed:

1. Organize employee data (enter updated salaries, etc.).
2. Register absences.
3. Enter additional payments and bonuses.
4. Enter deductions (loans, claims, etc.).
5. Check if any employees have terminated their employment or taken parental leave in the current month:

- If an employee goes on parental leave, it is necessary to close the *TMVABA* calculation *PARAMETER*.
- If there is a termination of employment, calculate it separately before wage calculation.

Initiate the following calculations for the payroll:

6. Absence calculation – sickness, vacations, paternity leaves, study leaves, etc.
7. Calculate severance pay; it is advisable to check the accuracy of the calculation.
8. In the case of summarized working time tracking, if it is the last calendar month of a summarized work period, initiate the calculation of overtime for that summarized period.
9. Calculate termination benefits.
10. Perform work time and payroll calculations.

4.4. Working Schedules

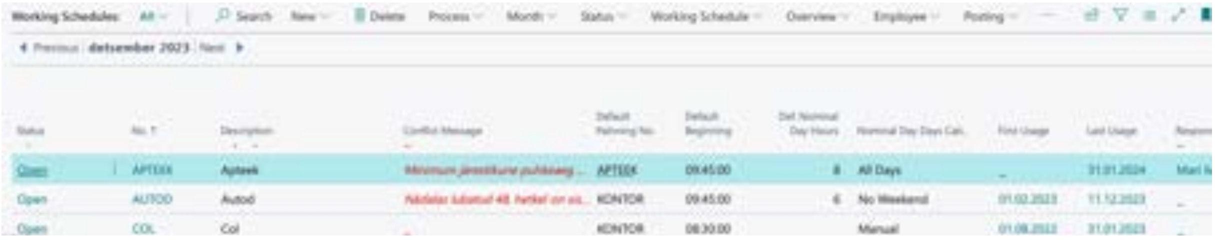
To use the *WORKING SCHEDULES* functionality, it is possible to configure the various types of working hours and principles of calculation used in the company. In the *WORKING SCHEDULES*, both working hours and compensation, as well as other values, can be entered. Additionally, the contractual salary of the employee or the compensation calculated based on the entered hours can be displayed. The *WORKING SCHEDULES* can also be filled in Excel and then imported into the program. Values entered and registered in the *WORKING SCHEDULES* automatically contribute to the basis of payroll calculation. Created and/or confirmed working schedules can be archived. During the confirmation of working schedules, multi-level approval rounds can be used, or the schedules can be confirmed only by the schedule creator.

4.4.1. CREATING NEW WORKING SCHEDULE

A new *WORKING SCHEDULE* can be created at:

HOME/MENU/PAYROLL AND HUMAN RESORUCE 365 MENU/TASKS/WORKING SCHEDULE
Or

HOME/TASKS/WORKING SCHEDULE
The list of schedule groups in the current month view will open. To open the view for the next or previous month, on the ribbon menu, click on the *MONTH FILTER -> PREVIOUS/CURRENT MONTH/NEXT* button.



Field	Explanation
Status	Indicating the status of the table for the respective month. Options: ☐ *OPEN* – Work hours and other values for employees are still being entered. ☐ *ACCEPTENCE* – The working schedule has been sent for confirmation but has not been finally confirmed. ☐ *ACCEPTED*– Entered data in the working schedule has been confirmed. ☐ *POSTED* – The working schedule is confirmed, and the values (hours, pieces, amounts, etc.) entered into the table are registered. The list can be filtered by the status of the working schedule using the ribbon menu button *STATUS*. Options: ☐ OPEN ☐ ACCEPTENCE ☐ ACCEPTED ☐ POSTED ☐ ALL
No	Displays the identifier/number of the working schedule group.
Description	Displays the description of the working schedule group.
Default Planning No.	Displays the pre-set *WORKING SCHEDULE TEMPLATE* assigned to the working schedule group, based on which the working schedule is created.
Default Beginning	Displays the default workday start assigned to the working schedule group. If predefined *SHIFTS* with a defined workday start are not used when entering hours manually in the working schedule, the workday automatically starts at the specified time.
Def. Nominal Day Hours	Displays the number of default daily normal hours assigned to the group. In this case, the times exceeding the daily normal hours are displayed as overtime in the work schedule.
Nominal Day Days Calc.	Field works together with the previously described field *DEFAULT NORMAL DAY HOURS*. It shows from the working schedule card how the daily normal hours are calculated in the group and, accordingly, the overtime for the day. Options: ☐ *ALL DAYS* – All days consider the hours entered in the field *DEFAULT NORMAL DAY HOURS* as normal hours.

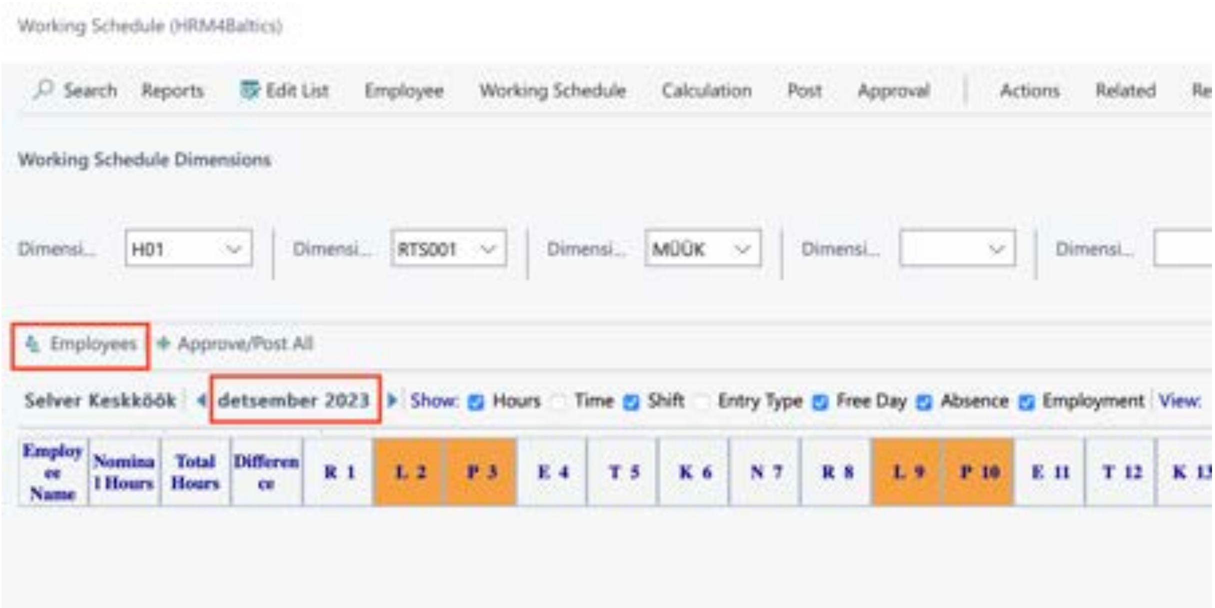
	- *MANUAL* – Normal hours are not considered, and overtime is entered manually in the *DAY OVERTIME HOURS* column. - *NO HOLIDAYS* – Normal hours are not considered on holidays. - *NO WEEKENDS* – Normal hours are not considered on weekends. - *NO HOLIDAYS & WEEKEND* – Normal hours are not considered on holidays and weekends. - *ONLY WEEKENDS(NO HOLDIDAYS)* – Normal hours are only considered on weekends. - *ONLY WEEKENDS*– Normal hours are considered on weekends, excluding holidays.
First Usage/Last Usage	Displays the date when employees and working hours were first and last entered into the respective working schedule group.
Responsible Name	Displays the name of the employee responsible for the working schedule group. The responsible employee can view the tables for which they are responsible in the *EMPLOYEE PORTAL* under *MY WORKING SCHEDULE*. To display tables in the table stack, the configuration must be made in the location *WORKING SCHEDULE SETUP*/fast tab *JOBS*/field *DEFAULT PORTAL VIEW*.
Submitter Name	Displays the name of the employee assigned as the submitter for the group. If approval rounds are used for the working schedule, only the submitter has the right to submit the working schedule for confirmation; the submit button is not displayed for other users.
Employees	Displays how many employees are in the respective group in the month displayed in the list.
Normal Hours	Displays the total normal hours of the employees in the working schedule group for the respective month.
Total Hours	Displays the total entered hours for all employees in the working schedule group for the respective month.
Not Accepted Hours	Displays how many hours in this group for the respective month are still unconfirmed.
Not Posted Hours	Displays how many hours in this group for the respective month are still unregistered.
Rule Code	Displays the selected rule for work and rest time for the working schedule group.
Automatic Hours Calculation	When the marker is added, the employee's normal hours are recalculated every time the timesheet is opened.

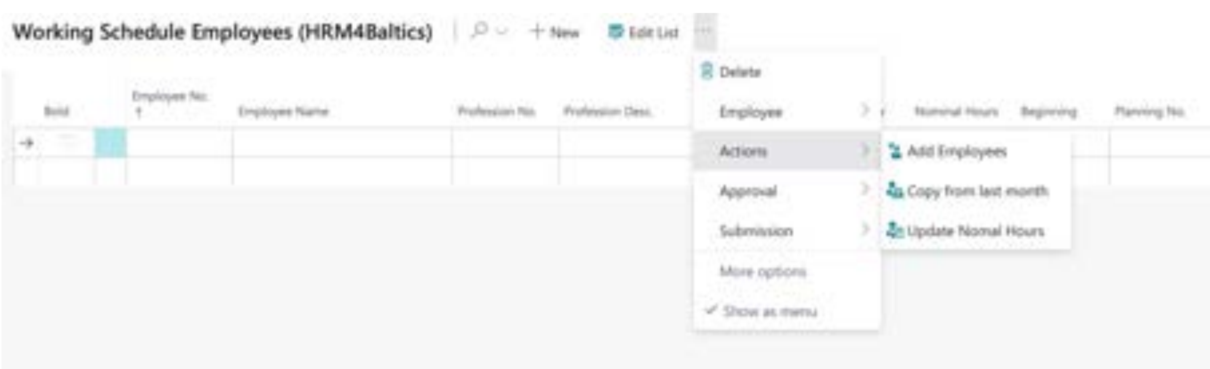
To open a group in the list, select the row of the *WORKING SCHEDULE GROUP* you want to open and press on the ribbon menu *WORKING SCHEDULE*-> *WORKING SCHEDULE*.

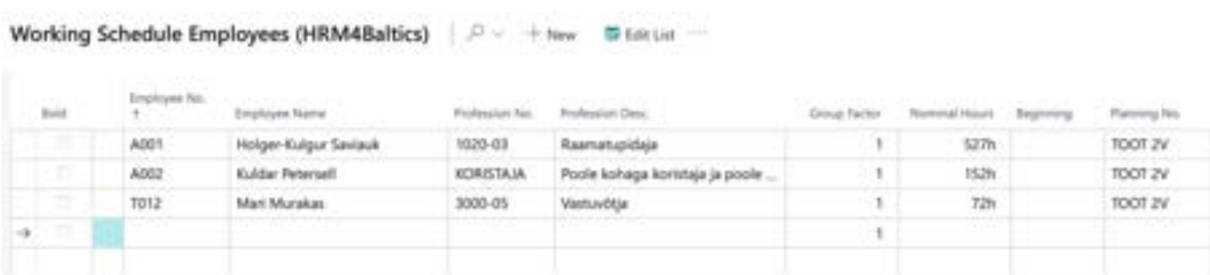
The working schedule consists of tabs that can be opened and closed by clicking on the title:
- *WORKING SCHEDULE DIMENSIONS*- dimensions assigned to the working schedule
- *WORKTIME ENTRY* – Displays the group number, accounting month.
- *SHOW* – With a checkbox, you can choose what data is displayed in the timesheet. Options: *HOURS, TIMES, SHIFTS, DAYS OFF, ABSENCES*.
- *VIEW*- options *ALL, CONFLICT, NOT ACCEPTED*. Depending on the choice made, either all entered hours and absences, unconfirmed hours, or only conflicting days where absence and working hours overlap are displayed in the working schedule.

- *WORKING SCHEDULE ENTRIES* – Displays entries for the active employee in the working schedule group by days. The fast tab of entries can be hidden on the group in the working Schedule with clicking on the *ENTRIES* tab.

When you open the group for the first time, the working schedule is empty, and no employees are displayed. Before adding employees to the table, select the *MONTH* for which you want to create the working schedule. By default, the month selected in the *WORKING SCHEDULE GROUP* list is opened. To add employees to the working schedule, press on the button in the middle of the table E*MPLOYEES*. In the opened view, press on the ribbon menu button *ACTIONS -> ADD EMPLOYEES*. The *EMPLOYEE LIST* opens, where you can choose which employees are included in this working schedule group by setting filters.

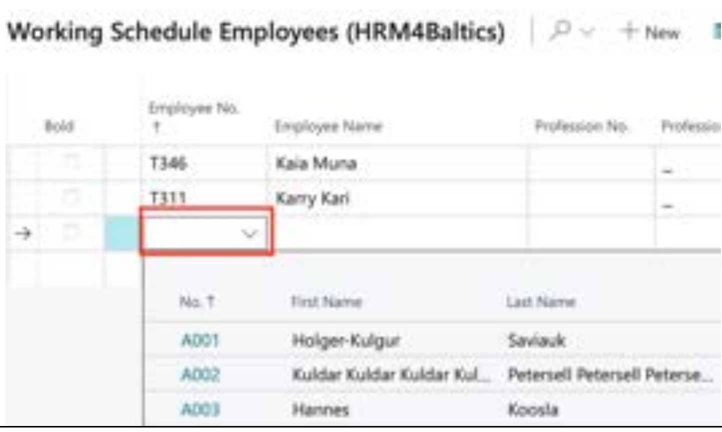






If the working schedule for the previous month has already been created, and employees have been added, it is possible to copy employees to the next month. The copy button opens from the ribbon menu *ACTIONS -> COPY FROM LAST MONTH*. Only those employees who were in the working schedule for the previous month or have been added through the *EMPLOYEE CARD* are added to the list. Terminated employees are not included in the copy.

Employees can be selected for the table, for example, manually from the field *EMPLOYEE NO*. in the drop-down *EMPLOYEE LIST*. Employees who have left and are no longer needed in the new month's table can be removed from the list.
To add the selected employees to the working schedule, press the button *OK* at the bottom of the page.
Columns on the *WORKING SCHEDULE EMPLOYEES* page:

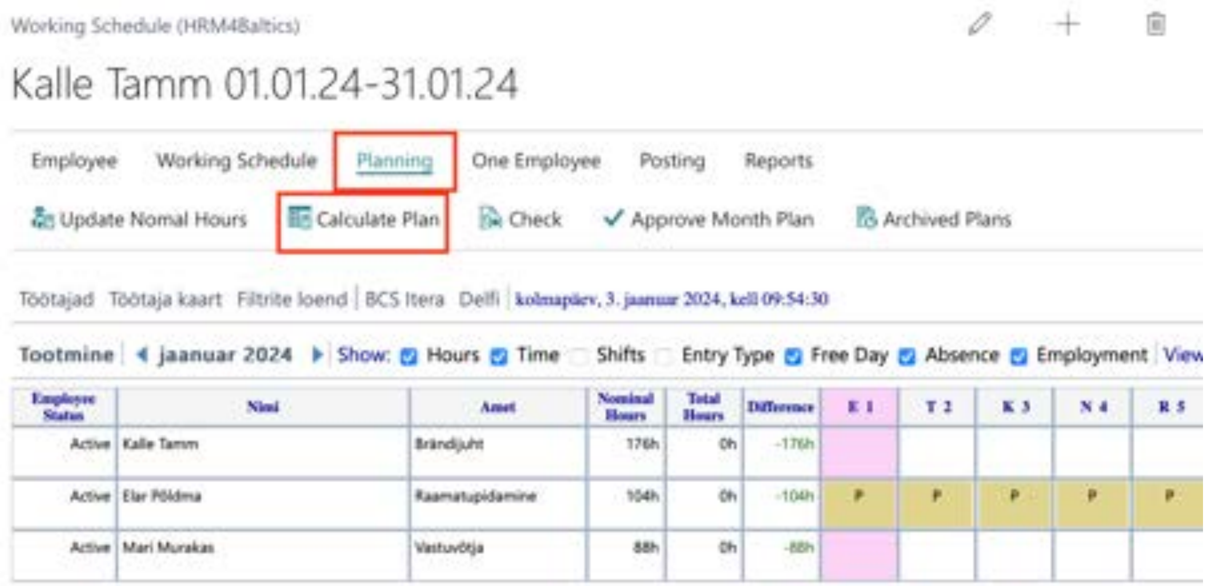
Field	Explanation
Bold	When checked, the corresponding field for that employee is displayed in bold in working schedule (e.g. for an employee with cumulative calculations or from another department). This is used when employee needs to be highlighted in the table.
Employee No.	Displays the Employee card no. associated with the selected working schedule. Employees can also be added on the list from the drop-down menu. 
Employee Name	Displays the employee's First name and Last name from the Employee list corresponding to the employee no. it is automatically entered based on the employee no.
Profession No	Automatically entered based on the Employee no. displays the profession number from the valid contact line on the Employee cards tab Contracts.
Profession description	Automatically entered based on Employee no. Displays the profession description from the valid contract line on the Employee card tab Contracts.
Department No/Description	Automatically entered based on the Employee no. Displays the Department No/Description from the valid contract line on the Employee card tab Contracts.
Group Factor	Allows entering Employees working factor in the respective working schedule. For example, if the employee's working factor is entered as 0,5 i.e, 80 hours per month on the employee's sub-card Contracts. This employee as assigned to work in two different working schedule groups. In each group, the employee works half of their assigned working hours, i.e., 40 hours per month. In this case, for this employee, the field group factor must be entered as 0,5 in both working schedule groups.
Nominal Hours	Displays norm hours considering Employee absences that suspend working hours, the employee working factor, and the period when Employee is assigned to this group (fields from date/to date). The formula for calculating norm hours

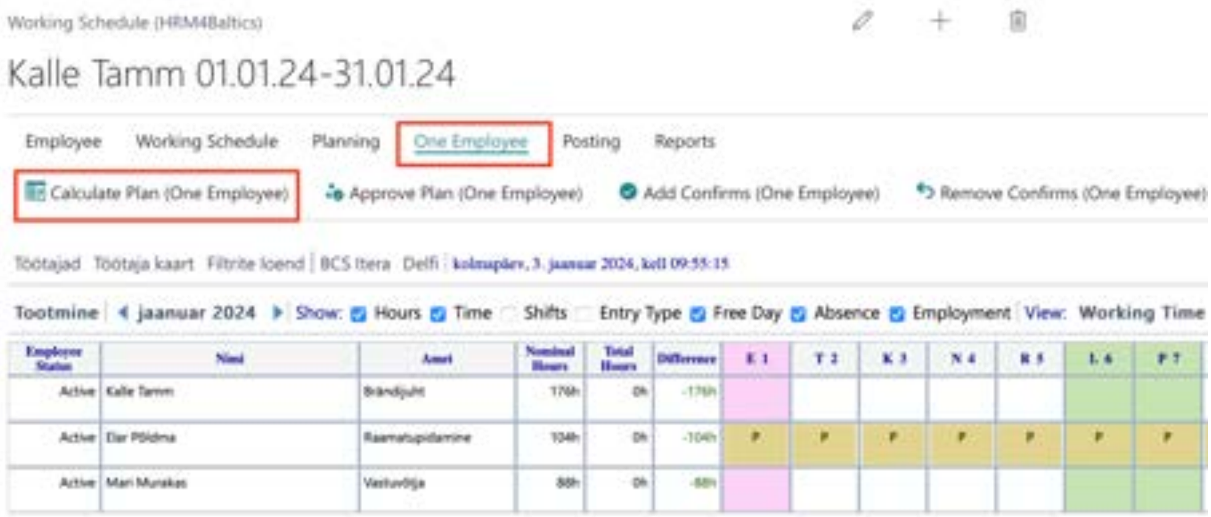
	is configured in the working schedule group card setup but can also be manually set based on the Employee in the nominal hour's formula field.
Nominal Hours Formula	Allows describing the Employee's norm hours as a formula, especially if they differ from default calculated norm hours. For example, if there is an agreement with the employee that they work 3 hours every Wednesday, the formula would be [TIME,W,A(0)]*3. The hours calculated based on the entered formula are fixed norm hours and do not change when entering vacations or other absences in the working schedule
Beginning	Not necessary to fill in, as the start of the workday is configured in the shift settings.
Planning No	Allows selecting a pre-set working schedule template from the list. When adding employees to the group, the field is filled by default with the template configured for the working schedule group card, but can be changed on the employee bases when needed. For example, on parental leave, who are not to be removed from the working schedule during their leave, the planning number is not added because there is no need to calculate working hours for them
First Planning Date	Entered the date on which you want to start the cycle of the working schedule model repetitions.
Nominal Day Hours	Allows entering specific daily norm hours for an Employee. Automatically calculates overtime hours based on the entered daily norm hours. The daily norm hours must be entered beforehand on the working schedule group card.
Posting Group Code	Allows assigning a posting group to the Employee, based on which working hours and values are registered on the payroll accounts. In no posting group is found on the working schedule, and if the working schedule group does not have and assigned posting group, the group is found in the working schedule setup card.
Employee Statius	Displays the Employee's status from the Employee list on the corresponding Employee No. row.
From Date	Allows entering the Employee's start date in this group. Work hours for the Employee can be entered into the working schedule from this date. Based on the entered date, the Employee's norm hours in the respective table are recalculated.
To Date	Allows entering the Employee's last date in this group. Work hours for the Employee can be entered into the working schedule until this date. Based on the entered date, the Employee's norm hours in the respective table are recalculated.
Approval Date	Displays the date of approving the Employee table.

When adding employees to the working schedule, the main table is automatically filled with absences registered for employees in the *ABSENCES*.

4.4.2. FILLING OUT THE WORKING SCHEDULE BASED ON WORKING SCHEDULE TEMPLATE

After adding employees to the working schedule, you can begin planning their working hours. To create a working schedule based on predefined *WORKING SCHEDULE TEMPLATE*, select *PLANNING/ CALCULATE PLAN* from the *WORKING SCHEDULE* ribbon menu. Alternatively, for creating or modifying the working schedule for a single employee, mark the employee whose table you want to create and choose *ONE EMPLOYEE/CALCULATE PLAN(ONE EMPLOYEE)*.





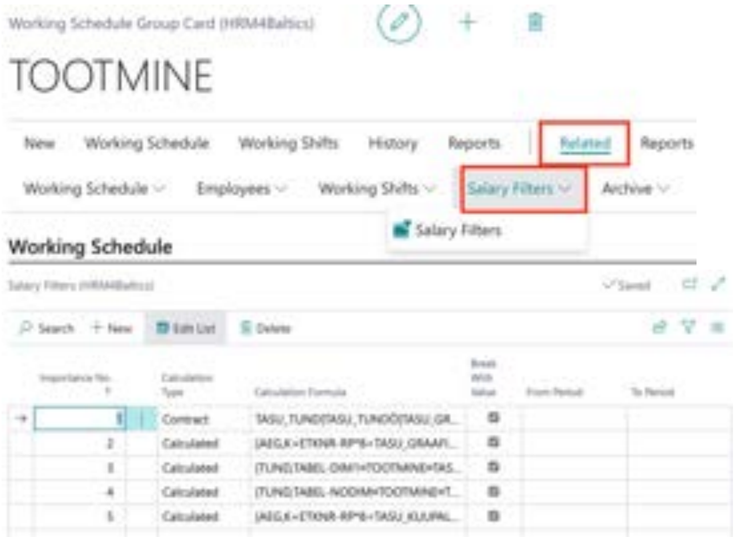
Business Central generates the working schedule for the group or employee based on the predefined template added to the working schedule. The hours in the working schedule are automatically distributed into regular, night, and public holiday hours according to the *WORKING SCHEDULE PLANNING SETUP*. The working schedule created based on the template can be manually adjusted as needed, reflecting how employees actually worked.

The working schedule model serves as a tool during the initial filling of the working schedule because when you calculate the plan based on the *WORKING SCHEDULE TEMPLATE*, it overwrites manually entered information. Therefore, it is not advisable to recalculate the plan after making ongoing corrections or additions to the working schedule.

4.4.3. WORK TIME PLANNING

Employee work hours are entered into the rows of the working schedule or the rows of the working schedule entries. If the plan calculation is not used based on the working schedule template, working hours can be entered either manually or by using predefined *WORKING SHIFTS*.

Working Schedule Rows

Field	Explanation
Status	Displays the status of entries made for the employee in the working schedule: *OPEN, ACCEPTANCE, ACCEPTED, POSTED*.
Employee Name	Displays the name of the employee added to the working schedule from the *EMPLOYEE CARD*.
Fixed Amount	This column, along with functionality, is primarily used in a project-based working schedule for calculating the salary of hourly employees. The column displays the employee's salary, which is automatically calculated based on the hours entered the working schedule according to the project/task.  Refer to the detailed description in the section *FIXED AMOUNT*.
Contract Salary	Displays the employee's contractual salary from the *SALARY* tab of the employee card. If it is an hourly employee with different hourly rates for dimensions, the rate for the dimension set as the default dimension on the working schedule will be displayed. To display the salary, configuration and selection of which salaries to display in the working schedule must be done. In the working schedule group configuration, add a marker to the *SHOW HOURLY SALARY* field. In addition, open the salary filter configuration from the working schedule group menu button *RELATED->SALARY FILTERS.*  Select *CALCULATION TYPE* as *CONTRACT* for this column and enter in the *CALCULATION FORMULA* column the types of fees to be displayed in the working schedule. The type of salary is found on the *SALARIES* tab of the *EMPLOYEE CARD*, and the program first looks for the salary type that matches the dimensions on the working schedule group. If dimensions are described on the *WORKING SCHEDULE*

<table>
<tr>
<td></td>
<td>

GROUP and the employee should have multiple valid salary types with different dimension combinations, then the *CONTRACT SALARY* column will display the salary with the dimensions on the *WORKING SCHEDULE GROUP*. If a salary type with the specified dimensions for the *WORKING SCHEDULE GROUP* is not found in the employee's list of salaries, the default dimension salary of the employee will be displayed.

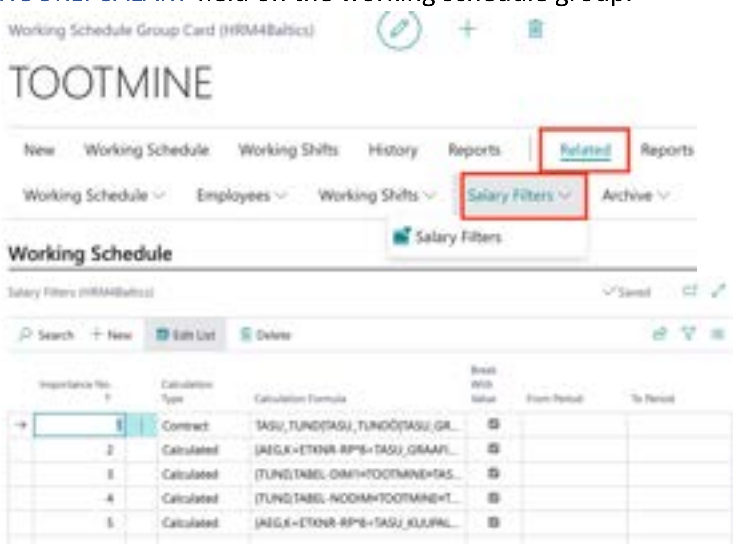
The *CONTRACT SALARY* column can also display the amount selected on the employee's contract line from the table of *PROFESSIONS HOURLY RATES*. To do this, in the *CALCULATION FORMULA* column, enter the designation that corresponds to the rate in the table (e.g., *RATE_OBJECT*). From the table of hourly rates, the amount is displayed in the working schedule only if the dimensions on the working schedule and in the table of hourly rates match.

</td>
</tr>
<tr>
<td>Calculated Salary</td>
<td>

Displays the calculated monthly salary based on the employee's contractual salary, considering the hours entered in the table. If working hours are changed in the table, the salary field is updated immediately.

For monthly salary employees, the field displays the contractual salary considering absences. The calculated amount also includes the sum entered in the *INSERTED AMOUNT* field.

Configuration and selection of which fees to display in the working schedule must be done. This configuration is opened from the *WORKING SCHEDULE GROUP* menu button *RELATED->SALARY FILTERS*, and a marker must be added to the *SHOW HOURLY SALARY* field on the working schedule group.



Select *TYPE* as *CALCULATED* for this column and enter a formula in the *CALCULATION FORMULA* column to determine the amount of the fee.

The purpose of the *BREAK WITH VALUE* marker column is primarily to speed up the opening of the working schedule, so as not to run all salary calculation lines for an employee if the salary has already been calculated based on some formula line.

For example: the first line of salary calculation is based on the dimensions of the working schedule, with the salary type *TASU_TUND* and the marker *BREAK WITH VALUE*. The employee's salary is found on the employee card with the configured dimensions for the working schedule and the salary type *TASU_TUND*. The

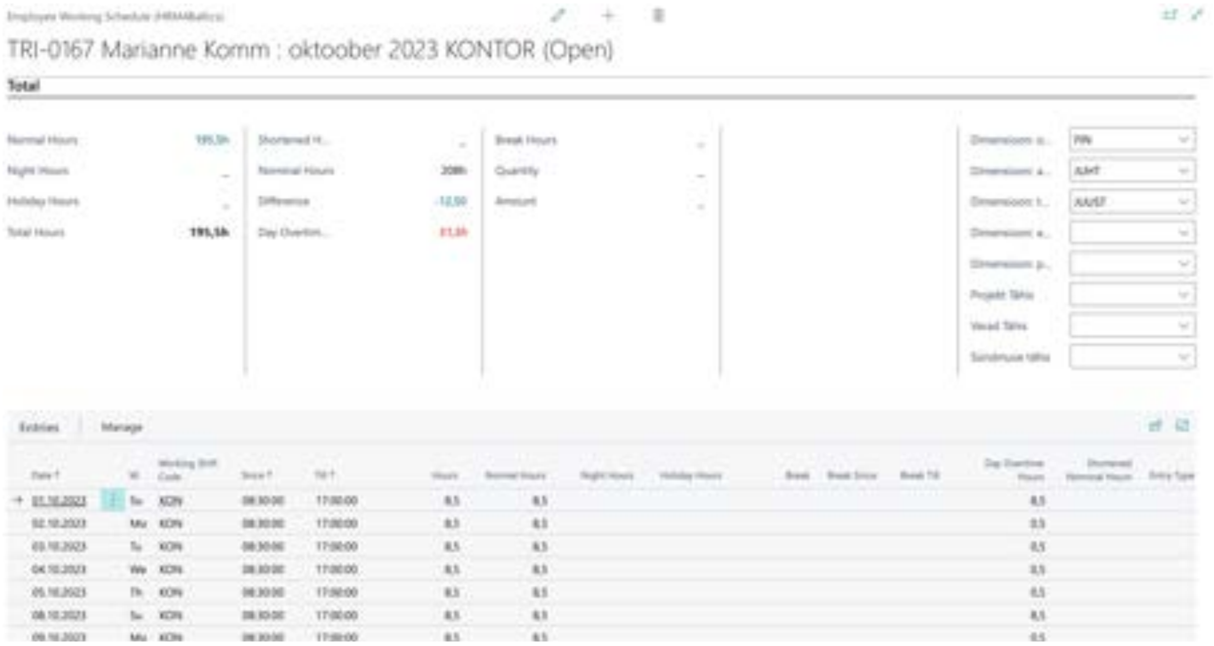
</td>
</tr>
</table>

	program calculates the salary for the employee in the working schedule. Since the salary has already been calculated, the program does not proceed to calculate the next lines of the calculation. However, if the employee does not have the salary type *TASU_TUND* with the combination of dimensions assigned to the t working schedule group, the program will look at the next calculation lines and calculate the salary based on the employee's default dimensions.
Inserted Amount	Through this field, an agreed amount can be entered for the employee in the working schedule and registered on the designated payroll account. The account to which the entered amount is registered in the *PAYROLL ENTIRIES* must be configured in the *WORKING SCHEDULE POSTING GROUPS* column *PREMIUM AMOUNT ACCOUNT*. With the functionality *FIXED AMOUNTS,* it is not possible to use this field because the account is determined in the *CONFIGURATION OF WORKING SCHEDULE POSTING GROUPS* in the same column. The entered amount is also displayed in the *CALCULATED SALARY* column if this functionality is used (columns listed and salary filter configuration added).
Nominal Hours	Displays the employee's norm hours considering his absences, contractual load, and load in the working schedule group.
Total Hours	Displays the total hours entered for the employee.
Difference	Displays the difference between norm hours and actual hours. Numbers in red indicate overtime, and numbers in blue indicate undertime.
3 months (nominal)	Displays the employee's summarized period's norm hours considering his absences, contractual load, and load in the timesheet group. The length of the summarized period displayed in the table must be configured in advance.
3 months (actual)	Displays the total hours entered for the employee in the summarized period.
3 months (diff.)	Displays the difference between the norm hours and the actual hours in the summarized period. Numbers in red indicate overtime, and numbers in blue indicate undertime.
Quantity	Displays the quantities entered in the working schedule for the entry type with a value of *QUANTITY*. If the entry type is configured with posting group and a posting group is assigned to the payroll account, the displayed quantity can be registered as the basis for payroll calculation either on a daily or monthly basis. If no configuration is set for the posting group, the data displayed in the column is only informational.
Date and Weekday (E1, T2, K3, etc.)	Displays the day of the week and date of the working schedule month, along with the hours entered for those days. The data is displayed from the rows of working schedule entries. Working hours and absences can also be entered for the rows, which are then synchronized with the entries on the working schedule lines. To enter absences, use absence short codes, which can be found in the fact box window *CAUSE OF ABSENCES*. Only those types of absences that are allowed to be entered with the absence reason configuration can be entered. Shifts and clock times can also be entered for the rows.

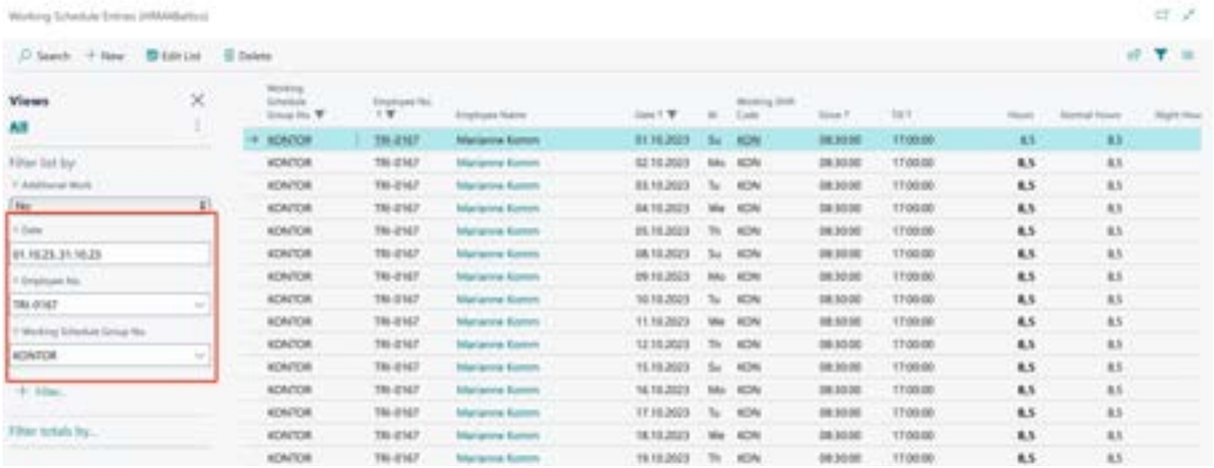
Working Schedule Entries

The list displays more detailed entries for an active employee marked on the working schedule. The list of entries can be hidden from the front page of the working schedule. To do this, open the configuration window of the working schedule group, go to *VIEW SETTINGS*, and activate the field *HIDE ENTRIES PART*.

To open the Working Schedule entries in full-screen view, click on the ribbon menu, go to *EMPLOYEE* -> *EMPLOYEE ENTRIES*. You can also click on the name of the employee displayed on the row.



Entries can be opened as a list over the employees of the working schedule group or over all groups. To do this, in the entries view, click on the value displayed in the *TOTAL HOURS* field, in the *WORKING SCHEDULE*, or in the *TOTAL HOURS* column in the consolidated working schedule. The default setting in the opened list includes filters for the employee, working schedule, and dates. For example, removing the employee filter will display entries for all employees added to this group in that month. By applying different filters, the user can create a customized view and save it for future use.



Changes can be made to entry rows, such as adjusting start and end times, modifying hours, and dimensions. Changing the number of hours in the *HOURS* column will automatically adjust the time in the *TILL* column.
If *WORKING SCHEDULE TEMPLATES* are not used, and the *PLAN* is not calculated for employees based on it, you can manually enter working hours on the entries or choose predefined shift indicators. This will automatically fill in the start and end times of the workday.

Additionally, through working schedule entries, you can input and register absences and other values such as sums, quantities, etc., using *ENTRY TYPE*.

Field	Explanation
Submitted	The marker in the field indicates that the data for the respective day has been transmitted to the *APPROVAL ROUND.*
Accepted	The marker in the field indicates that the entries for the respective day are confirmed. Confirmed entries cannot be modified. If approval rounds are not in use, the marker can be removed, and the day can be edited. In the case of approval rounds, the marker cannot be removed, and to make corrections, the approval round must be revoked.
Registered	The marker in the field indicates that the entries for the respective day are registered for payroll calculation.
Date	Displays the work date.
Weekday	Displays the day of the week.
Working Shift Code	Displays the shift indicator configured for the timesheet.
Since	Displays the configured start time for the shift. It can be manually changed.
Till	Displays the configured end time for the shift. It can be manually changed.
Hours	Displays the length of the shift in hours, based on the shift's start and end times.
Day Overtime Hours	If the *WORKING SCHEDULE GROUP/EMPLOYEE* is configured with daily standard hours, this column shows daily overtime. The handling of daily standard hours can be configured for the *WORKING SCHEDULE* GROUP in the location *WORKING SCHEDULE GROUPS* column *DEFAULT NOMINAL DAY HOURS* and *NOMINAL DAY DAYS CALCULATION*. Depending on the configuration, it is also possible to manually enter the daily standard hours into the field.
Break	Displays the duration of the break configured for the shift. The break duration can be manually changed.
Break Since/Till	The start and end times of the break.
Cause of Absence Code	In the working schedule entry row, in the *CAUSE OF ABSENCE CODE* column, you can choose an *ABSENCE CODE* for the absence and register it through the working schedule. Only those types of absences that are allowed in the configuration can be selected for the working schedule. The configuration is done in location *MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/ABSENCES/CAUSE OF ABSENCES* column *ALLOW SCHEDULE POSTING*.

	To register the entered absence in the *ABSENCES ENTRY*, select the *POST ABSENCES* button on the *WORKING SCHEDULE* ribbon. In the opened window, already registered absences are displayed in red, and new, unregistered absences are displayed in green. For registering new absences, there is a button *REGISTER NON-CONFLICT* on the ribbon. In case absences have not been previously registered in the employee table, you can use the *REGISTER* button, which will result in registering all absences.  To register all absences, hours entered in the work schedule, and other data simultaneously, there is a button *POSTING/REGISTRATE* on the list of table employees. Depending on the configuration in the *WORKING SCHEDULE SETUP*, the field *REDUCING NORMAL HOOUS(ABSENCE)* reduces extraordinary absences (e.g., H_ILL and L_ILL) either by the hours entered in the work schedule or by 8 hours.
Absence Hours	If an absence is entered for an employee in the working schedule, which is hourly, the column *ABSENCE HOURS* is used to enter the number of absence hours.
Entry Type	Choose a predefined *ENTRY TYPE* from the dropdown menu to enter and register various values (hours, quantity, pieces, sums, etc.) for configured payroll accounts. To configure entry types, open the dropdown menu, choose NEW, and enter the configuration. - VALUE TYPE: SUM, QUANTITY, HOUR – depending on the selection, the value added with the entry type must be entered in the corresponding column in the working schedule. Otherwise, the value will not be registered to the configured payroll account. - POSTING GROUP – choose a predefined WORKING SCHEDULE POSTING GROUP to determine the payroll account for registering the value entered with the entry type. - DIMENSIONS – it is possible to link dimension values that will be added to the entry when the entry type is selected. - JOB NO/TASK NO – it is possible to link the job/task number that will be added to the entry when the entry type is selected. Entry types can be entered both for the employee-specific working schedule entry rows and for all employees at once in the *DAY VIEW* or from the working schedule ribbon menu with the button *WORKING SCHEDULES/ADD ENTRIES*.

Quantity/Amount/Percentage	Depending on the configuration of the *ENTRY TYPE*, values (pieces, sums, hours, etc.) are entered in the corresponding column. Entering a value in the wrong column will either register it to the wrong payroll account or not register it at all.
Comment	A free-text field for adding notes.
Dimensions	The default dimensions for the employee's entered work hours and other values are automatically added. These dimensions will later be used for cost allocation. Dimension values can be changed if the employee worked with a different dimension than their default one. If a project-based timesheet is in use, the employee's default dimensions are not used, and the dimensions assigned to the job/task are used instead.
Job No.	Choose the *WORKING SCHEDULE JOB NO* with which the work hours for the given day are associated. If working schedule jobs have a connection to projects in the Project module, costs related to the project (fees, taxes, etc.) can be displayed in the Project module. Displaying costs in the Project module requires a corresponding prior configuration. It is possible to add the same project to all filtered rows at once. If the intention is to see the same project association on all rows, there is no need to filter out rows. To add a project/job, click the *ADD JOB* button in the entries list ribbon menu. The filter window opens, where you can select the JOB NO filter field with the + sign. By pressing the arrow on the field, a list of configured working schedule jobs opens, from which you can choose the desired job. After selecting the job, press the *OK* button at the bottom, and the selected project will be added to all previously selected entry rows. Together with the jobs, it is possible to add the job task number to all selected rows. From the dropdown menu, you can choose all jobs configured in the list *WORKING SCHEDULE JOBS* if the choice *ALL* is made in the column *JOB USEAGE TYPE* in the *WORKING SCHEDULE GROUP* configuration. If a choice is made for the employee in the field, the employee must be added to the list in the *WORKING SCHEDULE JOBS* under the dropdown menu *EMPLOYEES*.
Task No.	Choose the *WORKING SCHEDULE JOB TASK NO* with which the work hours for the given day are associated. If working schedule jobs and tasks have a connection to projects and tasks in the Project module, costs related to the project (fees, taxes, etc.) can be displayed in the Project module. Displaying costs in the Project module requires a corresponding prior configuration. It is possible to add the same task number to all filtered rows at once. If the intention is to see the same task number association

	on all rows, there is no need to filter out rows. To add a task, click the *ADD JOB* button in the entries list ribbon menu. The filter window opens, where you can select the *TASK NO* filter field with the + sign. By pressing the arrow on the field, a list of configured tasks for the selected job opens, from which you can choose the desired task. A task can only be added if a job has been selected beforehand, with which the task is associated. A project and task can be added simultaneously. After selecting the task, press the *OK* button at the bottom, and the selected task will be added to all previously selected entry rows. From the dropdown menu, you can choose all tasks configured in the list *WORKING SCHEDULE JOBS* if the choice ALL is made in the column *JOB USEAGE TYPE* in the *WORKING SCHEDULE GROUP* configuration. If a choice is made for the employee in the field, the employee must be added to the list

In the ribbon menu of the working schedule with the marker fields, you can modify the displayed information in the table. By entering *HOURS* in the marker field, the corresponding day's working hours are displayed in a summarized form in the table. With the marker *SHIFTS*, on the other hand, shift codes are displayed.

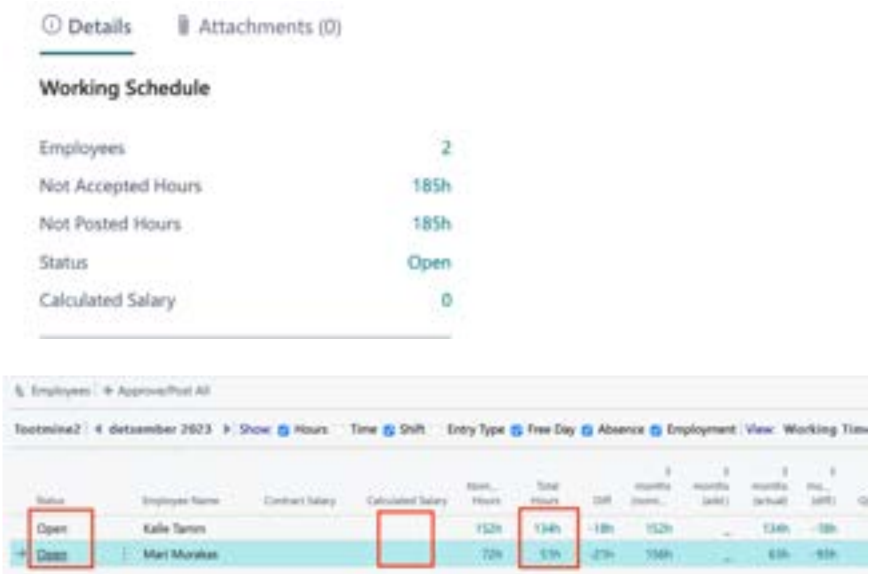
Simultaneously, it is not possible to display hours, shifts, and time. In such a selection, the display of the last right marker always prevails, i.e., the shift.

The marker *EMPLOYMENT* allows you to see in red those days' working hours/shift/time/absence where the employee's employment has already ended. If nothing has been entered for the days following the termination of the employment relationship, a dash is displayed on those days. When an employee's employment is terminated, the program notifies the user if working hours have been entered for the employee in the working schedule, and unconfirmed hours can be automatically deleted from the table. Confirmed or registered hours cannot be deleted; the entries must be opened for deletion.

On the right side of the *WORKING SCHEDULE* page is the fact box, which consists of two tabs and is divided into quick cards.

Page Details

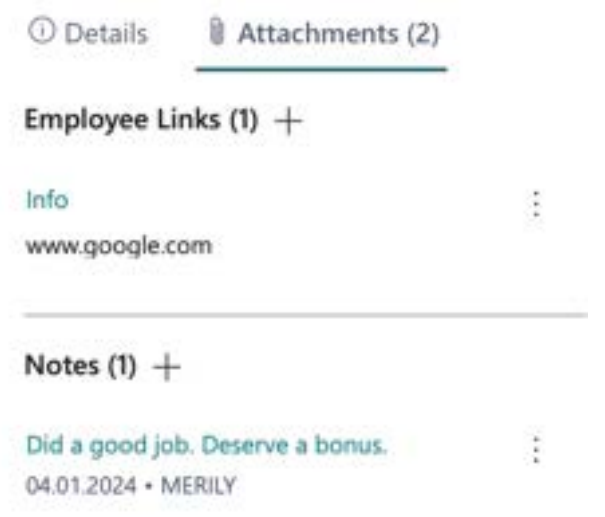
Field	Explanation
Working Schedule	Displays the number of employees in the work schedule, the number of not accepted and not posted hours, the status of the working schedule (*OPEN, REGISTERED,* etc.), and the total amount of calculated compensation in the *CALCULATED SALARY* column.

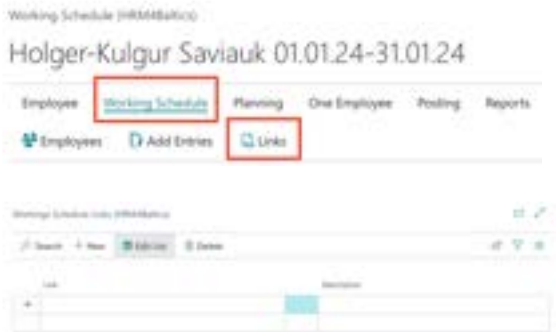
<table>
<tr><td></td><td>


</td></tr>
<tr><td>Employee</td><td>Displays the employee's working schedule groups in which they have been added during the specified period. Also shows the employee's workload in these groups, standard hours, and the employee's contractual workload along with standard hours.

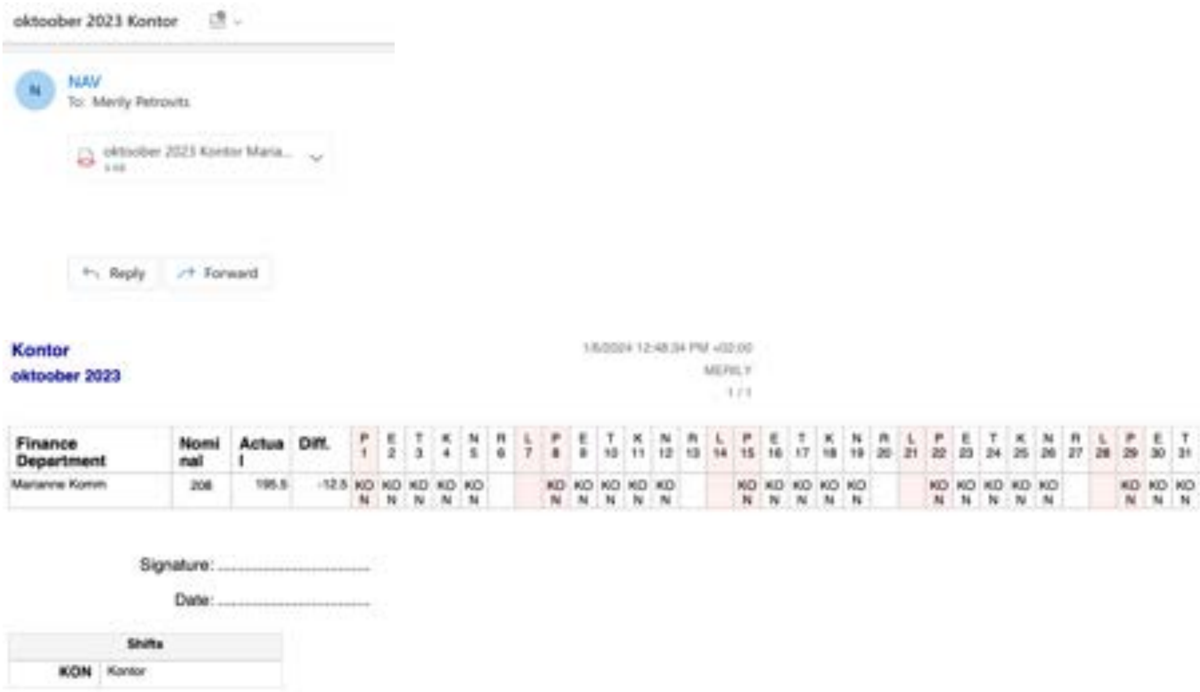

</td></tr>
<tr><td>Legal Holidays</td><td>Displays national holidays in the selected working schedule period.</td></tr>
<tr><td>Absences</td><td>Displays registered absences for the active employee row.</td></tr>
<tr><td>Cause of Absence</td><td>Displays short codes configured for absence reasons, which can be used to enter absences on employee rows in the working schedule.</td></tr>
</table>

Page Attachments



Field	Explanation
Employee Links	It is possible to add links to an employee added to the working schedule. To add a link, click on the + sign in the window, and a window will open to enter the link address and description. To delete or edit added links, there are corresponding buttons in the menu that opens when clicking on the three dots. If you do not want to add a link to a specific employee but to the entire table, click on the ribbon menu *WORKING SCHEDULE* -> *LINKS* button. 
Notes	It is possible to add notes to an employee added to the working schedule. To add notes, click on the + sign in the window and enter the notes in the opened text field. To delete or edit added notes, there are corresponding buttons in the menu that opens when clicking on the three dots.

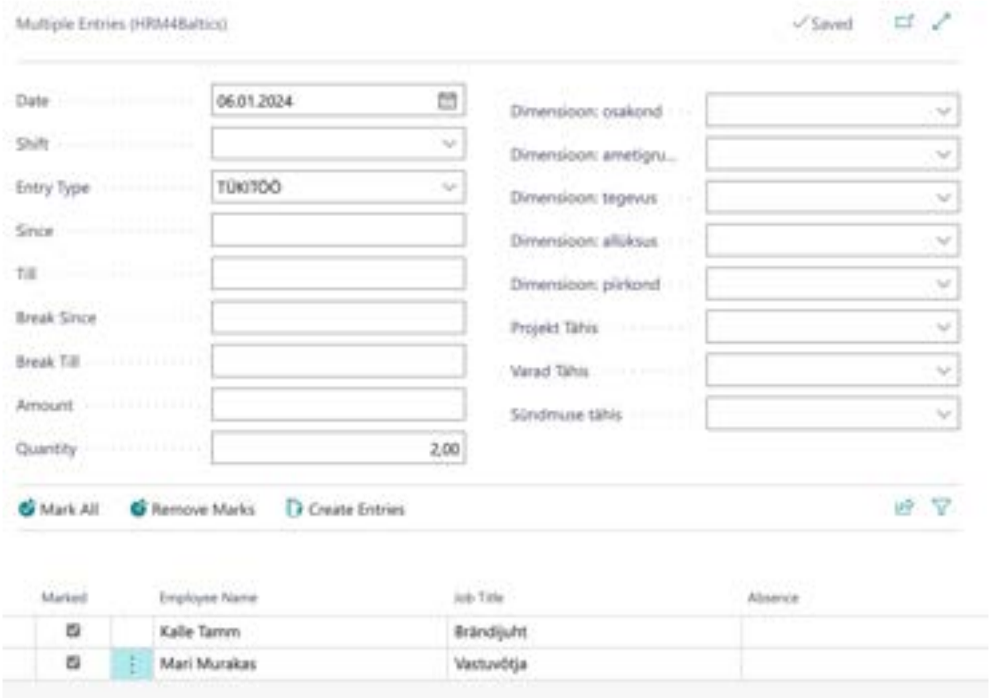
The working schedule plan or an already filled working schedule table can be sent to the entered employees via email. To do this, use the *REPORTS/SEND BY EMAIL* button on the working schedule ribbon menu. The email is sent to the email address selected as the default on the *EMPLOYEE CARD*. The working schedule is sent to each employee in PDF format.



4.4.3.1. Multiple Entry of Entries

It is possible to enter types of entries, shifts, and work hours for multiple or all employees at once in the working schedule. To do this, click on the *WORKING SCHEDULE/ADD ENTRIES* button on the ribbon menu in table view.

In the opened view, first select the date where the entry is to be made. Then, from the drop-down menu, choose the *SHIFT* or the *ENTRY TYPE* , or enter the *SINCE/TILL* times. When selecting the *ENTRY TYPE*, values must be entered in the *AMOUNT* or *QUANTITY* field.
It is also possible to add dimensions, which are automatically added to all entries.



To add entries for all employees in the work schedule, click the *CREATE ENTRIES* button on the bottom row menu. If entries are not desired for some employees, remove the marker in front of the employee. To remove all markers at once, there is a *REMOVE MARKERS* button on the ribbon menu.

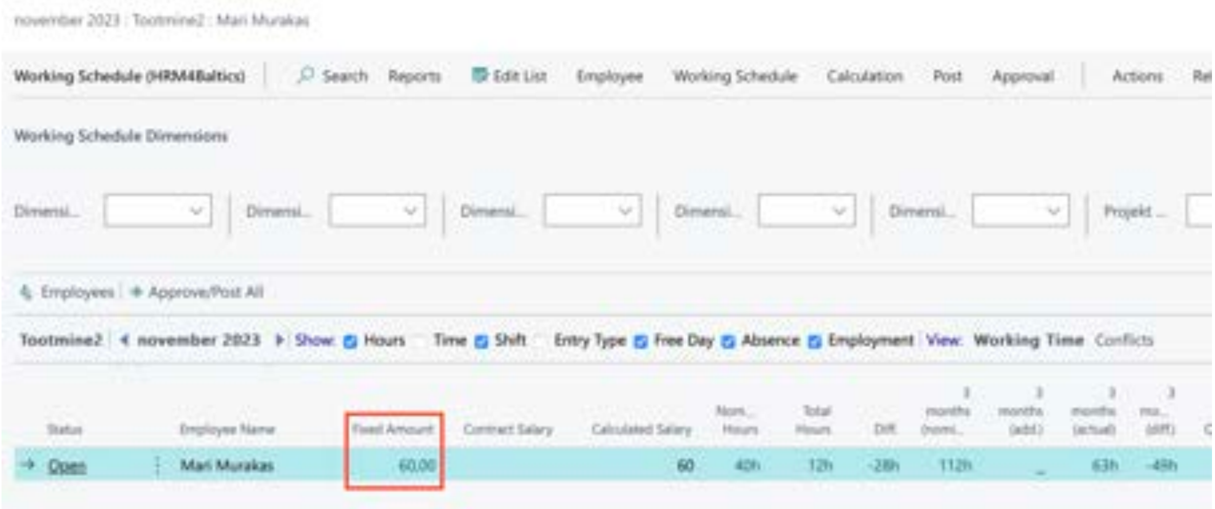
By clicking the *CREATE ENTRIES* button, a list of entries for the table will open, showing which entries were created for whom, and if necessary, further changes can be made.

4.4.3.2. Fixed Amount

The *FIXED AMOUNT* functionality is primarily designed for employees working on a project basis and on an hourly wage, allowing the calculation of employee wages in the working schedule without initiating payroll calculation. Automatically calculated amounts (wages, additional pay, overtime pay) in the working schedule are registered to the payroll accounts defined in the configuration, and a separate payroll calculation for these employees is not required. The manually entered hours and wages can be adjusted in the working schedule, allowing for the entry of agreed-upon compensation for a project instead.

To use the *FIXED AMOUNT* functionality, the following configurations must be done beforehand:

- Configuration of the working schedule group: field *HOURL SALARY NO. (FIXED AMOUNT)* and *OVERTIME RATE (FIXED AMOUNT)*.
- *JOBS IN THE SCHEDULE* - projects must be configured.
- In *JOBS IN THE SCHEDULE*, the button *EMPLOYEES* - employees must be assigned to projects, or the configuration on the *WORKING SCHEDULE GROUP* must have the *JOB USAGE TYPE* set to *ALL*.
- In *JOBS IN THE SCHEDULE*, the button T*ASKS* - tasks must be configured for projects.
- In *WORKING SCHEDULE POSTING GROUPS*, the columns *HOURS AMOUNT ACCOUNT (FIX AMOUNT)*, *OVERTIME AMOUNT ACCOUNT(FIX AMOUNT)*, *PREMIUM AMOUNT ACCOUNT* must be configured.



Once the working schedule is created, actual working hours for employees are entered, and the schedule is associated with projects and project tasks, the *FIXED AMOUNT* column calculates the employee's wages based on the employee's hourly rate entered in the *SALARIES* tab of the *EMPLOYEE CARD* and the number of hours entered in the work schedule. The defined amount is not displayed in the column until the *WORKING SCHEDULE JOB COST* list is opened, which can be done by clicking on the dash (-) displayed in the *FIXED AMOUNT* column. In the opened window, you can see how the employee's earnings were distributed across projects and tasks.

The GRAND TOTAL AMOUNT column displays the gross amount the employee earned for a specific project task. If the employee has agreed upon a different amount for the work performed, this agreed-upon amount is entered in the FIXED AMOUNT column. The program subtracts the calculated wage based on hours worked from the GRAND TOTAL AMOUNT column and adds the result to the PREMIUM AMOUNT column.

When registering the work schedule, the amounts in the columns HOURS AMOUNT, OVERTIME AMOUNT, and PREMIUM AMOUNT are saved to the payroll accounts configured in the work schedule posting group for *HOURS AMOUNT ACCOUNT (FIX AMOUNT)*, *OVERTIME AMOUNT ACCOUNT (FIX AMOUNT)*, *PREMIUM AMOUNT ACCOUNT*.

As a result, no wages are calculated for these employees within the payroll calculation, as the wage amounts (hourly wage, overtime pay, additional pay) were registered directly from the working schedule. Specific configurations must be made within the payroll calculation formulas to accommodate this solution.

Field	Explanation
Employee No./Name	Displays the employee number and name whose list of job fees is open.
Job No./Description	Displays the job number and name for which the employee's working hours are entered.

Task No./Description	Displays the task number and description for which the employee's working hours are entered.
Worked Hours	The number of hours worked on the respective job and task.
Hours Amount	Gross hourly wage for the respective job and task. The wage is calculated based on the following formula: the number of hours entered for the job task * the hourly wage rate from the *SALARIES* tab of the *EMPLOYEE CARD*.
Day Overtime Hours	The number of hours entered in the *DAY OVERTIME HOURS* column in the work schedule.
Overtime Amount	Gross overtime pay for the respective job and task. The pay is calculated based on the following formula: the number of overtime hours entered for the job task * the hourly wage rate from the *SALARIES* tab of the *EMPLOYEE CARD* * the *OVERTIME COEFFICIENT* from the working schedule group configuration.
Total Hours Amount	Displays the total sum of the *HOUR AMOUNT* and *OVERTIME AMOUNT* columns.
Premium Amount	The additional pay amount is the difference between the *FIXED AMOUNT* and the *TOTAL HOURS AMOUNT* columns.
Fixed Amount	The employee's supervisor/work schedule filler enters the gross amount in this column, which is the actual payment to the employee for the specific job task, regardless of the compensation calculated based on the hours worked. The program deducts from the entered amount the sum calculated based on hours and overtime hours, which is displayed in the *TOTAL HOURS AMOUNT* column, and adds the difference to the *PREMIUM AMOUNT* column
Grand Total Amount	Displays the gross amount the employee earned for the specific job task. If no amount is entered in the *FIXED AMOUNT* column for the employee, the column's sum is the same as the *TOTAL HOURS AMOUNT* column. If a corrective amount is entered in the *FIXED AMOUNTS* column, the sum is the same as the *FIXED AMOUNT* column. The sum of this column is also displayed in the work schedule column *FIXED AMOUNT*.

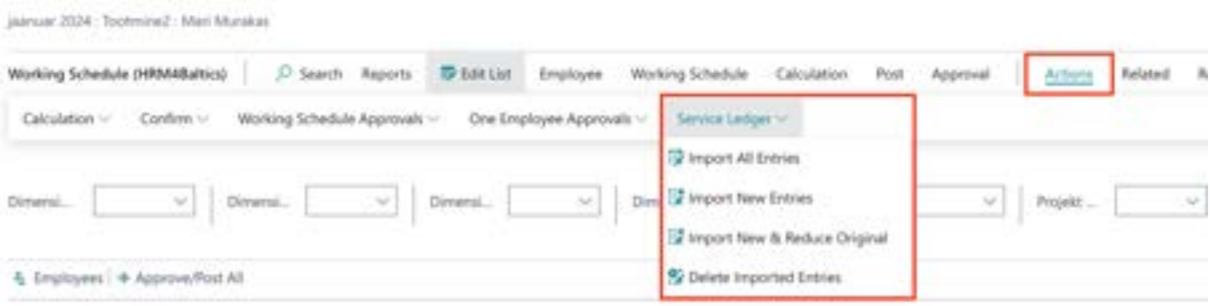
4.4.4. IMPORT OF WORKING HOURS FROM THE MAINTENANCE MODULE

Working hours can be imported into the working schedule from the Business Central maintenance module. The prerequisite is that a *RESOURCE CARD* has been created for the employee and is linked to the *EMPLOYEE CARD*. Only working hours entered and confirmed by the resource are imported from the maintenance module, along with dimension values.

To import employee working hours, the working schedule ribbon has the following buttons:

- *IMPORT ALL ENTRIES*: Imports all employee working hours from the maintenance module.
- *IMPORT NEW ENTRIES*: Imports only new, added working hours from the maintenance module.
- *IMPORT NEW AND REDUCE ORIGINAL:* Imports only new, added working hours from the maintenance module and reduces the originally planned hours by the same amount.

- *DELETE IMPORTED ENTRIES*: Deletes the imported entries from the maintenance module but does not replace them with originally planned entries.



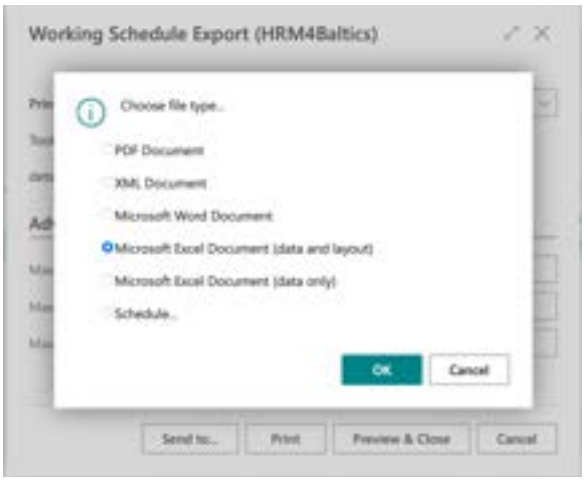
4.4.5. WORKING SCHEDULE IMPORT/EXPORT IN EXCEL

The working schedule can be filled in Excel, and then the data can be imported into the HRM4Baltics working schedule. The working schedule filled in Excel must be created in a format suitable for the program, and the data must be entered with the designated labels (employee number, dimensions, types of hours, etc.) configured in the program. Therefore, it is recommended to plan the working schedule in the HRM4Baltics program beforehand, then export it to Excel for ongoing table filling and modifying the existing plan.

The prerequisite for filling in the table in Excel is the configuration made on the *EXCEL SETUP* tab on the working schedule group fast tab. Depending on what is selected in the *EXCEL TYPE* field, the table can be exported and imported either by *DIMENSIONS*, *HOUR TYPES*, or in terms of *TOTAL HOURS*.

4.4.5.1. Working Schedule import/export in Excel with dimensions

To export the working schedule to Excel, click on the ribbon menu button *REPORTS -> EXCEL -> EXCEL REPORT*. In the opened window, select *SEND TO-> MICROSOFT EXCEL DOCUMENT*.

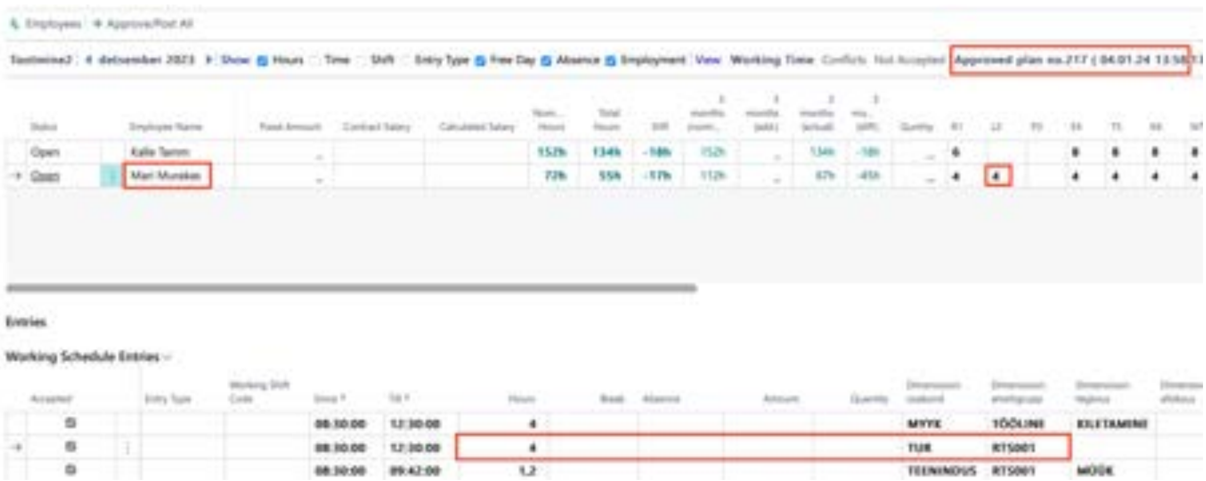


The following data is exported to Excel from the work schedule:
- Employee number and name
- Employee's standard hours
- Employee's actual hours, i.e., hours entered into the work schedule
- The difference between standard hours and actual hours
- Dimensions
- Calendar month days with planned working hours

Formulas that calculate the employee's actual hours and the difference between standard hours and actual hours are not included in Excel. If desired, the user must create these formulas in Excel. Formulas are not included when importing the table into the program.

In Excel, you can modify/enter working hours and dimensions for employees. For one day, you can enter working hours for an employee under different dimensions by adding a new row. The new row must have the employee number entered in the EMPLOYEE NO. column; otherwise, the data of the row will not be imported. The symbols entered in the dimension columns must match the symbols configured in the program.

Once the working schedule is finalized in Excel, to import the table, select *REPORTS -> EXCEL -> IMPORT* from the working schedule ribbon menu. When importing from Excel, all previously entered data in the program's working schedule is deleted, overwritten with the data entered in Excel, and the employee table is confirmed. If necessary, confirmations in the table can be removed, and corrections can be made directly in the work schedule.



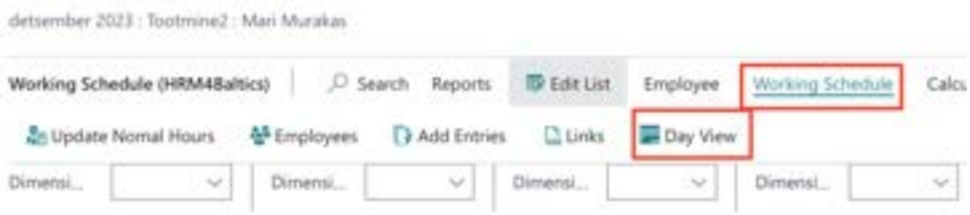
4.4.6. WORKING SCHEDULE DAY VIEW

The Day View window allows you to:

- Change the start or end of the workday for all employees at once.
- Shift the shift (start and end synchronously) earlier or later.
- Confirm the working hours for all employees on a given day.

- Enter changes to working hours for one day by employee.
- Enter types of entries for all employees at once.

To open the Day View, select *WORKING SCHEDULE -> DAY VIEW* from the *WORKING SCHEDULE* ribbon menu. By default, the view opens with the current date.

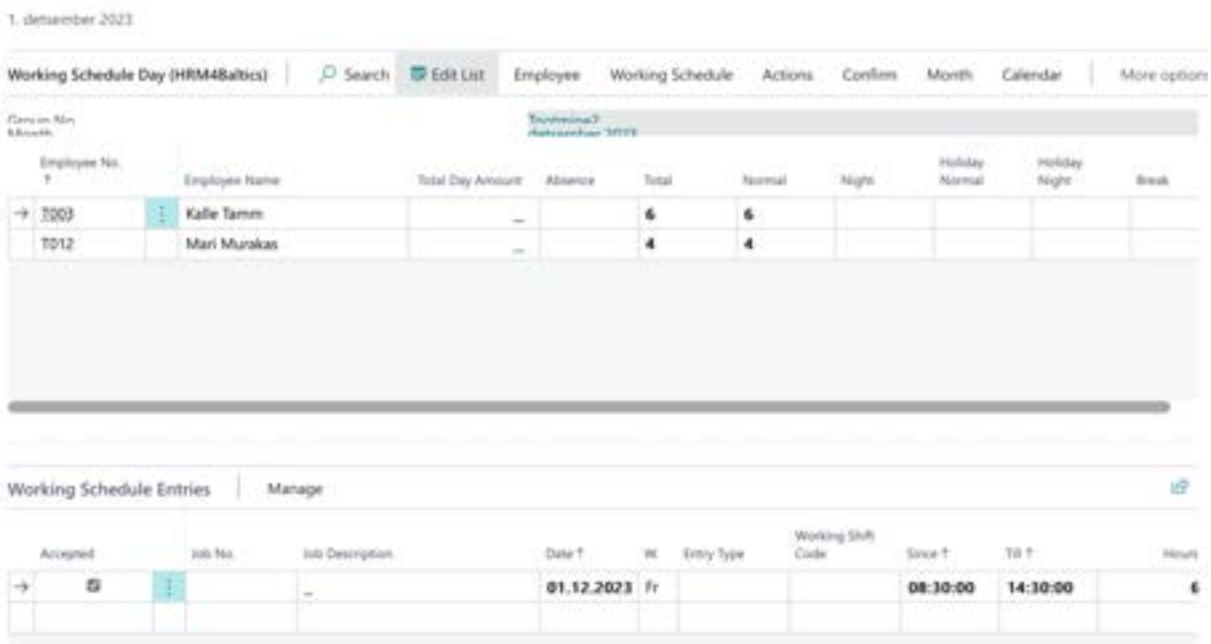


On the *PAYROLL WORKING SCHEDULE ONE DAY* page, you can use the ribbon menu to select the displayed month and day. To change/select the month, there are buttons *MONTH -> PREVIOUS MONTH* and *NEXT MONTH* on the ribbon menu. To select the day, there is a *CALENDER* button, which, when pressed, opens a list of date options.

For rows of employees belonging to a group, the distribution of working hours for the given day is displayed - regular hours, night hours, national holiday hours, national holiday night hours, and the duration of breaks. If the employee has entered a requested day off, it is displayed in the table in the ABSENCE X column.

The data of the employee marked as active in the row is displayed on the fact box on the *EMPLOYEE INFO* tab.

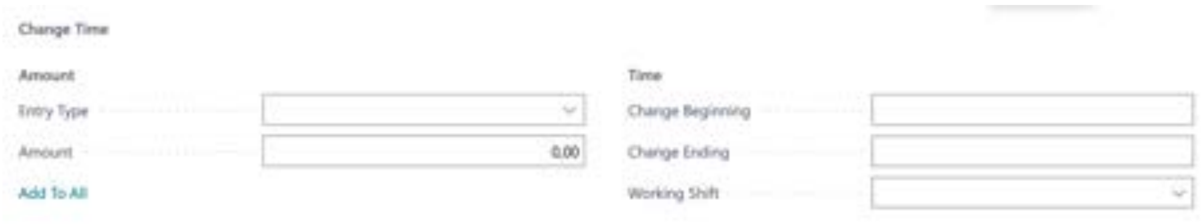
To confirm the working hours for the day at once, select the menu *CONFIRM -> CONFIRM DAY*. To remove the confirmation of working hours for the day at once, select *CONFIRM -> REMOVE CONFIRMS*.



Fast tab: Working Schedule Entries

The fast tab displays entries for the selected day for the employee marked as active, like the overall view of the working schedule.

Fast tab: Change time



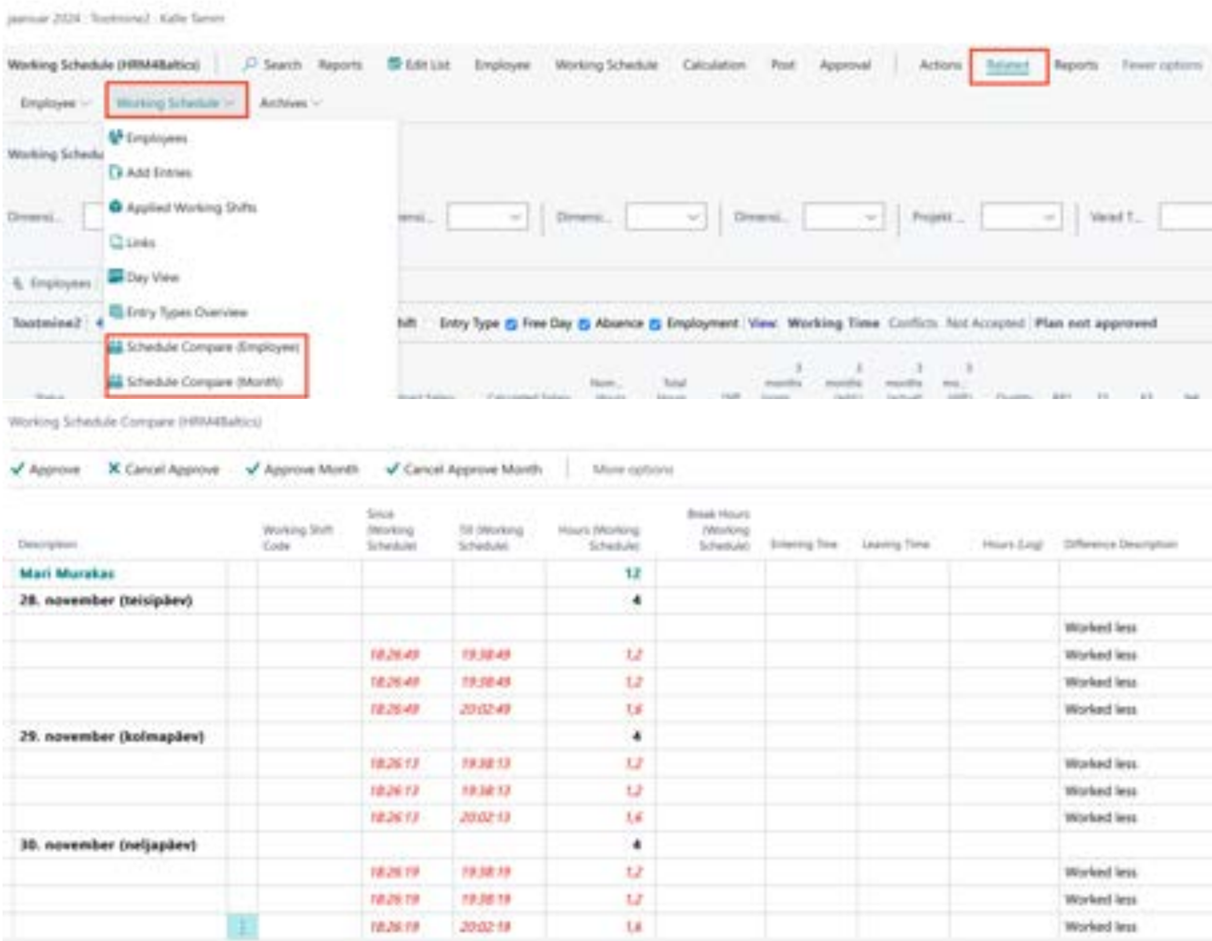
Field	Explanation
Entry type	From the drop-down menu, you can choose a predefined *ENTRY TYPE* with which you want to enter some value (depending on the setting, it could be hours, amount, pieces, etc.) into the working schedule for employees.
Amount	Enter the value for the selected *ENTRY TYPE* (depending on the setting, it could be hours, a monetary amount, pieces, etc.).
Add to all	By pressing the button, the selected *ENTRY TYPE* and entered *AMOUNT* are added to the selected day for all employees in the working schedule. If the same *ENTRY TYPE* and *AMOUNT* are automatically added to all employees, you can later manually change the values entered in the working schedule rows on an employee basis. If the *ENTRY TYPE* column was not present in the working schedule rows before, it will be automatically added during this action. You can also manually bring up the *ENTRY TYPE* column by pressing on the ribbon *ACTIONS-> ADD ENTRY TYPE*. A window with predefined transaction types will open, from which you can select. It is practical to use the *ADD TO ALL* functionality if the same amount needs to be added to all or most employees in the work schedule. If you want to add amounts individually or the amounts vary among employees, it is advisable to manually enter the amount and not use the *ADD TO ALL* button. If the *ENTRY TYPE* column has been displayed in the *WORKING SCHEDULE GROUP*, it will also be displayed in the tables for the following months. If you want to enter a previously unused *ENTRY TYPE*, you need to add it to the working schedule.
Working Shift	Allows you to choose shift filters.
Change Beginning	Allows you to change the start of the shift. The start of the shift is changed, and the end of the shift also changes. To activate the modification function, specify the shift whose start or end you want to change, and to activate the change, press on the ribbon *ACTIONS-> MOVE/ADD*.
Change Ending	Allows you to change the end of the shift. The start time of the shift remains in place, and the end of the shift is changed.

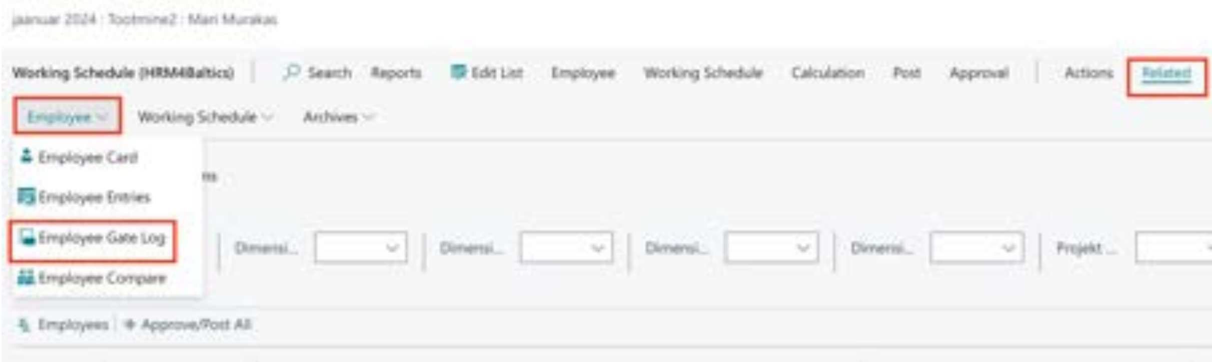
	To activate the modification function, specify the shift whose start or end you want to change, and to activate the change, press on the ribbon *ACTIONS-> MOVE/ADD*.

4.4.7. COMPARISON OF WORKING SCHEDULE AND EMPLOYEE GATE LOG

For companies using various access systems such as access cards, fingerprint readers, etc., it is possible to compare the planned working hours of employees with their actual working hours using the *WORKING SCHEDULE* and gate logs. <u>This solution requires configuration of the interface between the access system used in the company and Business Central.</u>

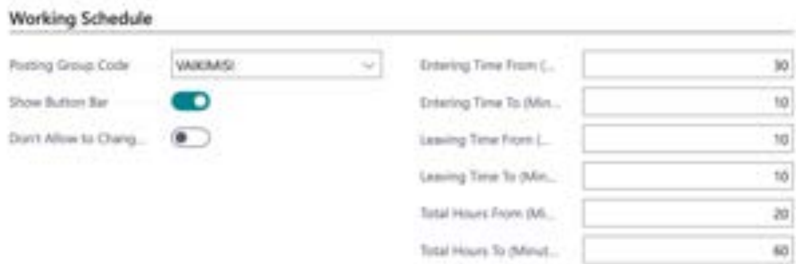
By clicking on the *WORKING SCHEDULE* ribbon menu button *RELATED-> WORKING SCHEDULE-> SCHEDULE COMPARE (EMPLOYEE)* or *SCHEDULE COMPARE (MONTH)*, the page *WORKING SCHEDULE COMPARE* opens. By selecting the *SCHEDULE COMPARE (EMPLOYEE*) button, a list of logs is displayed by employees, and by selecting the *SCHEDULE COMPARE (MONTH* button, the list is displayed by dates.





Ribbon Buttons

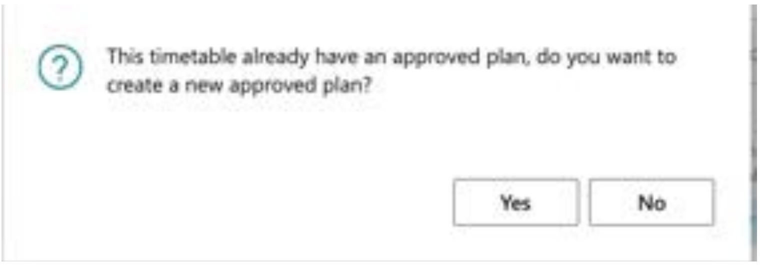
Button	Description
Approve	Confirms the log entries for one employee. Confirmed entries are displayed in green. When the cursor is on an employee's row, all data for the days is confirmed; when on a specific day's row, only that specific day is confirmed.
Approve Month	Confirms log entries for all employees at once. Confirmed entries are displayed in green.
Cancel Approve	Cancels previously confirmed entries for an employee or a specific day's row.
Cancel Approve Month	Cancels previously confirmed entries for the entire month.

Field	Explanation
Differences	The row is displayed in red if a difference is found between the work schedule and the log entries. Differences are considered based on the tolerances set in the *WORKING SCHEDULE SETUP*. 
Approve	Allows confirming the employee's entries. Options: • APPROVE EMPLOYEE • APPROVE DAY

4.4.8. APPROVAL OF WORK SCHEDULE PLAN, CONFIRMATION, AND REGISTRATION OF WORK SCHEDULE

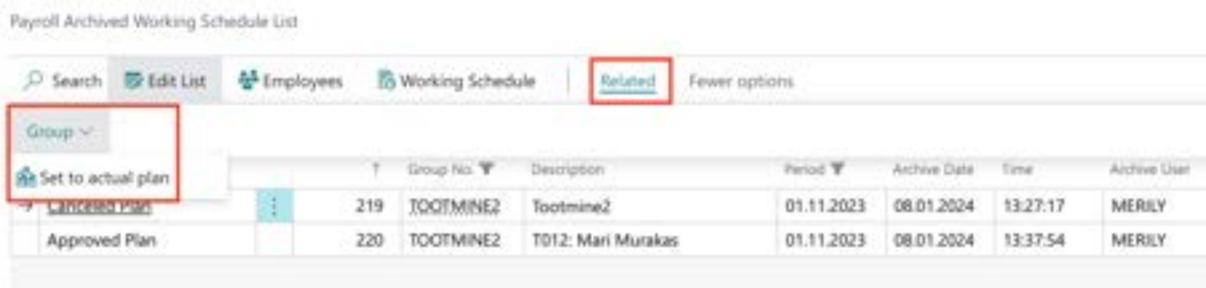
After creating the working schedule, it is possible to confirm the initial plan. Confirming the plan is necessary, especially when the employee's standard hours are determined based on the shifts planned for him in the working schedule, and in case of absence, his standard hours are reduced based on the length of the shift, not by 8 hours.

To confirm the plan, there is a button on the *WORKING SCHEDULE* ribbon: *CALCULATION -> APPROVE MONTH PLAN* or *APPROVE EMPLOYEE PLAN*, after which an archive is created from the plan. There can only be one valid working schedule, and if you have confirmed one working schedule and want to make changes and confirm again, confirming a new plan cancels the previous working schedule. The program gives a warning about this.



If you have confirmed the entire table but want to cancel and change the plan for only one employee, the *PAYROLL ARCHIVED WORKING SCHEDULES* list has a button *EMPLOYEES*, which opens a list of employees with a confirmed plan. In the list, you can select and activate the employee whose plan you want to cancel and then press the button *CANCEL ONE EMPLOYEE PLAN*. After making corrections, you can confirm the employee's plan again in the working schedule view with the *APPROVE EMPLOYEE PLAN* button.

In a situation where several plans have been confirmed and canceled within a month, and a whole list of archives has been created, of which only the last one is valid, you can mark any previously canceled plan as active again if necessary. In the *PAYROLL ARCHIVED WORKING SCHEDULES* list, select the row of the canceled plan you want to make valid again and press the button *SET TO ACTUAL PLAN* on the ribbon.

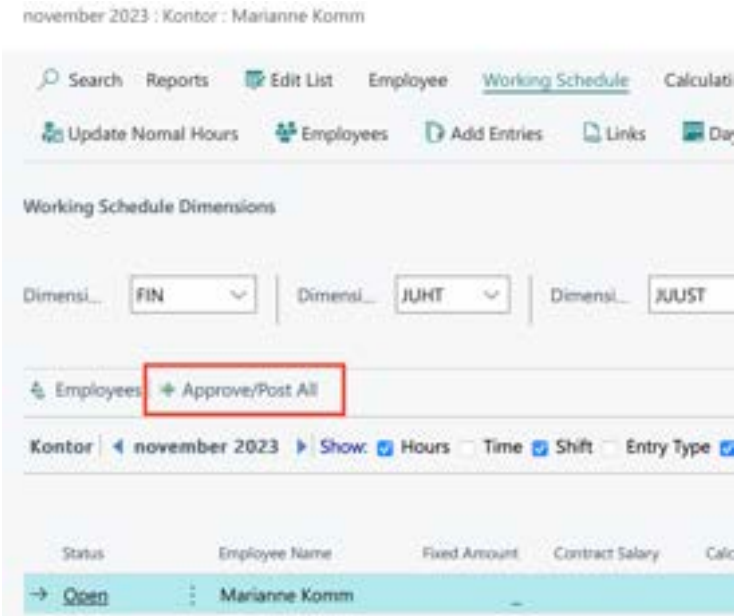


Before confirming the working schedule plan, it is advisable to check the compliance of the hours entered for employees in the working schedule with the rules of working and rest time, for which there is a button on the ribbon: *POST -> CHECK*. Checking requires pre-configured *WORKING SHEDULE RULE*S and adding rules to the working schedule group.

To register actual worked time, adjust the previously prepared working schedule or plan for the relevant period (calendar month). To register work hours in the *PAYROLL ENTIRES*, the working schedule must be confirmed in advance. To do this, select the ribbon: *POST -> CONFIRM MONTH*.

The confirmed hours of the *WORKING SCHEDULE* are displayed in bold. If necessary, the confirmation can be removed by pressing the ribbon: *POST -> REMOVE CONFIRMS*. To register work hours in the *PAYROLL ENTIRES*, press the ribbon*: POST -> REGISTRATION*.

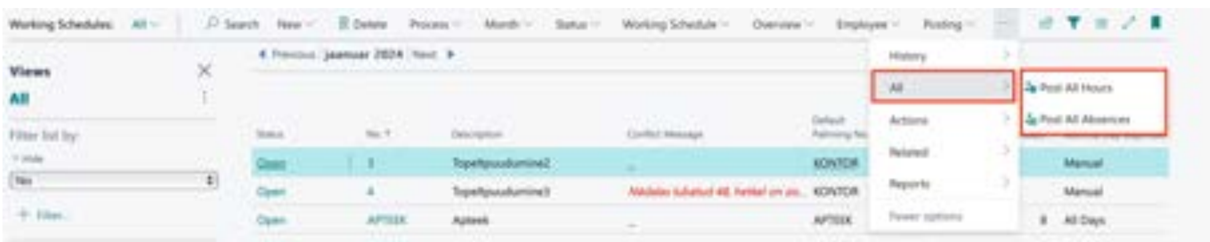
To confirm and register all working hours, fees, and absences at once, a button has been added to the ribbon on the list of employees in the table: *APPROVE/POST ALL*.



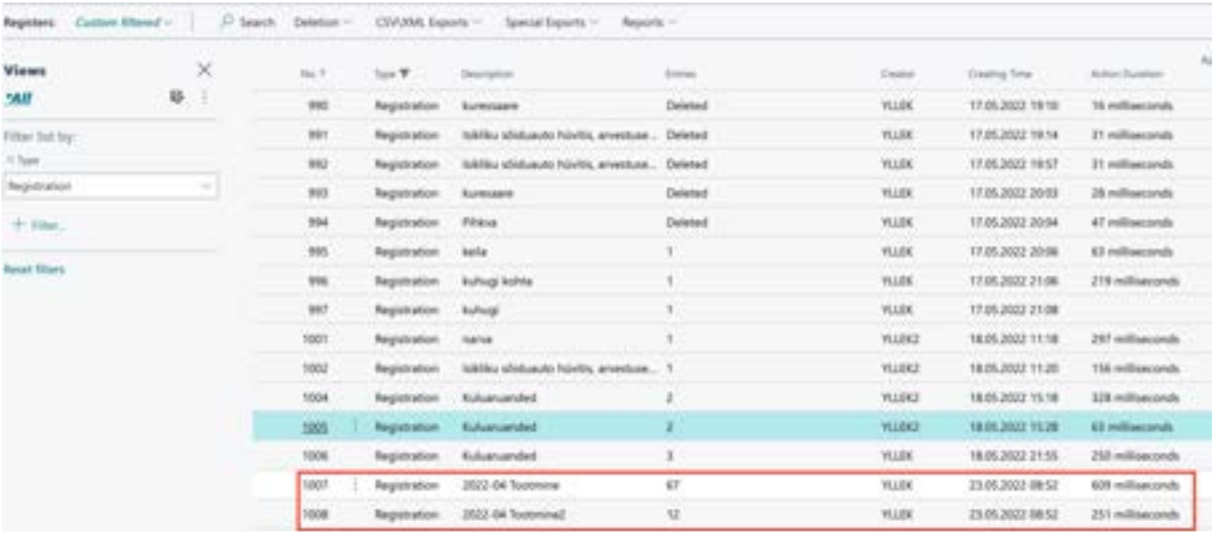
The working schedule cannot be registered if someone has entered an additional fee, but there are no working hours. The corresponding setting can be made in the working schedule group settings in the field *DENY POSTING AMOUNT WITHOUT HOURS*.

It is also possible to register hours through the *PAYROLL JOURNAL*, for which there is a button on the ribbon: *POST -> CREATE JOURNAL*. As a result of the action, working hours are added to the *WORKING SCHEDULE GROUP*-named worksheet in *PAYROLL JOURNAL*, where you can make necessary changes. To register hours, press the *REGISTERING* button in the journal.

Through the list of working schedule groups, it is possible to register all entered and confirmed hours in all working schedules at once. To do this, open the list of working schedules and press the button *ALL -> POST ALL HOURS.*



Regardless of the posting method used, records about posting are created in *PAYROLL REGISTER*.

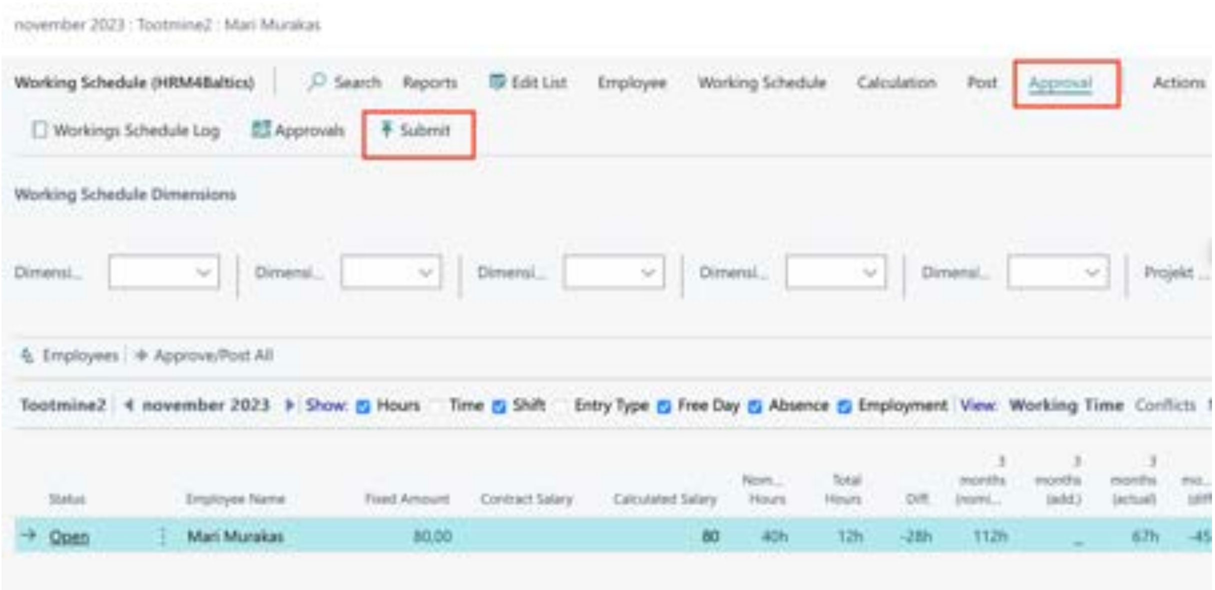


Simultaneously with the posting of working hours, the *WORKING SCHEDULE ARCHIVE* is created. The archive can be opened by pressing the *ARCHIVES* button and selecting the corresponding archive.

When posting hours in the working schedule, the initial balance of the group, employee, and period is checked, i.e., in the case of repeated posting of the same employee's hours for the same period and the same working schedule, the employee's hours are not registered twice in the *PAYROLL*. Instead, the difference between the original and the change is registered.

4.4.9. CONFIRMATION AND REGISTRATION OF THE WORK SCHEDULE WITH APPROVAL WORKFLOW

To confirm the work schedule, you can also use an approval circle. The prerequisite for using the approval circle is the configuration in the location *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/WORK SCHEDULE/APPROVALS SETUP* and *HOME/MENU/ PAYROLL AND HUMAN RESOURCE 365 MENU /ADMINISTRATION/X-TEE/EMAIL TEMPLATES*. Additionally, the approval workflow must have been previously added to the working schedule group settings in the tab *APPROVAL AND REGISTERING* under the field *APPROVAL GROUP NO*. By adding the code of the approval circle to the working schedule configuration, the manual approval buttons are no longer visible, and the buttons related to the approval circle become visible in the ribbon menu of the table.



The working schedule can be submitted, and the *SUBMIT* button is visible only for the employee specified in the *WORKING SCHEDULE* configuration under the field *SUBMITTER NO*. Creating and modifying the table is also possible for other users with the relevant program permissions.
The working schedule can be sent for approval after entering and verifying the working hours. The entire table or selected employees can be sent to the approval circle, for example, in cases where the employment relationship is terminated with an employee, and their hours need to be approved and registered for payroll calculation before the end of the accounting period.
For approving the working hours of a single employee, there is a group of buttons on the ribbon menu called *ACTIONS -> ONE EMOLOYEE APPROVALS*. To send the working hours for approval for a single employee, it is necessary to filter out that employee beforehand. For sending the approval for the entire table at once, there is a group of buttons on the work schedule ribbon menu called *APPROVAL*.

Button Name	Description
Working Schedule Log	Opens a view of the log containing activities related to the working schedule.
Approvals	Displays information about the default approval circle set for the working schedule. The list provides details about employees assigned to the approval circle, their roles in the approval process (submitter, approver, accountant), and also shows the expected registered absence in the column *ABSENCE INFO* for employees in the approval circle. 
Submit	The button is displayed only for the submitter assigned to the group and as long as the working schedule is open and not yet sent to the approval circle. After sending it to the approval circle, the button disappears, and the *TAKE BACK* button appears.

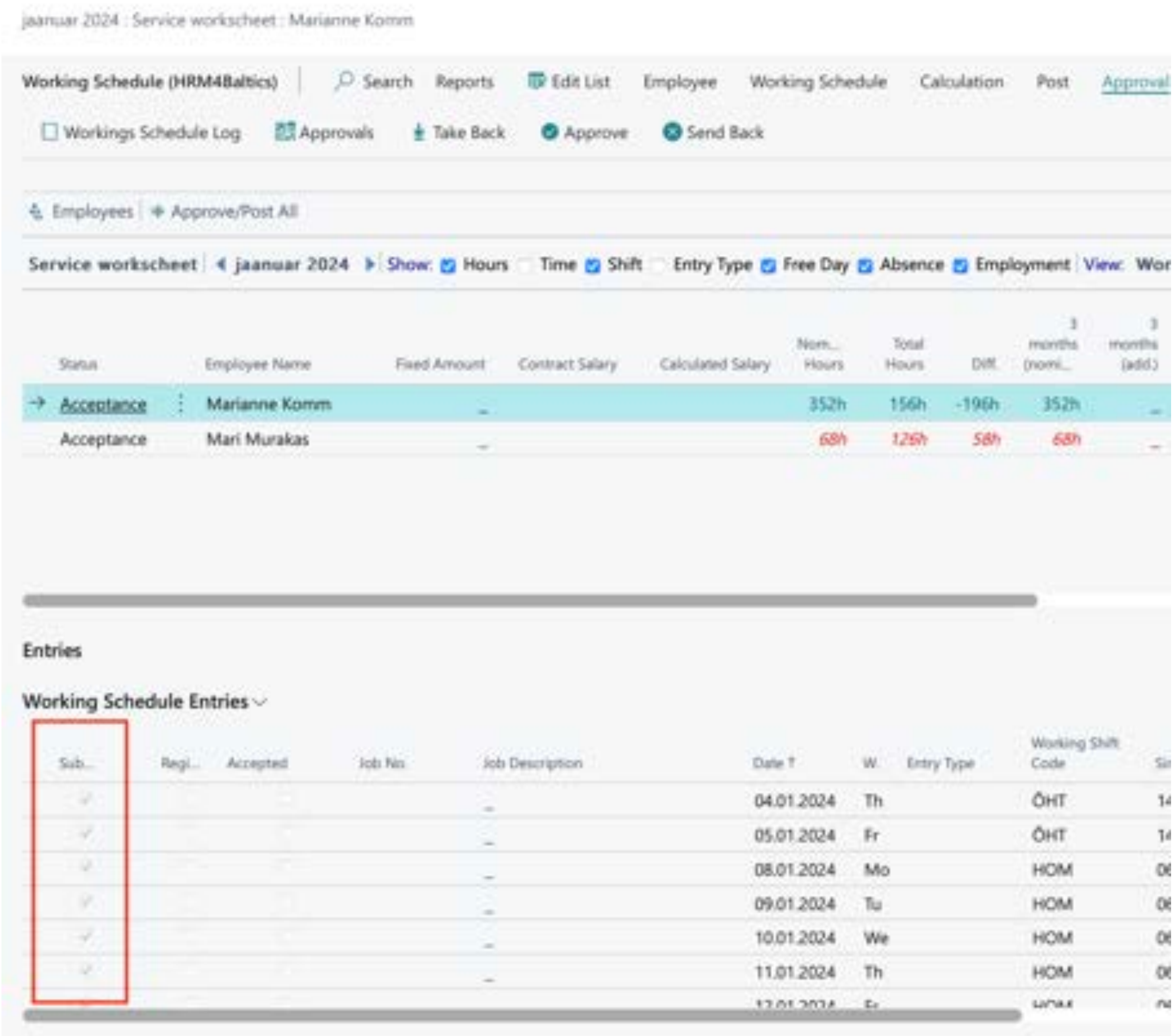
Take Back	Once the work schedule has been sent to the approval circle, no changes can be made (add, modify hours, dimensions). If changes are needed, the work schedule must be taken back for modifications, and the *TAKE BACK* button becomes visible after submitting the table.

To submit the working schedule for approval, the *SUBMITTER* presses the *SUBMIT* button. According to the approvers assigned to the approval circle, the program creates the currently valid approval circle, taking into account the absences of approvers and the employment status. If an approver is on vacation at the time of creating the approval circle, and the permission to use a substitute is configured in the approval circle settings (marked in the *ALLLOW CHANGEE* column), the system automatically substitutes the approver with the employee specified in the *SUBSTITUTE NO* field in the *EMPLOYEE CARD*.

In the list of *APPROVAL ENTRIES*, the *SUBSTITUTE* column displays the name of the substitutable employee.

If the configuration allows adding, replacing, and deleting approvers, buttons *ADD, REPLACE, DELETE* are displayed on the ribbon menu of the current approval circle window. Changes made using these buttons are temporary and apply only to that specific approval circle; they do not alter the default approval circle settings.

Once the approval circle for the working schedule has started, the table becomes non-editable. Changes can only be made by the approver for whom the *ALLOW TO INSERT* has been entered in the approval circle settings. After submitting the table, the program automatically adds a marker to the *WORKING SCHEDULE ENTRIES* fast tab and the *EMPLOYEE ENTRIES* list *SUBMITTED* column.

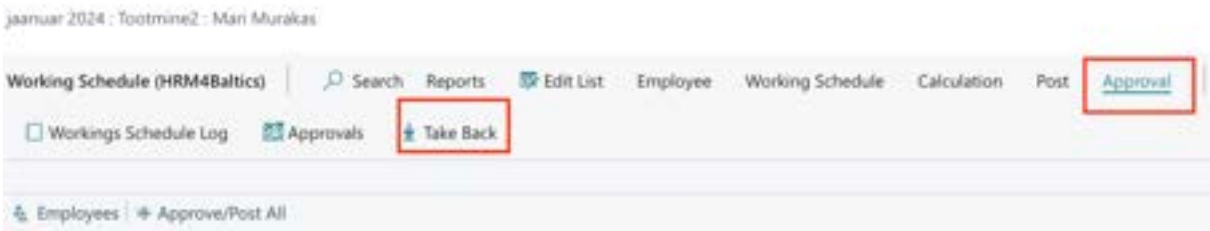


After submitting the working schedule, an email is sent to the first approver based on the configured email template. The email is sent only if email templates are configured, and notifications are set up according to the specific approver.

Logs are also recorded for the submission and email sending process, and these logs can be accessed by clicking on the ribbon menu button *APPROVAL -> WORKING SCHEDULE LOG*. All actions related to the working schedule are recorded in the logs.

If, for some reason, it is necessary to modify the table after submission, the submission must be taken back, meaning the approval circle must be canceled. This can be done using the ribbon menu button *APPROVAL -> TAKE BACK*. Only the *SUBMITTER* can take the table back. When taking it back, a reason for the action must be provided; the action is not allowed without a reason. An email notification is also sent to the individuals specified in the configuration for the take-back action.

The submitter can take back the table at any time, provided that the approval circle configuration has the marker *ALLOW TAKE BACK ONE*. In this case, the table can be taken back only until someone has approved it.

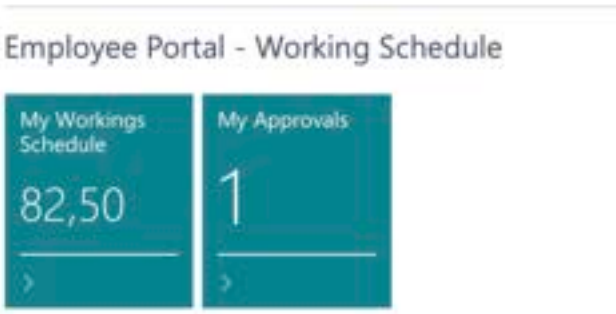


After taking back the table, it is possible to modify the data in the table again, and the *SUBMIT* button reappears on the ribbon menu.

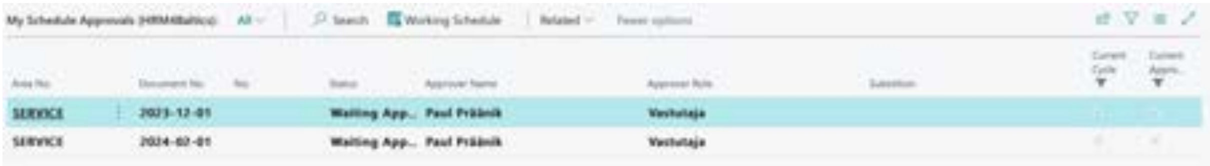
Once the table is ready for re-submission, the *SUBMIT* button must be pressed again. The program will then create a new approval circle based on the current situation.

4.4.9.1. Approval and Rejection of the Work Schedule

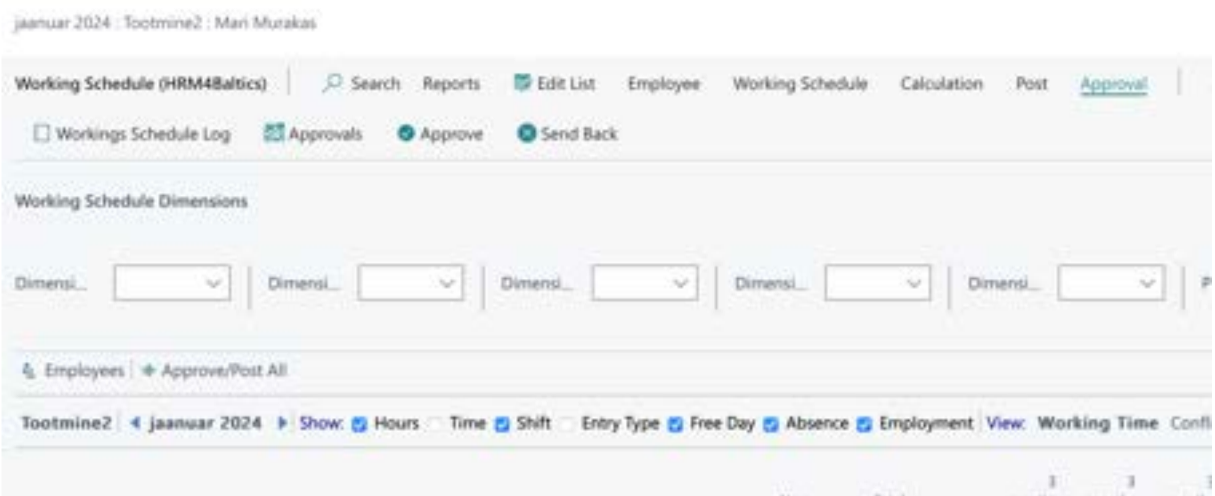
After submitting the working schedule, an email is sent to the first approver assigned in the approval circle. If a link is configured in the email, the approver can open their task directly from the email. Approvers can also access the list of pending work schedules in the *EMPLOYEE PORTAL* under *MY APPROVALS*.



In the list, there is an overview of the pending work schedules. To open and view a specific schedule, the ribbon menu contains the button *MY APPROVALS*.



Pressing the button opens the working schedule approval view for the approver, meaning the approver cannot make changes to the work schedule except when allowed by the configuration in the column *ALLOW CHANGES* under the location *APPROVAL SETUP*.



To approve the working schedule, there is a ribbon menu button group *APPROVAL* and *ACTIONS-> ONE EMPLOYEE APPROVALS*.

The group of buttons *ONE EMPLOYEE APPROVALS* is used when the hours and additional payments of a single employee are sent for approval. The approver can see that only one employee has been sent for approval in the *MY APPROVALS* view under the column *EMPLOYEE NO*, where the employee number is displayed.

If the entire table is sent for approval at once, then the button *APPROVAL* is used.

To approve the work schedule, the approver must press the button *APPROVAL -> APPROVE*.

If the approver wishes to send the table back for correction, there is a button *APPROVAL -> SEND BACK* for this purpose. When sending it back, the approver must also enter the reason for sending it back, which is recorded in the work schedule logs.

According to the approval circle configuration, an email is sent to the submitter and those who have previously approved the table about the sending back.

After sending the table back, the submitter can make changes to the table and then resubmit it for approval.

If the approver has confirmed the table, and the table has not been finally confirmed yet (meaning the next approvers have not yet confirmed it), the approver can cancel their confirmation if necessary and then send the table back to the submitter. To cancel the confirmation, there is a ribbon menu button *APPROVAL -> CANCEL APPROVAL*. After cancellation, the buttons *APPROVE* and *SEND BACK* become visible again.

If the approval circle configuration includes a column *ALLOW TAKE BACK ONE*, the approver cannot take back their confirmation if the next approver has already confirmed the table.

4.4.9.2. Registering the Work Schedule

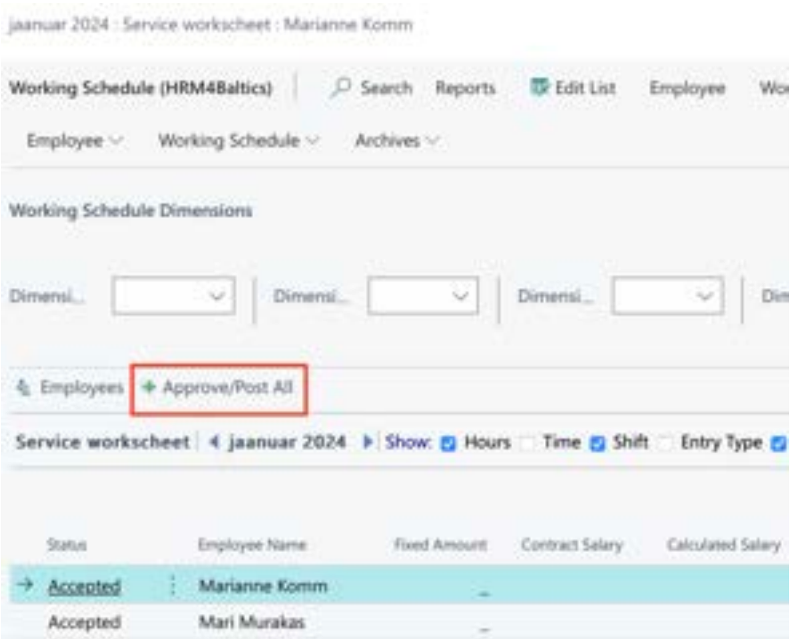
Once the approval circle for the working schedule has ended, and the table is finally confirmed, an email is sent to the approvers specified in the configuration based on the email template.

To calculate the wages for employees based on the hours and additional payments entered in the table, the data (hours and other values) entered in the table needs to be registered.

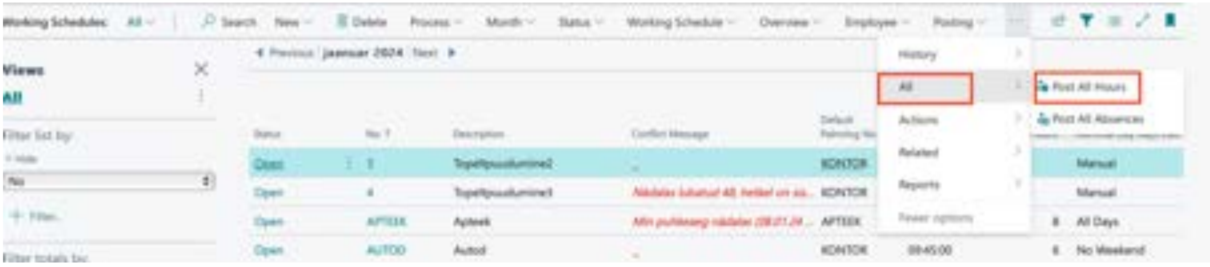
There are four ways to register the table:

- Registration can be done using the ribbon menu button *POST -> REGISTRATION*. Only a confirmed table can be registered, and the right to register is granted to users with specific permissions.

- On the ribbon of the list of employees in the working schedule, there is a button *APPROVE/POST ALL*. Pressing this button confirms and registers all the data entered in the working schedule at once.

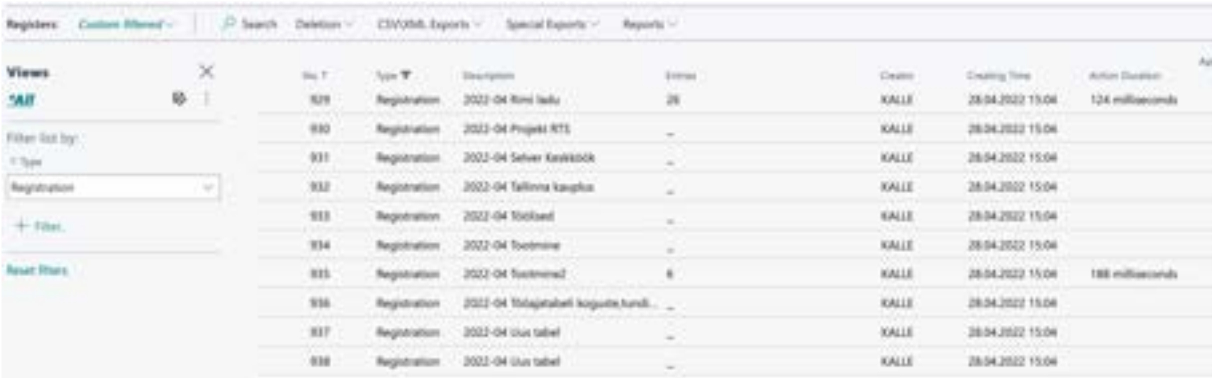


- Work hours displayed in the working schedule can also be registered through the *PAYROLL JOURNAL*. There is a ribbon menu button *POST-> CREATE JOURNAL* for this purpose. This action adds work hours to the payroll journal on behalf of the working schedule group, where necessary changes can be made, such as modifying dimensions or the payroll account where the hours are registered. Pressing the *REGISTER* button in the journal registers the hours.
- It is also possible to register all hours entered and confirmed in all working schedules at once. To do this, open the list of working schedules and press the button *ALL -> POST ALL HOURS*.



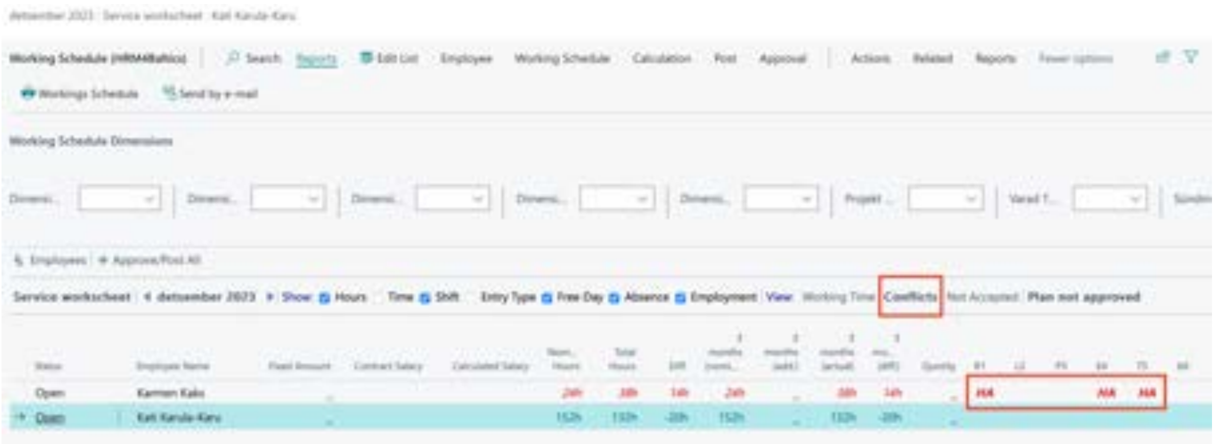
Regarding the table registration, an email can be sent to designated individuals, such as the accountant, who can then start payroll calculation.

The registration of the work schedule also creates a record in the *PAYROLL REGISTERS*.



4.4.10. WORKING SCHEDULE PRINTING

Before printing the working schedule, double-check that there are no overlapping work hours with absences. To do this, use the options *VIEW* and *CONFLICTS* on the *WORKING SCHEDULE* page.



To print the working schedule, click on the ribbon menu *REPORTS-> WORKING SCHEDULE*. In the printed working schedule, employees are grouped in the default dimension order of the *EMPLOYEE CARD*. At the end of the working schedule, the legend of absence code used in the table, national holidays, and lines for signatures are displayed.

4.4.11. OVERVIEW OF ENTRY TYPES

To get a compact overview of the values entered with *ENTRY TYPE* and working hours in the work schedule, there is a report called "Entry Types Overview." This report can be accessed from the working schedule ribbon menu by selecting *RELATED-> WORKING SCHEDULE -> ENTRY TYPES OVERVIEW*. The report displays employees' working hours on a calendar day basis, in addition to the total hours by entry types, the number of days and hours affected, and the values entered based on entry types.

By clicking on a displayed value in the report, you can open the corresponding entry in the employee's working schedule and, if necessary, make changes to the entry.
The report can also be exported to Excel.

4.4.12. SUBMISSION AND APPROVAL OF DOCUMENT-BASED WORKING SHEDULE

Employees have the option to fill out and submit a project-based work schedule through the *EMPLOYEE PORTAL*, entering working hours for assigned projects. The table submitted through the portal is then sent for approval to project managers, and the recorded working hours can be viewed by the accountant in the general workING schedule.

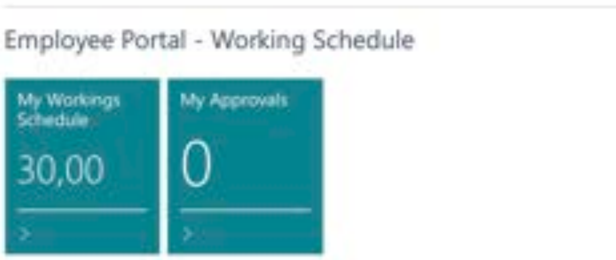
Employees can fill out a project-based workING schedule only if the necessary configurations have been made, and projects have been assigned to the employee. Configurations are required in the following locations:

- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU/ADMINISTRATION/WORKING SCHEDULE/WORKING SCHEDULE SETUP
- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU /ADMINISTRATION/WORKING SCHEDULE/WORKING SCHEDULE GROUPS

- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU ADMINISTRATION/WORK SCHEDULE/WORKING SCHEDULE JOBS
- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU ADMINISTRATION/WORK SCHEDULE/WORKING SCHEDULE JOBS ribbon menu button SPLITS
- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU ADMINISTRATION/WORK SCHEDULE/SCHEDULE TASK BATCHES
- HOME/MENU/PAYROLL AND HUMAN RESUOURCE 365 MENU ADMINISTRATION/X-ROAD/EMAIL TEMPLATES

4.4.12.1. Submission of the Working Schedule

The personal working schedule can be accessed from the role center in the stack *MY WORKING SCHEDULE*, where the view of the work schedule is configured based on the *WORKING SCHEDULE SETUP* in the field *DEFAULT PORTAL VIEW*.



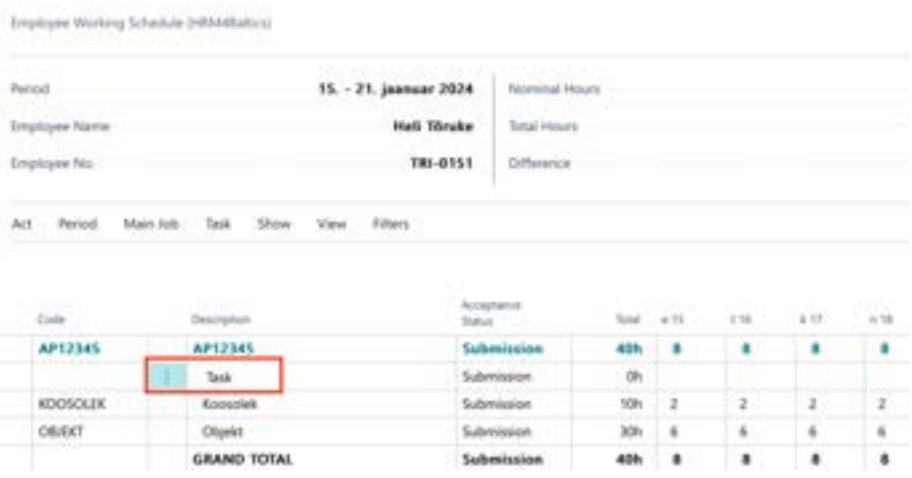
In the opened view, projects assigned to the employee for work and tasks added to the projects are displayed. Bold font is used to distinguish base projects, regular projects are displayed in blue, and tasks are displayed in regular font. Related tasks and rows are shown in yellow.

The table also displays all absence codes registered in the *PAYROLL REGISTER*. Only the employee with the corresponding right in the *EMPLOYEE EXCEPTIONS* list can mark hours for absences, and if the working schedule group does not have the configuration *DISABLE HOURS DURNING ABSENCES*.

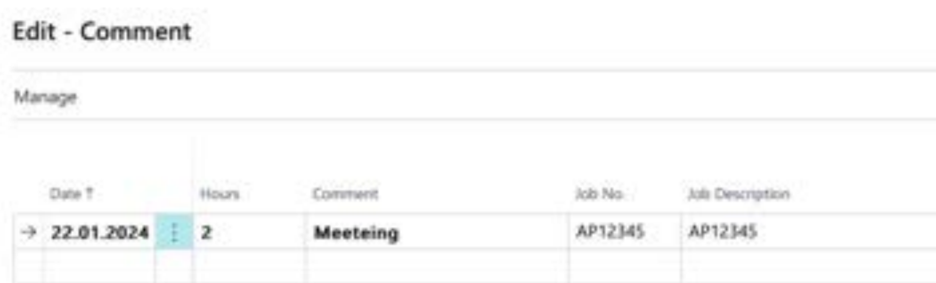
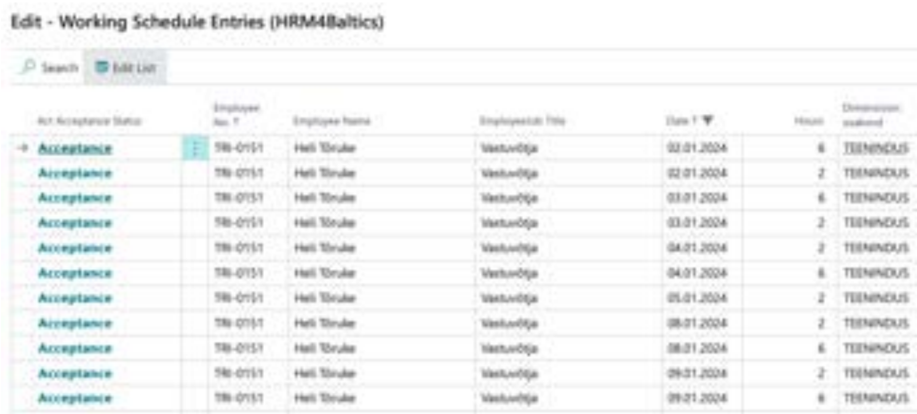
Description for weekends and public holidays is displayed according to the configuration set in the *WORKING SCHEDULE SETUP*. It is possible to mark hours for weekends and public holidays, regardless of the text specified by the configuration in these columns.

Hours can only be marked for rows with tasks. It is not possible to enter hours for project rows; the total hours entered for project tasks are displayed there.

Buttons on Employee Working Schedule ribbon

Button	Description
Add Connected Task	The button is active only when on the main project line; it cannot be used on related project lines. Opens a window with tasks configured for the project, allowing selection of a task to be automatically added to the main and related projects. The task name can be edited on the main project, and changes apply to all related projects. If a distribution is added to the main project, it carries over to the added task. If a comment is added to the task, it carries over to related projects.
Add Connected Line	Active only on the main project line; cannot be used on connected project lines. Adding a row to the main project automatically adds it to connected projects. The row name can be edited on the main project, and changes apply to all related projects. If a distribution is added to the main project, it carries over to the added row. If a comment is added to the row, it carries over to related projects.
Add Task	Adds a new task to the currently active project line, based on predefined settings. The task is added only to the project with the currently active line, not connected projects. If the project has configured hour distribution, it does not expand to the added task.
Add Line	Adds a new row that can be manually filled with a description. If no description is entered, the program adds a default description *"TASK."* The new row is added to the project with the currently active line. If the project has configured hour distribution, it does not expand to the added row. 

Delete Task	Deletes the currently active task line along with related lines.
Copy Previous Week	It is possible to copy the hours entered in the previous week to the currently open week. The copy button is visible and functional only in the weekly view. During copying, all hours entered in the open week are deleted and replaced with those from the previous week. Upon pressing the button, the following prompt is displayed: "In the period from 17.12.18 to 23.12.2018, there are already entries that will be deleted during copying. Do you still want to proceed with copying? Yes/No" If copying to a week with a public holiday or absence where hours are already entered, those hours will not be copied.
Copy Previous Month	It is possible to copy the working hours entered in the previous month to the following month. The copying button is visible only in the monthly view. When copying, the last 5 weeks' working hours are taken as a basis. If there are public holidays or absences during this period where working hours are not entered, the hours for those days are taken from 6 weeks ago, and if there are no working hours there either, then from 7 weeks ago. The program looks back for a maximum of 8 weeks when finding hours. If there are absences or public holidays in the month being copied to, no working hours are added to those days when copying from the previous period. When clicking the copy button, the program displays a notification indicating which period's hours are being copied to which period. Similarly, a warning is displayed if working hours are already entered in the month being copied to, and they will be overwritten.
Previous/Current/Next	Allows navigation between different views and weeks/months.
Submit Working Schedule	Submits the schedule for approval to the responsible person. Submitting is only possible in Month view. Displays the submission date and time in the information field at the top of the table. 
Working Schedule Act	Opens the document view, visible to project managers. In this view, the schedule can be approved, canceled, or sent back to the submitter for correction. Provides an overview of hours entered, norm hours, approved and unapproved hours, and rejected hours for each employee.

Allow/Deny Comments	Enables or disables the ability to add comments to hours entered. Comments can be added by opening a task and day field's drop-down menu. Allows dividing hours entered on a day into multiple rows with different descriptions. 
Week(days)/Month(days)	Allows switching between weekly and monthly views.
Jobs	Displays projects assigned to the employee for the given period.
Tasks	Displays tasks assigned to the employee for the given period.
Entries	Opens a daily view of hours entered in the working schedule, including comments and the approval status. In the "Comments" column, text can be modified based on the "Allow/Deny Comments" status. Comments can be added and modified until the hours are submitted for approval. 
Fast Filters: All; Submitted; Not Submitted	Filters hours entered the table based on whether they have been submitted for approval.
Update Status	Updates the working schedule status displayed in the *ACCEPTANCE STATUS* column. The status changes automatically when opening the table but needs to be manually updated if it changes while the table is open.

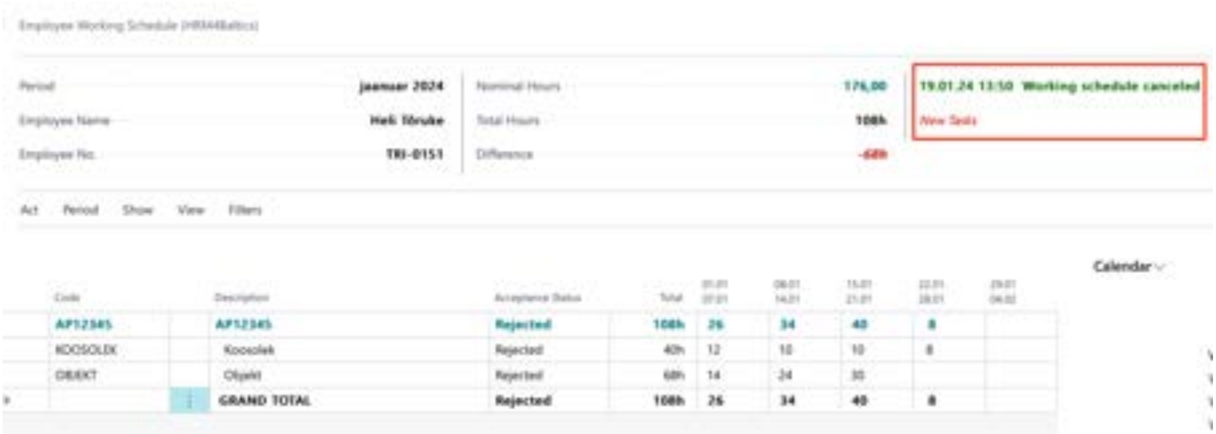
Working hours are entered into projects based on tasks and days. To add a comment to the entered hours, open the comment window from the hour field. In the comment window, you can break down the entered hours into multiple lines, providing a detailed description of what was done on that day. The entered comment is visible to the project manager in the Total Working Schedule and in the corresponding Working Schedule for the accountant.

When entering hours for a base project with a distribution of working hours configured, the hours are distributed to related projects according to the configured settings. It is possible to override the

hours allocated to related projects, especially if the actual work on a specific project exceeded the automatically allocated hours. When modifying the hours entered for the base project, the hours for related projects are also overwritten, including any additionally entered hours.
It is possible to enter up to 24 hours for a single day, corresponding to the length of a day. If more than 24 hours are entered, the program automatically adjusts the hours as follows:
25 hours -> 1 hour
26 hours -> 2 hours
27 hours -> 3 hours

After entering all hours, the working schedule must be submitted for approval to the responsible employee, i.e., the project manager. The responsible employee does not approve the working Schedule directly but approves the generated ACT when submitting the working schedule.
To submit the working schedule, click on the ribbon menu item *ACT/SUBMIT WORKING SCHEDULE*.
After submission, an email notification about the need for approval is sent to the responsible employees if the corresponding configuration is set.

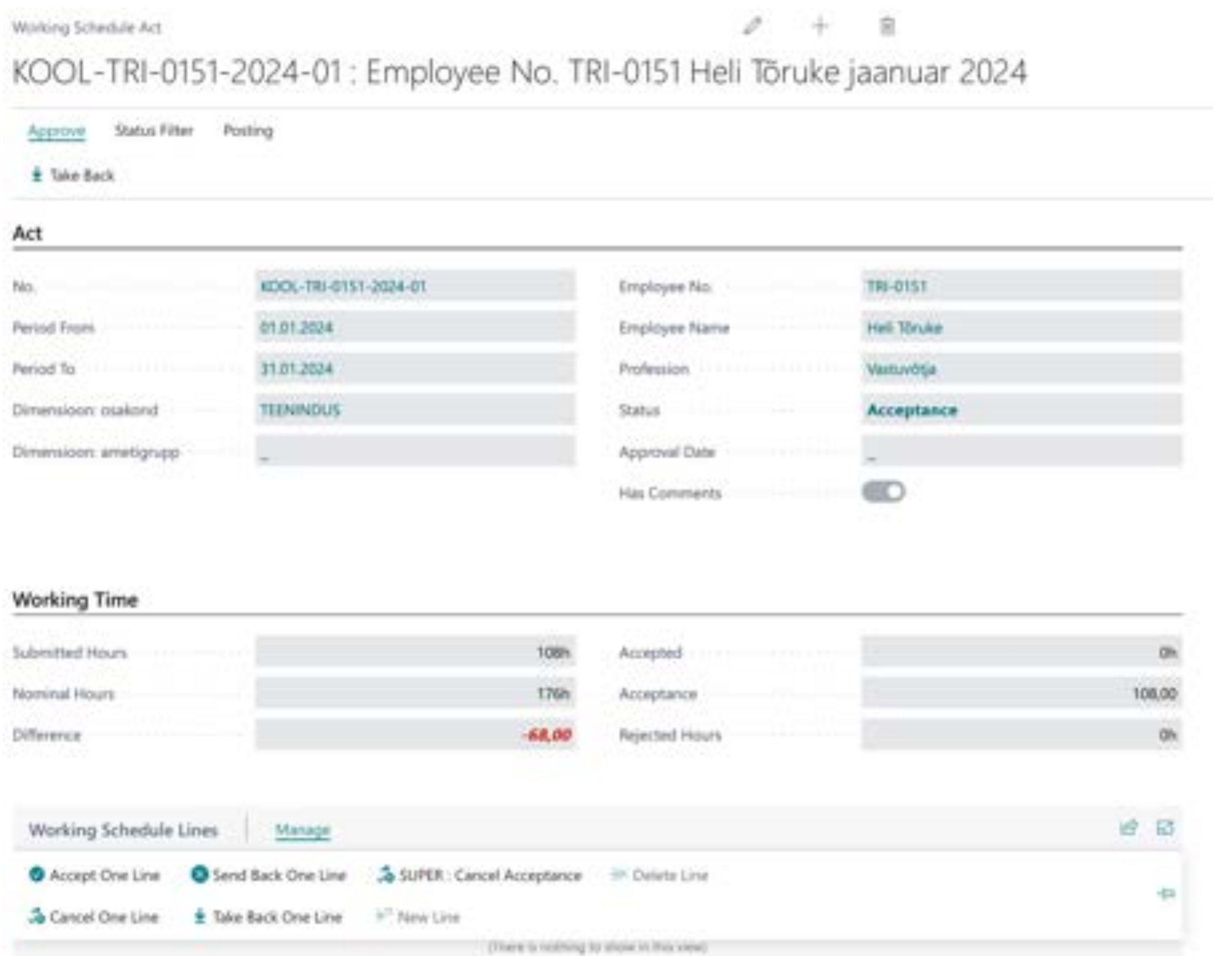
Once the working schedule is submitted, it is no longer possible to modify the entered hours; however, new work hours can be added. If the employee needs to make changes to the submitted working schedule, they must take back the submission.
When an employee submits the working schedule, the submission date, time, and a note *SUBMISSION* are displayed in the information fields. If the submitted working schedule is canceled or taken back, the same fields display the date, time, and a note explaining why the submission was canceled or taken back.



4.4.12.2. Working Schedule take back

To take back the submitted employee schedule, follow these steps:

Open the schedule *ACT* by clicking on the *ACT/ WORKING SCHEDULE ACT* button on the table ribbon.



You can take back either a specific *ACT* row or the entire *ACT*. If you want to take back a specific row, use the fast tab for the schedule lines on the *ACT* ribbon and click the *TAKE BACK ONE LINE* button. If you need to take back the entire submitted working schedule, use the *TAKE BACK* button on the *ACT* ribbon.

Regardless of whether you are taking back the entire table or just one row, you will be prompted to provide a reason for the taking back. Enter the reason, and this information will be saved in the comments and working schedule logs.

Access the working schedule logs by clicking on the *POSTING->LOG* button on the ribbon.

After taking back the rows, you can make the necessary changes to the working schedule. Remember that after making changes, you need to submit the table again for confirmation.

4.4.12.3. Project Manager's Actions

When an employee submits a working schedule to the project manager for approval, an email notification is sent to the project manager if the relevant configuration is set in the *SCHEDULE JOBS* field *RESPONSIBLE NO*. The project manager can view the pending working schedule acts in the *EMPLOYEE PORTAL* under the stack *MY APPROVALS*.

By clicking on the *MY APPROVALS* button, a list opens displaying working schedule acts awaiting approval, organized by employees. To review and process an act, the project manager needs to open the act using the ribbon button *ACT/WORKING SCHEDULE ACT* or by clicking on the employee number in the *EMPLOYEE NO* column.

Rows: My Approval Page

Field	Explanation
Employee No/Name	Name Displays the employee card numbers and names of the table submitter.
Month	The month for which the table is submitted.
Act Status	Displays the current status of the act.
Profession Desc.	The job description of the employee who submitted the table.
Submitted Hours	Total number of hours in the working schedule table.
Normal Hours	Employee's standard working hours.
Difference	The difference between standard hours and submitted hours.
Accepted	Number of confirmed hours.
Acceptance	Number of hours submitted for confirmation.arv.
Rejected Hours	Number of hours rejected.
My Approved	Number of hours confirmed by the project manager.
My Approvals	Number of hours sent for confirmation to the project manager.

Buttons: My Approval ribbon

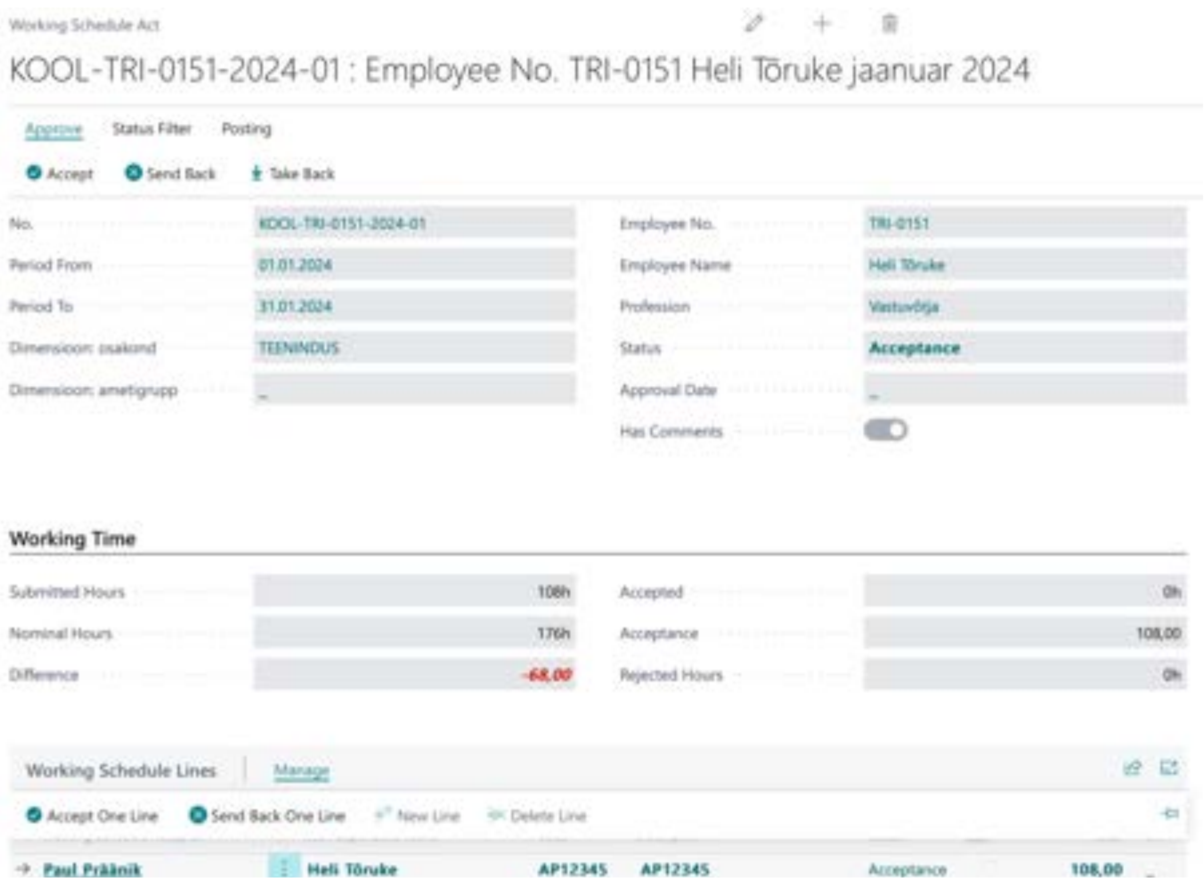
Button	Description
My Filters - My Acceptance	To Accept by Me Displays a list of acts awaiting confirmation for the approver.
My Filters - My Accepted	Accepted by Me Displays a list of acts already confirmed by the approver, whose status is still "Acceptance."
Managed Filters - My Employees	Displays a list of acts for the manager's direct subordinates, regardless of whether the act has been sent for approval. By default, the act status filter on the list is " Acceptance."

Manager Filters – My All Employees	Displays a list of acts for all the manager's subordinates, including indirect subordinates, regardless of whether the act has been sent for approval. By default, the act status filter on the list is " Acceptance."
Working Schedule Act	Opens the active marked row's document.
Approve Selected	Confirms the document of the actively marked row. It's possible to confirm more than one document at a time. To do this, mark the rows to be confirmed as active and then press the *APPROVE SELECTED* button.

4.4.12.4. Confirming the Act

The project manager cannot edit hours on the document; they can only confirm the hours or send them back to the submitter for corrections. The approver sees only the rows sent to them for confirmation; they do not see rows assigned to other approvers. Only the unit manager, who is also the project manager, can view rows assigned to other approvers if the approver is a member of their team. To view the rows sent for approval to their team members, the manager must press the *STATUS FILTER* button on the ribbon menu and select *ALL*.

Hours can be confirmed for projects by rows or for the entire table at once. To confirm the entire table, there is a *APPROVE/ ACCEPT* button on the ribbon menu of the document. To confirm one project or row at a time, there is a *MANAGE/ACCEPT ONE LINE* button on the working schedule lines ribbon menu. These buttons are visible to the project manager only when they are on rows directed to them and until they have confirmed all the hours submitted for their confirmation.

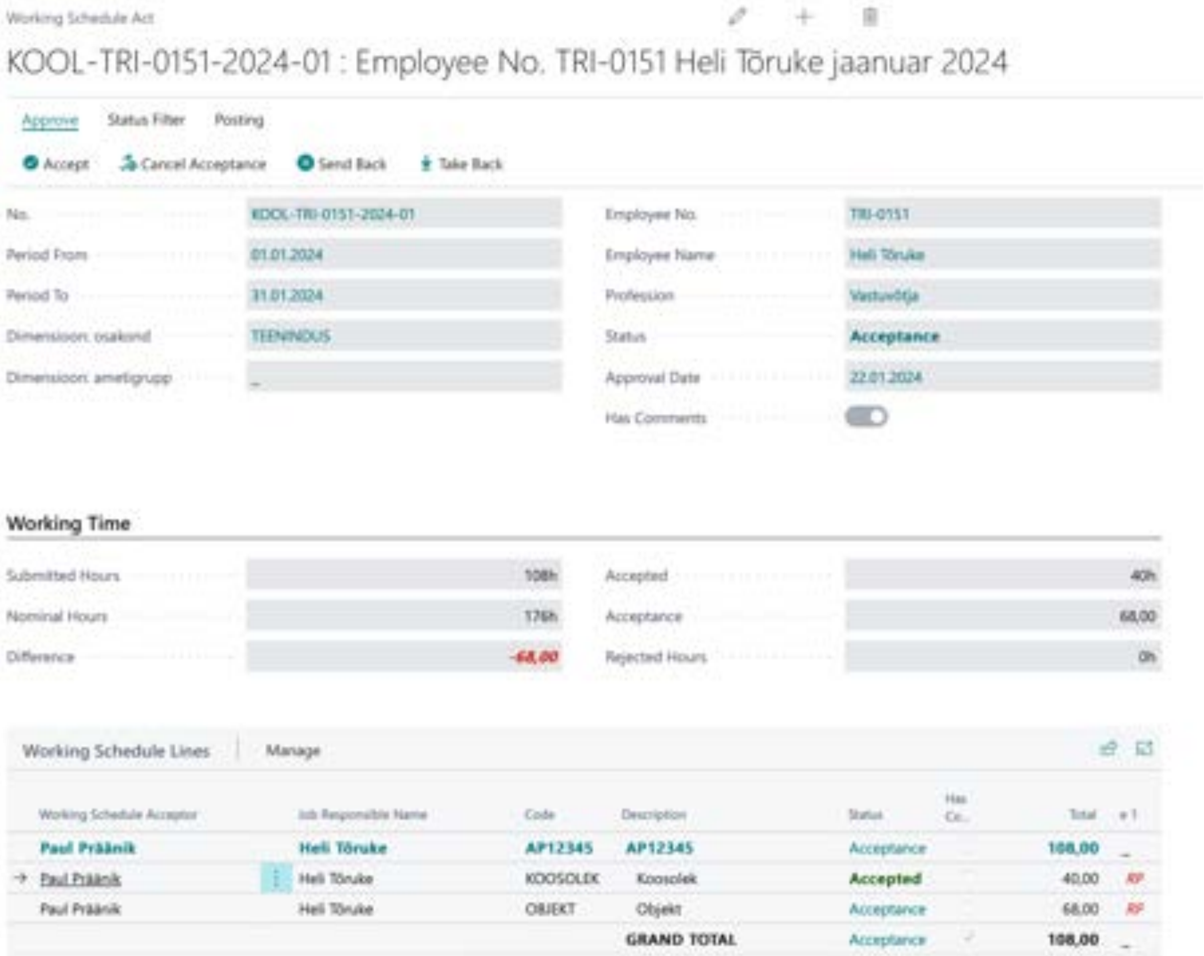


To confirm all acts at once, you need to mark the desired rows as active in the list of acts and then press the *ACT/APPROVE SELECTED* button on the ribbon menu.

4.4.12.5. Sending the Act Back to the Submitter

The table can be sent back to the submitter before confirmation. After confirming the act, it is also possible to send the working schedule back to the employee, but the project manager must first revoke their own confirmations. Confirmations can be revoked for the entire table at once or on a project-by-project basis. Revocations can be made until the entire table is Accepted.

To revoke confirmations for the entire table, there is a *APPROVE/CANCEL ACCEPTANCE* button on the act's ribbon. For revoking confirmations on a per-line basis, the fast tab of working schedule lines menu has a *MANAGE/ CANCEL ACCEPTANCE* button. These buttons are displayed to the user only when the table or project rows are confirmed. When revoking confirmations, it is always necessary to provide a reason.
After confirmation is revoked, the line or the entire act can be sent back to the employee for corrections. For this purpose, there is a *APPROVE/SEND BACK* button on the act's ribbon or a *MANAGE/ SEND BACK ONE LINE* button on the fast tab of working schedule lines menu.



Notifications about sending back the working schedule are sent to the working schedule submitter via email, and a corresponding notification is displayed in the *EMPLOYEE PORTAL*.

After revoking confirmation, the *ACCEPT* button becomes visible again.

4.4.12.6. Buttons in the Working Schedule Act

In the timesheet act, the user is presented only with buttons that are currently applicable. For instance, if the act has not been confirmed yet, the *CANCEL APPROVALS* button will not be visible. The button becomes visible only after the user has confirmed the act or the rows associated with a project.
This dynamic display of buttons ensures that users are presented with relevant options based on the current state of the timesheet act or the specific rows within a project.

Buttons in the Working Schedule Act

Button	Description
Accept	Used to confirm all rows of the working schedule act sent to the responsible person at once. To accept the selected row or rows, there is a fast tab of working schedule lines menu button *MANAGE/ACCEPT ONE LINE*.
Cancel Acceptance	Cancels approvals on all rows sent to and confirmed by the responsible person on the working schedule at once. To cancel approval on the selected row or rows, there is a fast tab of working schedule lines menu button *MANAGE/CANCEL ACCEPTANCE*.
Send Back	Enables sending the timesheet back to the submitter. It can be sent back only if the act or row is unconfirmed. To send back the selected row or rows, there is a quick card in the TIMESHEET READ menu button *MANAGE/SEND BACK ONE LINE*.
Take Back	The button can be used by the timesheet submitter if they want to take back the submitted table. It can be used to take back the selected row or rows. To take back the selected row or rows, there is a fast tab of working schedule lines menu button *MANAGE/ TAKE BACK ONE LINE*
Log	Opens a list of logs related to actions on the act.
Super-> Registration	A person with SUPER privileges can use this button to register hours for payroll calculation.
Super-> Cancel Acceptance	A person with SUPER privileges can use this button to cancel approvals regardless of being the responsible employee for the projects on the act.
Super-> Cancel Working Schedule	A person with SUPER privileges can use this button to cancel the entire working schedule regardless of being the responsible employee for the projects on the act.
Update Status	Updates the status of the working schedule and project rows in case it has changed while the table is open. The status is automatically updated each time the table is opened.
Status Filter:	
All	By default, only the rows sent for confirmation to the approver are displayed. If the approver is a unit manager, they can use the *ALL* button to display the rows sent for confirmation to their unit's employees as well.
My Acceptance	By default, each approver can only see the rows sent for confirmation to them. However, if the approver is a unit manager, they have the option to view the rows sent for confirmation to other employees within their unit. Using the *MY ACCEPTANCE* button, the unit manager can filter out the rows sent for confirmation specifically to them The button also works in conjunction with the *NOT APPROVED* and *APPROVED* buttons.

Not Submitted	Displays hours that have not been submitted for approval yet.
Not Approved	Displays only not approved hours.
Approved	Displays only approved hours.

4.4.12.7. Project Overview

The project manager has the ability to view a summary of the hours entered for their projects. The overview can be accessed from the ribbon menu button *OVERVIEW/JOBS OVERVIEW*.

The overview can be taken based on two different views (*SUMMARIZE TYPE):*
1. By employees - displays employees associated with the project and their tasks.
2. By job tasks - displays project-related tasks and the employees associated with them.

Employees are displayed only in those months where the employee is assigned to the project with the *WORKING SCHEDULE PROJECTS* configuration. If an employee is associated with the project only on certain days of the month, they will still be visible in the overview for that month.

The overview can also be taken across multiple months. To do this, enter the month range desired for viewing in the accounting period field in the overview header.

4.4.12.7. Approving and Registering the Consolidated Working Schedule

Hours entered by employees in project-based working schedule are automatically displayed in the consolidated working schedule. Different working schedule groups can be configured for consolidated working schedules, or a default group can be used.
If automatic grouping of employees is used, all employees who submit project-based working schedules are displayed in the group defined by the configuration. If automatic grouping is not configured, employees must be manually assigned to groups before they start filling in project-based working schedule.

Work hours are added to the consolidated working schedule when employees enter hours in the project-based working schedule. Once employees have submitted their entered hours for approval, a marker is added to the *SUBMITTED* column in the fast tab *WORKING SCHEDULE ENTRIES*, and the displayed hours in the consolidated table cannot be changed.

Once the responsible person has confirmed the act, the work hours are displayed in bold in the table, and a marker is added to the *ACCEPTED* column in the fast tab *WORKING SCHEDULE ENTRIES*.
Registering work hours for payroll calculation is done the same way as described in section 5.4.9.2.

4.5. Income Tax Return (TSD)

The list of Income Tax Returns (TSD) can be accessed either from the Role Center ribbon under *TAX DECLARATIONS* or from *STATE REPORDS-> TSD*.

Under *TAX DECLARATIONS*, a list is displayed to simplify finding declarations. The list is presented in chronological order, with each month's TSD on a separate row.

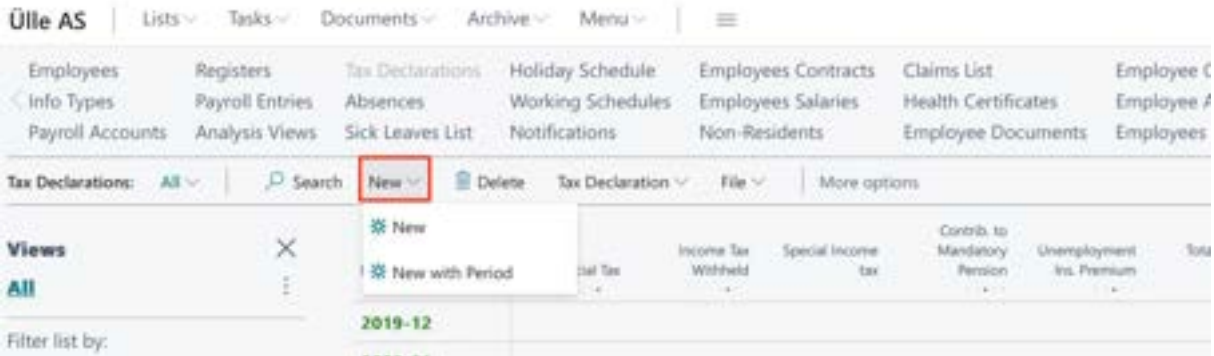
Different colors are used in the list:

- A green row indicates that a new month's TSD has been created but has not yet been calculated or submitted. There are no markers in the *CALCULATED* and *SUBMITTED* columns.
- A blue row indicates that the TSD has been calculated but not yet submitted. The *CALCULATED* marker is visible.
- A black row indicates that the TSD has been calculated and submitted. There are markers in both the *CALCULATED* and *SUBMITTED* columns.

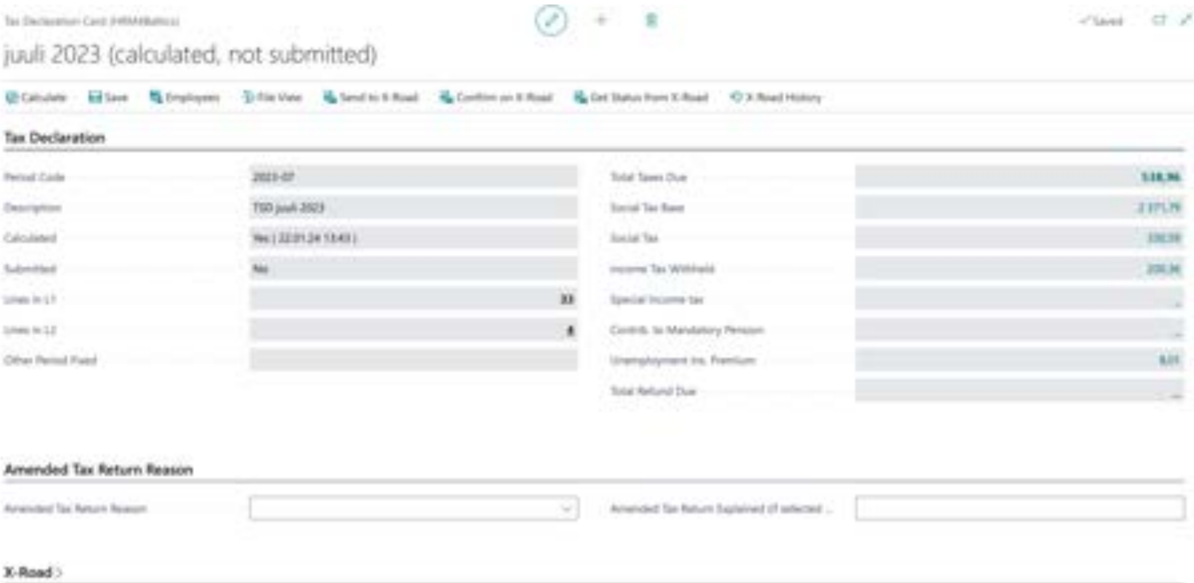
Field Name	Description
Period Code	TSD period code
Description	More detailed description of the TSD period
Calculated	Marker in the column indicates that the TSD has been calculated
Submittes	Marker in the column indicates that the TSD file has been created and the TSD has been submitted
Line in L1	Indicates the number of rows in TSD Annex 1
Line In L2	Indicates the number of rows in TSD Annex 2
Total Tax Due	Total sum of the tax liability
Social Tax Base	Total sum of the social tax base
Social Tax	Total sum of social tax
Income Tax Withheld	Total sum of withheld income tax
Special Income Tax	Total sum of special expense tax
Contrib. to Mandatory Pension	Total sum of mandatory pension fund contribution
Unemployment Ins. Premium	Total sum of unemployment insurance premium
Total Refund Due	Total sum refundable
Current Period Fixed	Indicator YES indicates that the TSD has been corrected
Other Period Fixed	Indicator YES indicates that corrections from other periods are included in this period's TSD
Amended Tax Return Reason	Declaration Indicates the reason code for TSD correction

4.5.1. CREATING TSD

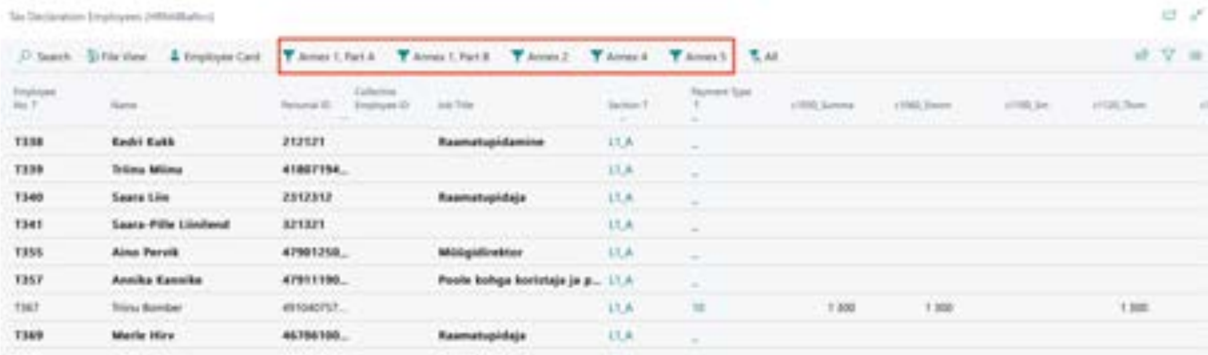
To create a new period's TSD, go to the role center, select *TAX DECLARATIONS/NEW/NEW.* This will calculate and open the TSD for the next period, and a new entry will be added to the list.



If there are employees in the *EMPLOYEE LIST* who do not have a personal identification code but are included in the TSD, the program will display an error message for these employees, and the TSD will not be calculated. Through the error message list, you can immediately open the employee card and enter the personal identification code for the employee.



To view the employees added to TSD, click the *EMPLOYEES* button on the TSD card's ribbon. In the opened list, all employees from all TSD annexes are displayed. Use various filters from the menu bar for a more detailed view.



To access already created TSDs from the TSD list, click on the *PERIOD CODEL* column or use the *TAX DECLARATION/TAX DECLARATION* button in the top menu.

If corrections have been made in payroll calculation after TSD creation, the TSD needs to be recalculated. To do this, open the previously created TSD and click the *CALCULATE* button on the card's ribbon.

To save the calculated TSD and create a file, use the *SAVE* button on the TSD card. This will download the TSD file in XML format to the user's computer. The file download generates a *PAYROLL REGISTER* for TSD submission. The downloaded file can then be imported into the Tax and Customs Board (EMTA).

4.5.2. SUBMITTING TSD VIA X-TEE

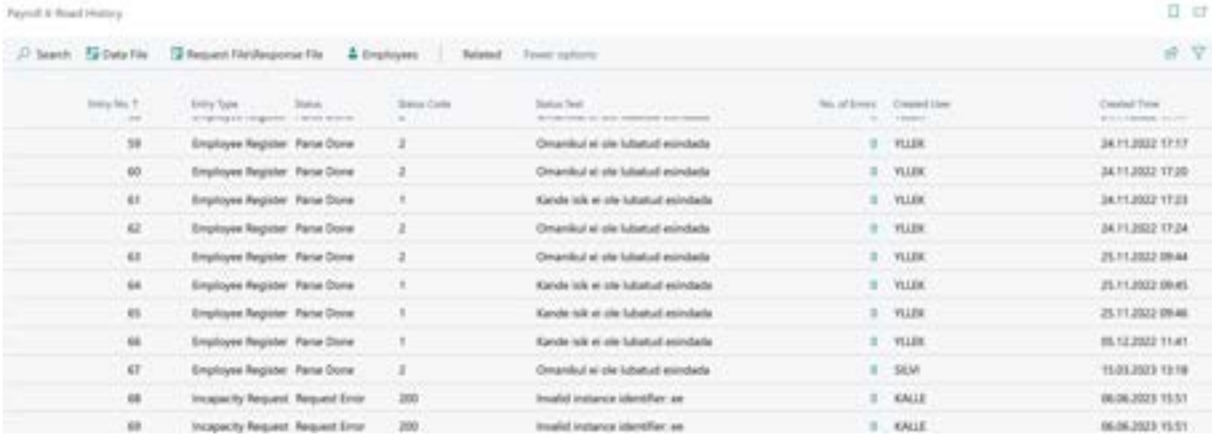
If the company uses the x-road interface in the HRM4Baltics solution, it is possible to submit TSD to the Tax and Customs Board (EMTA) via the machine-to-machine interface, and there is no need to download an XML file.

To submit TSD via x-road, a configuration must be made in the X-Road Setup fast tab *TAX DECLARATION*S. After the configuration is done, submission buttons via X-Road will be visible on the TSD card.

To submit via *X-ROAD*, go to the TSD card and use the *SEND To X-ROAD* button on the ribbon menu. After pressing the button, any identified errors and warnings during submission will be displayed to the user. Error messages and warnings are also visible on the *X-ROAD* fast tab, where the declaration status, submission date, and time are shown. Warnings, categorized as *WARNING*, are informational for the submitter, and TSD can be submitted. *ERROR*, however, indicate actual issues that need to be corrected before final submission.

To finally submit TSD, click the *CONFIRM TO X-ROAD* button on the card's ribbon menu. Subsequently, the status on the X-ROAD fast tab will change to *SUBMITTED*.

Logs of sent data can be viewed from the *X-ROAD HISTORY* list accessed under the TSD card's ribbon menu.

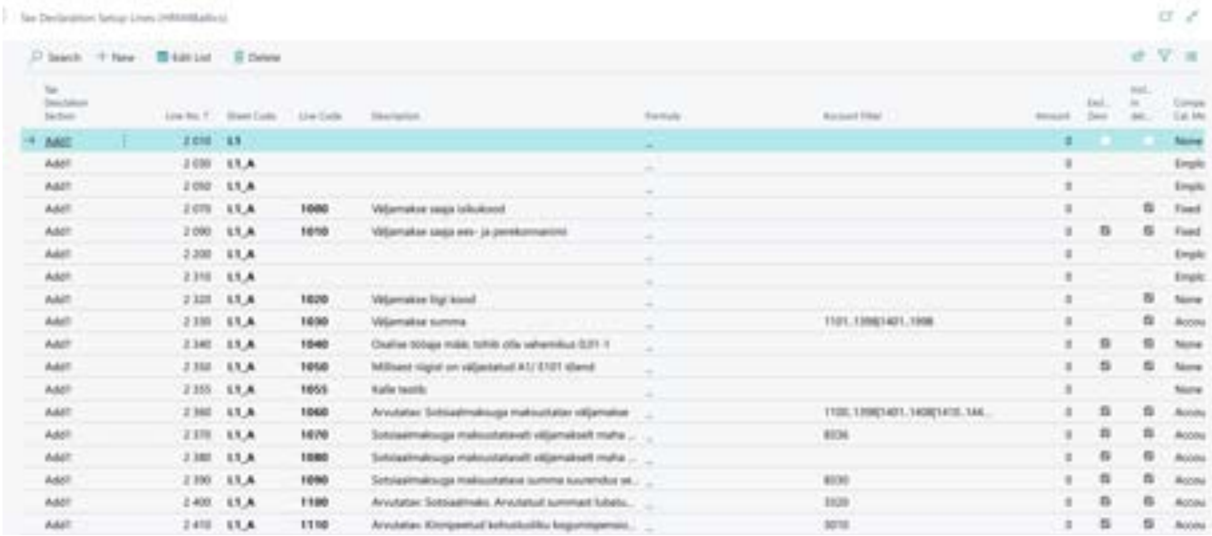


For additional verification of TSD status, use the *GET STATUS FROM X-ROAD* button on the ribbon menu.

4.5.3. TSD FILE VIEW AND FILE SETTINGS

From the Tax Declaration list ribbon, under *FILE->FILE VIEW* allows you to open the declaration file view, as it is created in XML format.

In the same location, *FILE SETUP* can be accessed, allowing you to modify the TSD configuration if necessary. It is possible to configure settings individually for *COMPANY*, *ADDENDUM 1*, *ADDENDUM 2*, *ADDENDUM 4*, and *ADDENDUM 5*. While basic settings are available in the standard solution, additional settings can be added based on the company's needs, such as additional accounts.

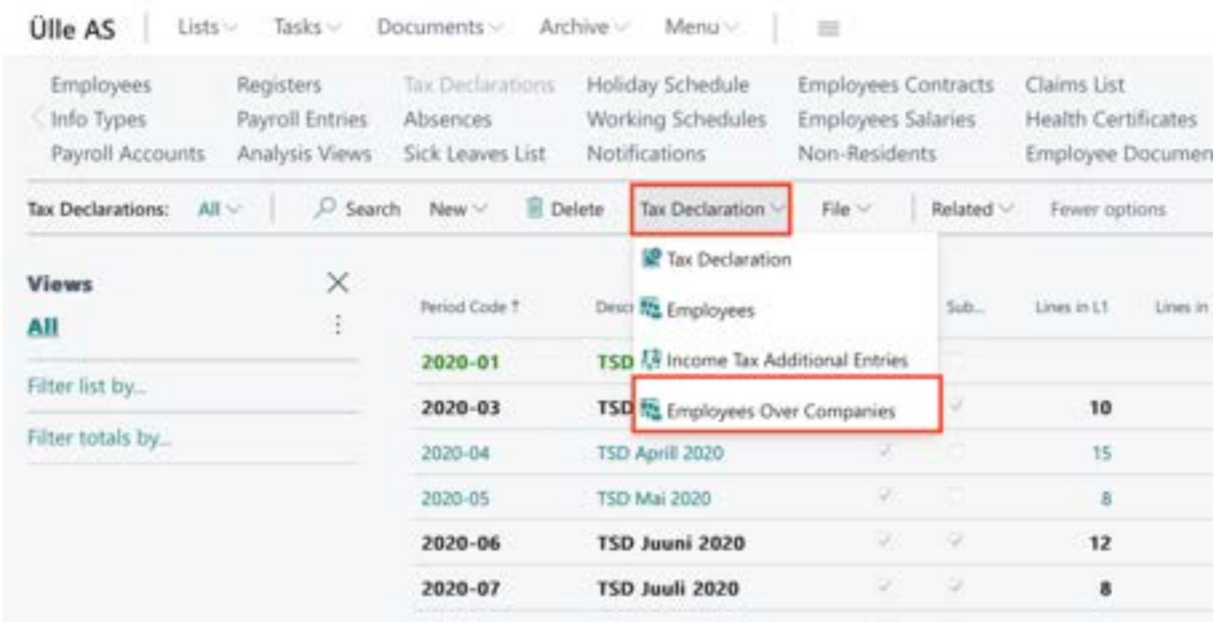


4.5.4. ACROSS-COMPANIES TAX DECLARATION

It is possible to submit a tax declaration for multiple companies combined, for example, when several companies share the same registration code.

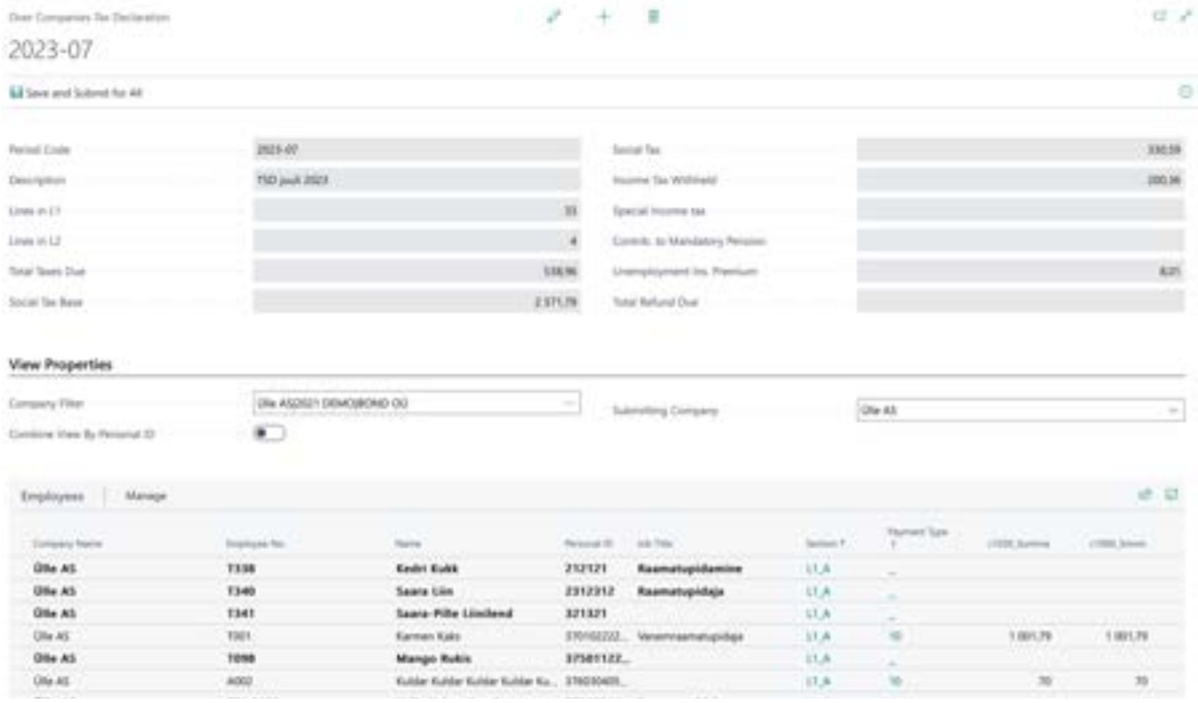
To create a combined TSD, you must first separately calculate TSD for each company using the process described earlier. Afterward, you can create a unified file.

To create the file, you need to bring up the *PERSONALIZATION* button and select *EMPLOYEES OVER COMPANIES*.



Under this button, a view of the combined TSD opens, where you can enter the names of the companies for which you want to submit a combined report in the *COMPANY FILTER* field.
In the *SUBMITTING COMPANY* field, you can specify the company that will submit the TSD on behalf of all.

On the TSD employee rows, all employees from all companies are displayed. If an employee works in multiple companies, there will be multiple rows for them by default. When creating the TSD file, the employee rows are combined based on the payment type, and the *COMBINE VIEW BY PERSONAL ID* marker is automatically activated. You can manually control the marker before creating the file, merging the employee rows in advance.



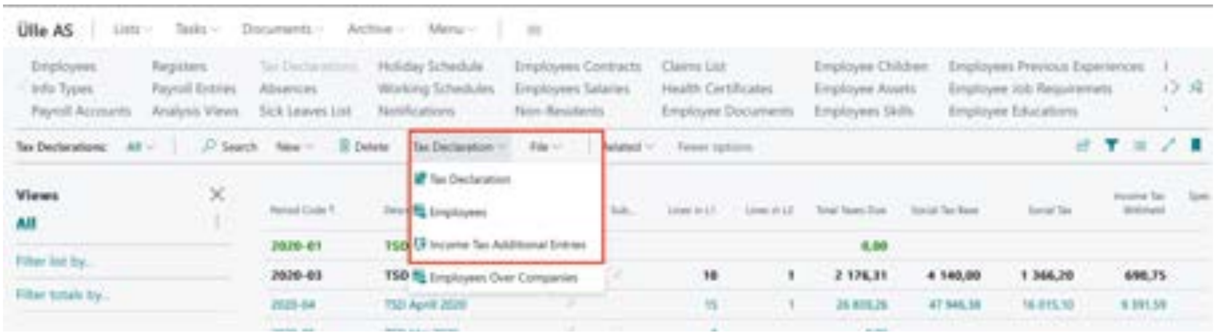
In the fact box, you can see the names of the included companies in the combined report and information about whether TSD has been calculated and/or submitted in each company.

On the fast tab of the list of employees included in the TSD, you can open the *FILE VIEW*, E*MPLOYEE CARD*, or display additional data for the selected appendix. For another company's employee, only the employee card is accessible; other data cannot be opened.

To create the file for the combined report, press the *SAVE AND SUBMIT FOR ALL* button in the card header. Pressing this button creates an XML file and generates a TSD creation register in the *PAYROLL REGISTER*.

4.5.5. REOPENING AND CORRECTING TSD

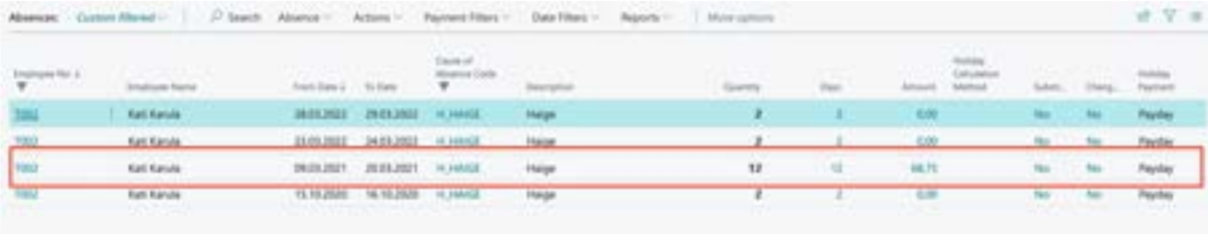
A previously created TSD can be opened by clicking on the list in *TAX DECLARATIONS* under the *PERIOD CODE* column or from the menu *TAX DECLARATION -> TAX DECLARATION*.



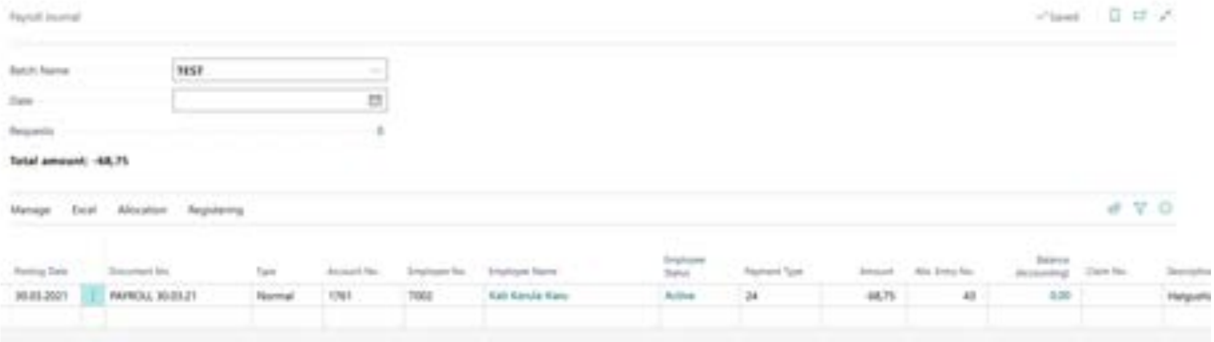
4.5.5.1. Example of Correction

An employee was paid sickness benefits in March 2020, but it turns out the employee was not on sick leave and was working. A correction needs to be made to the declaration.

In the Absence data, the following absence is recorded:



In the payroll journal, first retract the paid sickness benefit by adding the correct amount as a negative value to the correct salary account – in this example, -68,75 €. In this case, the correction is intended to be shown on the April payslip, with the calculation period and payment period left as March. The sickness benefit entered with a negative value must be associated with the withdrawn absence in the *ABSENCE JOURNAL* in the *ABSENCE ENTRY NUMBER* column.



The *TAX CORRECTION NO*. must also be added to the line of the withdrawn benefit. The reasons for correction are pre-set in the system, but TSD correction numbers can be created according to your needs. Also, the *TAX PERIOD*, in which this correction is to be displayed, must be added to the line.

After registering the line with a negative value, the absence can be retracted from the *ABSENCE JOURNAL*.

Subsequently, in payroll accounting, calculate the new taxes for the employee with the calculation group *TAXES AND PAYMENTS*. The calculation date and payment date should be selected for the date on which the correction should be displayed on the TSD. For this example, March should be selected as the calculation period and payment period, and April should be selected as the payslip period.

In the *TAX CORRECTION* field, select the same T*AX CORRECTION NO*. that was added to the sickness benefit withdrawal entry.

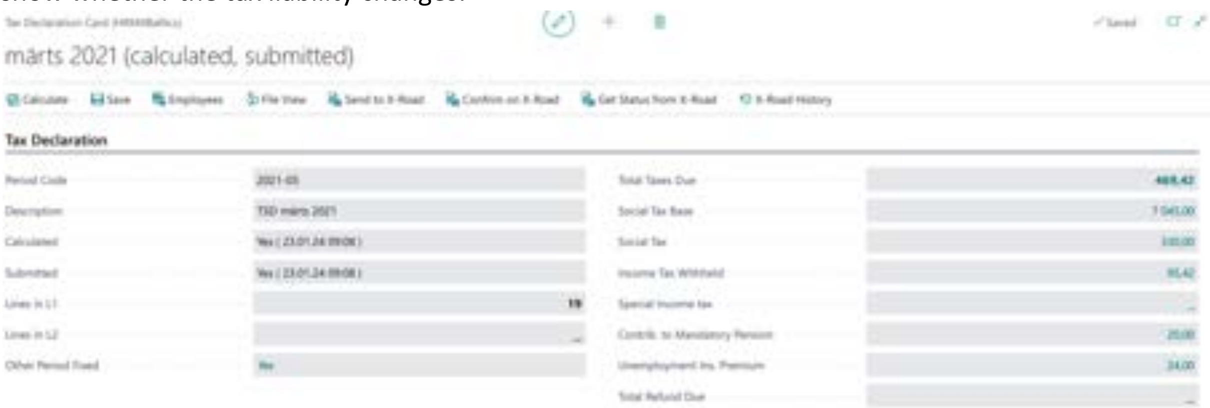
If the employee actually worked during that period, the April payslip should also include the unpaid wages for March. To do this, calculate the employee's March salary using the calculation group WORK TIME AND SALARIES WITH ABSENCES. The *TAX CORRECTION NUMBER* should not be added to this calculation.

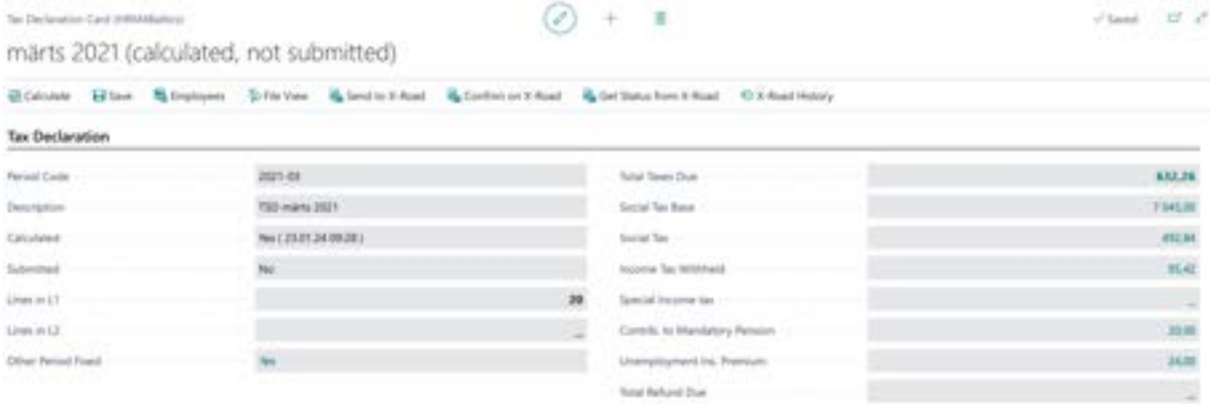
The April pay slip will display the April salary, the unpaid salary from, and the retracted sickness benefit.

Kati Karula-Karu (T002) **Ülle AS**
märts 2021 23.01.2024 9:51
Müügiosakond (13)
Hulgimüük (1301)
Head Accountant

ACCOUNTING	Amount	PAYMENT	Amount
märts 2021		04.04.21 Kinnipidamised (kohtutäiturile)	100.00
Põhipalk	1.00	04.04.21 Väljamaks	441.23
Lisatasu	5.55		
Haigushüvitis 4-8 päev	- 68.75		
aprill 2021			
Põhipalga suurendus	540.00		
Auto kompensatsioon	1.23		
TOTAL:	**479.03**	**TOTAL:**	**541.23**

To correct TSD, open the March TSD and recalculate. The result of the calculation will immediately show whether the tax liability changes:





If you open the declaration under *EMPLOYEES*, you will see that the corrected employee entries are displayed on TSD Annex 1, part B.

In the list of declarations, a note Current Period Fixed will be added to the March declaration.

4.5.6. ADDITIONAL ENTRIES IN TSD

It is possible to reflect individuals on TSD who are not listed in the company's *EMPLOYEE LIST*, for whom HRM4Baltics program has not calculated and paid wages, but who have received some form of compensation from the company, thus needing to be added to TSD.

For this purpose, there is a functionality for additional entries in TSD, which can be accessed from the *TAX DECLARATIONS* ribbon menu by selecting *TAX DECLARATION* -> *INCOME TAX ADDITIONAL ENTRIES*. The list of additional entries is always associated with a specific TSD period. You can manually enter the data of individuals you want to add to TSD, and their entries will be reflected in the calculation of TSD, similar to other employees in the company. The only difference is that there is a marker added to the *ADDITIONAL ENTRY* column in TSD.

Field	Explanation
Entry No.	Allows entering the default date for posting PR account when registering a line in the PAYROLL JOURNAL. When posting via the PAYROLL PR JOURNAL, the user can later change this date if necessary.
Payment Date	PAYROLL JOURNAL document number - generated automatically based on the ACCOUNTING DATE of the line, but the user can modify it.
Personal ID	Enter the individual's NATIONAL IDENTITY NUMBER who received the compensation. The program does not verify the accuracy of the ID code when it is entered.
Name	Name of the individual who received the compensation.
Country Code for Tax Declaration	The country code of residence can be added only for non-resident individuals. For Estonian residents, the country code should not be added; otherwise, their entries will be reflected in ANNEX 2
Payment Type	Select the appropriate payment type from the drop-down menu related to the compensation.
Gross Amount	Enter the gross amount paid to the individual.
Tax Amount	Amount Enter the income tax amount calculated from the compensation.

4.6. Journals

In the HRM4Baltics module, three different journals are used:

- Payroll Journal: Used for registering one-time salary information as entries on payroll accounts.
- Absence Journal: Used for registering absence information in the Absences.
- Payroll G/L Journal: Used for posting payroll entries to the Business Central financial module's general ledger and creating salary bank payment files.

In the journals it is possible to create different worksheets for various activities or for different users. Worksheets can be created for different users, allowing them to work simultaneously without interfering with each other in the program, or for the convenience of users in performing different types of activities, etc.

The information entered on the journal worksheet is temporary and can be modified until it is registered to the journal. Therefore, the information on the journal worksheet cannot be used in various activities (salary calculations, analyses, etc.) in Business Central. After registering/posting the worksheet in the respective journal (using the *REGISTER* or *POST* icon on the journal worksheet's ribbon), the worksheet is cleared, and the information is now available for Business Central. Information from HRM4Baltics journal worksheets regarding registrations or postings always results in corresponding entries in the Payroll Entries or Absence Entries, and a corresponding entry is created in the Payroll Register.

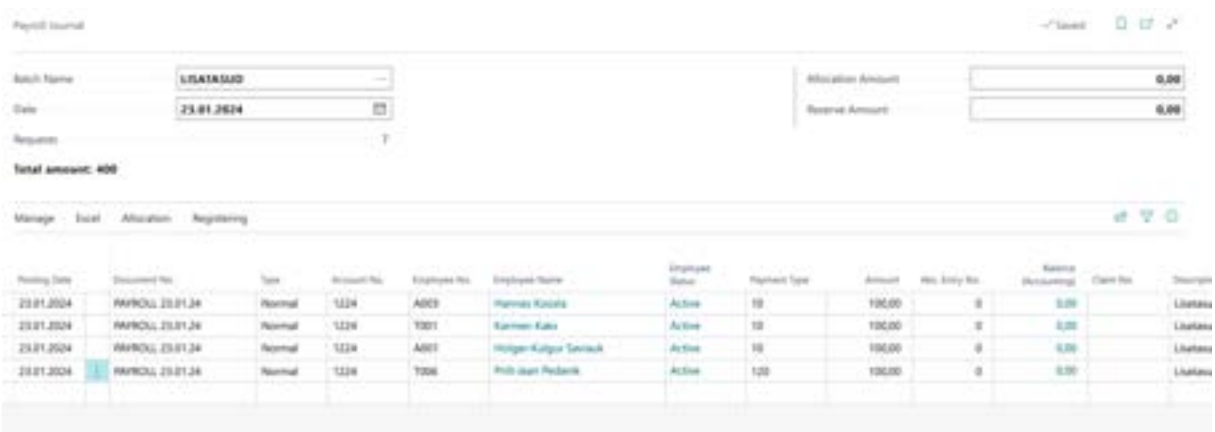
4.6.1. PAYROLL JOURNAL

The Payroll Journal is used for entering one-time payments (allowances, bonuses, performance bonuses, etc.), worked hours, and other information to be recorded on PAYROLL ACCOUNTS.

4.6.1.1. Filling out the Salary Journal

The Payroll Journal can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/PAYROLL JOURNAL

1. Select from the field named *BATCH NAME*, in the Payroll Journal window, a predefined *WORKSHEET* through the drop-down menu. This is the worksheet through which you want to register information in the *PAYROLL LEDGER ENTRIES*. It is possible to configure worksheets with different names based on user needs. Worksheets can be configured for each user, for example, named after users or based on data entered through the journal, such as bonuses, withholdings, etc.
2. If you are using a worksheet type with *EMPLOYEE* or *WORKING HOURS*, *WORK HOURS WITH DIMENSIONS*, enter the date in the *DATE* field first. This is the date with which you want to post entries to the general ledger or the date on which employees' working hours are viewed. When entering the date, the employees configured in the worksheet are added to the journal rows.
3. Fill in the necessary fields on the journal rows.



4.6.1.2. Fields in Payroll Journal

Field	Explanation
Posting Date	Allows entering the default date for posting the *PAYROLL G/L ENTRY* when registering a line in the *PAYROLL JOURNAL*. The user can later change this date if needed when posting the salary through the *PAYROLL G/L JOURNAL*.

Document No	The document number of the *PAYROLL JOURNAL* - created automatically based on the *POSTING DATE* field, but the user can modify it.
Type	The type of entry to be entered for the *PAYROLL JOURNAL* line. Options: - NORMAL – the default type of entry that the user can change if necessary. If the type of entry is *NORMAL*, during the subsequent payroll calculation, HRM4Baltics checks the balance of registered *PAYROLL LEDGER ENTRIES* for the employee on the corresponding *PAYROLL ACCOUNT* for the specified *ACCOUNTING PERIOD*. If HRM4Baltics finds a different balance during payroll calculation, it automatically corrects the balance with a new *PAYROLL ENTRY*. Example: o The *EMPLOYEE CARD*, under the *SALARIES* sub-card, has the CURRENT SALARY type with the valid monthly salary amount of 1000 EUR. o The employee has worked the entire calendar month and performed additional duties, and you want to pay him a monthly salary of 1200 EUR this time. o To achieve this, you register the desired salary amount (this time 200) for the employee in the *PAYROLL JOURNAL* under *PAYROLL ACCOUNT 1110 – MONTHLY SALARY*. However, the type of entry added to the journal line remains unchanged, and it stays as *NORMAL*. o Then, you run the payroll calculation for this specific ACCOUNTING PERIOD using the calculation job group *A10 - WORK AND SALARIES*. o Business Central calculates the monthly salary for the employee based on the data entered under the *SALARIES* sub-card as 1000 EUR. o However, since there is already a *NORMAL ENTRY* for 200 EUR for the employee under *PAYROLL ACCOUNT 1110 - MONTHLY SALARY* for this *ACCOUNTING PERIOD*, Business Central adds a new *PAYROLL ENTRY* of 800 EUR to *PAYROLL ACCOUNT 1110 - MONTHLY SALARY*. o Therefore, the employee is paid a total monthly salary of 1000 EUR for this *ACCOUNTING PERIOD*, not the desired 1200 EUR. - *ADDITIONAL ENTRY* – used for correcting previous entries or when registering an amount on the same salary account used in calculation formulas, and you don't want Business Central to check or correct this amount during payroll calculation. Example: o The *EMPLOYEE CARD*, under the *SALARIES* sub-card, has the *CURRENT SALARY* type with the valid monthly salary amount of 1000 EUR. o The employee has worked the entire calendar month and performed additional duties, and you want to pay him a monthly salary of 1200 EUR this time. o To achieve this, you register the desired salary amount for the employee in the *PAYROLL JOURNAL* under *PAYROLL ACCOUNT 1110 – MONTHLY SALARY*, and you set the type of entry on the journal line to *ADDITIONAL ENTRY*. o Then, you run the payroll calculation for this specific *ACCOUNTING PERIOD* using the calculation job group *A10 - WORK AND SALARIES*.

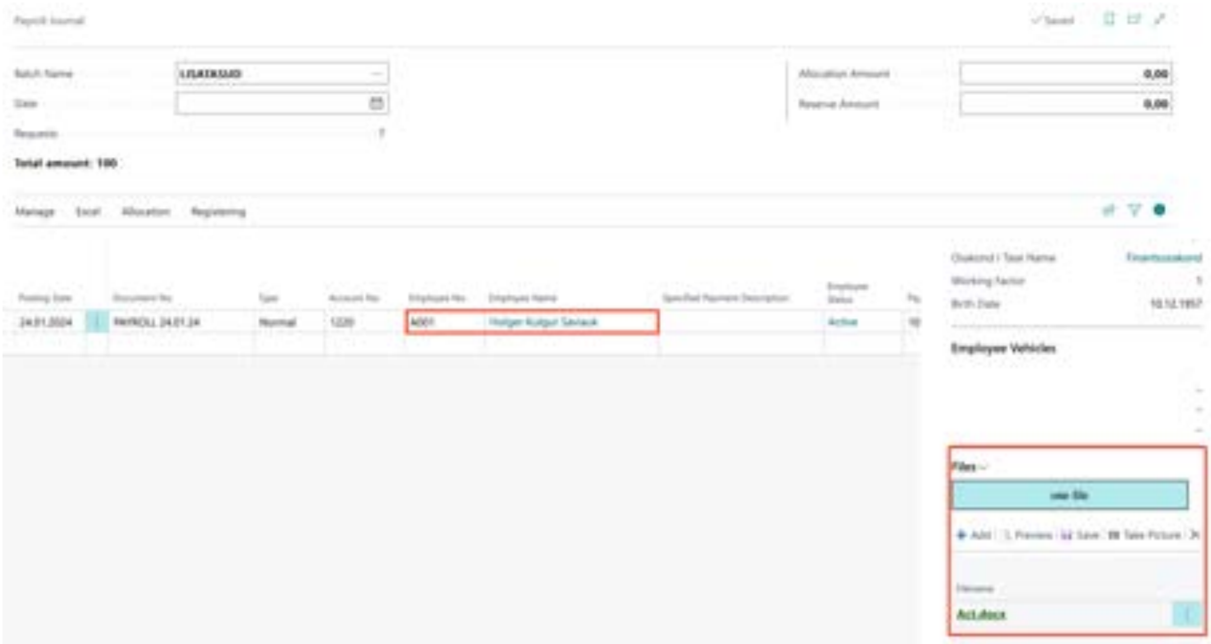
	◦ Business Central calculates the monthly salary for the employee based on the data entered under the *SALARIES* sub-card as 1000 EUR. ◦ Since the entry for 200 EUR for the employee under *PAYROLL ACCOUNT 1110 - MONTHLY SALARY* for this *ACCOUNTING PERIOD* is marked as an *ADDITIONAL ENTRY*, Business Central does not check this entry, and it adds a new *PAYROLL ENTRY* of 1000 EUR to *SALARY ACCOUNT 1110 - MONTHLY SALARY* for this *ACCOUNTING PERIOD*. ◦ Therefore, the employee is paid a total monthly salary of the desired 1200 EUR for this *ACCOUNTING PERIOD*.
Account No.	The *PAYROLL ACCOUNT NUMBER* to which the amount of the *PAYROLL LEDGER ENTRY* is registered.
Employee No.	Allows selecting the *EMPLOYEE CARD NUMBER* from the *EMPLOYEE LIST* for whom the salary is to be registered.
Employee Name	Displays the *FIRST NAME* and *LAST NAME* of the employee corresponding to the EMPLOYEE NO. from the *EMPLOYEE LIST*. It is automatically filled in based on the *EMPLOYEE NO*.
Main Contract No	When entering data in the *PAYROLL JOURNAL*, the *MAIN CONTRACT NO*. field is automatically filled in when adding a new employee if the data is entered within the contract period. If the entered amount falls outside the main contract period, the main contract number is not filled in.
Payment Code	When registering payments through the *PAYROLL JOURNAL* to *PAYROLL ACCOUNTS*, which have the *DEFAULT PAYMENT TYPE* field filled in the *ACCOUNT* card and/or the field *REQURE PAYMENT TYPE* has a mark on the *ACCOUNT* card, the corresponding *PAYMENT TYPE* must be selected for the *PAYROLL JOURNAL* line. By default, the payment type added to the line in the *PAYROL JOURNAL* is the one added to the *DEFAULT PAYMENT TYPE* field in the *PAYROLL ACCOUNT CARD*. In cases where the *SALARY TYPE* for the *SALARIES* sub-card of the *EMPLOYEE CARD* is set to A1 with a certificate and/or a payment type associated with a non-resident is entered in the *SALARIES* sub-card, the *PAYROLL JOURNAL* line is automatically offered the *PAYMENT TYPE CARD* information associated with the payment type added to the *PAYROLL ACCOUNT CARD* by default. When registering information through the *PAYROLL JOURNAL* to *PAYROLL ACCOUNTS*, where the *DEFAULT PAYMENT TYPE* field is not filled in the *ACCOUNT* card and/or no mark is made in the field *REQURE PAYMENT TYPE*, the *PAYMENT CODE* field is not filled in.
Amount	Entered is the amount to be registered on the *PAYROLL ACCOUNT*.
Balance (Accounting)	Displays the balance of registered *PAYROLL ENTRIES* for the employee on the selected *PAYROLL ACCOUNT* for the specified *ACCOUNTING PERIOD*.
Description	By default, the field is filled with the *NAME* from the *GENERAL* card of the *PAYROLL ACCOUNT CARD*, but the user can change it.
Accounting Period	The period/calendar month for which the salary is calculated. For example, if the salary is paid for January, then it is January.
Payment Period	The period/calendar month in which the salary is actually paid out. For example, if January's salary is paid out in February, then it is February.

Calculation Period	The period/calendar month for which information on the *PAYROLL ENTRY* of the journal line is to be displayed on the *PAYSLIP*.
Remark	A text field, 80 characters in length, for adding information such as the basis for the payment, an act, an order, or other relevant information. The added text is saved on the payroll data entries.
Tax Correction No.	Used in case of making correction entries for a period for which the TSD has already been submitted. Allows selecting and associating the tax correction indicator required by the Tax and Customs Board with the created payroll entry.
Tax Correction Description	Description corresponding to the tax correction no.
Allocation Periods Count	An informative field filled only if the amount entered in the *PAYROLL JOURNAL* is allocated to periods. In this field, the number of calendar months used for allocation is displayed.
Dimensions on journal rows (For Example, *DEPARTMENT, JOB*)	Allows selecting values for *PAYROLL DIMENSIONS* previously defined in the *PAYROLOL SETUP* for the *PAYROLL JOURNAL* line. By default, dimension values from the *DIMENSIONS* fast tab of the *EMPLOYEE CARD* are added to the line, but the user can modify them.
Job No/Description	Enables linking the entered amount to a project in the working schedule. When selecting a project from the dropdown menu, dimension values configured for the project are automatically included.
Task No/Description	Allows linking the entered amount to a task in the working schedule. When selecting a task from the dropdown menu, dimension values configured for the task are automatically included.
Claim No.	Enables selecting a *CLAIM NO* from the *CLAIMS* list for the line. Used when registering amounts related to *CLAIMS* through the *PAYROLL JOURNAL*.
Abs. Entry No.	Allows selecting an entry from the *ABSENCES* from the dropdown menu. The sum of payroll data entries related to the *ABSENCE* entry is displayed in the *AMOUNT* field. This field is filled in the *PAYROLL JOURNAL*, for example, when correcting registered payroll entries related to absences.
Remark	A free-text field for entering notes. The added note is visible on salary data entries after registration. The note can also be brought to the employee's attention on the *PAYSLIP* by adding a marker to the *SHOW REMARK IN PAYROLL REPORT* column. In this case, the note is displayed on the *PAYSLIP* in red under the *ACCOUNTING* box on the left.
Employee Education Line No.	Required when the company reimburses an employee for educational expenses, and a report INF 14 must be submitted to the state. From the dropdown menu, you can select the education line from the employee's education list for which the company pays or reimburses. The *PAID AMOUNT* column in the employee's education list shows the amounts paid by the company for the relevant education.
Show Remark in Payroll Report	The text entered in the *REMARK* column can be made visible to the employee on the *PAYSLIP* by entering a marker in the *SHOW REMARK IN PAYROLL REPORT* column. After registering the entry, the note is displayed on the PAYSLIP in red under the *ACCOUNTING* box on the left. The note can be entered and registered even with a zero amount, but an account must always be entered. If a line is registered without an amount, only the note is displayed on the *PAYSLIP*, and lines with zero in the *ACCOUNTING* and *PAYMENT* boxes do not appear.

	
Currency Amount	If a *CURRENCY CODE* is configured for the account in the *ACCOUNT NO* column, the amount entered for this account is automatically converted to the corresponding currency. The exchange rate is obtained from the financial solution's currency configuration.
Currency Code	Displays the configured currency code for the account, which is used for converting and displaying the amount entered in euros in the *CURRENCY AMOUNT* column.
Currency Factor	Displays the currency exchange rate based on the financial solution's currency configuration
Currency Factor Date	Shows the date of the exchange rate used for converting the amount entered in the *CURRENCY AMOUNT* column.
Manual Currency	The amount in currency can also be entered manually by adding a marker to the *MANUAL CURRENCY* column. The program automatically enters the marker when a manually entered amount is added to the *CURRENCY AMOUNT* column. In this case, the program calculates the *CURRENCY FACTOR*, considering both the amount entered in euros and the manually entered amount in currency. The entry is saved in the Payroll Entry, preserving the marker, which later allows seeing that the manually entered rate was used for conversion instead of the rate provided by the program.
Total Amount	Displays the total sum of the lines on the current *PAYROLL JOURNAL* worksheet.

4. To register the information entered on the lines into the *PAYROLL LEDGER ENTRIES*, click on the ribbon menu on *REGISTER*. Then, the system displays information to the user about how many *PAYROLL LEDGER ENTRIES* were registered, and the lines on the *PAYROLL JOURNAL* worksheet are cleared.

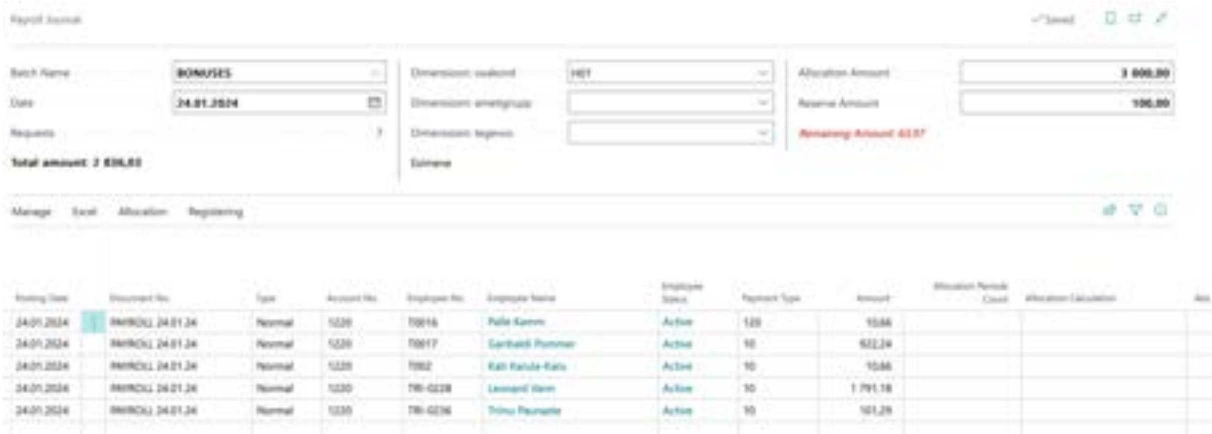
It is also possible to attach files to a *PAYROLL JOURNAL* line. Files are added on a line-by-line basis to the fact box window *FILES* on the left side of the screen. After registering the lines, the attached files are visible in the *FACT BOX* window of *PAYROLL LEDGER ENTRIES* and in the *EMPLOYEE FILES* list.



4.6.1.3. Distributing Bonuses Based on Working Hours

To distribute bonuses based on employees' working hours, the payroll journal worksheet must be configured in advance with the type of *HOUR*S or *HOURS WITH DIMENSIONS*.

When selecting the appropriate worksheet, start by entering a date in the *DATE* field. This date corresponds to the period for which the working hours of employees on the account, configured for the worksheet type, are to be considered. Employees with working hours in that period are automatically added to the worksheet.



If desired, employees added to the rows can be filtered based on dimensions. To do this, select a value in the *DIMENSION XX* field to filter employees accordingly.

Enter the intended amount for the bonus fund in the *ALLOCATION AMOUNT* field. If the entire fund is not to be distributed, a portion can be reserved, and this amount is entered in the *RESERVE AMOUNT* field. The amount subject to distribution is the result of *ALLOCATED AMOUNT* minus *RESERVE AMOUNT*. The amount entered in the *ALLOCATION AMOUNT* field is not adjusted since it can be saved to the account specified in the *ALLOCATED ACCOUNT NO* field on the worksheet.

The bonus amount to be paid to employees is automatically distributed among the displayed employees on the worksheet, taking into account each employee's working hours in the specified period. If necessary, the calculated amounts can be adjusted on the rows. If part of the amount subject to distribution is still undistributed, it is displayed in the *REMAINING AMOUNT* field in the header.

4.6.1.4. Distributing Compensation Across Periods

When calculating average salary, bonuses are considered for the period in which they were earned, not based on the payout period.

It is advisable to include only the portion of bonuses earned for the period considered in the average salary calculation for bonuses paid over a longer period.

To ensure the system accurately considers, for example, a bonus paid six months ago in calculating the average salary, it is possible to distribute compensation (bonuses, incentives, etc.) to the period of earning (e.g., quarter, semester, year, etc.) in equal parts.

To distribute compensation, use the functionality of the *PAYROLL JOURNAL -> ALLOCATION-> ALLOCATION*. Compensation can be distributed to both previous and, if necessary, future periods. Distribution always occurs retroactively from the accounting period entered in the *PAYROLL JOURNAL*.

Compensation for multiple employees or a single employee can be distributed simultaneously. To distribute for multiple employees at once, mark the employees as active in advance.

The steps for distributing compensation across periods are as follows:

- Open the desired *WORKSHEET* in the *PAYROLL JOURNAL*, enter the amount to be distributed to the rows, and click on the ribbon menu *ALLOCATION-> ALLOCATION*.

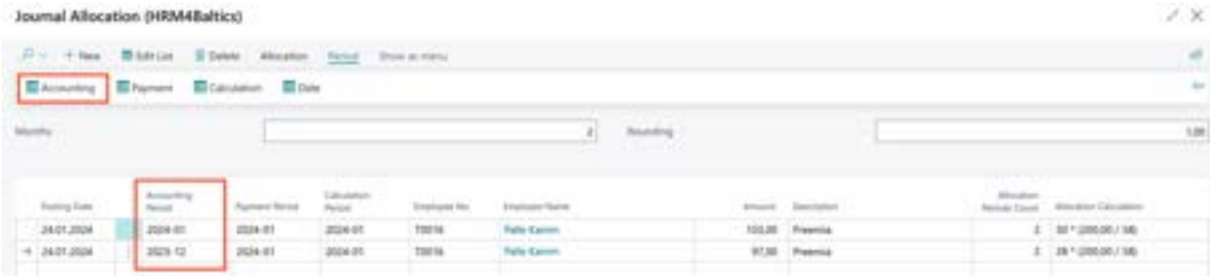
- In the opened window, add values to the fields:
  - MONTHS: The number of months over which you want to distribute the amount.
  - ROUNDING: The precision of rounding the distributed amount. Entering 1 rounds the amount to whole euros; entering 0.01 rounds to the nearest cent.
- Then, select the *ALLOCATION* button from the ribbon menu. Distribution can be done in two methods:
  - *SPLIT ENTRIES*: The amounts are distributed retroactively only to those calendar months where the employee's *STATUS* was active on at least one calendar day, including those months where the employee was, for example, on vacation for the entire month. No distribution occurs for the months where the *STATUS* was passive for the entire month (e.g., the employee was in military service or on parental leave).

The *ALLOCATION CALCULATION* column displays the distribution calculation, for example, €200 is divided over two accounting periods.

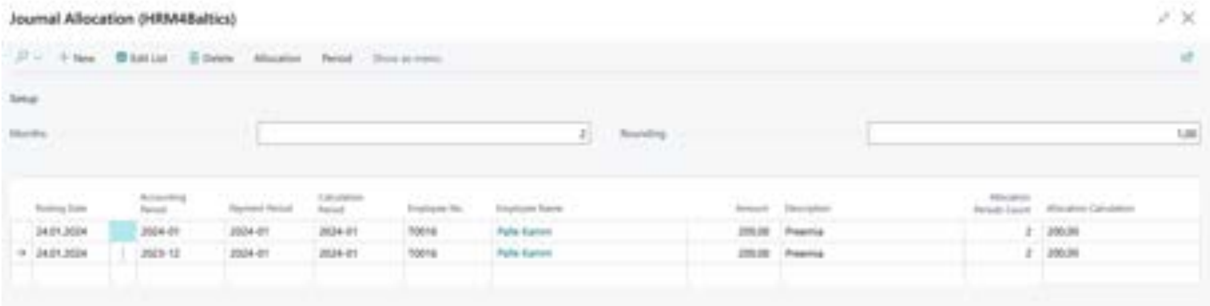
- *SPLIT CAL. DAYS*: The amount is distributed retroactively only to the calendar days of those accounting periods (excluding public holidays) where the employee's status was active and no absences were registered.

The *ALLOCATION CALCULATION* column displays the distribution calculation, for example, €200 is divided over two accounting periods, one month in which the employee worked for 30 calendar days, and another month in which the employee worked for 28 calendar days.

The default is to offer the distribution of amounts based on the *ACCOUNTING PERIOD*. You can change the default by selecting *PAYMENT/ACCOUNTING* on the ribbon menu.



In addition to distributing amounts across accounting periods, you can also add manually entered amounts to the payroll journal. In this case, click on the *ALLOCATION-> ADD OR ADD CAL. DAYS* button.



To add distributed or additional amounts to the *PAYROLL JOURNAL* worksheet, press the *OK* button. To cancel, press *CANCEL*.

To save the distributed amounts in the *PAYROLL ENTRIES*, press the *REGISTER* button in the *PAYROLL JOURNAL* worksheet ribbon. Subsequently, the system displays information on how many *PAYROLL RECORD ENTRIES* were registered, and the *PAYROLL JOURNAL* worksheet rows are cleared.

4.6.1.5. Data import from Excel

Payroll data can be imported into the payroll journal from an Excel spreadsheet.

Open the desired *WORKSHEET* in the *PAYROLL JOURNAL* and click on the "*IMPORT FROM EXCEL*" option in the ribbon menu.

1. Select the file to import, and the Excel column correspondence window will appear.
2. If the column headers in the Excel table match those in the *PAYROLL JOURNAL*, the correspondence table will be automatically filled. If the Excel column headers differ from those in the *PAYROLL JOURNAL*, you must manually establish the correspondence on the work window.
3. Press OK to import the data. To cancel the import, press *CANCEL*.
4. To register the information on the worksheet as *PAYROLL LEDGER ENTRIES*, click on the *"REGISTER"* option in the ribbon menu. Subsequently, information on how many *PAYROLL LEDGER ENTRIES* were registered will be displayed, and the entries in the *PAYROLL JOURNAL* on the current *WORKSHEET* will be cleared.

The Excel spreadsheet must adhere to the Business Central data format. The table header should be the first row in Excel.
Business Central Data Format:

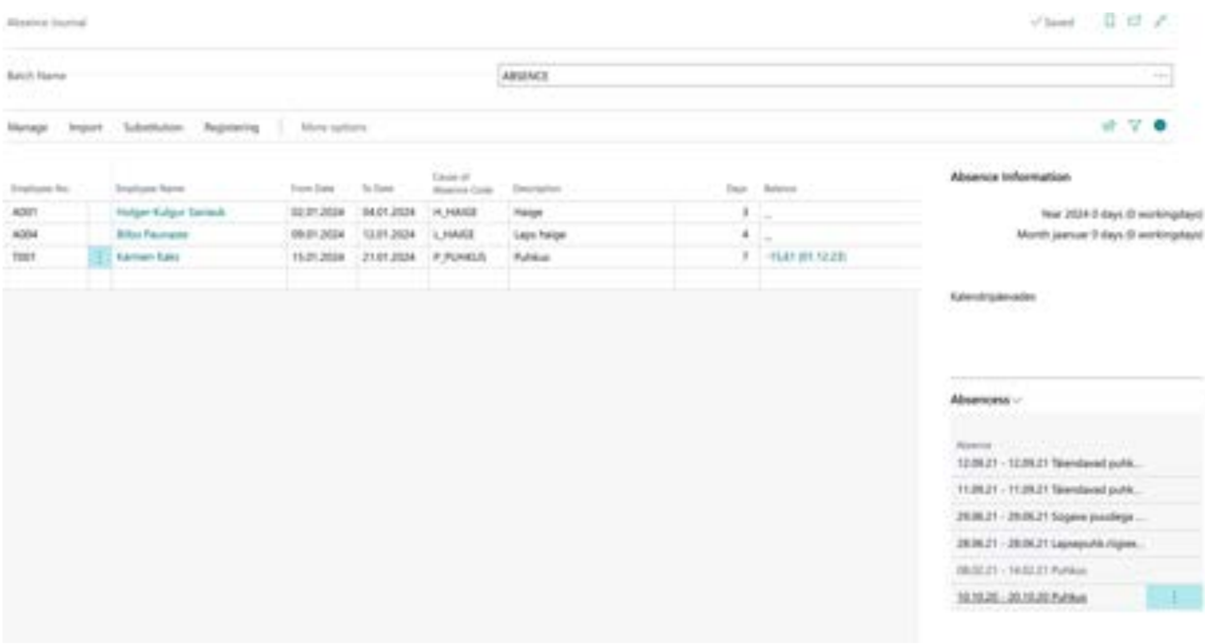
Field Name	Data Type	Length	Comment
Posting Date	Date	20	Posting date of the G/L entry
Account No.	Code	20	Payroll account number
Employee No.	Code	20	Employee card identifier
Amount	Decimal		Amount of wages or number of hours
Accounting Period	Code	10	Example: 2018-06 You can also enter a date, which Business Central will automatically convert into a period during import
Payment Period	Code	10	
Calculation Period	Code	10	
Dimension Values	Code	10	If the dimension is not entered in Excel, default dimensions from the employee card are added during import

4.6.2. ABSENCE JOURNAL

Different types of absences are entered through the Absence Journal or imported to the Absence Journal worksheet from Excel.

4.6.2.1. Entering Absences

To enter absences, follow these steps. Open the Absence Journal at the location:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/ABSENCE JOURNAL
or
HOME/MENU/TASKS/ABSENCE JOURNAL



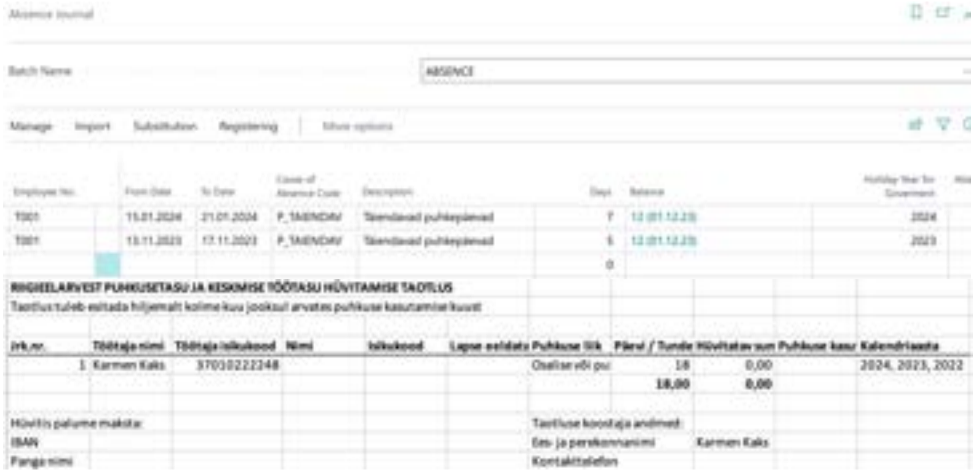
Choose the appropriate pre-set *WORKSHEET* from the *BATCH NAME* field, and then fill in the journal rows in the opened window.

If a *BALANCE CHECK* is added to the *ABSENCE REASON*, the program checks the absence entry against the configured leave balance setting in the journal worksheet. Depending on the configuration, the program either provides an error message or prohibits entering absence for the employee.

The information entered in the journal is temporary, and it can be modified until it is in the journal. After registering the rows, the journal is emptied, and the entries are recorded in the *PAYROLL LEDGER ENTRIES*.

4.6.2.2. Absence Journal Columns

Field	Explanation
Employee No.	Select the desired *EMPLOYEE NUMBER*.
Employee Name	Displays the *EMPLOYEE NAME* corresponding to the employee number. This field is automatically filled based on the *EMPLOYEE NUMBER*.
Structural Unit Code and Description	Displays valid structure and subunit codes and descriptions from the *EMPLOYEE CONTRACTS* list for the selected employee.
Main Contract No.	The column is automatically filled with the main contract number when selecting the employee. If the absence period falls outside the main contract period, this column is not filled.
From Date/To Date	Enter the start and end date of the absence period.
Cause of Absence Code	Select a suitable code from the pre-set list of *CAUSE OF ABSENCES*.
Description	Displays the description corresponding to the *CAUSE OF ABSENCE CODE* selected from the *CAUSE OF ABSENCES* list.
Days	Displays the number of days based on the entered absence period.
Hours	Displays the number of hours based on the entered absence period. For hourly absences, the number of hours must be entered manually.

Holiday Year of Government	For reduced working capacity employee's main vacation (type *P_TAIENDAV*) compensated from the state budget, you can specify the year for which the vacation is earned. The entered year is also added to the report in the HOLIDAY YEAR column when applying for compensation from the state budget. Entering the year is not mandatory, as if the year is not specified in the journal, the program automatically adds the current year to the report. If leave earned in multiple different years is used, the absence must be entered with multiple rows; however, in the report, these rows are summed up.  If necessary, the registered absence in the *ABSENCELEDGER ENTRIES* can have its year changed by clicking on the displayed year in the *HOLIDAY YEAR OF GOVERMENT* column.
Balance	If an absence is entered for which the *BALANCE ACCOUNT NO* is filled in the absence reason configuration, this field displays the employee's corresponding *PAYROLL ACCOUNT* balance or monthly turnover, depending on whether the *BALANCE TYPE* column is marked as *BALANCE* or *MONTH*.
Applied Abs.Ledg.Entry No.	Used when entering a continuous sick leave for an employee. When entering continuous sick leave, select from the drop-down menu the number of the previous, related sick leave entry. The sick leave calculation works correctly only if the days of related absences are immediately consecutive. For example, if the first sick leave period ends on April 18th, the starting date of the related consecutive sick leave period must be the next day, April 19th. When entering a sick leave in the HRM4Baltics module, it does not check whether the days of related absences are immediately consecutive calendar days.
Holiday Payment	Allows you to specify whether the employee wants to receive the vacation pay on the *PAYDAY*, *HOLIDAY,* or *MONTHL*Y. The value is automatically generated if *DEFAULT SETTINGS* are made on the *EMPLOYEE CARD* or *CAUSE OF ABSENCES*. If default settings are made in both places, the value on the *CAUSE OF ABSENCES* prevails. The entered information allows easy filtering of *ABSENCE LEDGER ENTRIES* included in the vacation pay calculation.

Child No.	If the employee's absence is related to their role as a parent (care leave, paternity leave, etc.), this field allows you to associate the absence with the *EMPLOYEE'S CHILD*. The information is used for the report on Payroll Holiday pay and average pay compensation.
Child Name	Displays the *CHILD NAME* corresponding to the selected *CHILD NO* from the *EMPLOYEES' CHILDREN* list.
Initial Data	Mark the field if you enter absences treated as initial balances. This field is considered when creating the *VACATION EXPIRATION OVERVIEW* report.

On the right side of the window, in the fact box *ABSENCE INFORMATION*, absences related to the active journal row are displayed. If a *CAUSE FOR ABSENCE* has been added to this row, the fact box shows the *ABSENCE USAGE INFO* with the total days of the entered absence associated with that specific *REASON FOR ABSENCE* in the *ABSENCE LEDGER ENTRIES*, both for the current year and the calendar month.
To register the information entered on the *ABSENCE JOURNAL WORKSHEET* in the *ABSENCE LEDGER ENTRIES*, press the *REGISTER* button on the ribbon -> *REGISTERING*.

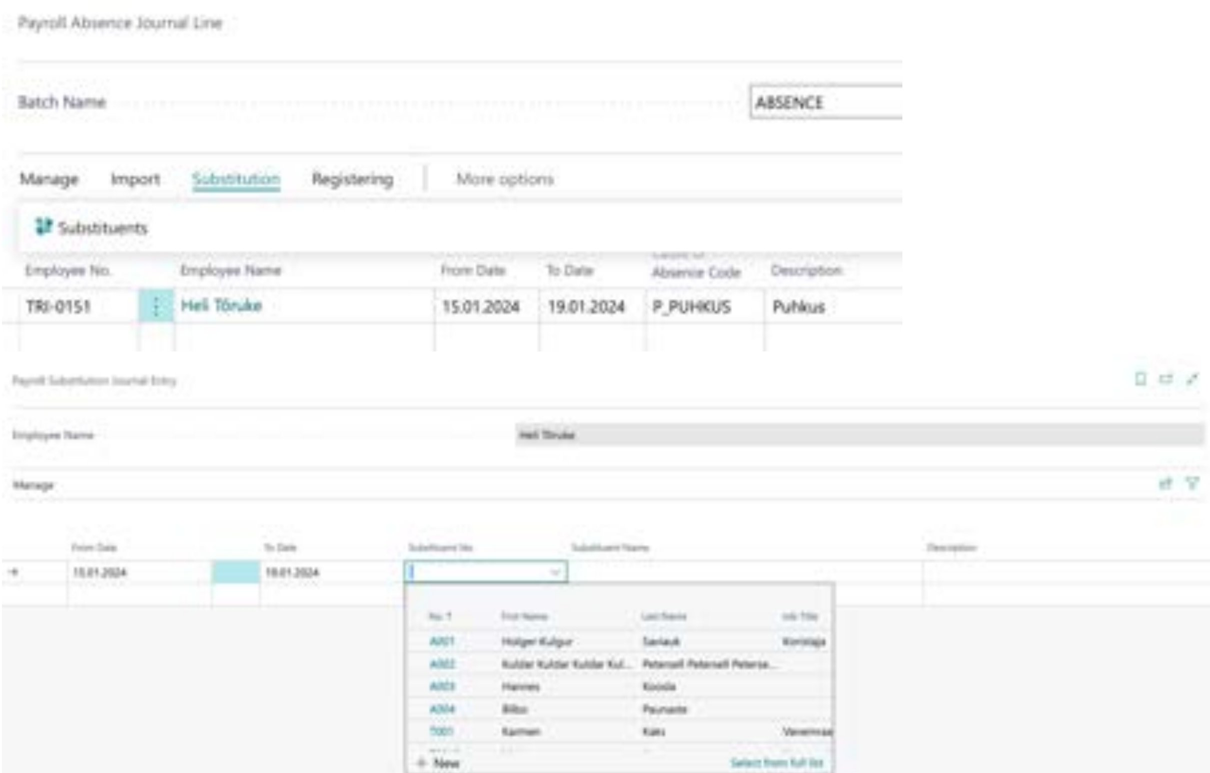
Upon registration, entries are created in the *ABSENCE LEDGER ENTRIES*, and the rows in the journal *WORKSHEET* are cleared.

4.6.2.3. Assigning Replacements to Absences

Replacements can be assigned to entries in the *ABSENCE LEDGER ENTRIES*, both for already registered *ABSENCE LEDGER ENTRIES* and when registering absences directly in the *ABSENCE JOURNAL*.

To add a replacement when registering an absence in the *ABSENCE JOURNAL*, follow these steps:

1. Activate the row in the A*BSENCE JOURNAL* to which you want to assign a replacement and click on the *SUBSTITUTION-> SUBSITUTES* in the ribbon menu.
2. In the opened window *PAYROLL SUBSTITUTION JOURNAL ENTRIES*, choose the replacement employee's number from the list of employees in the *SUBSTITUENT NO*. column.
3. Add the desired information to the *DESCRIPTION* column in the *PAYROLL SUBSTITUTION JOURNAL ENTRIES* window.
4. By default, the replacement period is suggested based on the period entered for the absence in the *ABSENCE JOURNAL*. However, the user can modify periods in the *PAYROLL SUBSTITUTION JOURNAL ENTRIES* window. To do this, enter the desired dates in the *FROM DATE* and *TO DATE* columns.
5. Press *OK* to confirm the replacements.



6. Then, register the information in the opened *ABSENCE JOURNAL WORKSHEET* by pressing *REGISTERING* in the ribbon menu. Afterward, the journal rows are cleared, and both the absence and the assigned replacements are registered in the *ABSENCE ENTRIES*.

4.6.2.4. Importing Absences from Excel

The standard solution includes an interface for importing data from Excel. To import absences:

1. Open the *ABSENCE JOURNAL* and the required worksheet, then click on *IMPORT FROM EXCEL* in the ribbon menu.
2. A window will appear where you can choose the file to import.
3. Next, a window will open for assigning the correspondence of Excel columns. If the column headings in the Excel table match the column headings in the *ABSENCE JOURNAL*, the matching table will be filled automatically. If the column headings in Excel differ from those in the *ABSENCE JOURNAL*, you must manually specify the correspondence in the opened window.
4. Select OK if you want to import the data. To cancel the import, select *CANCEL*.

To register the imported information from the *ABSENCE JOURNAL WORKSHEET* into the *ABSENCE ENTRIES*, press *REGISTERING* in the ribbon menu. As a result, *ABSENCE LEDGER ENTRIES* will be created, and the worksheet rows will be cleared.

The Excel template must adhere to the Business Central data format. The header of the table can only be one row, and it must be the first row of the Excel table.

Field Name	Data Type	Length
Employee No.	Code	20
Absence Reason Code	Code	10
From Date	Date	-

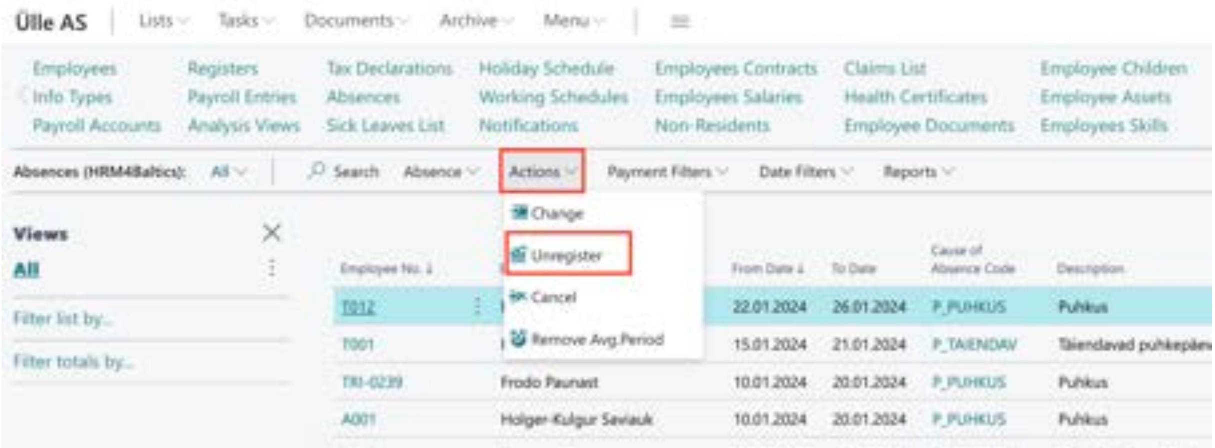
To Date	Date	-

Canceling Registered Absences:
If necessary, you can cancel *ABSENCE LEDGER ENTRIES*.
Follow these steps:

1. Open the ABSENCES, located at:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARCHIVE /ABSENCE LEDGER ENTRIES.

2. In the opened window, mark the row of the *ABSENCE LEDGER ENTRY* you want to cancel and click on *ACTIONS-> UNREGISTER* in the ribbon menu.



The program will notify you that the canceled absence will appear on the *ABSENCE JOURNAL WORKSHEET* from which it was created. Open the *ABSENCE JOURNAL* from the ribbon menu, select the *WORKSHEET*, make the desired corrections, and re-register the absence by pressing *REGISTERING*.

4.6.3. PAYROLL G/L JOURNAL

The *PAYROLL G/L JOURNAL* is used for posting entries from the *PAYROLL LEDGER ENTRIES* to the General Ledger accounts of the Business Central financial module.

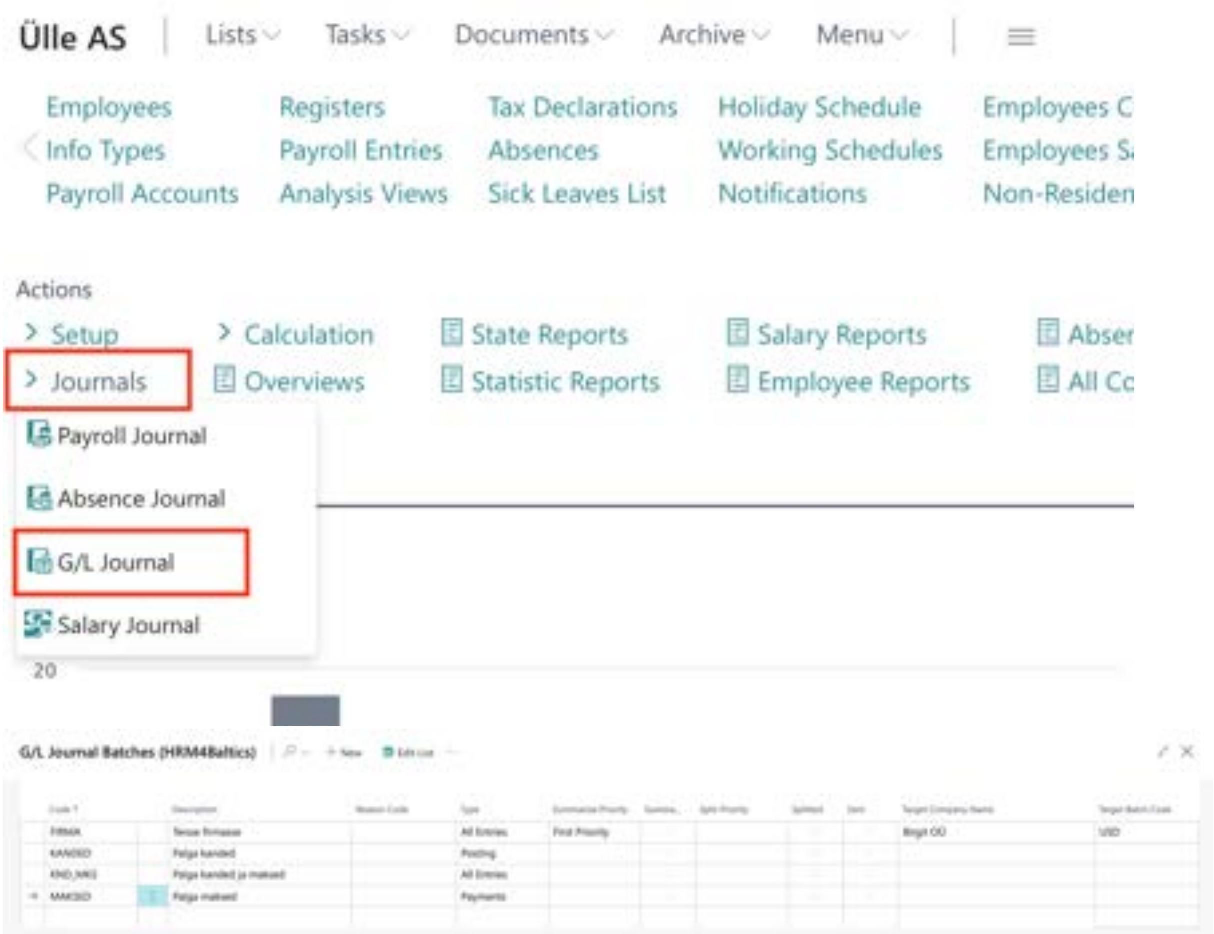
For the transfer to G/L, only those *PAYROLL LEDGER ENTRIES* are considered whose *PAYROLL ACCOUNT CARD*'s fast tab *ACCOUNT* field is filled in with the *POSTING GROUP*. The *POSTING GROUP* is then configured with a connection to the *G/L ACCOUNT NO* and *BAL. ACCOUNT NO* in the Business Central financial module.

Additional conditions for posting *PAYROLL LEGDER ENTRIES* to G/L can be configured using the settings of the *PAYROLL POSTING GROUP*.

You can access the *PAYROLL G/L JOURNAL* from:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU->TASKS->JOURNALS->PAYROLL G/L JOURNAL

The *TYPE* setting of the *PAYROLL G/L JOURNAL WORKSHEET* determines which *PAYROLL LEDGER ENTRIES* are brought to this worksheet, whether payments or postings. It is also possible to configure a worksheet that brings both payments and postings at the same time.



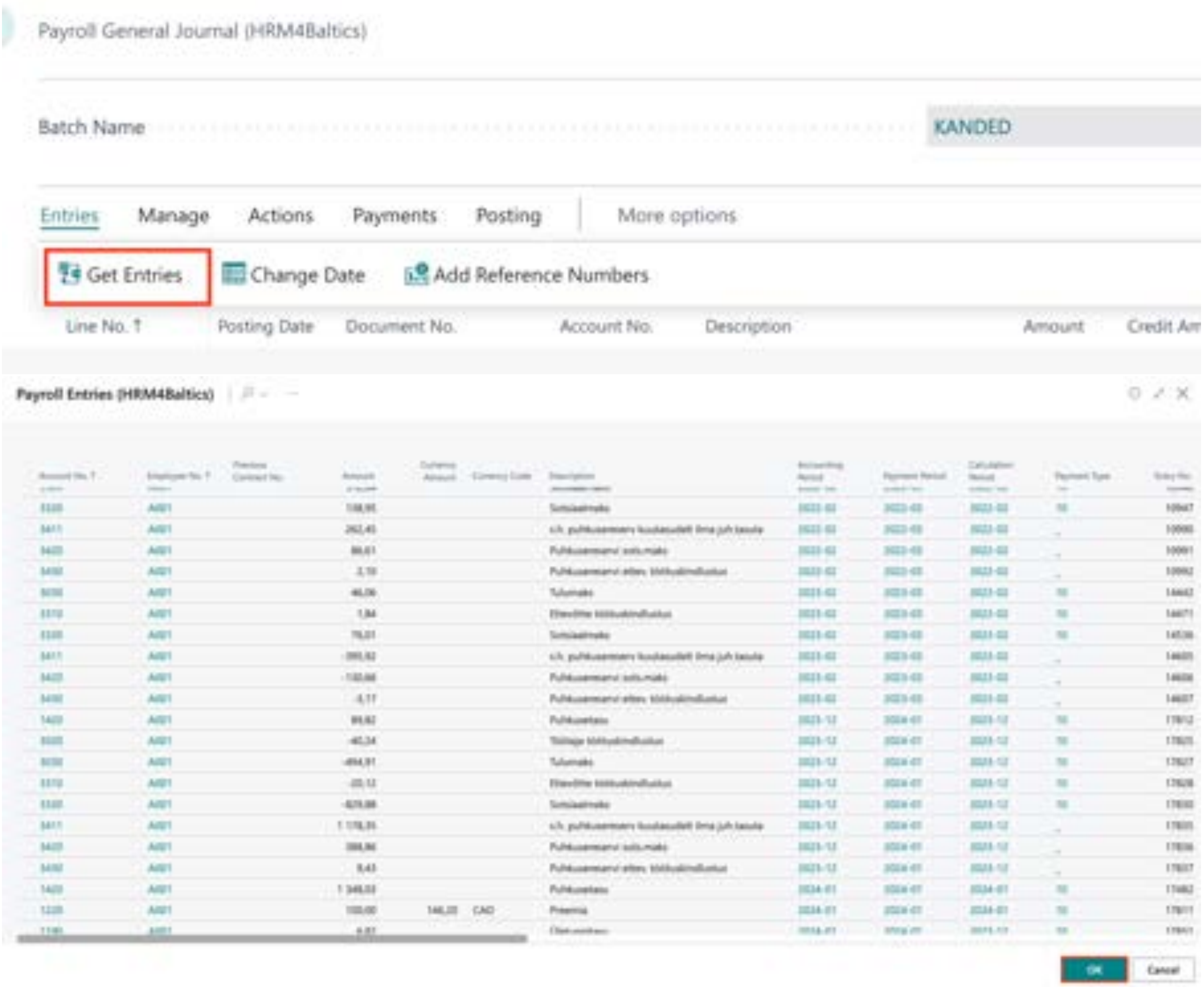
- *POSTINGS*: This brings all *PAYROLL LEDGER ENTRIES* to the worksheet associated with a *PAYROLL ACCOUNT* where the *POSTING GROUP* field of the *PAYROLL ACCOUNT CARD* is filled, and the *ACCOUNT TYPE* field is selected as *REGISTERING*.
- *PAYMENTS*: This brings all *PAYROLL LEGDER ENTRIES* to the worksheet associated with a *PAYROLL ACCOUNT* where the *POSTING GROUP* field of the *PAYROLL ACCOUNT CARD* is filled, and the ACCOUNT TYPE field is selected as PAYMENT.
- *ALL ENTRIES*: This brings all *PAYROLL LEDGER ENTRIES* to the worksheet associated with a *PAYROLL ACCOUNT* where the *POSTING GROUP* field of the *PAYROLL ACCOUNT CARD* is filled, and the *ACCOUNT TYPE* field is selected as either *REGISTERING* or *PAYMENT*.

4.6.3.1. Posting Payroll Entries

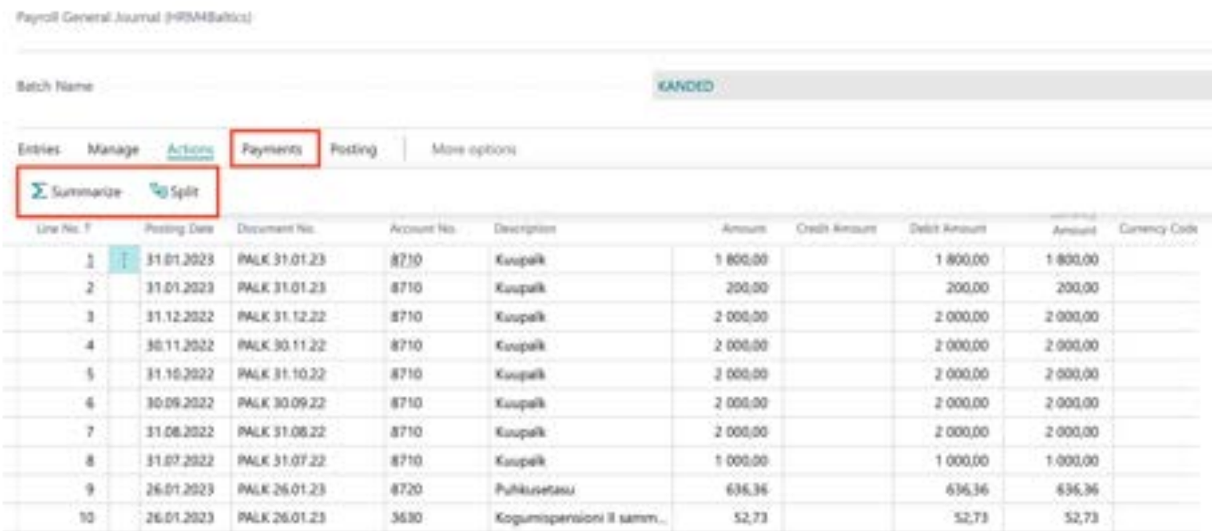
Through the PAYROLL G/L JOURNAL, payroll ledger entries are posted to the G/L accounts according to the configuration of *POSTING GROUPS* and *PAYROLL ACCOUNTS*.

To post payroll entries to G/L:

- Open the *PAYROLL G/L JOURNAL WORKSHEET* with type *POSTING* at *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU->TASKS->JOURNALS->PAYROLL GENERAL JOURNAL*.
- Press *ENTRIES -> GET ENTRIES*.
- The PAYROLL WINDOW opens, displaying only those payroll entries that need to be posted to G/L according to the configuration but have not been posted yet.
- Filter to show only those PAYROLL LEDGER ENTRIES you want to post to G/L, press *OK*, and all displayed PAYROLL LEDGER ENTRIES are added to the *PAYROLL G/L JOURNAL WORKSHEET*.



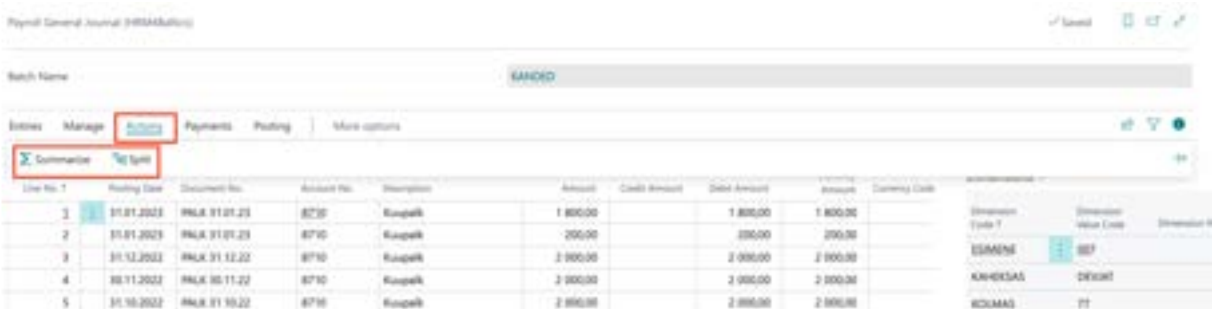
- Optionally, you can delete rows on the *PAYROLL G/L JOURNAL WORKSHEET* by selecting the rows and pressing *DELETE*.
- You can also add additional payroll entries to the worksheet using the *GET ENTRIES* icon.
- If you want to post the brought *PAYROLL LEDGER ENTRIES* to the general ledger summarized by selected dimensions, press *ACTIONS-> SUMMARIZE*.



SUMMARIZE combines entries based on *DIMENSIONS, PAYROLL POSTING GROUP, ACCOUNT TYPE, ACCOUNT NO., POSTING DATE, DOCUMENT TYPE, DOCUMENT NO., BAL. ACCOUNT TYPE, BAL. ACCOUNT NO., CURRENCY,* OR *COUNTRY*.

The precondition for combining entries is that the *POSTING GROUPS* are configured with the summable dimensions column, and *DIMENSIONS* are configured for values by which entries in the general ledger are consolidated.

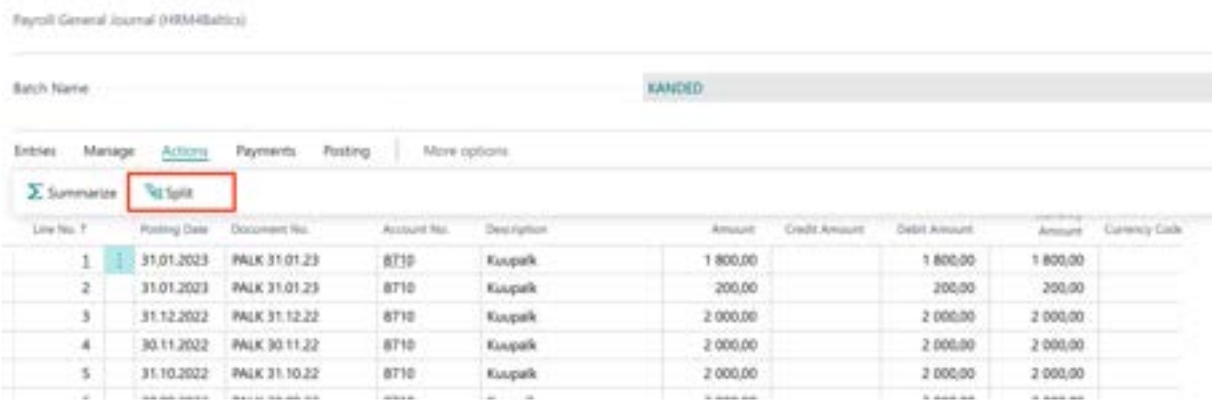
- To post the entries to the Business Central financial module's general ledger accounts, press *POST*.



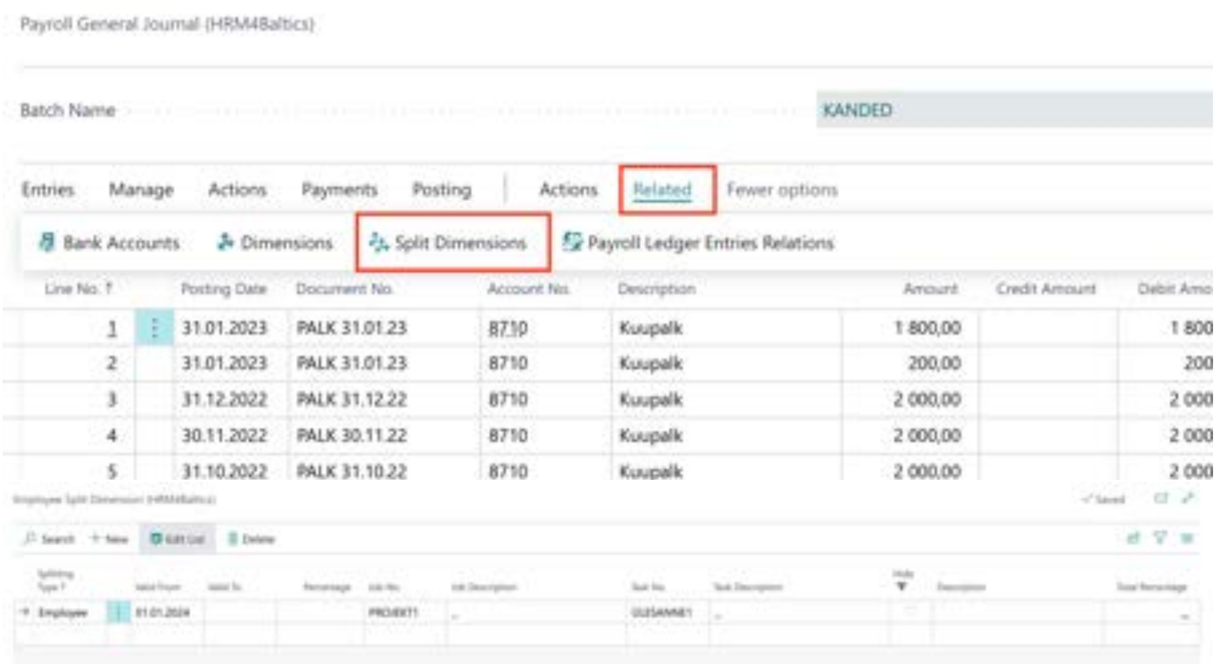
After posting, the program displays a message regarding the posting of entries, and the *PAYROLL G/L JOURNAL WORKSHEET* is cleared.

4.6.3.2. Allocation of Entries in the Payroll G/L Journal

To allocate payroll entries based on proportionate dimensions from the base dimension to sub-dimensions, select the *SPLIT* button from the ribbon menu. The prerequisite for entry allocation is the prior configuration in *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/SETUP/PAYROLL SETUP*, fast tab *PAYROLL DIMENSIONS-> SPLIT DIMENTSIONS* and *PAYROLL POSTING GROUPS* setup .



To modify/enter allocation proportions, navigate to the *RELATED* tab and click the *SPLIT DIMENTSIONS* button.

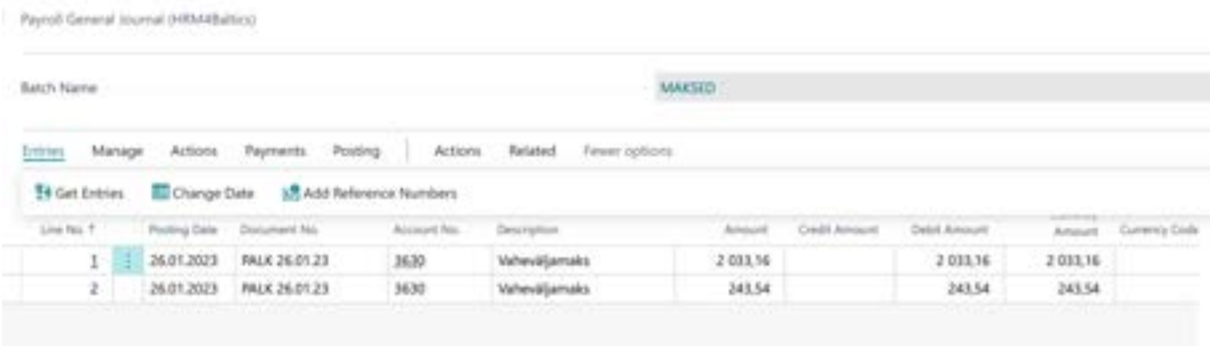


Allocated entries in the *PAYROLL G/L JOURNAL* are posted to the *GENERAL LEDGER*, and the distribution is not saved on the *PAYROLL LEDGER ENTRIES*. In the HRM4Baltics solution, entries with the original dimension values are displayed.

4.6.3.3. Creating Bank Payment File and Posting Payments to G/L.

To post payments from the PAYROLL LEDGER ENTRIES to G/L (General Ledger):

1. Open *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/JOURNALS/PAYROLL GENERAL JOURNAL WORKSHEET* with the type set to *PAYMENTS*.
2. To add *PAYROLL* entries to the worksheet, click on the ribbon menu *ENTRIES/GET ENTRIES*.
3. In the opened *PAYROLL LEDGER ENTRIES* window, you will be presented with *PAYROLL LEDGER ENTRIES* related to G/L accounts for posting.
4. Filter into the window only those *PAYROLL LEDGER ENTRIES* that you want to pay out in G/L and post to G/L accounts and click *OK*. All entries in the *PAYROLL LEDGER ENTRIES* window will be added to the *PAYROLL G/L JOURNAL* worksheet.
5. If desired, you can delete rows on the *PAYROLL G/L JOURNAL* worksheet by selecting the corresponding rows and clicking on the ribbon menu *MANAGE/DELETE*.
6. You can also add additional payroll entries to the worksheet using the button *ENTRIES/GET ENTRIES*.
7. If you want to change the *PAYMENT DATE* or the *POSTING DATE* of the G/L entry, click on the ribbon menu *ENTRIES/CHANGE DATE*. All entries on the *PAYROLL G/L JOURNAL* worksheet will have their *POSTING DATE* modified.



The modification of the *POSTING DATE* of payroll entries is not only done on the open *PAYROLL G/L JOURNAL* worksheet but also directly on the *POSTING DATE* fields of the corresponding entries brought to the *PAYROLL G/L JOURNAL* worksheet.

Note: Once the *POSTING DATE* has been changed, it cannot be undone or reversed. However, you can use the functionality to *CHANGE THE DATE* multiple times.

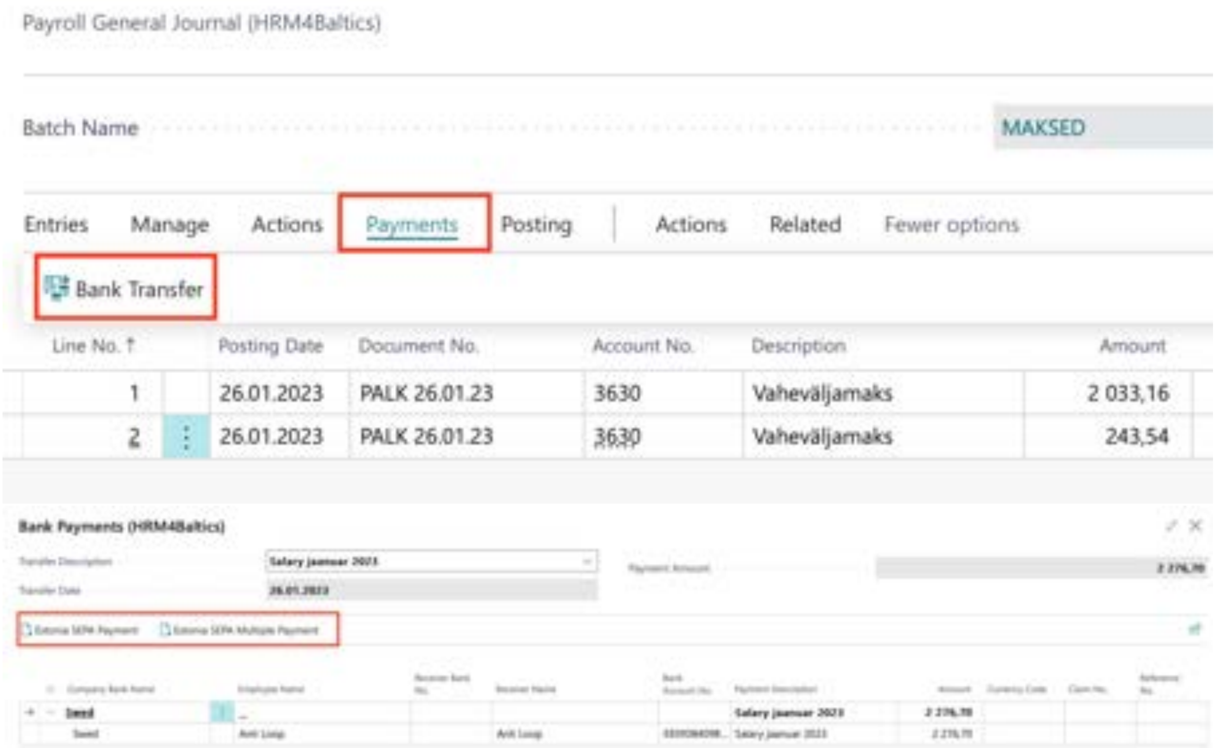
8. You can add a reference number to the entries if necessary. The reference number is found on the VENDOR CARD associated with the EMPLOYEE CARD. If the vendor card is created directly from the employee card, the employee's personal identification code is automatically added as the reference number, followed by an additional check number. To add a reference number to the payment, use the ribbon menu button *ENTRIES/ADD REFERENCE NUMBERS*.
9. You can also add a BIC/SWIFT code to the payment file. For this, the code must be configured at *BANK ACCOUNTS*/fast tab *TRANSFER*/ field *SWIFT CODE*.
10. To create a payment file, click on the ribbon menu button *PAYMENTS/BANK TRANSFER*.

In the opened *PAYMENTS* window, in the field *TRANSFER DESCRIPTION*, enter text that will go into the bank file as an explanation. The entered text will be added to all payment lines. If a *DEFAULT PAYMENT DESCRIPTION* has been added to the employee or receivable, it will not be automatically overwritten by the text added to the field *TRANSFER DESCRIPTION*.

Different default descriptions can be configured, which can be selected from the drop-down menu on the field. To set a default description, open the drop-down menu on the field and click *NEW* at the bottom. Enter a new transfer description and click *OK*.

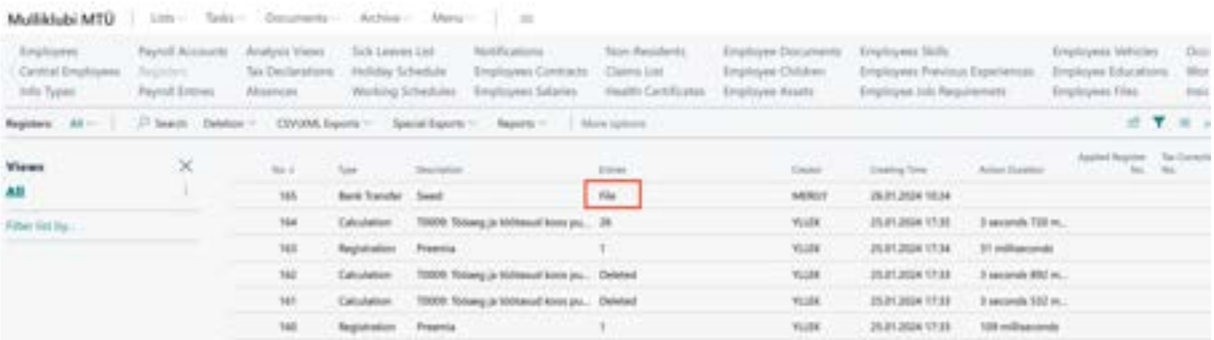
The PAYMENT AMOUNT field displays the total amount to be paid with the transfer.

11. To create the payment file, click on one of the icons in the ribbon menu:
- *ESTONIAN SEPA PAYMENTS*
- *ESTONIAN SEPA MULTIPLE PAYMENTS*

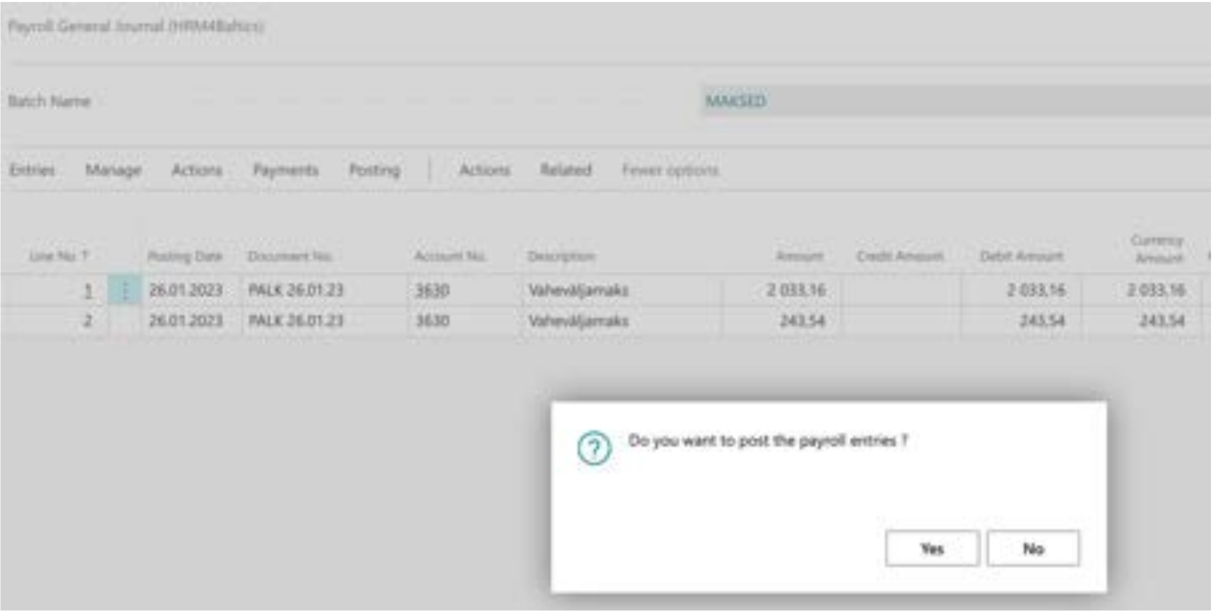


A payroll bank payment XML file can also be created in a specially agreed-upon payroll file format between banks, in which case a special keyword *SALA* is added to the file. For this, a mark must be added to the field *USE SEPA PAYMENT FORMAT ON PAYROLL* in the *PAYROLL SETUP* fast tab under *NUMBERS.*

12. Choose an appropriate location to save the file, from where you can later upload it to the bank. The creation of the payment file was also registered in the *PAYROLL REGISTER*. By clicking on the text displayed in the column *ENTRIES* of the row in the *PAYROLL REGISTER* at the location *HISTORY/PAYROLL REGISTER*, you can open the created XML export file.



13. To post payroll payments to the G/L in the Business Central financial module, click on the ribbon menu *PAYROLL G/L JOURNAL WORKSHEET/POSTING/POST*.

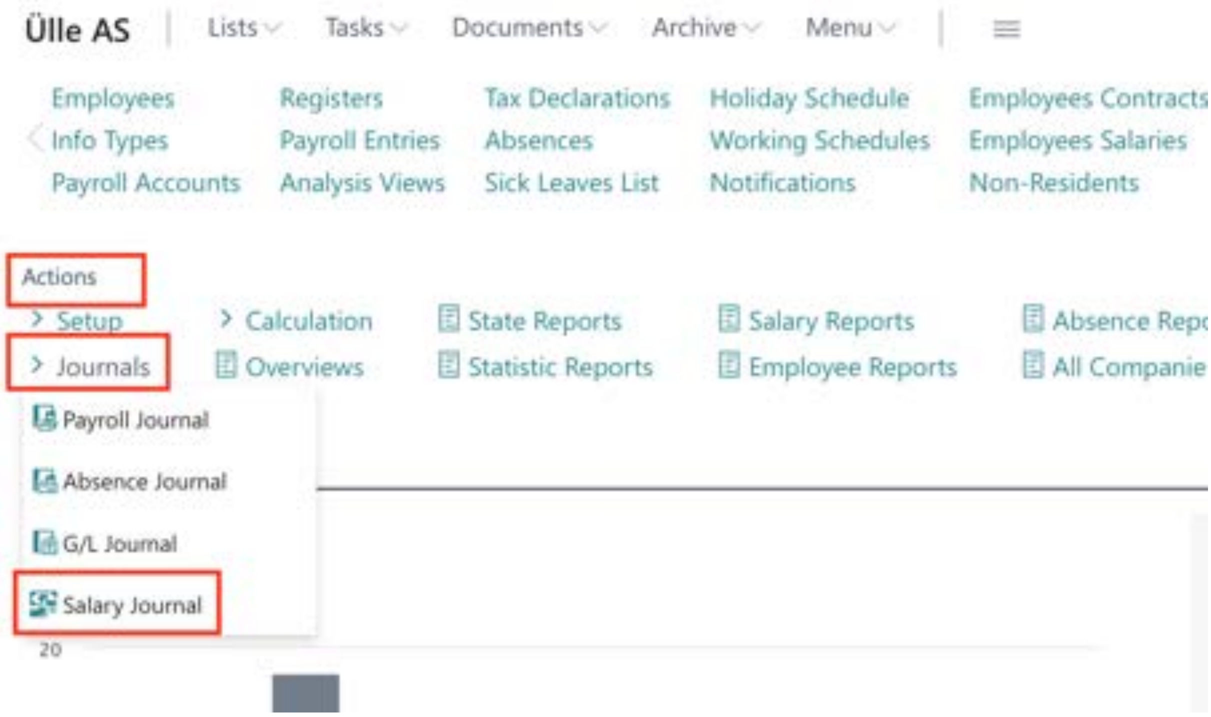


4.6.4. WAGE CHANGE JOURNAL

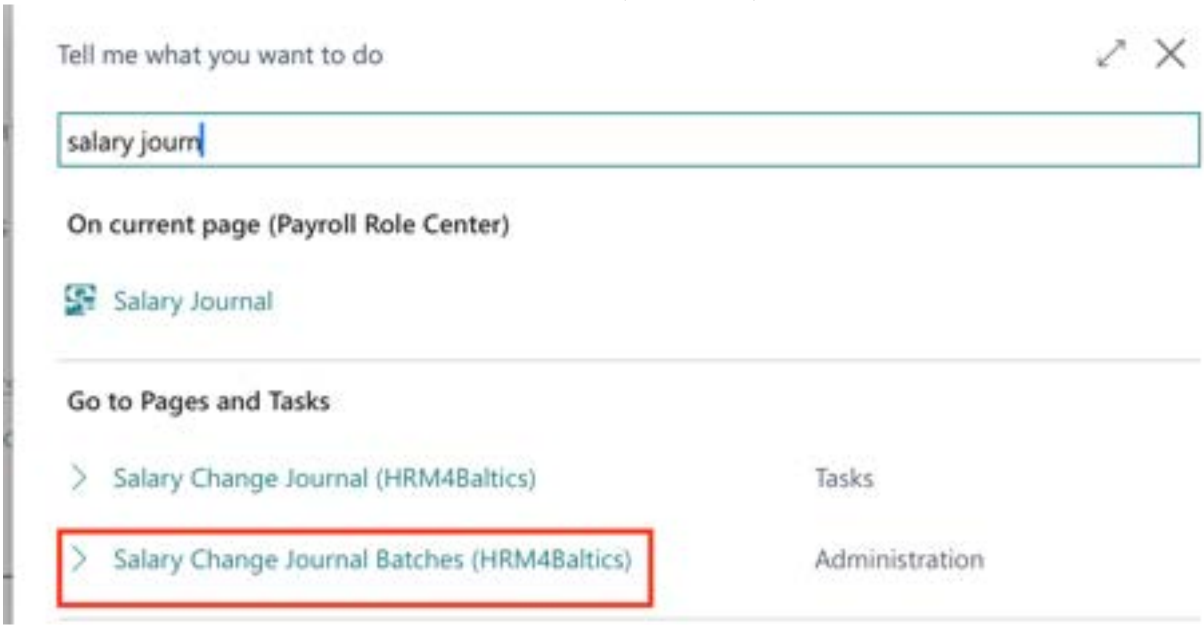
Salary Journal is utilized for mass changes in employee salaries. When making modifications, the following types can be employed:

- Percentage
- Add Amount
- Fixed Amount
- Manual Amount
- Zero Amount
- By Structure

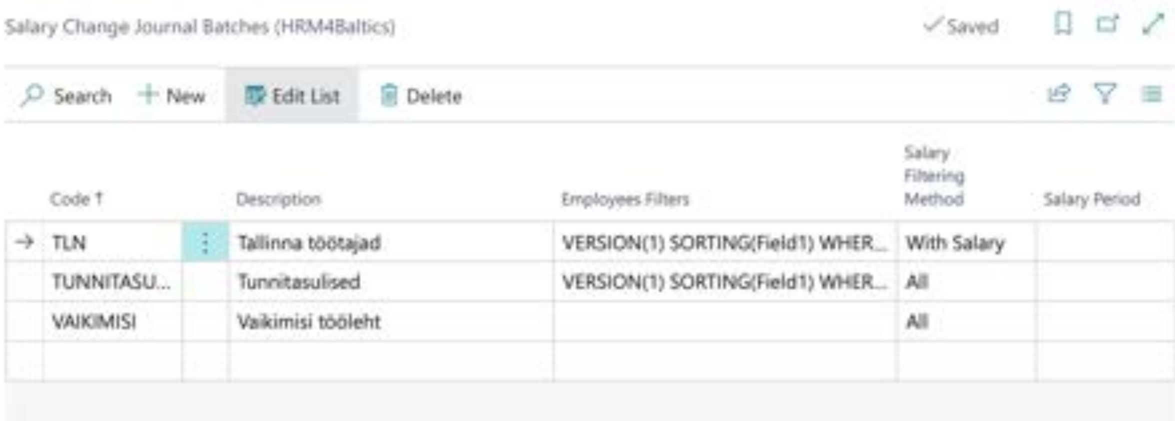
The journal can be accessed from the location:
ROLE CENTER / ACTIONS / JOURNALS / SALARY JOURNAL

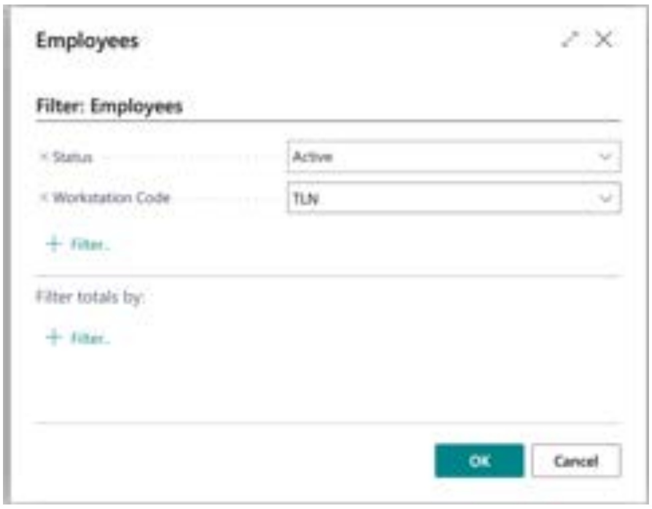


Similar to other journals, the Salary Journal allows configuration of journal worksheets. Various default filters can be set on these worksheets. There is no limit to the number of worksheets that can be configured. To configure worksheets, you can enter *SALAY JOURNAL* in the search window and choose the link *SALARY JOURNAL BATCHES* from the provided options.



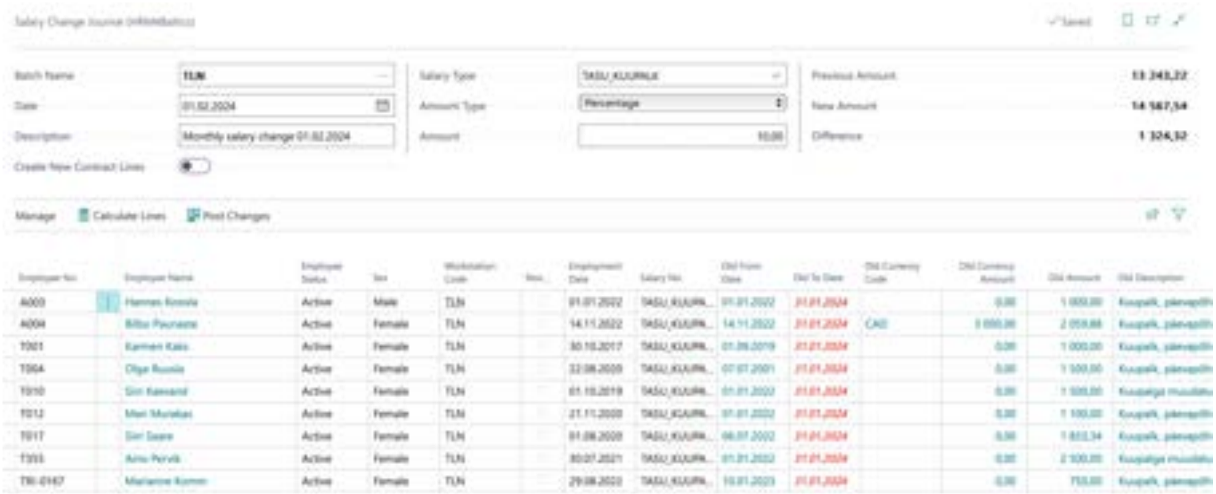
In the opened list, you can describe the new worksheet settings or modify existing ones.



<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Code</td><td>Enter the code for the worksheet.</td></tr>
<tr><td>Description</td><td>Provide a description corresponding to the worksheet code.</td></tr>
<tr><td>Employees Filters</td><td>Filters can be applied to determine which employee data is included in the worksheet. For example, you can specify that the worksheet should include rows for employees with an ACTIVE status and a workplace address code of TLN.


To add a filter, click the arrow at the end of the filter field and choose an appropriate filter from the dropdown menu. If no filters are configured on the worksheet, all employees of the company will be included in the journal.</td></tr>
<tr><td>Salary Filtering Method</td><td>An additional filter for further employee filtering.
☐ ALL: Include all employees in the worksheet, regardless of salary type.
☐ WITH SALARY: Include only those employees whose salary type matches the selection in the journal field SALARY TYPE.
☐ NO CHANGE: Include employees whose wage has not changed. The change period is added to the SALARY PERIOD column. This option works only in conjunction with the SALARY PERIOD field.</td></tr>
<tr><td>Salary Period</td><td>This field is configured only when the type of NO CHANGE is selected in the previous column. By entering '3M' in the field, employees whose salary has not changed in the last 3 months will be filtered out.</td></tr>
</table>

To use the *SALARY JOURNAL* open the journal from the *ROLE CENTER* and select a suitable worksheet from the *BATCH NAME* field. Fill in the fields in the journal header. To add employees to the worksheet and calculate changes, press the *CALCULATE LINES* button.



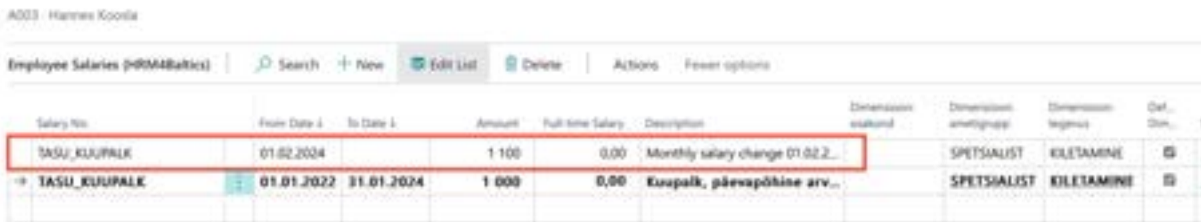
Field	Explanation
Batch Name	Displays the selected worksheet identifier.
Date	Enter the effective date for the new wage. The date will be shown in the journal rows in the *NEW FROM DATE* column, and based on this, the end date of validity for the previous wage is added to the *OLD TO DATE* column.
Description	Enter text saved after the wage change in the employee's wage list in the *DESCRIPTION* column. The text is also displayed in the journal rows in the *NEW DESCRIPTION* column.
Salary Type	Choose the *SALARY TYPE* to be changed/added/nullified from the drop-down list. If the journal page setting is *SALARY FILTERING METHOD -> WITH SALARY*, only employees with the selected salary type are added to the journal rows. If the setting is *ALL*, all employees who meet other configured filters are added to the lines, and in this case, you can add the corresponding salary type to the employee. Employees who did not have the previously selected salary type are not displayed with the previous salary type amounts and effective dates.
Amount Type	Options: ☐ *PERCENTAGE* – Enter the percentage by which the wage will change. You can enter a negative percentage if the wage decreases. ☐ *ADD AMOUNT* – Enter the amount by which the wage will change. You can enter a negative amount if the wage decreases. ☐ *NEW AMOUNT* – Enter the new wage tariff/amount. ☐ *MANUAL AMOUNT* – Manually enter the new wage on the rows. ☐ *ZERO AMOUNT* – The wage is not intended to change; the current valid wages are nullified.
Amount	Depending on the previous selection, enter either the percentage or the amount.
Previous Amount	Displays the total of the employees' previous wages calculated on the journal worksheet.
New Amount	Displays the total of the employees' upcoming wages calculated on the journal worksheet.
Difference	Displays the difference between the previous and upcoming total wages.

In the rows of included employees in the journal, you can see the employees' previous wage amount along with validity periods. The column *OLD TO DATE* is automatically filled by the program based on the date entered in the journal header under the field *DATE*, which is the effective date for the new wage. The column *NEW TO DATE* allows the user to manually enter the end date of validity for the new wage if desired.

Additionally, users can change the dimensions of employees' wages on the rows. By default, the employee's default dimensions are added to the new wages. By removing the checkmark from the *NEW DEFAULT DIMENSIONS* column, users can change the dimension codes in the dimension columns.

If necessary, users can further filter the calculated employees on the rows by adding a standard filter from Business Central.

To register the new wages for the displayed employees, press the *POST CHANGES* button. This action will clear the rows in the journal, and a new wage line will be saved to the *SALARIES* subcard under the *EMPLOYEE CARD*.



4.7. Actions

4.7.1. EXPORTING WORK REGISTRY CSV FILE

Data to the e-Tax Board's Work Registry information system can be transmitted through an automatic data exchange interface over X-Road or by importing a CSV file in the required format on the e-Tax Board's website within the Work Registry information system. This file can be created in the HRM4Baltics module. Detailed instructions can be found in the section on Creating the Work Registry CSV file.

4.7.2. SENDING PAY SLIP

PAY SLIP can be sent individually or all at once. This can be done in printed form or by sending them to the email addresses entered in the *EMPLOYEE ADDRESSES AND CONTACTS* fast tab on the *EMPLOYEE CARD* or to portal.

Salary Reports are transmitted in PDF format and are <u>not encrypted</u>.

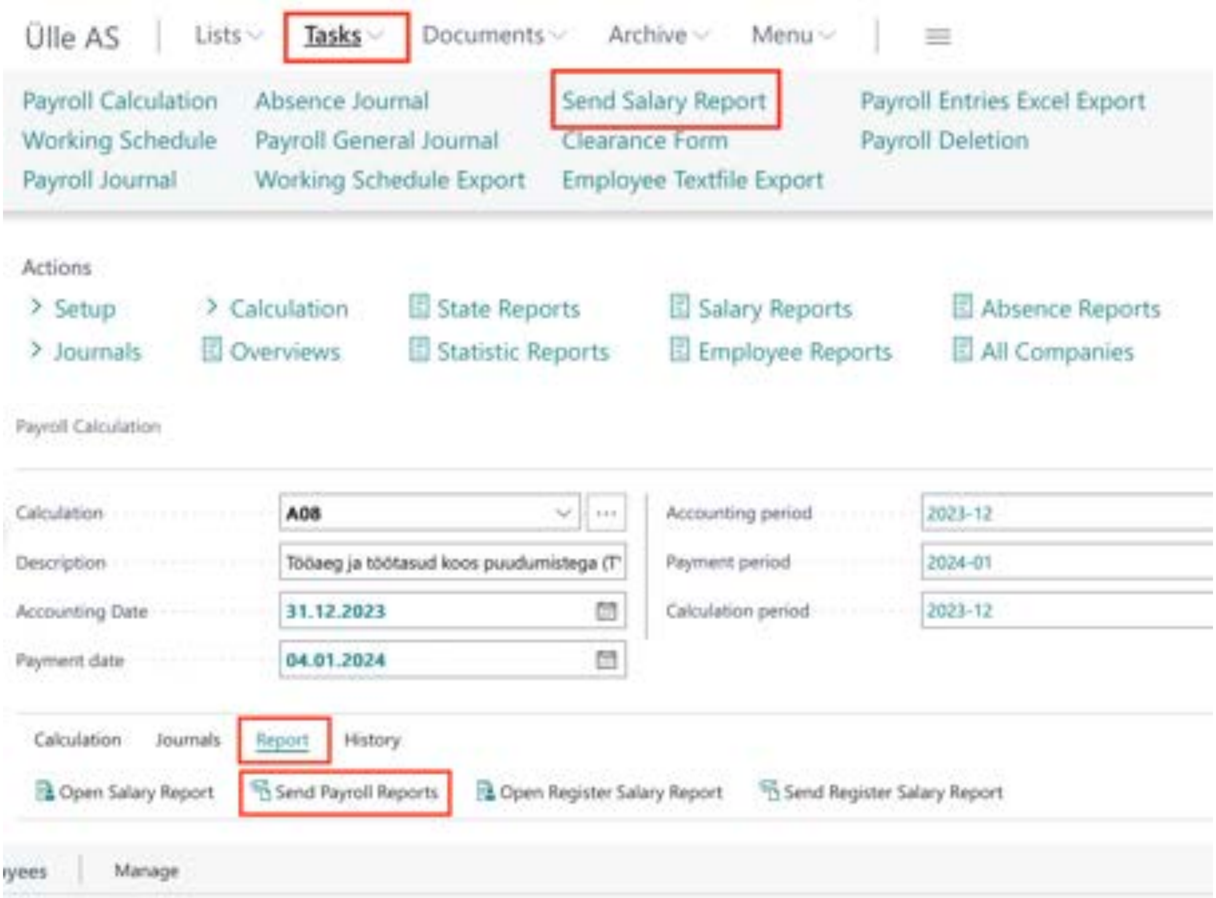
To send *SALARY REPORTS*, you need to make the necessary settings in the *PAYROLL SETUP* window, under the *PAY SLIP SETUP* fast tab.

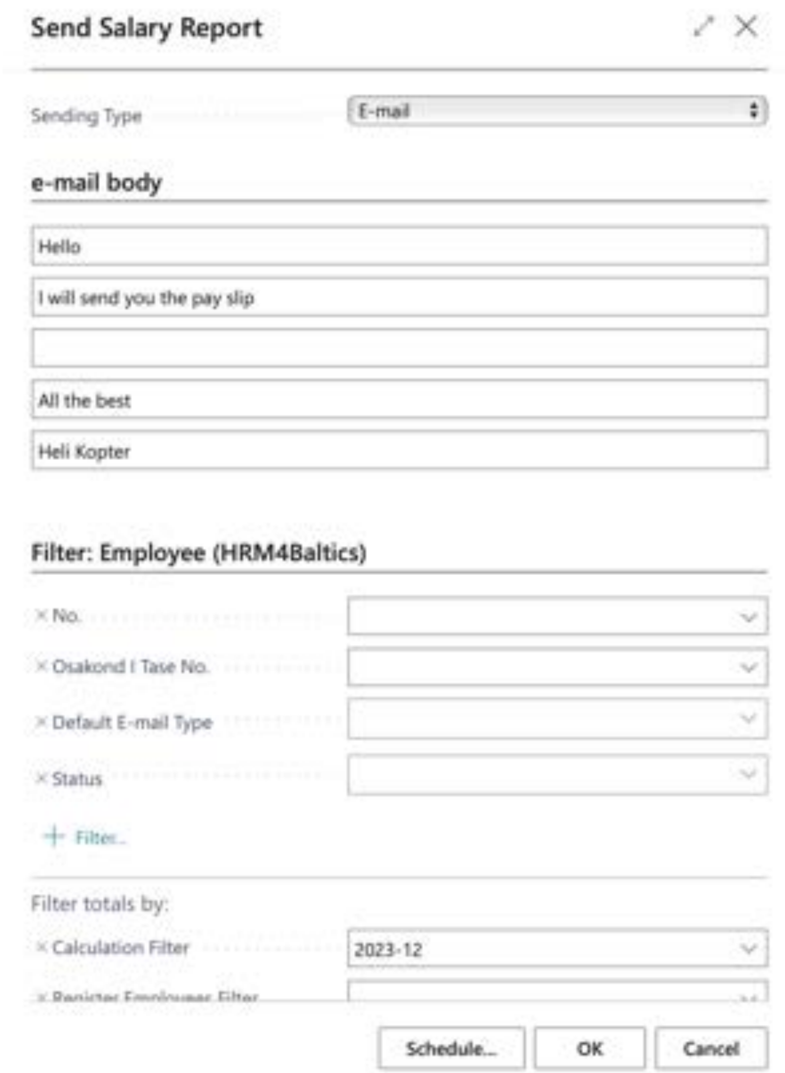
The employee's email address to which the *SALARY REPORT* is sent is determined on the *EMPLOYEE CARD*, under the *EMPLOYEE ADDRESSES AND CONTACTS* fast tab.

You can initiate the sending of salary reports from the following locations:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/SEND SALARY REPORT
HOME/TASKS/SEND SALARY REPORT
HOME/TASKS/PAYROLL CALCULARION/ REPORT/SEND PAYROLL REPORTS

- In the *EMAIL BODY* fast tab, enter the desired text. You can also use the text automatically inserted from the default settings of the salary notice.
- On the *EMPLOYEE* fast tab, select the employee(s) to whom you want to send the salary notice.
- On the *FILTER TOTALS BY* fast tab, select the period(s) of the salary notice(s) to be sent.





4.7.3. CONVEYANCE AND RETURN REPORT FOR ASSETS

The *CONVEYANCE AND RETURN REPORT* can be created from the *EMPLOYEE ASSETS* list using the icons *CONVEYANCE OF ASSETS* and/or *RETURN OF ASSETS* on the ribbon menu.

Field on the reports:

- *DATE* – the date displayed on the report
- *REPORT TYPE* –whether to create a transfer report or an acceptance report. Options are:
  - *ISSUE*
  - *RETURN*
- *REPORT NAME* – allows you to enter the name of the document displayed in the report header.
- *ISSUER* – allows you to choose from the *EMPLOYEES LIST* field the employee whose information is displayed on the report/sheet as the *ISSUER*.
- *RECEIVER* – allows you to choose from the *EMPLOYEES LIST* field the employee whose information is displayed on the report/sheet as the *RECEIVER*.

On the *EMPLOYEE ASSETS* fast tab of the report selection window, make the following selections:

- *EMPLOYEE NO* – choose the employee for whom you are preparing the report from the *EMPLOYEES LIST* field.

- *FROM DATE / TO DATE* – enter the date range for which you want to display the employee's asset information in the report.

4.7.4. CLEARANCE FORM

To create the content of the *CLEARANCE FORM* report, it is necessary to preset the corresponding templates.
The *CLEARANCE FORM* report can be created from the following locations:

- From the ribbon menu of the *EMPLOYEE ASSETS* list, select *CLEARANCE FORM*.
- From the location *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365MENU/TASKS/ACTIONS/ CLEARANCE FORM*.

Make the following selections:

- *DATE* – enter the date displayed on the report.
- *TEMPLATE TYPE* – choose the pre-set template for the report from the drop-down menu.
- *REPORT NAME* – enter the name of the document displayed in the report header.
- *SHOW ASSETS* – mark the field if you want to include employee asset information in the report.

On the EMPLOYEE ASSETS fast tab, make the following selections:

- *EMPLOYEE NO* – choose the employee for whom you are preparing the report from the *EMPLOYEES LIST* field.
- *FROM DATE / TO DATE* – enter the date range for which you want to display the employee's asset information in the report.

4.7.5. DELETION OF PERSONAL DATA

After the termination of an employee's employment, the employer must first delete personal data that does not require retention. After the expiration of the retention periods for the employment contract and other documents related to the employee, all employee data must be deleted.

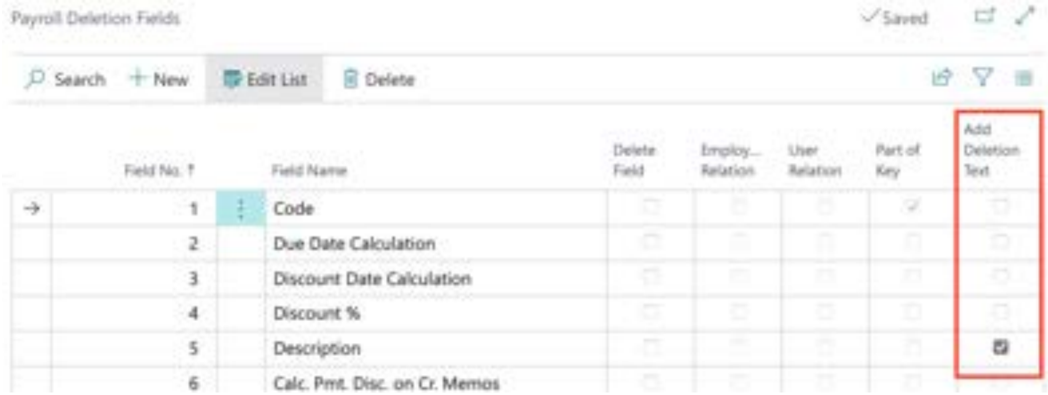
To delete employee data, the following settings must be made:

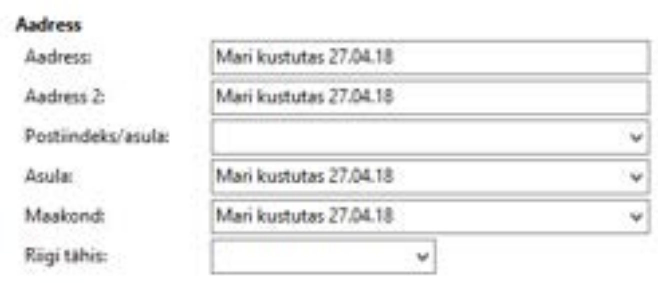
5. Describe deletion packages.
6. Add tables related to employee data to the package.
7. Configure deletion rules for tables and their fields.

4.7.5.1. Configuration of Deletion Packages

To simplify the deletion of data, different deletion packages for personal data can be configured. The configuration can be accessed from the location:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/EMPLOYEE GENERAL INFORMATION/PAYROLL DELETION

Field	Explanation
Code	Enter the symbol for the package.
Description	Provide a description corresponding to the package code.

Tables	Displays the number of tables selected for deletion in the package. To add tables to the package, click on the *TABLES* button on the ribbon. Clicking the button opens the *DELETION TABLES* window. To automatically add all tables related to employees to the package, use the *ADD* button on the ribbon. For more detailed setup of the tables, see *SETUP FOR THE TABLES AND FIELDS IN THE DELETION PACKAGE.*
Employee filter	You can add filters for employees included in the package. Clicking on the field opens the *EMPLOYEE LIST*, where you can add necessary values to narrow down the selection. For example, include only those employees in the list whose card is *LOCKED* and who have the status *TERMINATED* to exclude the deletion of data for *ACTIVE* employees.
Minimum Years (from leaving)	Includes a date formula limiting the selection of employees to be included in the list of deletable employees. Example: - *1Y* - includes only those employees whose termination occurred at least 1 year ago. - *7Y* - includes only those employees whose termination occurred at least 7 years ago.
Maximum Years (from leaving)	Includes a date formula limiting the selection of employees to be included in the list of deletable employees. Example: - *1Y* - includes only those employees whose termination occurred no more than 1 year ago. - *7Y* - includes only those employees whose termination occurred no more than 7 years ago.
Deletion Text	Enter text to be added to fields where employee data is deleted. In the field deletion, you mark field ADD DELETION TEXT column, specifying which fields the text is added to. Deletion text is added only to text-type fields; date-type fields cannot have text added.  By using the *%1* placeholder in the configuration, the deletion date is added to the text. Example: *"USER MARY DELETED %1"* becomes *"USER MARY DELETED 27.04.18".*

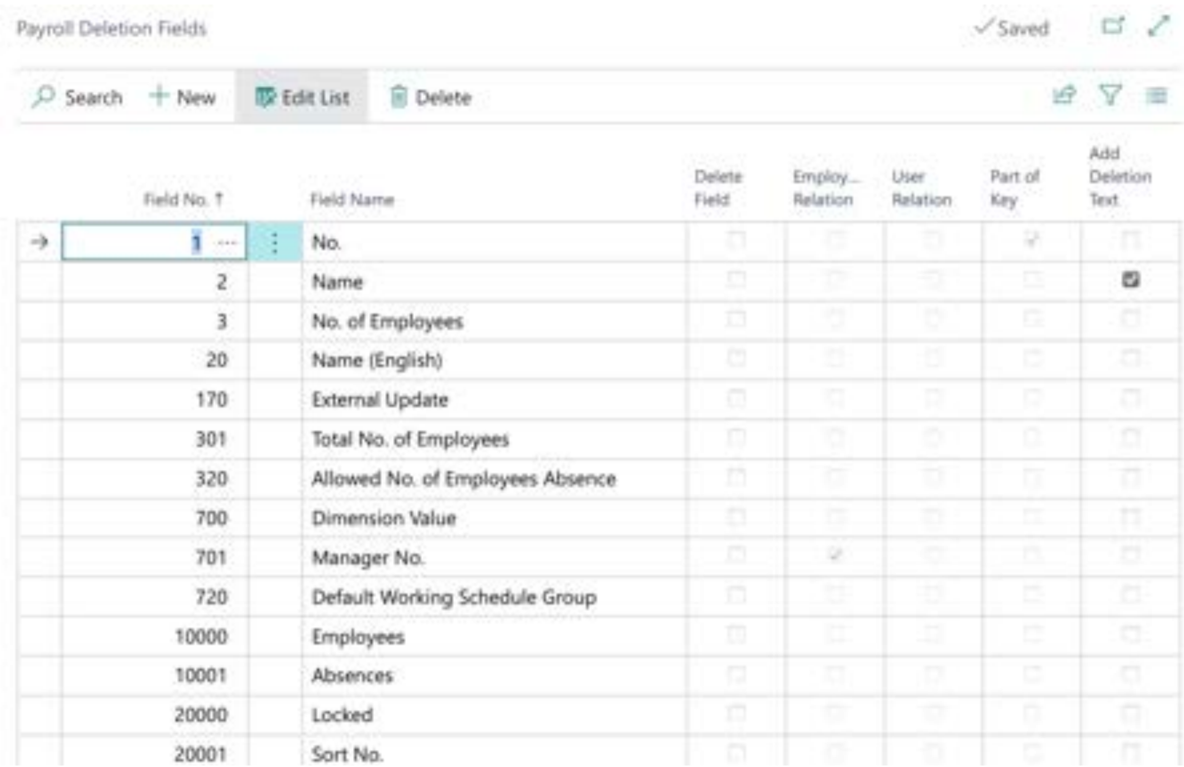
	
Delete Usernames	When the marker is added, it deletes the employee's *BUSINESS CENTRAL USER* ID from all entries.
Delete Dimension Value Names	When the marker is added, it deletes the name of the *EMPLOYEE DIMENSION* value from Business Central finance. The dimension number/symbol is retained.

4.7.5.2. Configuring Tables and Fields in the Deletion Package

To add tables to the deletion package and configure fields in the tables, click on the *TABLES* button on the deletion package list ribbon. In the opened *TABLE DELETION* window, use the *ADD* button on the ribbon to automatically add all tables related to employee data.

Field	Explanation
Table No	Displays the number of the table associated with employee data.
Tale Name	Shows the name of the table.
Employee Relation	A marker in this field signifies that the table has a direct relationship with the employee card. This is an informative column, and the marker is added automatically; users cannot remove it.
User Relation	A marker in this field signifies that the table has a direct relationship with the *BUSINESS CENTRAL USER ID*. This is an informative column, and the marker is added automatically; users cannot remove it.
Deletion Type	Selects whether to delete all data in the table or specific field data. Options: ☐ FIELDS: Selects fields whose data needs to be deleted. To choose fields, use the *"FIELDS"* button on the ribbon. ☐ RECORD: Deletes all data in the table. ☐ EMPTY: Does not delete any data in the table.

To delete data specifically in certain fields, you need to choose the *FIELDS* option in the *DELETION TYPE* column in the list of tables and then click the *FIELDS* button on the ribbon. This will open the *PAYROLL DELETION FIELDS* window.



Payroll Deletion Fields ✓Saved

Search + New Edit List Delete

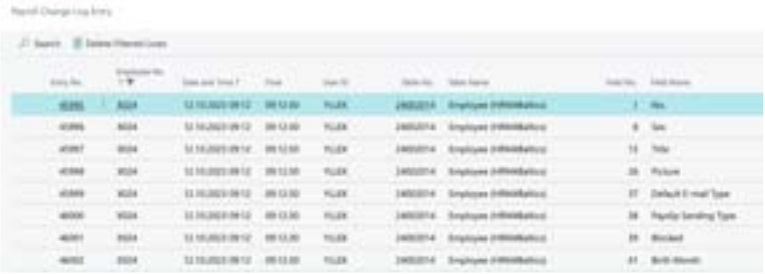
Field No. ↑	Field Name	Delete Field	Employ... Relation	User Relation	Part of Key	Add Deletion Text
1	No.				✓	
2	Name					✓
3	No. of Employees					
20	Name (English)					
170	External Update					
301	Total No. of Employees					
320	Allowed No. of Employees Absence					
700	Dimension Value					
701	Manager No.		✓			
720	Default Working Schedule Group					
10000	Employees					
10001	Absences					
20000	Locked					
20001	Sort No.					

Field	Explanation
Field No.	Displays the number of the field in the table.
Field Name	Displays the name of the field.
Delete Field	Adds a marker if you want to delete the data in that field.
Employee Relation	Displays a marker if the field is related to the employee. This is an informative column, and the marker is added automatically. Users cannot remove it.
User relation	Displays a marker if the field is related to the *BUSINESS CENTRAL USER ID*. This is an informative column, and the marker is added automatically. Users cannot remove it.
Part of Key	Displays a marker if the field is a key field, and deleting it is not allowed. This is an informative column, and the marker is added automatically. Users cannot remove it.
Add Deletion Text	When this marker is added, the description from the *DELETION TEXT* column in the *DELETION PACKAGE* configuration will replace the deleted data.

4.7.5.3. Employee data deletion

To delete employee data, navigate to:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ACTIONS/PAYROLL DELETION
or
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINTISTRATION/EMPLOYEE GENERAL INFORMATION/PAYROLL DELETION

In the opened window, select the previously configured package, and click the *DELETION-> DELETE EMPLOYEE DATA* button on the ribbon. This will display a list of employees who meet the criteria set in the selected package (*EMPLOYEE FILTER, MIN YEARS FROM LEAVING, MAX YEARS FROM LEAVING).*

Field	Explanation
Terminated Years	Displays the time that has passed since the termination of the employee's employment.
Last Deletion Code	Shows the deletion package marker that was last used when deleting the respective employee's data.
Deletion Log	When data is deleted, the column is updated with the package marker and description. Clicking on it opens the deletion log. 

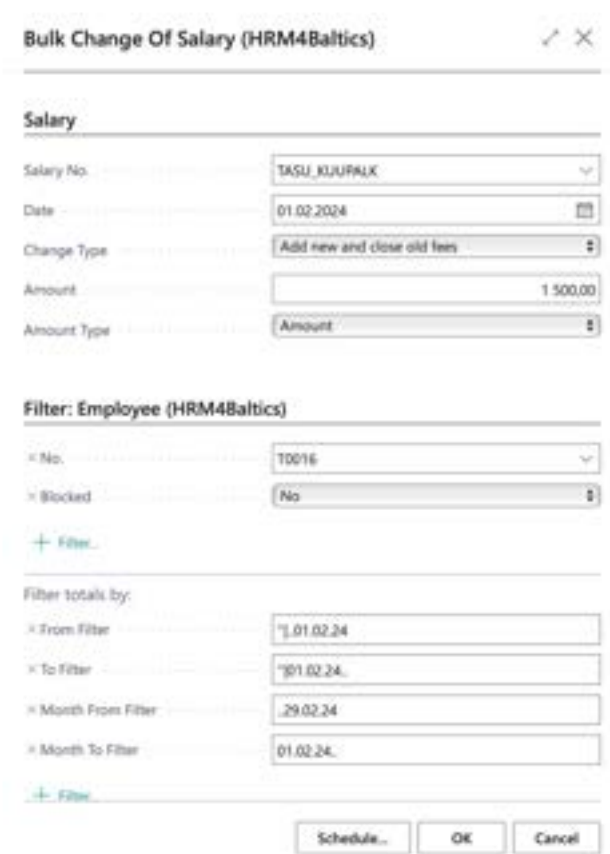
To delete the data of one employee from the list, you should click on the *DELETE ONE EMPLOYEE* button in the ribbon menu. If you want to delete the data of all employees in the list, you should click on the *DELETE MULTIPLE EMPLOYEES* button.

After the deletion of data, the LAST DELETION CODE column is updated with the marker of the package that was last used for deleting the respective employee's data. The DELETION LOG column is also updated with the package marker, deletion date, and time. The fields in the employee's data that were configured to be deleted are emptied and/or replaced with the text specified in the *DELETION TEXT* column of the package configuration window.

4.7.6. EMPLOYEE SALARY MASS CHANGE

Before opening the salary change window, it is advisable to filter out those employees in the *EMPLOYEE LIST* whose salaries you want to modify. You can use the filter panel or quick filter by right-clicking and filtering based on the desired value.

To make mass salary changes, open the *EMPLOYEE LIST* ribbon menu tab *ACTIONS-> BULK CHANGE OF SALARIE*. In the opened window, you can specify the operation you want to perform, the effective date, and the type of salary change you wish to make.



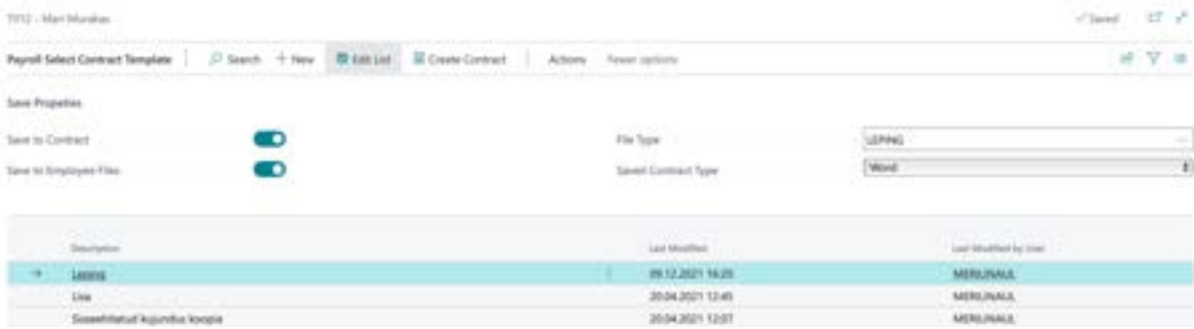
Field	Explanation
Salary No	Opens the list of *SALARY TYPES*, where you can choose the type of salary to be modified, added, or deleted.
Date	Enter the date of the change. ☐ When adding or modifying salary, this is the effective date of the new salary. ☐ When ending existing salaries, this is the date of the termination of the salaries. ☐ When reopening old salaries, this is the date as of which the salaries are terminated.
Change Type	Choose the type of change: ☐ *ADD NEW AND END OLD FEES:* Add new salary lines to all selected employees in the filter and end the old ones. ☐ *ONLY ADD NEW FEES*: Add a new salary to all selected employees in the filter; existing salaries of the same type are not terminated. ☐ *ONLY END OLD FEES*: Terminate the currently effective selected salary type for all employees in the filter, starting from the entered date. ☐ *REOPEN OLD FEES:* Reopen previously closed salaries for all selected employees in the filter. ☐ *DELETE OLD FEES:* Delete selected salary types for all employees in the filter.
Amount	Enter the amount according to the selection in the next field, *AMOUNT TYPE*
Amount Type	Choose one of the following: ☐ *AMOUNT*: Enter the specific amount, e.g., 1500.

	☐ *PERCENTAGE*: Enter the percentage of change, e.g., 10. ☐ *CHANGE*: Enter the specific change amount; for example, if the salary increases by 2 euros, enter 2, and all selected employees in the filter will have 2 euros added to their current salary.

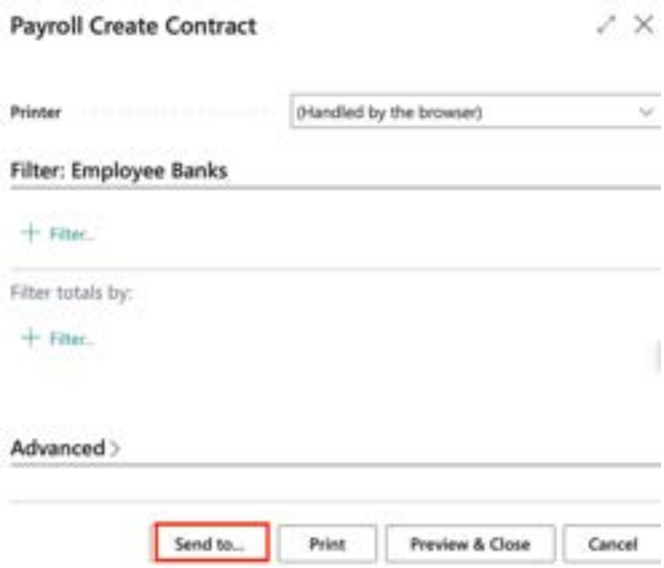
To execute the salary changes after making the selections, press the *OK* button.

4.7.7. PRINTING CONTRACTS BASED ON TEMPLATES

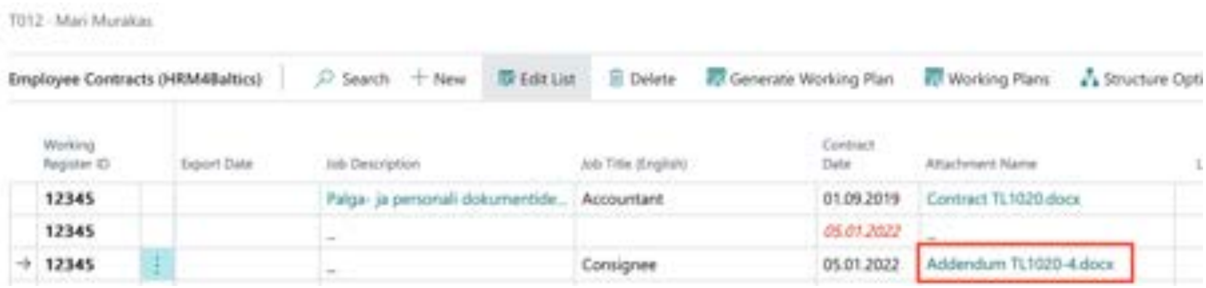
Printing a contract is done from the *EMPLOYEE CARD*. On the *EMPLOYEE CARD* ribbon menu, choose RELATED/CONTRACT/PRINT CONTRACT.



In the opened window, you can choose a suitable contract template or another document template and press the ribbon menu button *CREATE CONTRACT*. The view of the employee's contract lines will open, where you need to select the contract line whose data you want to print on the template. Then, to obtain a Word document, choose SEND TO/MICROSOFT WORD DOCUMENT in the bottom left.



The generated contract can also be saved immediately on the *EMPLOYEE CARD* subcard *CONTRACTS* for the selected contract line. To do this, in the list of contract templates, mark the field *SAVE TO CONTRACT* and choose the file format for saving from the field *FILE TYPE*. It is also possible to save the generated contract in the employee's files list by activating the *SAVE TO EMPLOYEE FILES* marker.



If a contract template has already been saved for the contract line, when creating and saving a new template, the program will notify you, and you will have the option to replace the existing file.

5. Reports and Analysis

5.1 Payroll Analysis

PAYROLL ANALYSES are configurable analyses within the program. The following types of analyses can be configured:

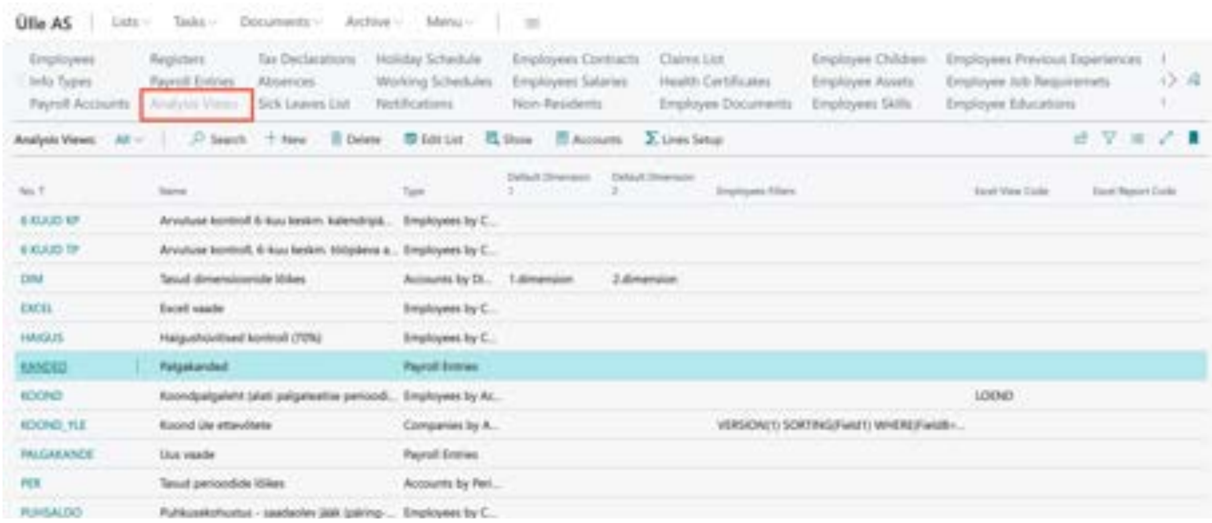
- *EMPLOYEES BY CALCULATIONS*
- *EMPLOYEES BY ACCOUNTS*
- *ACCOUNTS BY PERIODS*
- *ACCOUNTS BY DIMENSIONS*
- *COMPANIES BY ACCOUNTS*
- *PAYROLL ENTRIES*
- *EXCEL REPORT*

Pre-configured *PAYROLL ANALYSES* can be accessed and new ones can be created at the following location:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSES/PAYROLL ANALYSES VIEW

Or

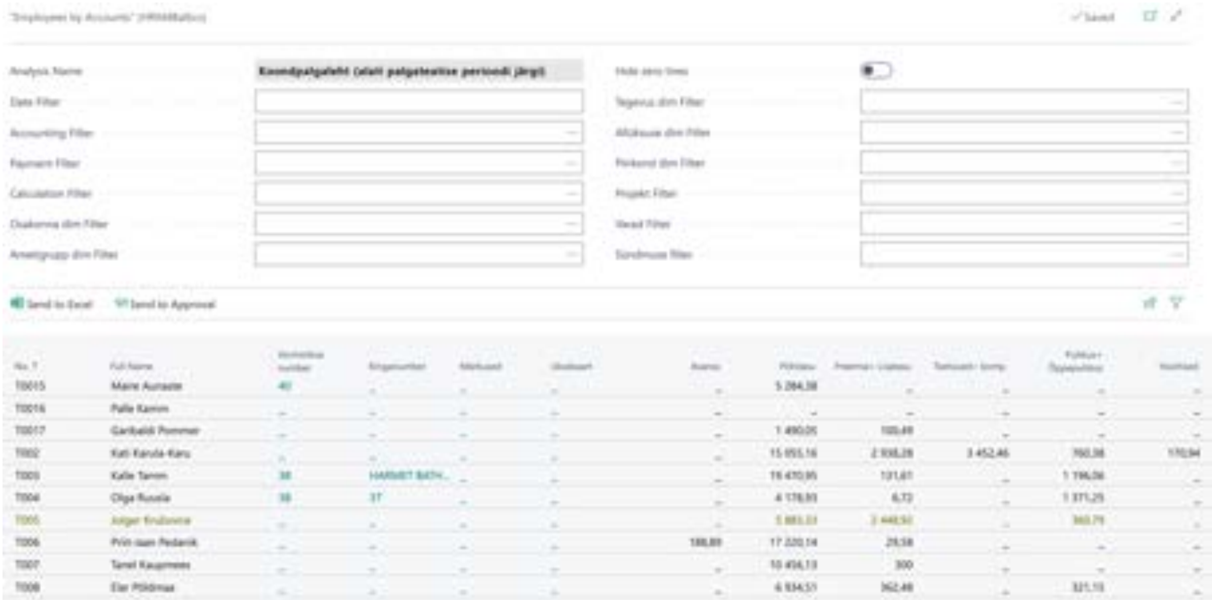
on the role center menu bar, *ANALYSIS VIEWS*.



By selecting a row in the *ANALYSIS VIEWS* list and pressing the ribbon menu *FORMULAS* or *ACCOUNTS* or *LINES SETUP*, you can modify the settings of the corresponding *PAYROLL ANALYSIS*. The options displayed in the ribbon menu depend on the type of payroll analysis.

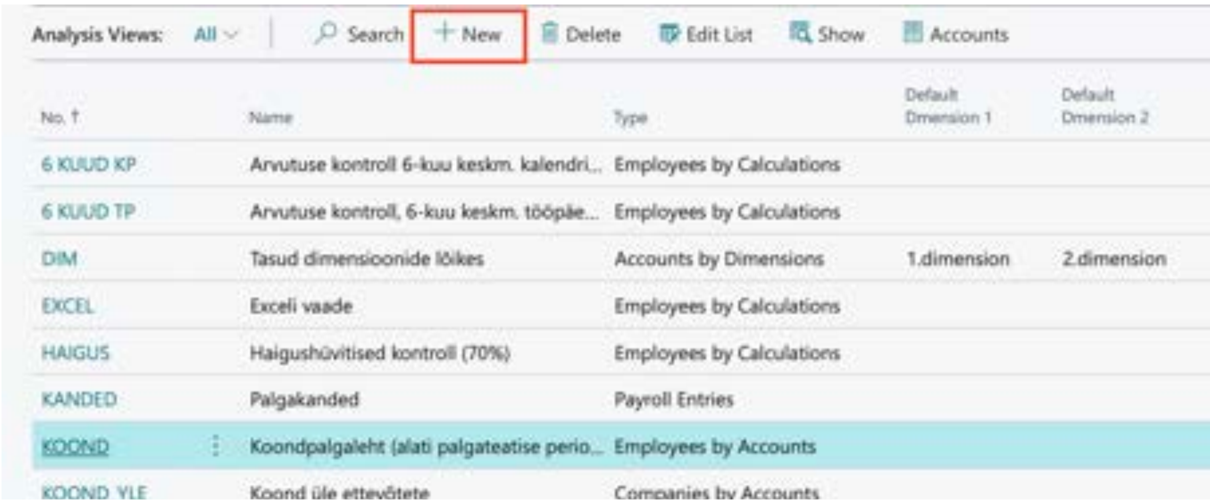
To open an active payroll analysis, press the *SHOW* button on the ribbon menu.

By clicking on the number displayed in the results view of the payroll analysis (in case you are using the *PAYROLL ANALYSIS* type *EMPLOYEES BY CALCULATIONS*), the included *PAYROLL ACCOUNTS* and their balances are opened. By then clicking on the number displayed in the *SUM* column of the opened window, the corresponding *PAYROLL LEDGER ENTRIES* are opened.

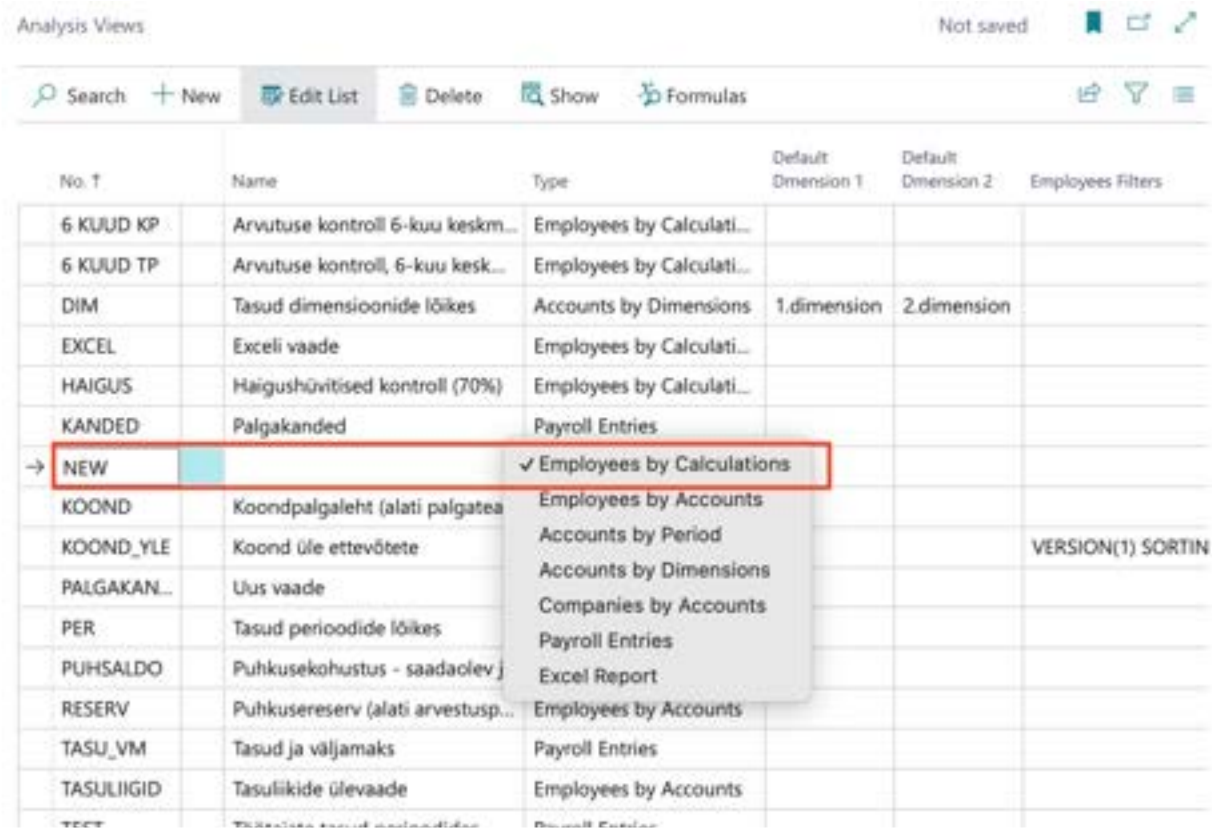


In analysis views, various filters can be applied depending on the type of analysis view, such as *ACCOUNTING FILTER*, *PAYMENT FILTER*, *CALCULATION FILTER*, *EMPLOYEE FILTER*, and *DIMENSION FILTERS*. Applying a filter limits the displayed data in the analysis view according to the entered filter value. For example, to obtain a consolidated payslip, it is necessary to always enter the *CALCULATION* filter. For the TSD control report, the *PAYMENT* filter should be used.

To create a new payroll analysis view, use the *NEW* button on the analysis list ribbon menu.



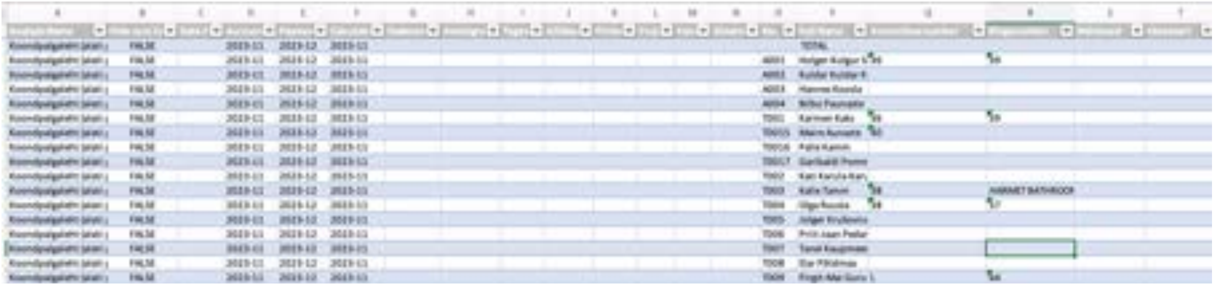
On the blank row, describe the *NO* and *NAME*, and choose the type of view to be configured.



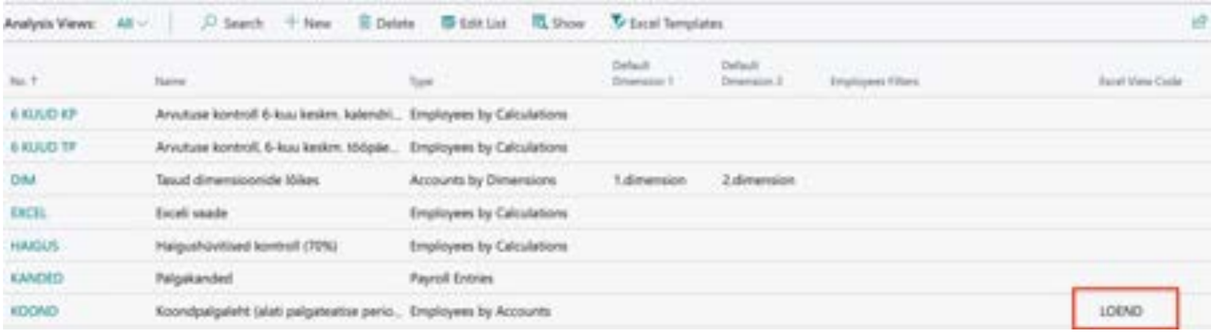
Next, configure the *FORMULAS*, *ACCOUNTS*, and *LINE SETUP* for the analysis, depending on the type of analysis view. For more information on configuration, refer to *ADMINISTRATION->REPORTS->PAYROLL ANALYSIS VIEWS*.

5.1.1. PAYROLL ANALYSIS EXCEL VIEWS

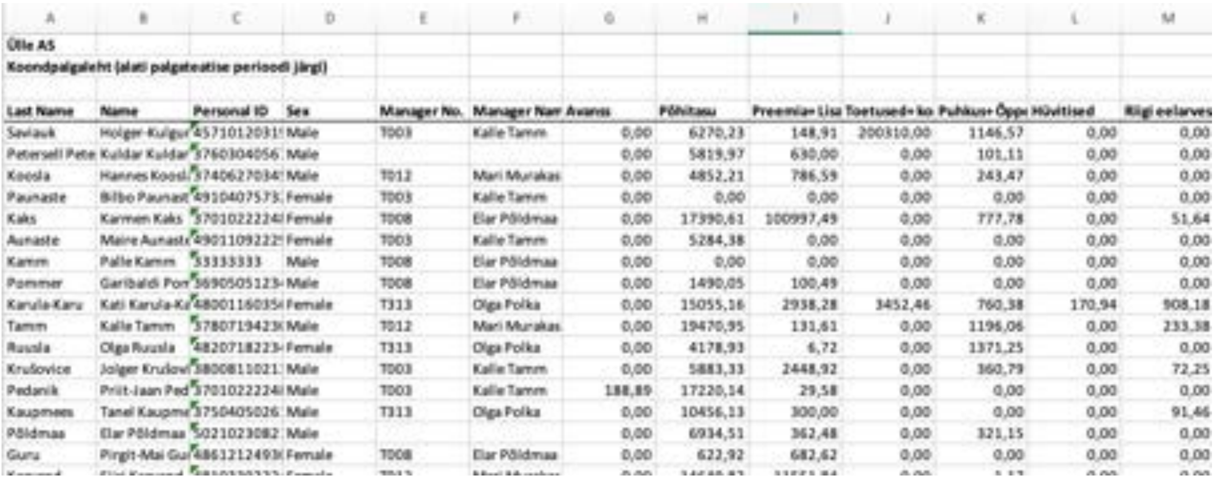
To export the analysis results to Excel, use the *OPEN IN EXCEL* button on the results window ribbon menu. In Excel, all fields and columns displayed in the analysis window are sent, including filter fields, whether you have used filters or not. The first column in Excel always displays the name of the payroll analysis.



In addition to the Excel view described above, it is possible to send results to a pre-configured view template, where additional data from the employee card and sub-cards can be added to the columns. The template must be pre-configured and added to the payroll analysis in the *EXCEL VIEW CODE* column of the analysis list.



To create Excel based on the configured template, use the *SEND TO EXCEL* button on the ribbon menu of the analysis results window. In the created Excel, only the fields used in obtaining the results are included, not all filter fields. Only the values calculated based on formulas/accounts are sent to Excel from the results columns, and not employee number, name, and other columns. These are replaced with the columns configured in the template. If no template is added to the analysis, all result columns are sent to Excel.



Ülle AS
Koondpalgaleht (alati palgateatise perioodi järgi)

Last Name	Name	Personal ID	Sex	Manager No.	Manager Nam	Avanss	Põhitasu	Preemia+ Lisa	Toetused+ ko	Puhkus+ Õppe	Hüvitised	Riigi eelarves
Saviauk	Holger-Kulgur	4571012031	Male	T003	Kalle Tamm	0,00	6270,23	148,91	200310,00	1146,57	0,00	0,00
Petersell Pete	Kuldar Kuldar	3760304056	Male			0,00	5819,97	630,00	0,00	101,11	0,00	0,00
Koosla	Hannes Koosl	3740627034	Male	T012	Mari Murakas	0,00	4852,21	786,59	0,00	243,47	0,00	0,00
Paunaste	Bilbo Paunast	4910407573	Female	T003	Kalle Tamm	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Kaks	Karmen Kaks	3701022224	Female	T008	Elar Põldmaa	0,00	17390,61	100997,49	0,00	777,78	0,00	51,64
Aunaste	Maire Aunast	4901109222	Female	T003	Kalle Tamm	0,00	5284,38	0,00	0,00	0,00	0,00	0,00
Kamm	Palle Kamm	33333333	Male	T008	Elar Põldmaa	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Pommer	Garibaldi Pom	3690505123	Male	T008	Elar Põldmaa	0,00	1490,05	100,49	0,00	0,00	0,00	0,00
Karula-Karu	Kati Karula-Ka	4800116035	Female	T313	Olga Polka	0,00	15055,16	2938,28	3452,46	760,38	170,94	908,18
Tamm	Kalle Tamm	3780719423	Male	T012	Mari Murakas	0,00	19470,95	131,61	0,00	1196,06	0,00	233,38
Ruusla	Olga Ruusla	4820718223	Female	T313	Olga Polka	0,00	4178,93	6,72	0,00	1371,25	0,00	0,00
Krušovice	Jolger Krušovi	3800811021	Male	T003	Kalle Tamm	0,00	5883,33	2448,92	0,00	360,79	0,00	72,25
Pedanik	Priit-Jaan Ped	3701022224	Male	T003	Kalle Tamm	188,89	17220,14	29,58	0,00	0,00	0,00	0,00
Kaupmees	Tanel Kaupme	3750405026	Male	T313	Olga Polka	0,00	10456,13	300,00	0,00	0,00	0,00	91,46
Põldmaa	Elar Põldmaa	5021023082	Male			0,00	6934,51	362,48	0,00	321,15	0,00	0,00
Guru	Pirgit-Mai Gu	4861212493	Female	T008	Elar Põldmaa	0,00	622,92	682,62	0,00	0,00	0,00	0,00

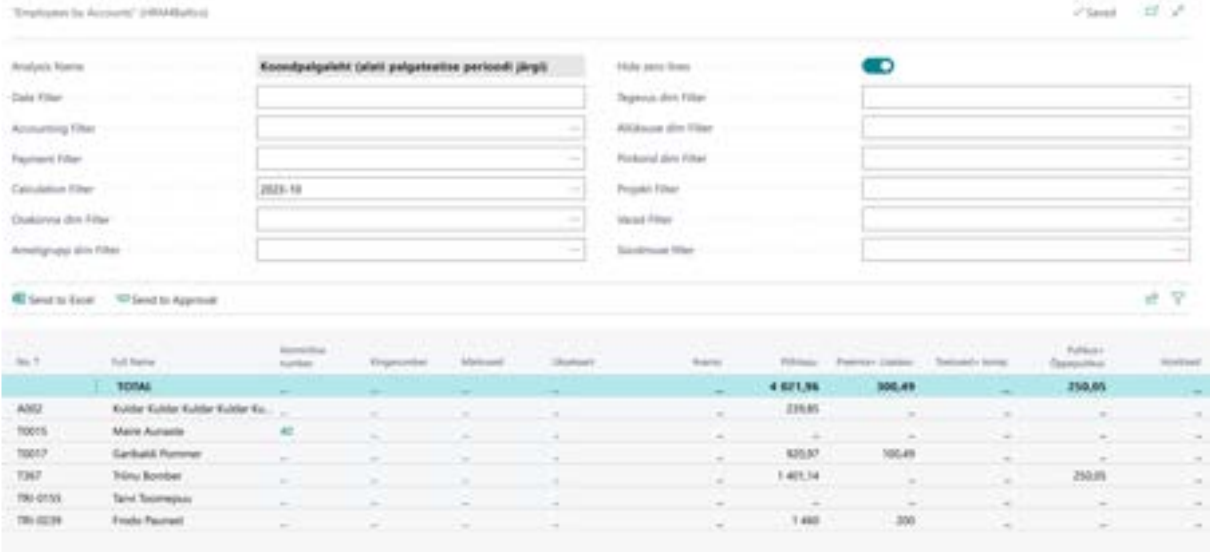
5.1.2. PAYROLL ANALYSIS SUMMARY PAYSLIP

By using the filters in the results window of the predefined *PAYROLL ANALYSIS SUMMARY PAYSLIP* in the *PAYROLL AND PERSONNEL* standard solution, you can specify the information displayed in the analysis.

The predefined *PAYROLL ANALYSIS SUMMARY PAYSLIP* in the standard solution displays information about wages and taxes per employee based on payroll account payroll entries.

In the case of this predefined *PAYROLL ANALYSIS*, it is recommended to use only the *CALCULATION PERIOD* as the period filter. In this way, you can compare the analysis results with the information displayed on employees' *PAYSLIPS*.

By checking the *HIDE ZERO LINES* field, only rows with values are displayed in the analysis.



Clicking on a number in the *PAYROLL ANALYSIS* results table (except when using PAYROLL ANALYSIS type *EMPLOYEES BY CALCULATIONS*) will open the included *PAYROLL ACCOUNTS* and their balances. By then clicking on the balance number in the opened window, the corresponding *PAYROLL LEDGER ENTRIES* will be displayed.

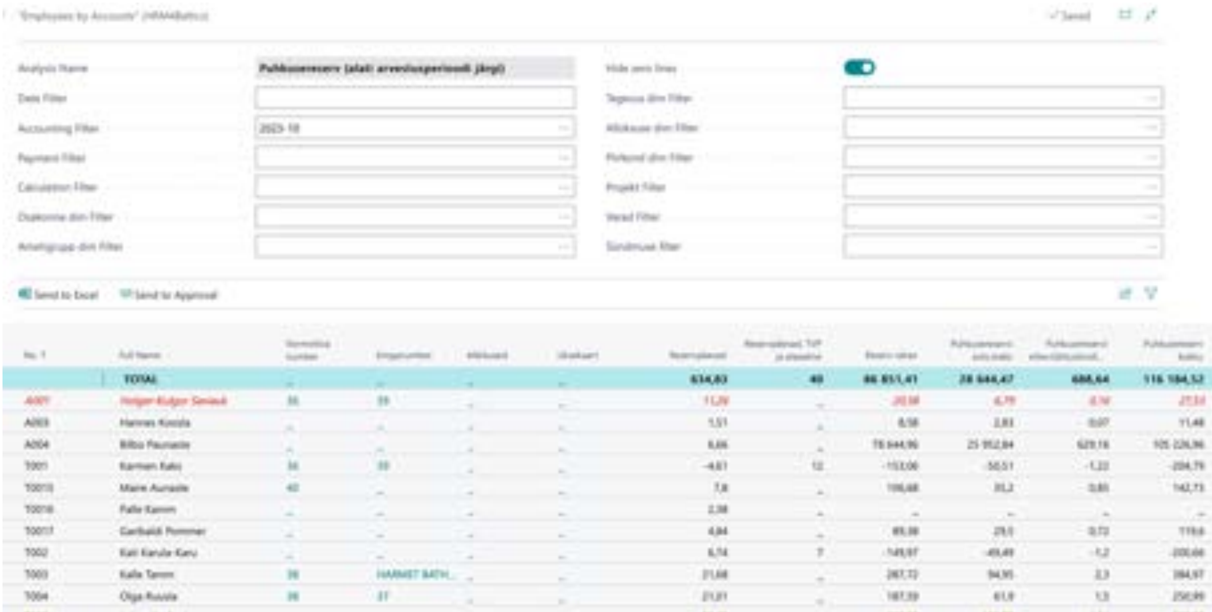
To print the results of the *PAYROLL ANALYSIS* to Excel, select the *SEND TO EXCEL* button in the results window.

5.1.3. PAYROLL ANALYSIS RESERVE – VACATION RESERVE

In the HRM4Baltics standard solution, the predefined *PAYROLL ANALYSIS RESERVE - VACATION RESERVE* displays information related to an employee's vacation reserve based on *PAYROLL ACCOUNT PAYROLL LEDGER ENTRIES*.

By using the filters provided in the results window of this *PAYROLL ANALYSIS*, you can specify the information you want to see in a particular case. For the predefined *PAYROLL ANALYSIS RESERVE - VACATION RESERVE* in the standard solution, it is recommended to set the *ACCOUNTING PERIOD* as the query period.

Checking the *HIDE ZERO LINES* field will display only rows with values in the analysis.



To print the results of the *PAYROLL ANALYSIS* to Excel, select the *SEND TO EXCEL* button in the results window.

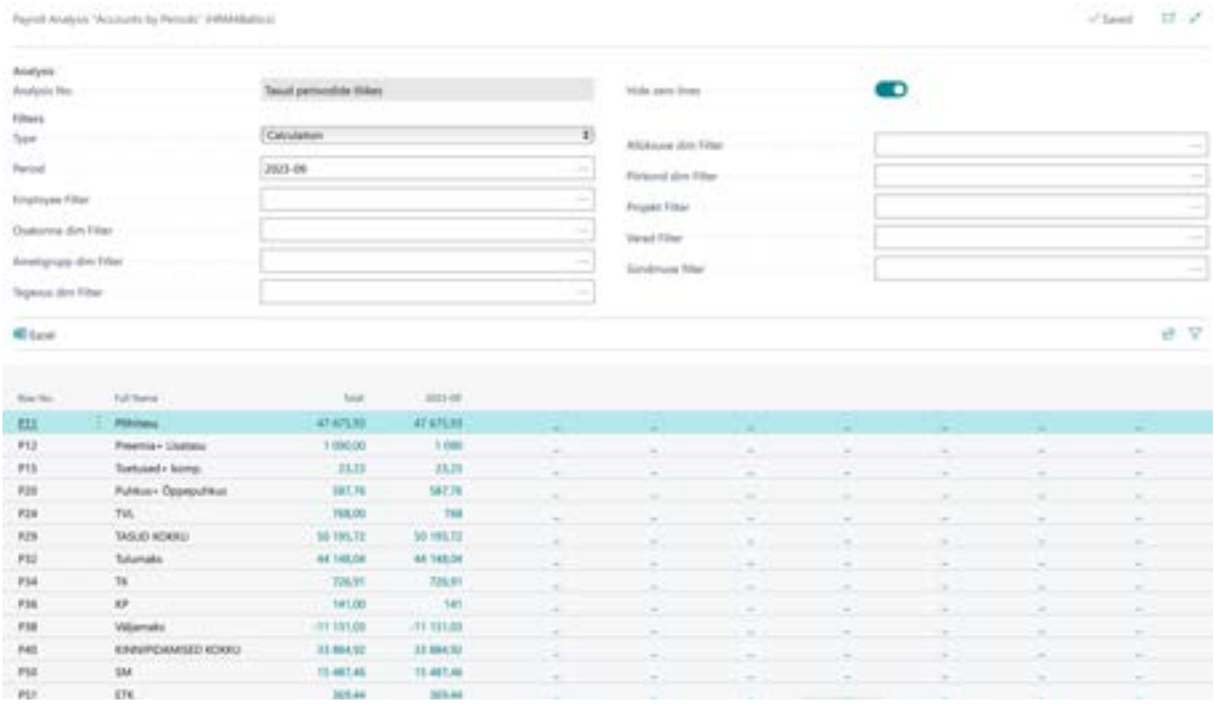
Clicking on a number in the PAYROLL ANALYSIS results table (except when using *PAYROLL ANALYSIS* type *EMPLOYEES BY CALCULATIONS*) will open the included *PAYROLL ACCOUNTS* and their balances. By then clicking on the balance number in the opened window, the *CORRESPONDING PAYROLL LEDGER ENTRIES* will be displayed.

5.1.4. PAYROLL ANALYSIS PER-PAYMENTS BY PERIODS

In the HRM4Baltics standard solution, the predefined *PAYROLL ANALYSIS PER-PAYMENTS BY PERIODS* displays information related to an employee's payments and taxes based on *PAYROLL ACCOUNT PAYROLL LEGDER ENTRIES.*

By using the filters provided in the results window of this PAYROLL ANALYSIS, you can specify the information you want to see in the analysis.

- In the *TYPE* field, you can determine whether the analysis displays information from *PAYROLL ENTRIES* based on *DATE, ACCOUNTING, PAYMENT*, or *CALCULATION PERIOD*.
- In the PERIOD field, you can specify which periods are displayed in the report.
- Enter the desired period range in the *TYPE* field for *CALCULATION* and in the *PERIOD* field.
- Checking the *HIDE ZERO LINES* field will display only columns with values in the analysis.



To print the results of the *PAYROLL ANALYSIS* to Excel, select the *SEND TO EXCEL* button in the results window.
Clicking on a number in the *PAYROLL ANALYSIS* results table (except when using *PAYROLL ANALYSIS* type *EMPLOYEES BY CALCULATIONS*) will open the included *PAYROLL ACCOUNTS* and their balances. By then clicking on the balance number in the opened window, the *CORRESPONDING PAYROLL LEDGER ENTRIES* will be displayed.

5.1.5. PAYROLL ANALYSIS HOLIDAY - HOLIDAY ACCOUNTING BASED ON 6-MONTH AVERAGES

In the HRM4Baltics standard solution, the predefined *HOLIDAY - HOLIDAY ACCOUNTING BASED ON 6-MONTH AVERAGES* calculates information related to an employee's holiday based on the averages of the last 6 months.

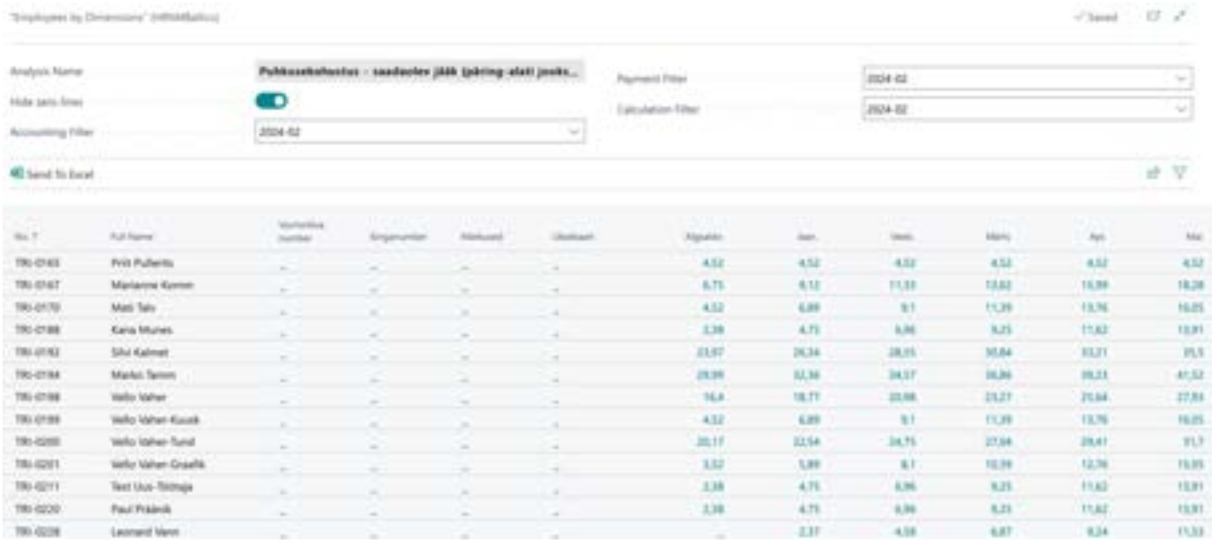
The calculations are performed based on the sums of *PAYROLL ACCOUNT PAYROLL LEDGER ENTRIES* for the *ACCOUNTING PERIOD* in relation to the beginning of the analyzed holiday period.

In this *PAYROLL ANALYSIS*, the sums for the 6 months preceding the *ACCOUNTING PERIOD* selected in the report filter are calculated, taking into account national holidays and absences.

The corresponding averages of the 6-month leave balances are then computed based on the sums of the relevant *PAYROLL ACCOUNT PAYROLL LEDGER ENTRIES*.

By using the filters provided in the results window of this *PAYROLL ANALYSIS*, you can specify the information you want to see in the analysis.

Checking the *HIDE ZERO LINES* field will display only columns with values in the analysis.



5.1.6. PAYROLL ANALYSIS - ACCRUED holiday BALANCE – ACCRUED LIABILITY – AVAILABLE BALANCE (QUERY ALWAYS WITH THE STARTING BALANCE OF THE CURRENT YEAR)

In the HRM4Baltics standard solution, the preconfigured *ACCRUED HOLIDAY BALANCE – ACCRUED LIABILITY – AVAILABLE BALANCE (QUERY ALWAYS WITH THE STARTING BALANCE OF THE CURRENT YEAR)* payroll analysis calculates the employee's accrued holiday reserve for the respective calendar year.

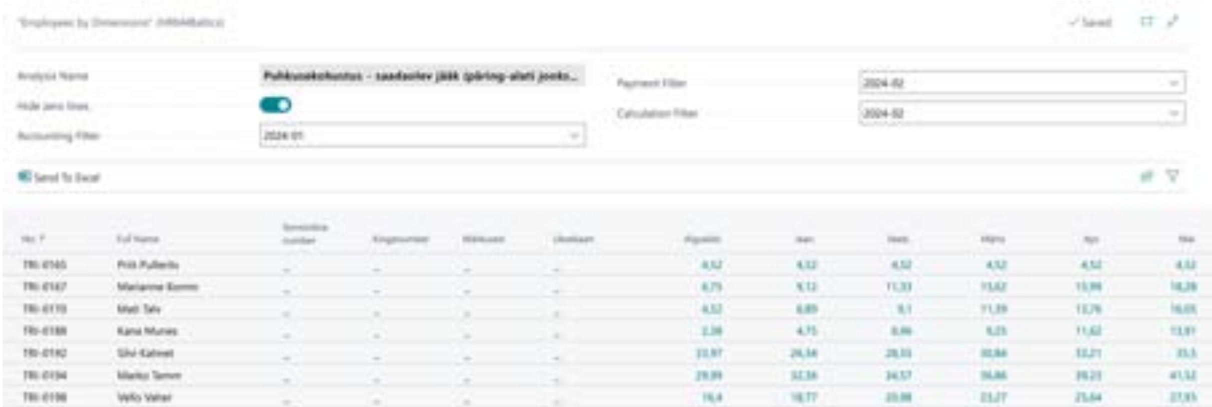
In the columns of the *PAYROLL ANALYSIS - ACCRUED HOLIDAY BALANCE – ACCRUED LIABILITY – AVAILABLE BALANCE (QUERY ALWAYS WITH THE STARTING BALANCE OF THE CURRENT YEAR)* report, the accrued holiday liability balance at the end of the selected calendar month of the chosen calendar year is displayed.

Calculations are based on the starting balance of the accrued holiday reserve for the selected calendar year (based on the corresponding payroll entries).

By using the filters provided in this *PAYROLL ANALYSIS*, you can specify the information you want to see in the results window.

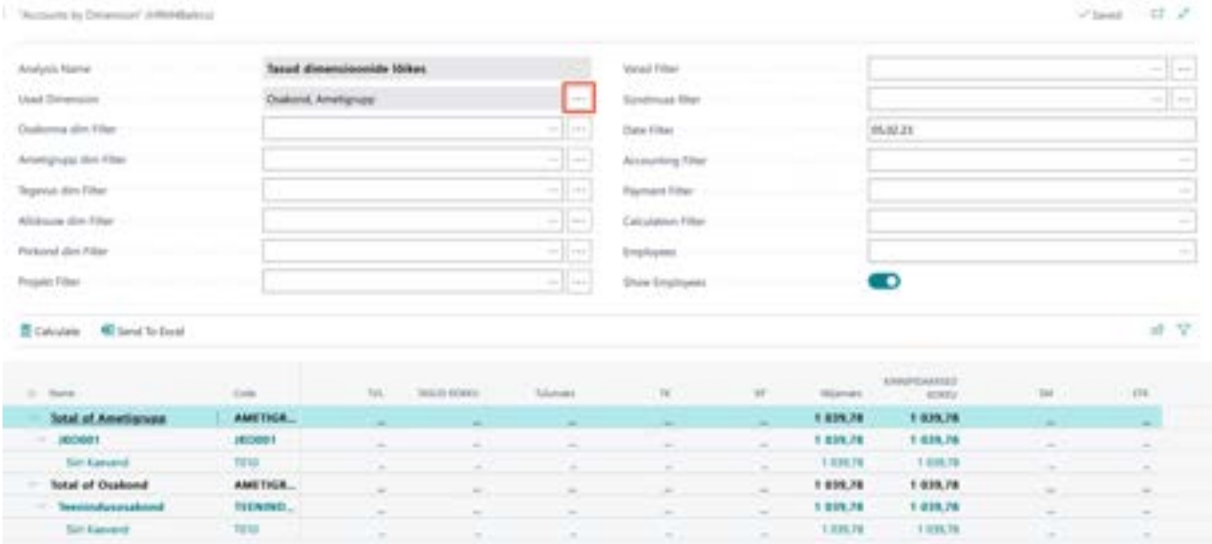
For this report, you should always select the 1st calendar month of the desired calendar year in the *ACCOUNTING PERIOD* filter.

Checking the *HIDE ZERO LINES* field will display only those rows in the analysis that have values.



5.1.7. PAYROLL ANALYSIS - DIMENSIONAL SALARIES

In case the preconfigured payroll analysis *DIM – DIMENSIONAL SALARIES* does not have the default dimensions specified in columns *1. DEFAULT DIMENSION* and *2. DEFAULT DIMENSION* in the list of analyses, you must first determine the displayed *PAYROLL DIMENSION* in the result view for the analysis rows. To do this, press the three dots next to the name of the desired *PAYROLL DIMENSION* field after the filter. Then, the activated *PAYROLL DIMENSION* name is displayed in the *USED DIMENSION* field. If default dimensions are configured, they can be removed from the view by pressing the three dots after the *USED DIMENSION* field. After that, you can choose new dimensions to be applied in the analysis.



After selecting dimensions and periods, press the *CALCULATE* button in the menu to display the results of the analysis. The button must be pressed each time after modifying any filter.

In addition to the dimension-based view, employees can be displayed on the analysis rows. To display employees, there is a field *SHOW EMPLOYEES* on the filter panel.

To hide the filter panel and expand the results rows across the screen, press the name of the analysis on the filter panel.

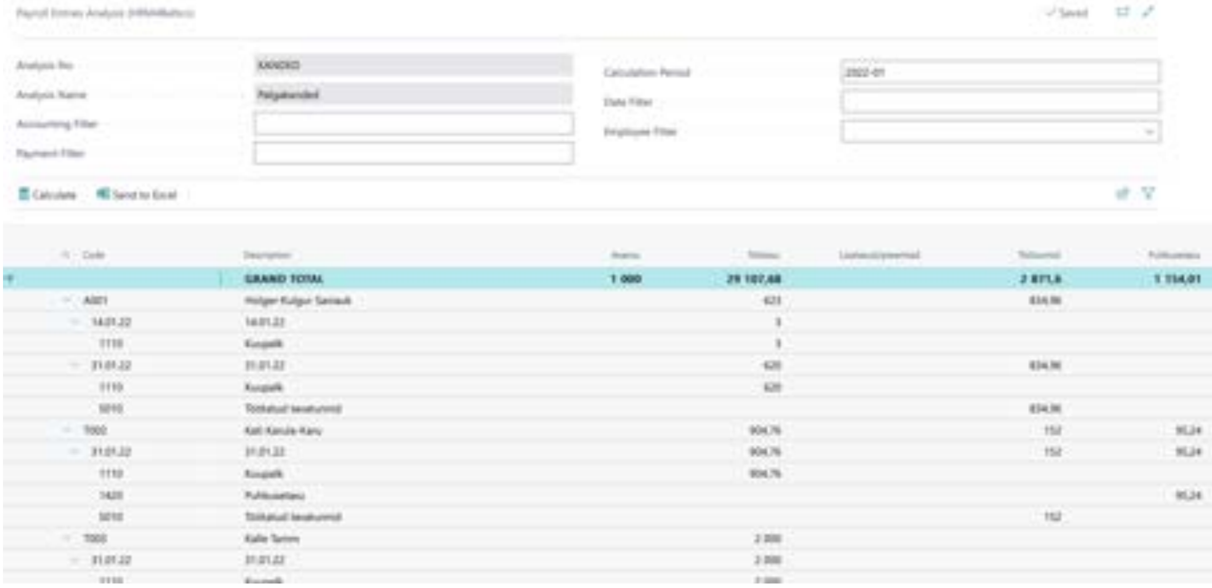
To print the results of the *PAYROLL ANALYSIS* to Excel, select the *OPEN EXCEL* or *SEND TO EXCEL* button in the results window.

By pressing a number in the result view of the *PAYROLL ANALYSIS* (except when using *THE PAYROLL ANALYSIS* type *EMPLOYEES BY CALCULATIONS*), the included *PAYROLL ACCOUNTS* and their balances are displayed. Pressing the balance number of the *PAYROLL ACCOUNT* in the opened window reveals the corresponding *PAYROLL LEDGER ENTRIES*.

5.1.8. PAYROLL ANALYSIS - PAYROLL ENTRIES

There is no preconfigured standard analysis with this type. The payroll analysis includes data from payroll accounts and payroll ledger entries, such as posting date, posting status, etc. The data to be displayed in the analysis view must be configured beforehand (see *ADMINISTRATION/REPORTS/PAYROLL ANALYSIS VIEWS*).
When using the payroll analysis type *PAYROLL ENTRIES*, it is necessary to press the *CALCULATE* button after entering the filters. The analysis displays configured accounts as columns and other payroll

entry data as rows. The displayed data in rows can be collapsed and expanded with the arrows on the left side.



The analysis can be filtered based on various values such as employee filter, accounting period, date, etc. To print the results of the *PAYROLL ANALYSIS* to Excel, use the *SEND TO EXCEL* or *OPEN IN EXCEL* button in the ribbon.

5.1.9. PAYROLL ANALYSIS EXCEL REPORT

The payroll analysis Excel report provides the opportunity to analyze data based on two values simultaneously. The structure with dimensions is displayed in Excel rows and, if desired, data with the *2ND PAYROLL DIMENSION* is displayed in columns. The display of dimensions must be configured in the template settings.

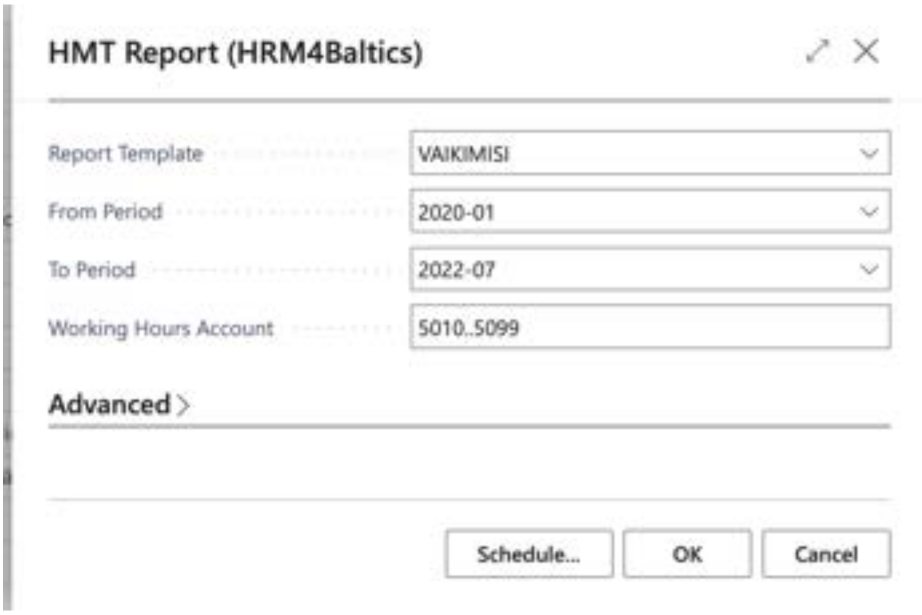
Data is retrieved from payroll ledger entries, and since it is an Excel report, the analysis view configuration also supports the use of Excel formulas. Thus, based on the data in payroll entries (hours, wages, taxes, etc.), new values can be calculated using Excel formulas, such as average hourly wage, etc.

The report layout and data placement are determined by the developer in the code with the label HMT. Users can only configure the displayed data as columns in the report. Other payroll dimensions cannot be brought into the report.

To open the report, Excel templates and template settings must be created in advance (see *ADMINISTRATION/REPORTS/PAYROLL ANALYSIS VIEWS*). The report is opened from the *PAYROLL ANALYSIS* list with the ribbon button *SHOW*.

The filter window opens, where the period for which data is requested must be entered. In the *WORKING HOURS ACCOUNT* field, select the payroll accounts where the recorded hours that you want to see in the report are registered. Choose the pre-configured report template from the *REPORT TEMPLATE* field. By default, the program offers a report template with the *DEFAULT* marker in the settings.

If you do not need to see work hours in the report, you do not have to enter the payroll accounts related to work hours in the *WORK HOURS ACCOUNT* field. In this case, the work hours block will not be generated in the report.



To create the report, select *OK* in the filter window. The report can only be created in Excel; there is no preview option.

When Excel opens, be sure to select *ENABLE EDITING*, as some values are calculated only after this step.

Example of the report without the *2ND PAYROLL DIMENSION*. The DIMENSION column would display dimension values added to organizational units.

Ülle AS 2023-10 - 2023-12

Department	Dimension	Töötasud	Puhkusetasu	Töötasud kokl	Töötuskindlu	Sotsiaalmaks	Makstud kokk	Töötatud tuu	Ületunnid (Ür	Ületunnid (Ju	Ületunnid (Sp	Puhkusepäev	Haiguspäevad
TOTAL		294 939,33	339,87		48,25	1 990,85		2 519,38	1,60	0,00	0,80	8,00	0
Undefined		294 939,33	339,87		48,25	1 990,85		2 519,38	1,60	0,00	0,80	8,00	0
Undefined		17 143,76	250,05		17,61	726,64		282,56	0,00	0,00	0,00	7,00	0
Eelarve osakor	EELARVE	74 660,78	0,00		0,00	0,00		0,00	0,00	0,00	0,00	0,00	0
Finantsosakor	FIN	51 230,74	89,82		14,43	595,42		1 466,52	0,80	0,00	0,80	1,00	0
Esimene	H01	535,50	0,00		0,00	0,00		533,50	0,00	0,00	0,00	0,00	0
Hulgimüügi o	HULGI	143 417,28	0,00		12,04	496,69		176,40	0,40	0,00	0,00	0,00	0
Jaemüügi osal	JAE	166,23	0,00		0,00	0,00		0,00	0,00	0,00	0,00	0,00	0
Teenindusosa	TEENINDUS	2 000,00	0,00		0,00	0,00		0,00	0,00	0,00	0,00	0,00	0
Turundusosak	TUR	5 785,04	0,00		4,17	172,10		60,40	0,40	0,00	0,00	0,00	0

Example of the report with the *2ND PAYROLL DIMENSION*. The dimension value is displayed after the column header. In this example, the dimensions are: *MANAGEMENT, SPECIALISTS, WORKERS, UNASSIGNED*. The *DIMENSION* column displays dimensions added to organizational units.

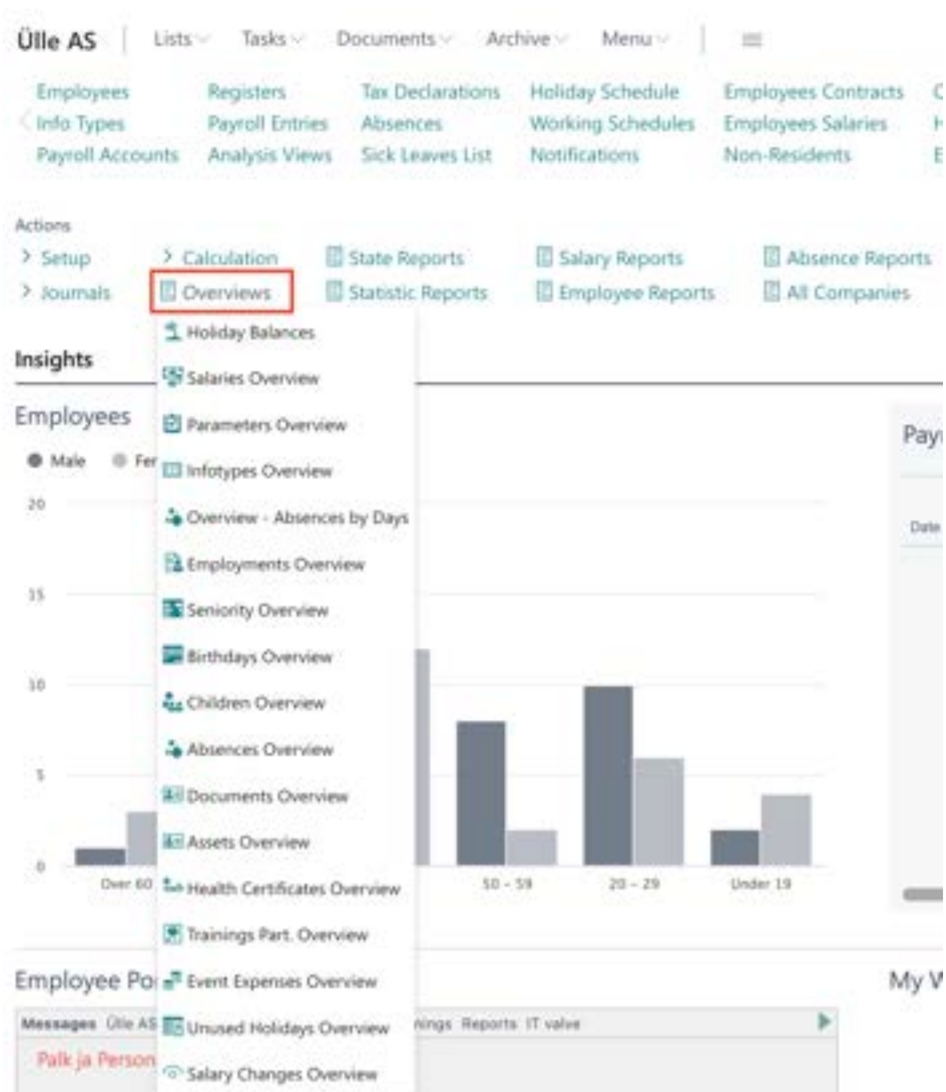
Töö Juures AS 2021-01 - 2021-06

Osakond	Kulukoht	Töötajaid	Töötasu Määramata	Töötasu Juhtimine	Töötasu Kontor	Töötasu Spetsialistid	Töötasu Töölised	Lisatasud Määramata	Lisatasud Juhtimine	Lisatasud Kontor	Lisatasud Spetsialistid	Lisatasud Töölised
Määramata		**439,00**	0,00	0,00	0,00	0,00	**0,00**	0,00	0,00	0,00	0,00	**0,00**
Määramata		**439,00**	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Finantsosakond	**FIN**	**6,00**	1 700,00	0,00	7 225,00	4 900,00	**0,00**	0,00	0,00	0,00	0,00	**4 951,54**
HR	RMTP	**5,00**	0,00	0,00	7 225,00	4 900,00	0,00	0,00	0,00	0,00	0,00	0,00
Eelarvestamine	EELARVE	**1,00**	1 700,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Müügiosakond	**MYYK**	**4,00**	991,50	0,00	0,00	0,00	**0,00**	0,00	0,00	0,00	0,00	**585,72**
Hulgimüük	HULGI	**3,00**	991,50	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Jaemüük	JAE	**1,00**	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Teenindus	**TEENINDUS**	**6,00**	13 113,12	0,00	0,00	0,00	**2 872,19**	0,00	0,00	0,00	0,00	**8 553,03**
Hooldus	HOOLDUS	**6,00**	13 113,12	0,00	0,00	0,00	2 872,19	0,00	0,00	0,00	0,00	0,00
KOKKU		**455,00**	15 804,42	0,00	7 225,00	4 900,00	**2 872,19**	0,00	0,00	0,00	0,00	**14 090,29**

Kuu	jaanuar 2021	veebruar 2021	märts 2021	aprill 2021	mai 2021	juuni 2021	juuli 2021	august 2021	september 2021	oktoober 2021	november 2021	detsember 2021
Töötajaid (tegelik	1 100	1 100	1 100	1 100	1 099	1 099	1 098	1 098	1 098	1 098	1 098	1 098
Töötatud tunnid	1 636	729	2 605	91 504	792	213	140	0	0	0	0	0
Normtunnid	160	149	184	160	168	157	176	168	176	168	176	170
Töötajaid (arvuta	10	5	14	572	5	1	1	0	0	0	0	0

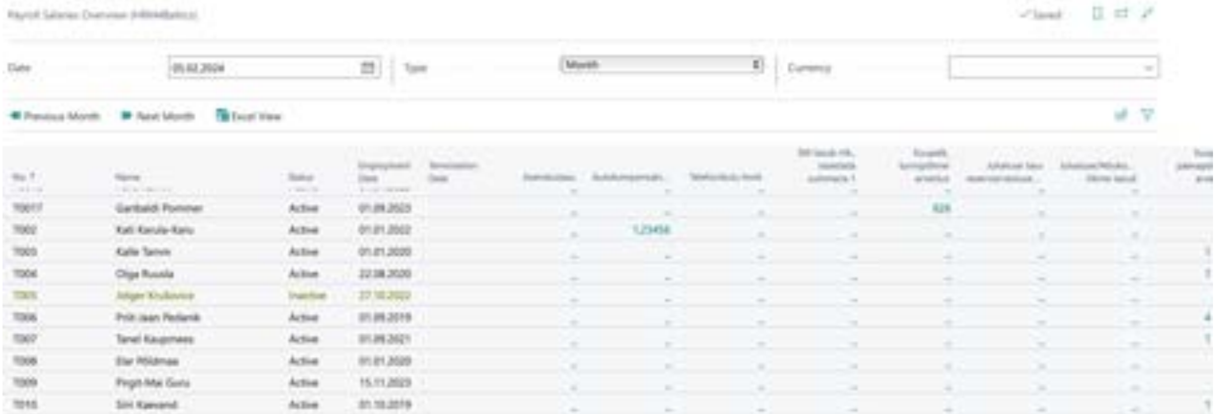
5.2. Overviews

Overviews can be accessed from the location: *HOME/ACTIONS/OVERVIEWS*



5.2.1. SALARIES OVERVIEW

The list provides an overview of the different salary types assigned to the employee in the *EMPLOYEE CARD's* sub-card *SALARIES*, along with their amounts on various dates and in different currencies.



The overview can be filtered as follows:
DATE - the overview displays information valid on the selected date in the filter.
TYPE – possible options:

- *MONTHLY* – the overview displays monthly salary amounts
- *ANNUAL* - the overview displays annual salary amounts

Both *MONTHLY* and *ANNUAL* amounts are displayed in the overview based on the sums entered in the SALARIES sub-card of the *EMPLOYEE CARD*.

The monthly salary amount is found in the AMOUNT clumn, and the annual salary amount is in the *ANNUAL SALARY* column. If, on the selected date in the filter, the employee's corresponding salary line has a zero amount in the *ANNUAL SALARY* column but the *AMOUNT* column is filled, the annual salary amount in the overview is calculated based on the *AMOUNT* column.

- *CURRENCY* – the displayed sums in the overview are converted into the selected currency. If the field is empty, sums are shown in euros by default.

If desired, you can open the *EMPLOYEE CARD* by activating the row of the desired employee and choosing *EMPLOYEE CARD* from the ribbon or by clicking on the dash in the *SALARY TYPE* column. To select the previous/next period, click on the ribbon *PREVIOUS MONTH* or *NEXT MONTH*.

The salary overview can also be opened in a user-configured *EMPLOYEE EXCEL VIEW*, accessible through the ribbon button *EXCEL VIEW*. The regular Excel view can be opened with the button *OPEN IN EXCEL*.

It is possible to personalize the overview by adding additional columns, such as department identifiers and dimension.

SALARY TYPES whose information is displayed in the overview can be configured at: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/PAYROLL INFO/SALARY TYPES*.

5.2.2. PARAMETER OVERVIEW

The list provides an overview of the parameters assigned to employees in the *EMPLOYEE CARD*. The overview presents parameters valid on the date entered in the *DATE* field. To select the previous/next period, use the ribbon buttons *PREVIOUS MONTH* or *NEXT MONTH*.


Date 05.02.2024

Previous Month Next Month Excel View

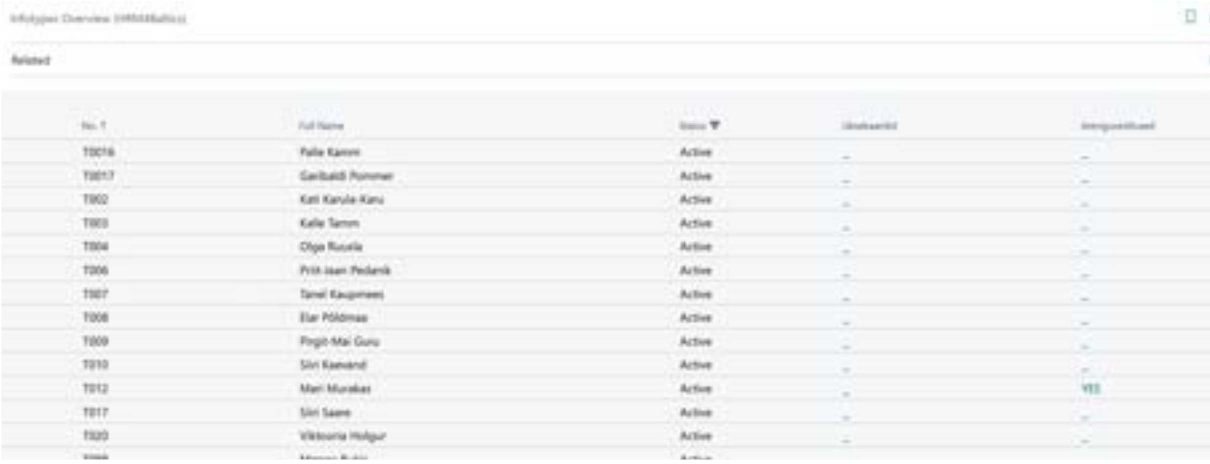
No.	Name	Status	Employment Date	Termination Date	[illegible]	[illegible]	[illegible]	Pensionikindlustus II sammas, 1%	Pensionikindlustus II sammas, 2%	Pensionikindlustus II sammas, 3%	[illegible]
T0017	Garibaldi Pommer	Active	01.09.2023		–	–	–	–	–	–	–
T002	Kati Karula-Karu	Active	01.01.2022		–	–	–	–	Yes	–	–
T003	Kalle Tamm	Active	01.01.2020		–	–	–	–	–	–	–
T004	Olga Ruusla	Active	22.08.2020		–	–	–	–	–	–	–
T006	Priit-Jaan Pedanik	Active	01.09.2019		–	–	–	–	–	–	–
T007	Tanel Kaupmees	Active	01.09.2021		–	–	–	–	–	–	–
T008	Elar Põldmaa	Active	01.01.2020		–	–	–	–	Yes	–	–
T009	Pirgit-Mai Guru	Active	15.11.2023		–	–	–	–	–	–	–
T010	Siiri Kaevand	Active	01.10.2019		–	–	–	–	–	–	–
T012	Mari Murakas	Active	21.11.2020		–	–	–	–	Yes	–	–
T017	Siiri Saare	Active	01.08.2020		–	–	–	–	–	–	–
T020	Viktooria Holgur	Active	01.05.2021		–	–	–	–	–	–	–

You can also open the parameter overview in a user-configured *EMPLOYEE EXCEL VIEW*, accessible through the ribbon button *EXCEL VIEW*. The regular Excel view can be opened with the button *OPEN IN EXCEL*.

If desired, you can open the *EMPLOYEE CARD* by placing the cursor on the desired row and choosing *EMPLOYEE CARD* from the ribbon.

5.2.3. INFO TYPE USAGE OVERVIEW

The report provides an overview of the usage of *INFO TYPES* related to the *EMPLOYEE CARD*.


Related

No.	Full Name	Status	[illegible]	[illegible]
T0016	Palle Kamm	Active	–	–
T0017	Garibaldi Pommer	Active	–	–
T002	Kati Karula-Karu	Active	–	–
T003	Kalle Tamm	Active	–	–
T004	Olga Ruusla	Active	–	–
T006	Priit-Jaan Pedanik	Active	–	–
T007	Tanel Kaupmees	Active	–	–
T008	Elar Põldmaa	Active	–	–
T009	Pirgit-Mai Guru	Active	–	–
T010	Siiri Kaevand	Active	–	–
T012	Mari Murakas	Active	–	YES
T017	Siiri Saare	Active	–	–
T020	Viktooria Holgur	Active	–	–

If desired, you can open the *EMPLOYEE CARD* by placing the cursor on the desired row and choosing *EMPLOYEE CARD* from the ribbon.

5.2.4. OVERVIEW- ABSENCES BY DAYS

The list provides an overview of employee absences and their reasons for the entered period in the *DATE* field.

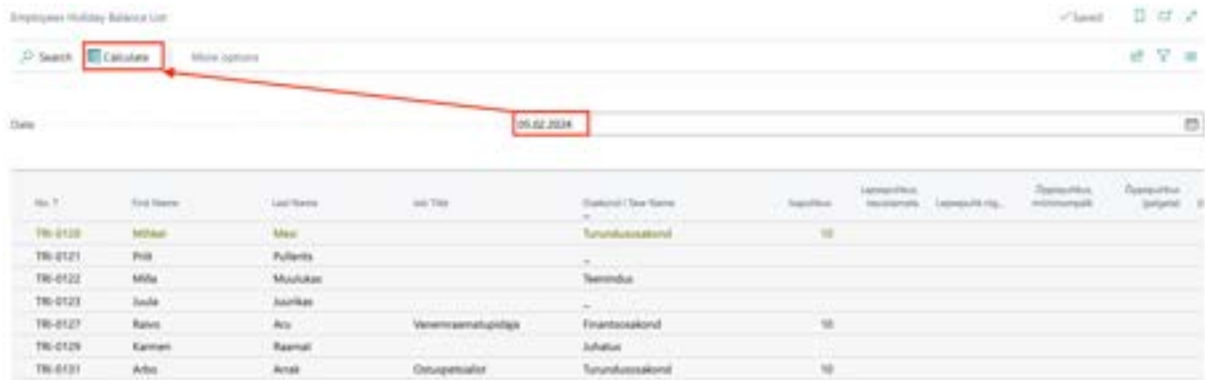
By pressing the number of days absent displayed in the *DAYS* column, the list of absences for the corresponding employee's period opens.

5.2.5. EMPLOYEE HOLIDAY BALANCE

In the list of employee holiday balances, the daily balances of all employees in the company are displayed. The display of balances requires *HOLIDAY SETUP* added to the *CAUSE OF ABSENCE CODE*.

The list can be accessed from two places:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LISTS/OVERVIEWS/EMPLOYEE HOLIDAY BALANCE LIST

and
HOME/ACTONS/OVERVIEWS/HOLIDAY BALANCES

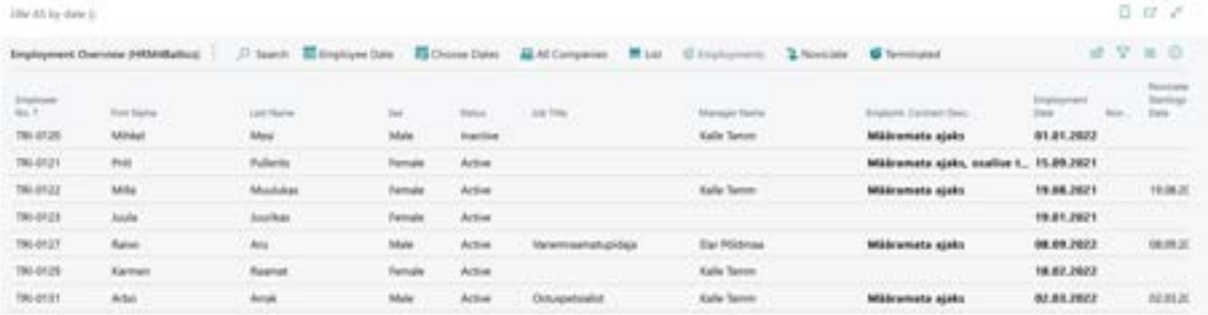


The list always opens with the current date, but the date can be changed according to the user's needs. To calculate holiday balances, press the *CALCULATE* button on the ribbon, after which the balances of various types of holidays are calculated based on the *HOLIDAY SETUP* for the entered date.

5.2.6. EMPLOYMENTS OVERVIEW

The list displays data from the *EMPLOYEE CARD*, *CONTRACT*, and *EMPLOYMENT* lists. In addition to the default columns, additional columns can be added with data from fields entered on the *EMPLOYEE CARD*, such as *EMPLOYEE ADDRESS*, *POSITION*, *PESRONAL ID*, *DIMENSIONS*, etc.

The overview can be created both for the company and across all companies in the database. For this purpose, there is a button on the ribbon called *ALL COMPANIES*.



One advantage of the overview over the *EMPLOYEE LIST* is that a date can be specified for which the employee data is displayed. To set the date, there is a button on the list ribbon called *EMPLOYEES DATE*. After entering the date, the list is updated according to the entered date; for example, the seniority of employees is recalculated, and only those employees who worked in the company on the specified date are displayed in the list.

By clicking on the buttons in the list ribbon for *EMPLOYMENTS*, *NOVICIATE*, and *TERMINATED*, the corresponding columns are displayed in bold, and in the tooltip, statistics related to the event are visible (the example below shows statistics for employments).

All Employees Totals

Name	Emplo...
jaanuar 2023	4
veebruar 2023	1
aprill 2023	4
mai 2023	6
juuni 2023	1
september 2023	4
oktoober 2023	1
november 2023	8
Total	138

To display employments, notifications, and terminations within a specific period, you can open the filter window by clicking the *CHOOSE DATES* button that appears when you click on the ribbon.

In the report, in addition to active and inactive employees, prospects and terminated employees can also be displayed. To do this, remove the filter from the *STATUS* column.

To send data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.7. BIRTHDAYS OVERVIEW

The birthdays overview can be created both for the company and across all companies in the database. For this purpose, there is a button on the list ribbon called *ALL COMPANIES*. In addition to the default columns, additional columns can be added with data from fields entered on the *EMPLOYEE CARD*, such as *EMPLOYEE ADDRESS*, *POSITION*, *PESRONAL ID*, *DIMENSIONS*, etc.

By default, the overview opens with the current date, but by clicking on the button *EMPLOYEE DATE*, you can specify the date for which you want to see the data. After entering the date, the list is automatically updated; for example, the employee's age on the specified date is calculated.

By clicking on the buttons in the list ribbon for AGE, MONTHS, ANNIVERSARY, 5 YR. ANNIVERSARY, the fact box shows statistics related to the corresponding event (the example below shows age statistics).

All Employees Totals

Name	Emplo...
	35
Under 19	5
20 - 29	9
Unknown	12
40 - 49	25
50 - 59	10
Over 60	1
Total	**97**

In the report, in addition to active and inactive employees, prospects and terminated employees can also be displayed. To do this, remove the filter from the *STATUS* column.

To send data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.8. CHILDREN OVERVIEW

The children overview displays the data entered on the *EMPLOYEE CARD* under the *CHILDREN* subcard. Children's data can be viewed both for the company and across all companies in the database.
With the *EMPLOYEES STATUS* button in the ribbon menu, it is possible to create a list of only the children of employees who were employees of the company on the specified date.

In addition to the default columns, additional columns can be added with data from fields entered on the *EMPLOYEE CARD*, such as *EMPLOYEE ADDRESS*, *POSITION*, *PESRONAL ID*, *DIMENSIONS*, etc.

To send data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.9. ABSENCE OVERVIEW

The absence overview displays data from the *ABSENCE LEDGER ENTRIES*. The report defaults to the current month's view. The advantage of the absence overview over the *ABSENCE LEDGER ENTRIES* is that you can easily specify the dates of the absence period to display only those absences that have at least one day within the specified date range. To enter the period, use the *CHOOSE PERIOD* button on the ribbon. In the columns *DAYS (PERIOD), WORKING DAYS (PERIOD),* you can see the number of days and workdays within the period, while in the columns *DAYS (ABSENCE), WORKING DAYS (ABSENCE),* the actual number of days is displayed.

To display only the absences of employees who were on the company's employee list on a specific date, use the *EMPLOYEE DATE* button on the ribbon.

In addition to the default columns, additional columns can be added to display data entered on the *EMPLOYEE CARD* and subcards, such as *DIMENSIONS, DEPARTMENT CODES, CHILDREN'S DATA*, etc.

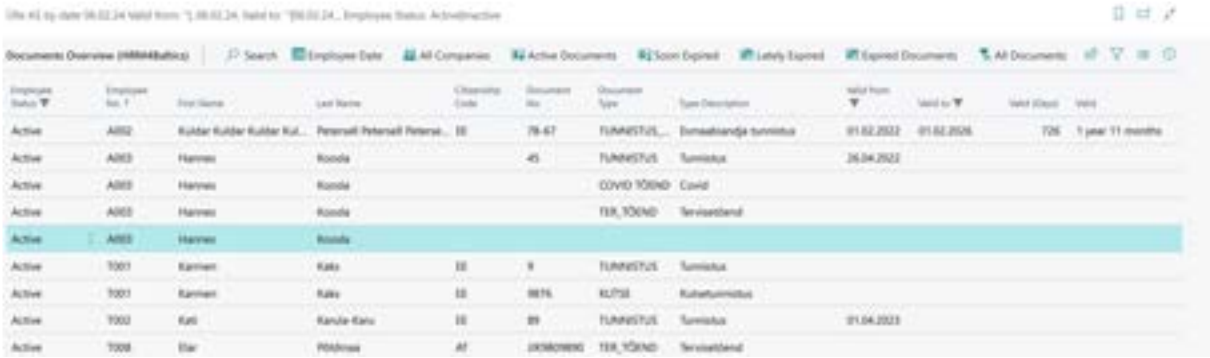
The summary of absence reasons registered within the specified time frame is displayed in the quick info pane of the overview.

To export data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.10. DOCUMENT OVERVIEW

The document overview displays data entered in the *DOCUMENTS* subcard of the *EMPLOYEE CARD*, either on a company-wide basis or across all companies in the same database.

In addition to the default columns, additional columns can be added to display data entered on the *EMPLOYEE CARD*, such as *DEPARTMENT CODES, DIMENSIONS, PERSONAL ID CODE*, etc.



By default, the list has the current date filter applied, but you can use the EMPLOYEES AS OF button on the ribbon to specify the date for which employees should be displayed in the overview.
Additionally, there are quick filters on the ribbon:

- *ACTIVE DOCUMENTS* - displays documents valid on the specified date for active and inactive employees
- *SOON EXPIRING* - displays documents expiring within the month for active and inactive employees
- *LATELY EXPIRED* - displays documents expired within the month for active and inactive employees
- *EXPIRED DOCUMENTS*- displays all expired documents for active and inactive employees
- *ALL DOCUMENTS*- displays all documents for active and inactive employees

The fact box displays a summary based on the document types of documents valid on the specified date, expiring within 1 month, expiring within 2-6 months, and expiring within 7-12 months.

Document

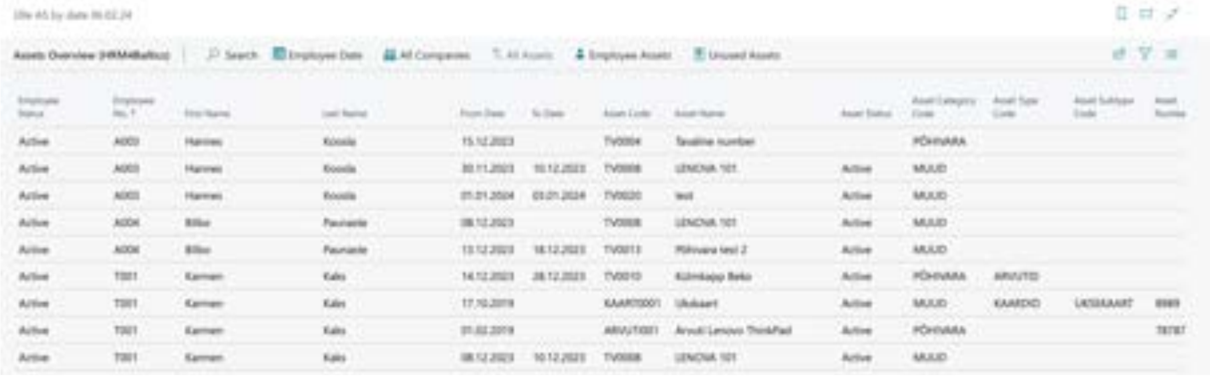
Name	Acti...	Expire 1M
Elamisluba	1	
ID-kaart	4	
Autojuhiload	2	
Kutsetunnistus	1	
Tervisetõend	6	1
Tulumaksuvaba avaldus	1	
Tunnistus	3	
Esmaabiandja tunnistus	1	

To export data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.11. ASSETS OVERVIEW

The asset overview allows tracking of which assets have been issued to employees and which are available. The list initially displays active and inactive employees, but you can remove the employee status filter to also display data for terminated employees.

By using the *EMPLOYEE DATE* filter, you can display only those employees who had a valid employment status on the specified date.



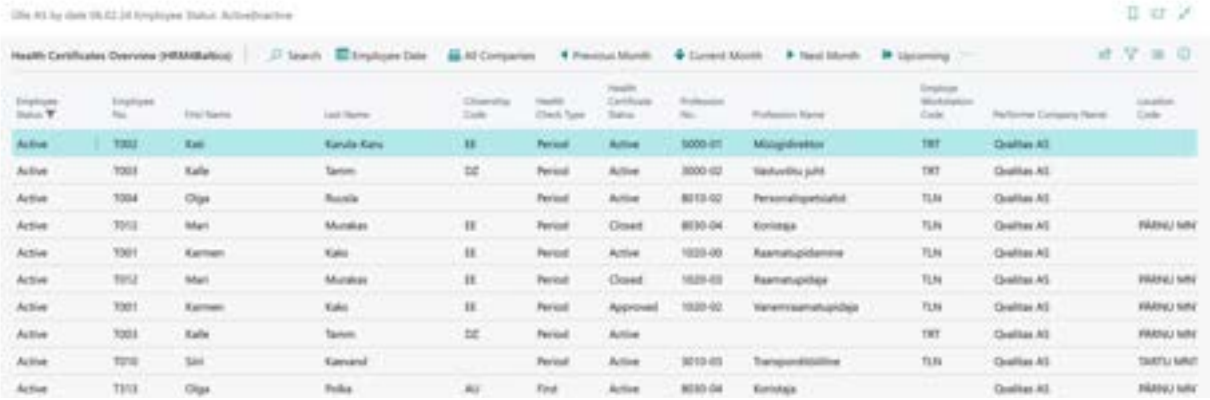
To export data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.12. HEALTH CERTIFICATE OVERVIEW

The health certificate overview displays data entered into employees' health certificate cards as a list. By default, active and inactive employees are visible in the list. Using the quick filters on the ribbon, you can quickly filter out employees whose health checks are scheduled for the next month, , checks scheduled for the previous month, or those who had a check this month or the previous month.

It's also possible to display data for health certificates of employees from other companies in the same database. By default, when removing the filter, you can also display prospects and terminated employees in the list.

Using the *EMPLOYEE DATE* filter, you can display only those employees who were working on a specific date. By default, the list shows employees as of the current date.

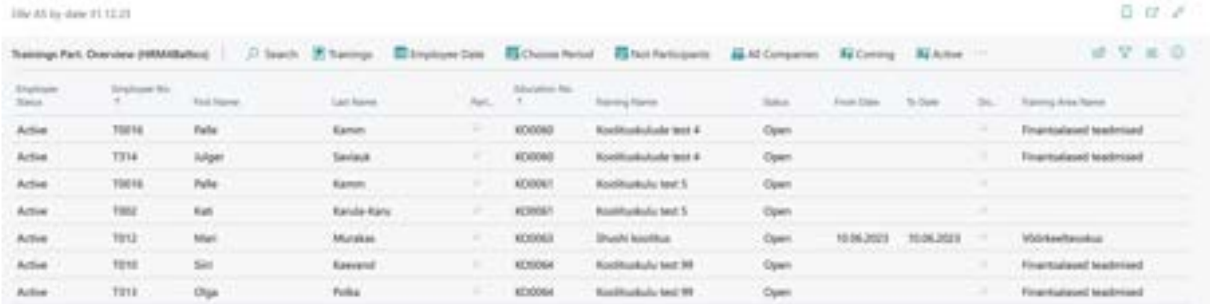


To export data to Excel, you can use the *OPEN IN EXCEL* button on the list ribbon.

5.2.13. TRAINING PARTICIPANTS OVERVIEW

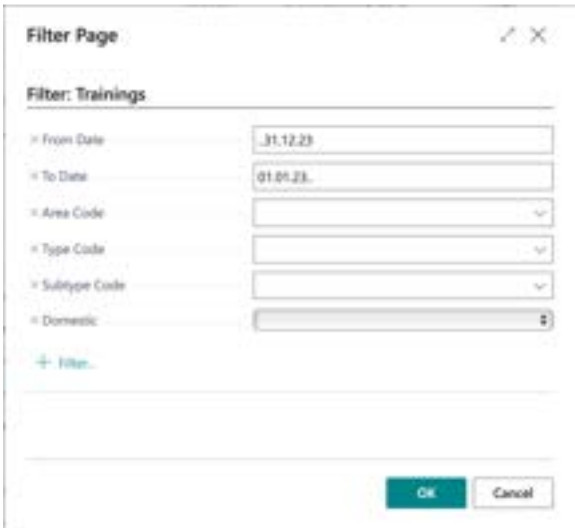
The training participants overview displays data from the *EMPLOYEE TRAINING* list. Unlike the training list, this overview allows you to specify the date on which the employees are displayed (*EMPLOYEE DATE*) and the period for which you want to view training data (*CHOOSE PERIOD*). By default, the overview opens with the current date, showing all training sessions that have taken place over time, organized by employee.

Additionally, you can create an overview across all companies in the database (*ALL COMPANIES*).



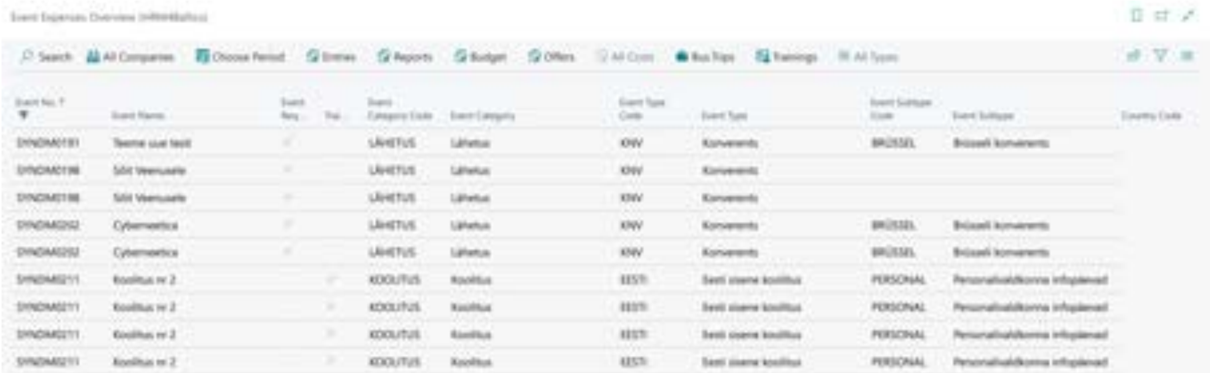
Using the quick filter buttons for *COMING*, *ACTIVE*, and *EXPIRED DOCUMENTS*, you can quickly filter out the respective training sessions. The *TRAININGS* button allows you to conveniently filter out the training sessions for the selected employee whose row is marked as active.

By clicking the *NOT PARTICIPATING* button on the ribbon, a filter window opens, allowing you to specify various criteria to determine which employees who did not participate in a specific training session should be included in the list.



5.2.14. EVENT EXPENSES OVERVIEW

The event expenses overview displays costs related to events, event requests, and event expense reports by employees and expense categories.



Only events with approved price inquiries attached, or events for which requests have been created and approved, or events for which expense reports have been created and approved are displayed in the overview.

By default, the view shows all *EVENT CATEGORIES*, but you can change the view using the quick filters on the menu bar, such as *BUSINESS TRIPS* and *TRAININGS*.

The default view only shows events occurring in the current month. To display events from other periods, you can change the period using the *CHOOSE PERIOD* button on the menu bar.

The buttons on the menu bar, such as ENTRIES, REPORTS, BUDGET, and OFFERS, filter out the following rows and amounts from the list:

- *ENTRIES*: Displays only rows and amounts related to expense entries created for purchase invoices.
- *REPORTS*: Displays only rows and amounts related to approved expense reports.
- *BUDGET*: Displays only rows and amounts related to budget requests for event requests.
- *OFFERS*: Displays only rows and amounts related to accepted price inquiries.

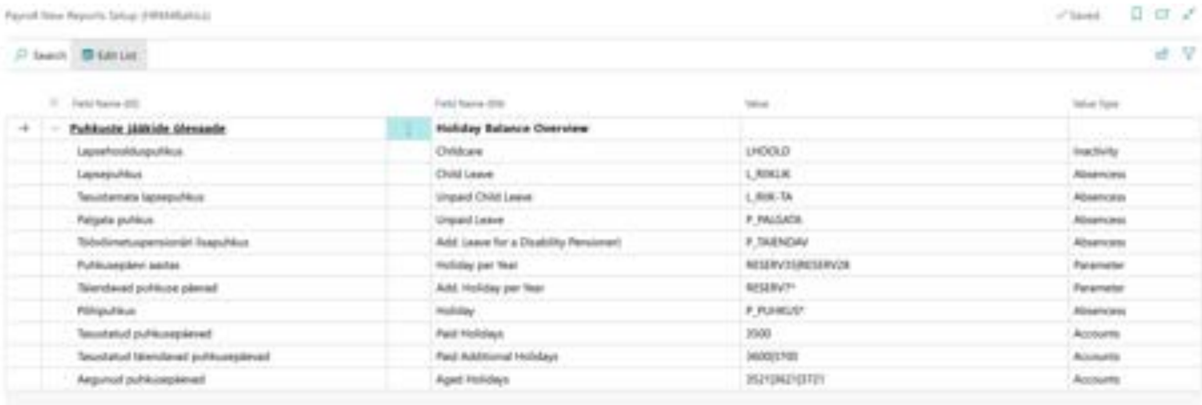
By default, the list displays expenses based on where the data is currently found. The priority order of data relevance is: expense report amounts, event request budget, event offers.

5.2.15. UNUSED HOLIDAYS

This report provides an overview of the starting and ending balances of annual leave and additional leave for persons with reduced working capacity, the use of various types of holidays during the specified period, and the number of days earned throughout the year. Additionally, the report displays the start and end dates of employee inactivity and expired leave days.

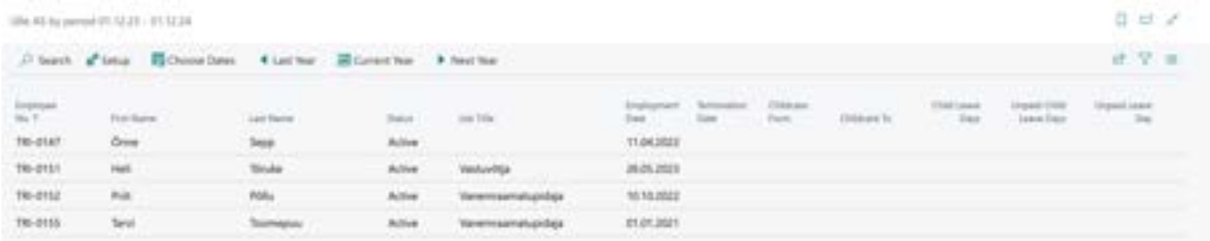
While the columns displayed in the report are predefined, users can modify the data shown in the columns by adjusting the settings for holiday types, absence types, payroll accounts, and parameters. This can be done by clicking the *SETUP* button on the menu bar. In the setup window, users can select the identifiers for absences and parameters, as well as the account numbers from which the data for analysis is sourced.

To calculate the starting and ending balances for the period, the formula set for the annual leave and additional leave for persons with reduced working capacity is utilized.



Upon opening the report, users must first select the period for which they wish to retrieve data. Period selection options include *CURRENT YEAR*, *LAST YEAR*, *NEXT YEAR*, or manually entering the period using the *CHOOSE DATES* button. Results are always displayed on a monthly basis in the overview.

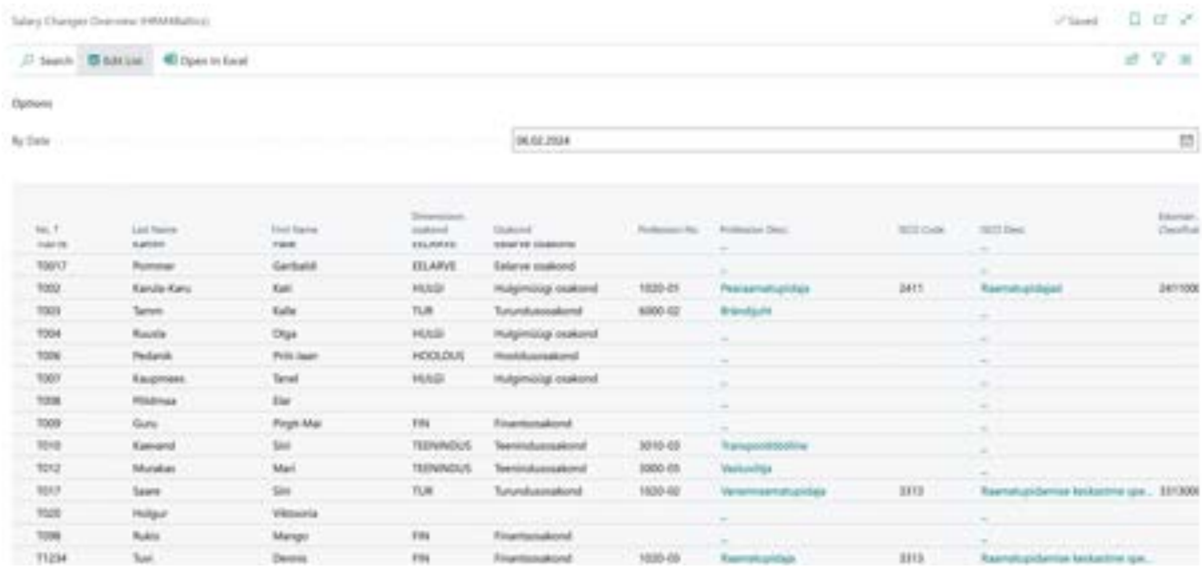
In addition to the default columns displayed, users can bring out additional columns with data from fields entered in the *EMPLOYEE CARD*, such as *STRUCTURAL UNIT CODES, DIMENSIONS*, *PESRONAL ID CODE*, and others.



5.2.16. SALARY CHANGE OVERVIEW

This report displays, based on the entered date on the *DATE* field, the date of the employee's last salary change and their current salary. Prior to using this feature, users need to configure the salary types to be tracked in the *PAYROLL REPORT SETUP/SALARY CHANGE OVERVIEW* location. The configuration allows users to specify up to 4 salary types and dimensions whose changes they wish to track, as well as column headers.

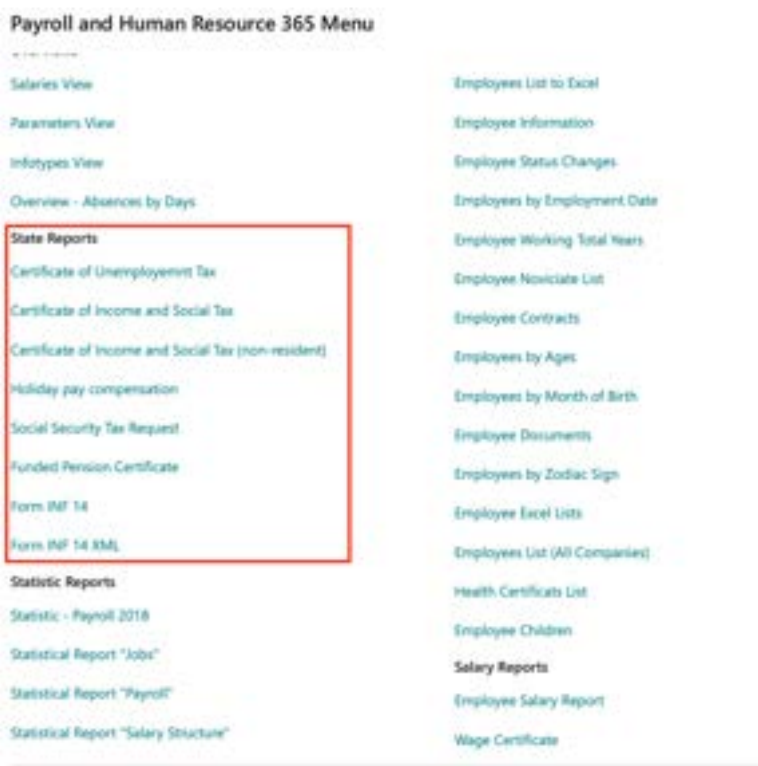
In the *DATE* field, users should input the date for which they want to see the current salary, and in the *LAST SALARY CHANGE DATE* column, the date when the salary became effective will be displayed.



Only data for employees in an active status is displayed in the report.

5.3 State Reports

Located: *ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/STATE REPORTS*



5.3.1. TAX DECLARATION

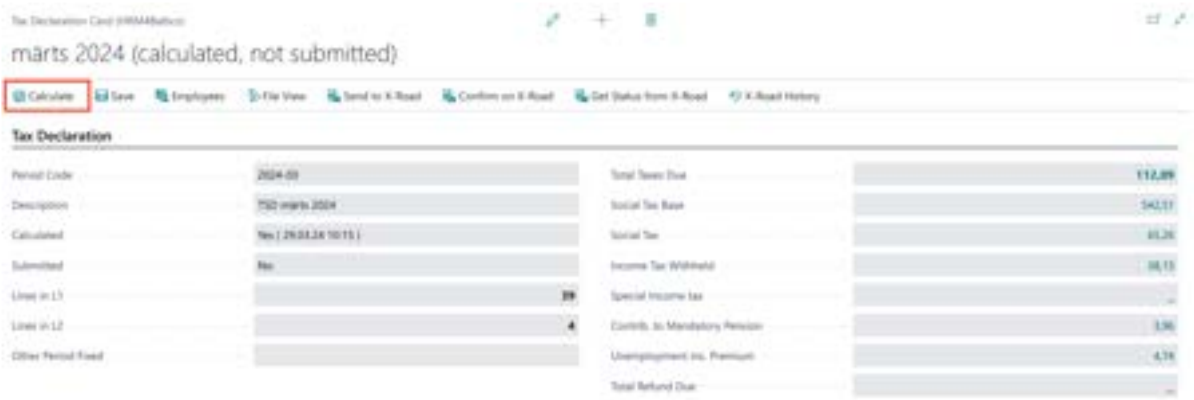
In the report, the lines of TSM, TSD Annex1 and TSD Annex2 declarations are created.

To create the income and social tax declaration report, follow these steps:

ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ACTIONS/STATE REPORTS/TSD

To generate the TSD file, start by selecting the period for which you are submitting the report.
Click on *NEW/NEW WITH PERIOD* and choose the necessary period.

After selecting the period, the window will display the chosen period along with the relevant data on the quick cards.
Follow these steps to complete the income and social tax declaration report.



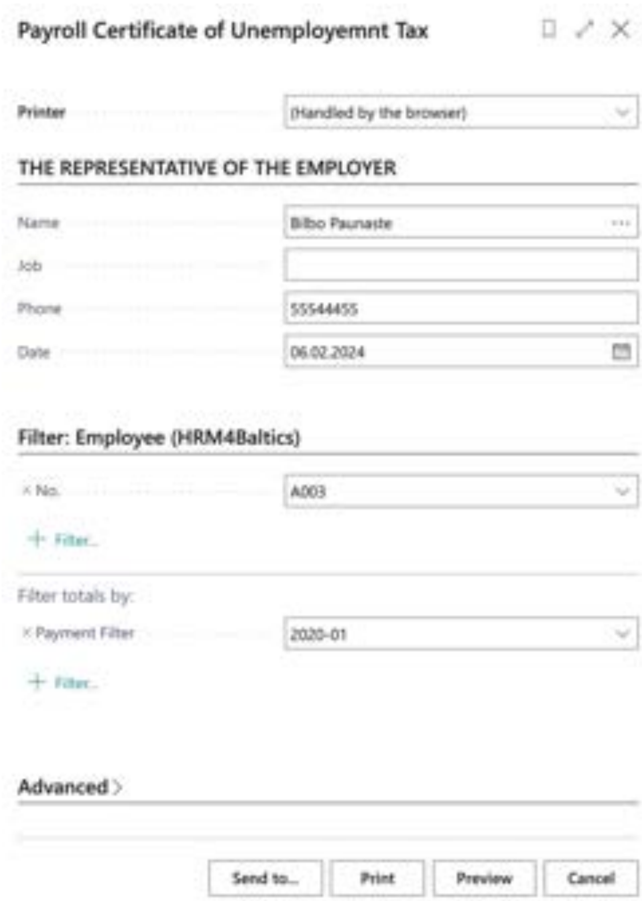
5.3.2. CERTIFICATE OF UNEMPLOYMENT TAX

To create the Unemployment Certificate report, follow these steps:

Go to *ROLE CENTER/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/STATE REPORTS/CERTIFICATE OF UNEMPLOYMENT TAX*

On the page *CERTIFICATE OF UNEMPLOYMENT TAX*, select the query period from the configured options in the program for which you want to issue the certificate.

Follow these steps to generate the Certificate of Unemployment tax report.



Fast tab *THE REPRESENTATIVE OF EMPLOYER*

Field	Explanation
Name	Selects the representative of the employer issuing/signing the certificate from the list of employees.
Job and Phone	Filled in automatically from the selected employee's data in the program.
Date	Enter the date of issuing the certificate.

Fast tab *EMPLOYEE*

Filter

- No- select the employee from the *EMPLOYEE LIST* to whom the certificate is issued.

Filter totals by

- *PAYMENT FILTER* - select the period or range of periods for which the certificate is desired to be generated. To issue the certificate, choose *PREVIEW* or *PRINT*, to cancel - *CANCEL*.

CERTIFICATE OF EMPLOYER TO THE INSURED PERSON

PERSONAL DATA OF THE INSURED PERSON

First name and surname	Personal ID code
Hannes Koosla	**37406270345**
Address of residence	

EMPLOYER DETAILS

Name	Registration code or personal ID code
Ülle AS	**11223344**
Address	
Tallinn 10113, Ookeani 7	

1. FEES PAID AND UNEMPLOYMENT INSURANCE PREMIUMS WITHHELD

Year of Payment	The Payout Month	Fees Paid (Gross)	Unemployment Insurance Premiums Withheld
2020	jaanuar	0.00	0.00

2. THE LAST EMPLOYMENT INFO

Employment Date	Termination Date	Th length of employment	Cause of Termination	Contract End Date	The Expiry Date of The Husband Fee	Last 36 months	
						Maternity Leave	Parental leave
01.01.22		-1,92					01.06.23 - 21.12.23

THE REPRESENTATIVE OF THE COMPANY

Name	Job	Phone
Bilbo Paunaste		**55544432**
Signature	Date	
	2/6/2024	

Required settings for report operation:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ADMINISTRATION/REPORTS/PAYROLL REPORTS SETUP
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU ADMINISTRATION/CONTRACTS/PAYROLL GROUNDS FOR TERMINATIONS

5.3.3. CERTIFICATE OF INCOME AND SOCIAL TAX

To create the Income Tax and Social Tax Certificate report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/REPORTS/STATE REPORTS/ CERTIFICATE OF INCOME AND SOCIAL TAX
or
ROLE CENTER/ACTIONS/STATE REPORTS/TSM

On the *PAYROLL CERTIFICATE OF INCOME AND SOCIAL TAX* page, specify the date for which you want to issue the certificate.

Fast tab *TAXABLE MANAGER*

Field	Explanation
Name	Allows selection of the employee's supervisor from the EMPLOYEES LIST for the certificate.
Date	Enter the date of issuance for the certificate.

Fast tab *TAXABLE REPRESENTATIVE*

Field	Explanation
Name	Choose the employer's representative who issues/signs the certificate from the EMPLOYEES LIST.
e-mail	The taxpayer representative's email address is auto-filled from the selected employee's data.
Phone	Taxpayer representative's phone number, auto-filled from the selected employee's data.
Personal ID Code	Taxpayer representative's personal identification number, auto-filled from the selected employee's data.
Date	Enter the date of issuance for the certificate.

Fast tab *EMPLOYEE*

Field	Explanation
Filter: No	Allows selection of the employee for whom the certificate is issued from the *EMPLOYEES LIST*.
Filter totals by: Payment filter	Enter the payment period for the wages presented on the certificate.

To issue the report, select *PREVIEW* or *PRINT.* To cancel, select *CANCEL*.

Estonian Tax and Customs Board — Form TSM

TAXABLE PERSON

Name or first name and surname	Registration code or personal ID code
Ülle AS	**11223344**
Address	
Tallinn 10113, Ookeani 7	
Phone	e-mail
56 898 898	

CERTIFICATE FOR PAYMENTS MADE TO A RESIDENT, AMOUNTS OF TAXES WITHHELD AND CALCULATED
VÄLJAMAKSETE, KINNIPIDAMISTE JA MAKSUDE TÕEND

PERSONAL DATA OF THE RESIDENT (THE RECIPIENT OF THE PAYMENT)

First name and surname	Personal ID code
Hannes Koosla	**37406270345**
Address of residence	
,	
Phone	e-mail
Interval	
1. veebruar 2024 until 29. veebruar 2024	

I. PAYMENTS MADE AND INCOME TAX WITHHELD, SOCIAL TAX PAID BY THE EMPLOYER, UNEMPLOYMENT INSURANCE PREMIUMS WITHHELD

Type of payment	Payments from which income tax is withheld	Withheld income tax	Payments subject to social tax	Social tax payable by the employer	Contributions to a mandatory funded pension	Payment subject to unemployment insurance premium	Unemployment insurance premium withheld	Tax-exempt part of the contribution to the third pillar

II. UP TO THREE YEARS OF CHILD ADDITIONAL CONTRIBUTION TO A MANDATORY FUNDED PENSION

III OBLICATIONS OF THE STATE, A RURAL MUNICIPALITY OR CITY PURSUANT TO § 6 OF THE SOCIAL TAX ACT:

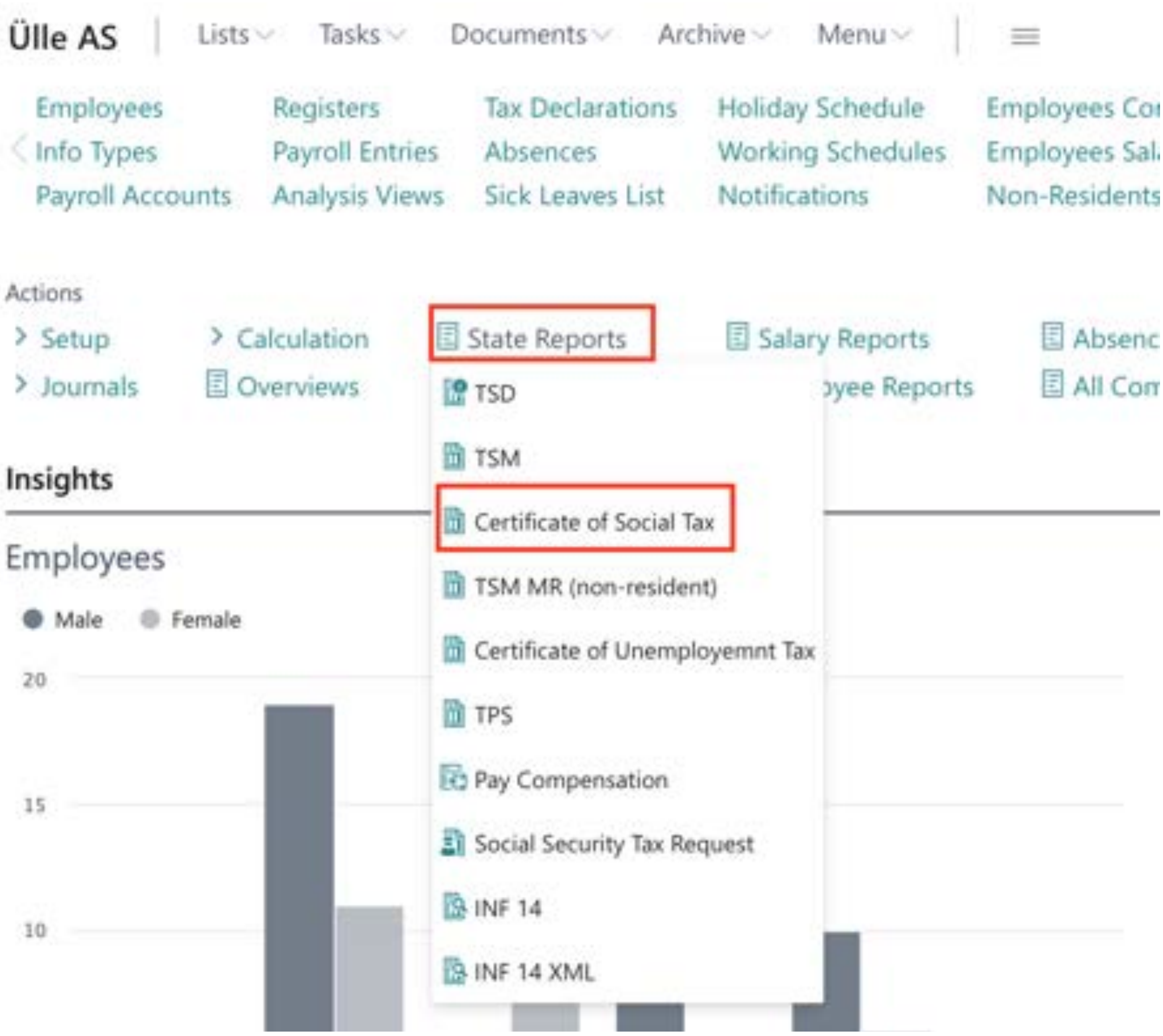
Date of creation	Date of termination

TAXABLE PERSON / AUTHORISED PERSON REPRESENTING THE TAXABLE PERSON	First name and surname	Signature	Date
	Mari Murakas		1/31/2024
		Phone	e-mail
		555 555 555	mari@demo.ee

The necessary settings for the report can be configured as follows:
Go to *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/REPORTS/PAYROLL REPORTS SETUP*.

5.3.4. CERTIFICATE OF SOCIAL TAX

The necessary settings for generating the Social tax report can be configured as follows:
Go to *ROLL CENTER/ACTIONS/STATE REPORTS/ CERTIFICATE OF SOCIAL TAX*.



In the filter window that appears, enter the details of the T*AXABLE REPRESENTATIVE* and the *EMPLOYEE*, and select the payment filter for which the report is to be created.

Fast tab *TAXABLE REPRESETATIVE*

Field	**Explanation**
Name	Select the employer representative from the EMPLOYEE LIST.
e-mail	This field is automatically filled with the email address entered for the selected employee on the EMPLOYEE CARD.
Phone	This field is automatically filled with the phone number entered for the selected employee on the EMPLOYEE CARD
Date	Enter the date of issuance of the certificate.

Fast tab *EMPLOYEE*

Field	**Explanation**
Nr	Select the employee for whom the certificate is to be created from the EMPLOYEE LIST.

Fast tab *FILTER TOTALS BY*

Payment filter	Enter the payment period for the salary payments to be included in the certificate. The report is always created based on the payment period.

To generate the report as a PDF, select *PREVIEW*. To create the report in Word or Excel format, select *SEND*.

Social Insurance Board

CERTIFICATE OF INCOME SUBJECT TO SOCIAL TAX

PERSONAL DATA

First name and surname Karmen Kaks	Personal ID code 37010222248
Address of residence Tartu, Ohtu 8	
Phone	e-mail

TAXABLE PERSON

Name or first name and surname Ülle AS	Registration code / Personal ID code 11223344
Address Tallinn 10113, Ookeani 7	
Phone 56 898 898	e-mail

INCOME SUBJECT TO SOCIAL TAX

I Year	II Month	III Date	IV Social tax payable by the employer	V Date of payment of income subject to social tax	VI Calculated social tax
2024	01	1-31	100,000.00		0.00

TAXABLE PERSON / AUTHORISED PERSON REPRESENTING THE TAXABLE PERSON

First name and surname Kart Seegel	Phone 555 555 555	e-mail karl.seegel@firma.ee
Job Title	Date 31.01.24	Signature

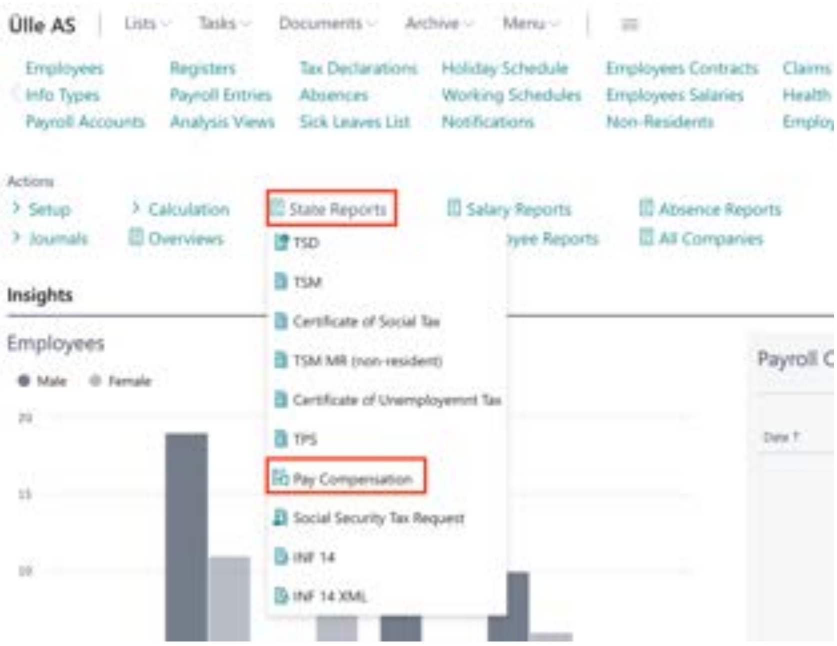
The necessary settings for generating the report:
Go to *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/REPORTS/PAYROLL REPORTS SETUP*.

5.3.5. COMPENSATION FROM STATE BUDGET FOR HOLIDAY PAY AND AVERAGE PAY

This report is submitted to the Social Insurance Board for the purpose of applying for compensation from the state budget for holiday pay and average wages. The report reflects the holiday pay or average wages paid to employees during the month under the following circumstances:

1. Annual leave for a minor according to the Employment Contracts Act;
2. Annual leave for a disability pensioner according to the Employment Contracts Act;
3. Paternity leave according to the Employment Contracts Act;
4. Parental leave according to the Employment Contracts Act;
5. Parental leave for a parent of a disabled child according to the Employment Contracts Act;
6. Average wages preserved for breaks for breastfeeding according to the Occupational Health and Safety Act.

To compile the report, select:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATE REPORTS/HOLIDAY PAY COMPENSATION
or
ROLE CENTER/STATE REPORTS/PAY COMPENSATION



The prerequisite for compiling the report is the prior configuration of the report: *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/REPORTS/PAYROLL REPORTS SETUP/APPLICATION OF COMPENSATION OF VACATION PAY AND AVERANGE SALARY FROM THE STATE BUDGET*

When compiling the report for the first time, enter the details of the report creator and the first date of the month in the window that appears. Subsequently, only the *MONTH* field needs to be updated.

The report is generated in Excel, where it is possible to make modifications if necessary. For instance, in the case of paternity leave taken before the birth of the child, the name and personal identification code of the unborn child's mother, as well as the expected date of birth, can be entered instead of the child's details.

By default, the *COLUMN CALENDAR YEAR* displays the current year for annual leave for employees with partial or no work ability. If necessary, manually change the earned leave for which calendar year the employee is actually using.

The *COLUMN DATES OF HOLIDAY USAGE* displays dates only for paternity leave and parental leave for a parent of a disabled child.

Tööandja nimetus	Ülase AS
Registri- või isikukood	11223344
Puhkamise kuu	juuni 2021

RIIGIEELARVEST PUHKUSETASU JA KESKMISE TÖÖTASU HÜVITAMISE TAOTLUS

Taotlus tuleb esitada hiljemalt kolme kuu jooksul arvates puhkuse kasutamise kuust

Jrk.nr.	Töötaja nimi	Töötaja isikukood	Nimi	Isikukood	Lapse eeldatav sünnikuupäev	Puhkuse liik	Päevi / Tunde	Hüvitatav summa	Puhkuse kasutamise kuupäevad	Kalendriaasta
1	Kati Karu	48301050210	Kärt Karu	61408300067		Puudega lapse vanema lapsepuhkus	2	51,82	07.06.21 - 08.06.21	
2	Kalle Kuusk	37807194230	Teet Kuusk	52105010822		Isapuhkus	3	84,43	09.06.21 - 11.06.21	
3	Kari Seegel	38008110213				Osalise või puuduva töövõimega töötaja põhipuhkus	5	72,25		2021
							10,00	**208,50**		

Hüvitis palume maksta:	
IBAN	EE220000988786
Panga nimi	Swedbank
Konto omanik	Ülase AS
Viitenumber	

Taotluse koostaja andmed:	
Ees- ja perekonnanimi	Neeme Salo
Kontaktelefon	55987632
E-posti aadress	neeme.salo@ylaseas.ee

5.3.6. SOCIAL SECURITY TAX REQUEST

This report is submitted to the Unemployment Insurance Fund to provide data on disability pensioners working under an employment contract for the payment of social tax based on the monthly rate.

To compile the report, select:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATE REPORTS/SOCIAL SECURITY TAX REQUEST

The prerequisite for compiling the report is the prior configuration of the report:
HOME/MENU/PAYROLL AND PERSONNEL 365/*ADMINISTRATION/ REPORTS/REPORTS SETUP/ SOCIAL SECURITY TAX REQUEST*

When compiling the report, enter the details of the organization's representative, the report creator, and the calculation filter in the window that appears. Other filters can also be used if necessary.

Payroll Socail Security Tax Request

Printer: (Handled by the browser)

Options

Period From: 01.01.2024

Period To: 31.01.2024

REPRESENTATIVE OF THE TAXABLE PERSON

Name: Meri Murakas

Date: 02.01.2024

Filter: Employee (HRM4Baltics)

× No.: A001

+ Filter...

Filter totals by:

+ Filter...

Advanced >

Send to... | Print | Preview | Cancel

Estonian Tax and Customs Board — Form ESD

ERIJUHTUDE SOTSIAALMAKSU JA KOHUSTUSLIKU KOGUMISPENSIONI TÄIENDAVA SISSEMAKSE DEKLARATSIOON

Year	Month
2024	jaanuar

TAXABLE PERSON

Name or first name and surname **Ülle AS**	Registration code or personal ID code **11223344**
Address of residence **Tallinn 10113, Ookeani 7**	
Phone **56 898 898**	e-mail

Personal ID code	First name and surname	Social tax obligation		Social tax	Social tax identifier	Additional contribution obligation		Funded additional contribution
		starting date	ending date			starting date	ending date	
45710120319	Holger-Kulgur Saviauk							
			TOTAL:				TOTAL:	

REPRESENTATIVE OF THE TAXABLE PERSON	First name and surname	Signature	Date
	Meri Murakas		1/2/2024

5.3.7. INF14 FORM AND INF14 XML FORM

This report presents data on reimbursements related to employees' personal car usage, training expenses, and health promotion-related costs.

The report can be generated in PDF, Word, Excel, as well as XML formats. An XML-formatted report can be imported into the Estonian Tax and Customs Board (EMTA).

To generate the report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATE REPORTS/INF14 OR INF14 XML

The prerequisite for generating the report is the prior configuration of the report:
HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/ REPORTS/REPORTS SETUP /INF14

When generating the report, enter the details of the organization's representative and the data for the reporting period in the window that appears.

To open the report in PDF format, click on the *PREVIEW* button. To open it in Word or Excel, click on the *SEND/MICROSOFT WORD DOCUMENT* or *MICROSOFT EXCEL DOCUMENT* button.

Form INF14 Report (HRM4Baltics)

Printer: (Handled by the browser)

Period

From Date: 01.01.2023

To Date: 31.12.2023

Taxable Representative

Name: Hannes Koosla

Report Date: 02.01.2024

Advanced

Send to... | Print | Preview | Cancel

Estonian Tax and Customs Board — Form INF 14

Resident company and non-resident legal personÛs permanent establishment located in Estonia according to § 565

Name or first name and surname	Registration code or personal ID code
Ülle AS	11223344

DECLARATION OF COMPENSATION FOR USE OF PERSONAL AUTOMOBILE, TRAINING EXPENSES AND EXPENSES MADE FOR IMPROVING THE EMPLOYEESÛ HEALTH AND LOANS GRANTED

Quarter	Year
YEAR	2023

I. COMPENSATION FOR USE OF PERSONAL AUTOMOBILEIS

Beneficiary		Compensation paid		State registration plate of the automobile
Personal ID code	First name and surname	Amount	Number of months	
47707220821	Marianne Komm	22	1	-
37504050261	Tanel Kaupmees	168	2	230TTT
60101070825	Mari Murakas	60	2	445RTE
60101070825	Mari Murakas	60	2	454ETR
45710120319	Holger-Kulgur Saviauk	10	1	789AJK
48001160356	Kati Karula-Karu	151,23	2	878TGH
37009020892	Käbi Laanesaar	39,6	1	89JKÖL
47707220821	Marianne Komm	22	1	987YYY

II. COVERAGE OR COMPENSATION OF TRAINING EXPENSES

Trained person		Amount paid for training	Educational institution, university or private school		Content of formal education
Personal ID code	First name and surname		Registry code	Name	

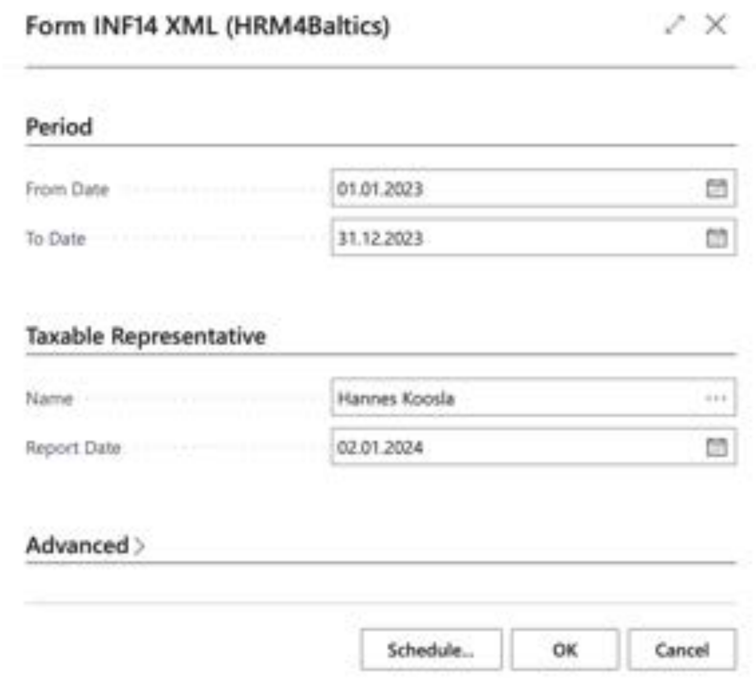
III. COVERAGE OR COMPENSATION OF EXPENSES MADE FOR IMPROVING HEALTH

Expenses	
Number of employees	

I confirm the correctness of the disclosures. I am aware that the submission of false or inaccurate information is punishable under the Taxation Act.

TAXABLE PERSON / AUTHORISED PERSON REPRESENTING THE TAXABLE PERSON	First name and surname	Signature	Date
	Hannes Koosla		1/2/2024

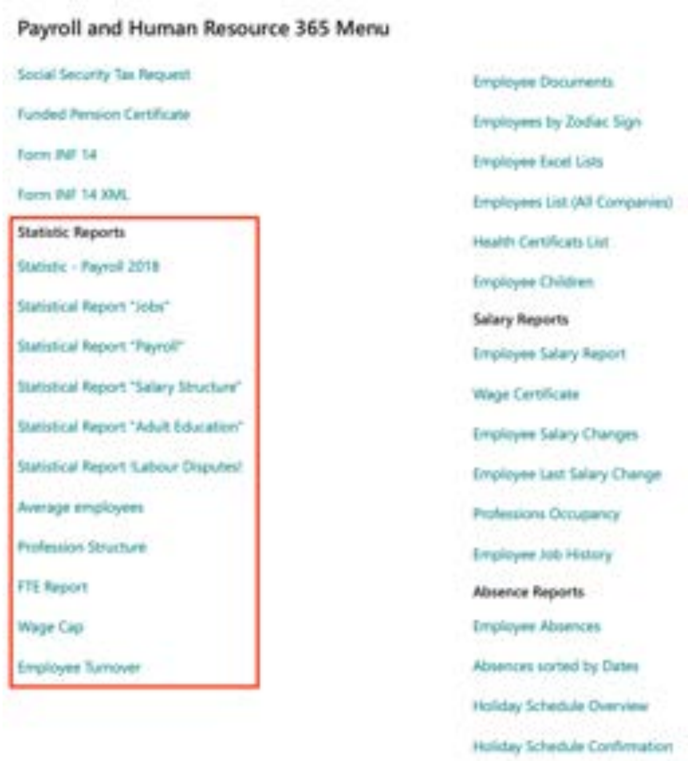
When generating the report in XML format, it is automatically saved to the *DOWNLOADS* folder on the user's computer after clicking the *OK* button.



Note: Sports compensation amounts are rounded to the nearest euro in the report.

5.4. Statistic Reports

These reports are located at:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS



5.4.1. STATISTIC REPORT: PAYROLL 2018

The statistical report provides information about the number of employees working in the company during the reporting month, their workload, average monthly and hourly wages, and labor costs. The report includes individuals working under an employment contract, service contract, or public service law, according to the configuration.

When creating the report, information from the *CONTRACTS* subcard of the *EMPLOYEE CARD* and payroll data are used. Employees without a valid contract but who received wages during the reporting month are also included in the number of employees (report line 01). Additionally, the report includes wages and other benefits paid to them, as the report is created based on payroll data.

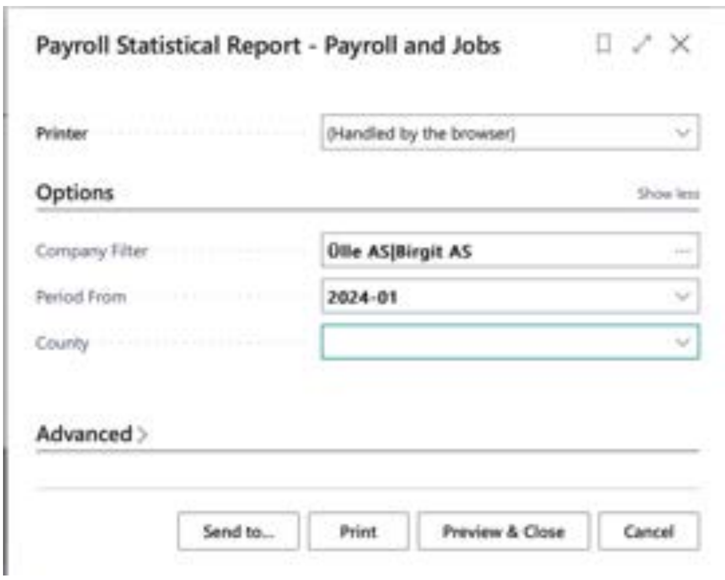
To use the report, the following configurations must be made beforehand:

- Enter *PAYROLL ACCOUNTS*, from which data will be aggregated into the report from *PAYROLL LEDGER ENTRIES*.
- Select *PAYMENT TYPES*, according to which amounts from payroll accounts will be displayed in the report.

The statistical report opens from:
HOME/STATISTIC REPORTS/PAYROLL 2018

In the opened window, you can set the following filters:

- *COMPANY FILTER*: By default, the company's name that creates and submits the report is displayed. However, it is possible to create a joint report for multiple companies. This is necessary, for example, in situations where multiple companies share the same registration code. In this case, enter the names of the companies for which you want to create a joint report in the field.
- *PERIOD FROM*: Enter the period for which you want to create the report, e.g., *2023-01*.
- *COUNTY*: If the company is required to submit a report by county, select the county for which you want to create the report. County selection is not a mandatory field. The prerequisite for creating the report is the *WORKSTATION CODE* assigned to the employee card, which describes the county.



To create the report, select either *PREVIEW* or *PRINT*, to cancel - *CANCEL*.

eesti statistika

07/02/2024 18:45:49 MERILY 1 / 2

Palk ja tööjõud

jaanuar 2024

Majandusüksus

Ülle AS
11223344
Ookeani 7 , Tallinn 10113

A. PALK JA TÖÖJÕUD

		Total		
1. TÖÖJÕUD JA TÖÖTATUD TUNNID				
Aruandekuul tasu teeninud töötajate arv (puudumisel sisestage 0)	1	4,00		
Täistööajale taandatud keskmine töötajate arv (kahe komakohaga)	2	3,50		
Tegelikult töötatud tunnid ning ületunnid (tuhandetes, kahe komakohaga: nt 170 h märkida 0,17)	3	0,00		
Vabade tasustatud ametikohtade arv aruandekuu lõpul, s.o vastloodud, vaba või vabaks saav ametikoht, mille puhul kavatseb tööandja ametikoha täita (puudumisel sisestage 0)	4	0,00		
2. TÖÖJÕUKULUD	X			
2.1. BRUTOPALK, euro	X1			
Põhitöötasu koos igakuise regulaarse lisatasu ja preemiaga	5	0,00		
Tasu ületunnitöö eest	6	0,00		
Lisatasu öötöö ja riigipühal töötamise eest	7	0,00		
Ebaregulaarsed lisatasud ja preemiad	8	0,00		
Tasu mittetöötatud aja eest (nt tasu puhkuse või tööalasel koolitusel viibitud aja eest jms)	9	1 627,00		
Mitterahaline tasu (nt kaudsed toetused töötajale; tasu toote või teenusena; sõidu, eluasemekulude kompenseerimine jms)	10	0,00		
Tööandja maksed töötajate hoiuskeemidesse	11	0,00		
2.2. SOTSIAALMAKS KOOS TOETUSTE JA HÜVITISTEGA, euro	X2			
Sotsiaalmaks	12	0,00		
Tööandja töötuskindlustusmakse	13	0,00		
Tööandja leppekohased ja vabatahtlikud sotsiaalmaksed (sh kindlustus)	14	0,00		
Töötajale makstavad hüvitised haigestumise, tööõnnetuse või kutsehaiguse korral	15	0,00		
Töötajale makstavad hüvitised ja toetused pensionideks ja tervishoiuks	16	0,00		
Töötajale makstavad hüvitised töösuhte lõpetamisel	17	0,00		
Töötajale makstavad muud hüvitised ja toetused (nt töötamise takistuse korral makstav keskmine töötasu, toetused töötajale teatud sündmuse korral, õppetoetus jms)	18	200 200,00		
3. TOETUSED TÖÖANDJALE, euro	X3			

On report line 01, *THE NUMBER OF EMPLOYEES RECEIVING COMPENSATION AT THE END OF THE REPORTING MONTH,* displays those employees who have received compensation during the reporting period or for whom taxes have been calculated on the payroll accounts and payout types configured. If compensation is paid retroactively to a departed employee, they are also counted among the employees who have received compensation.
On report line 02, the *AVERAGE NUMBER OF EMPLOYEES CONVERTED TO FULL-TIME EQUIVALENT* displays...
On report line 04, the *NUMBER OF VACANT PAID POSITIONS* displays...
On report line 09, the *COMPENSATION FOR NON-WORKED TIME* displays amounts based on the accounting period, not the payroll report period like the rest of the report. This means that if there is an absence from one month to another, only the portion of the amount associated with the accounting period for which the report is submitted is included in the report.

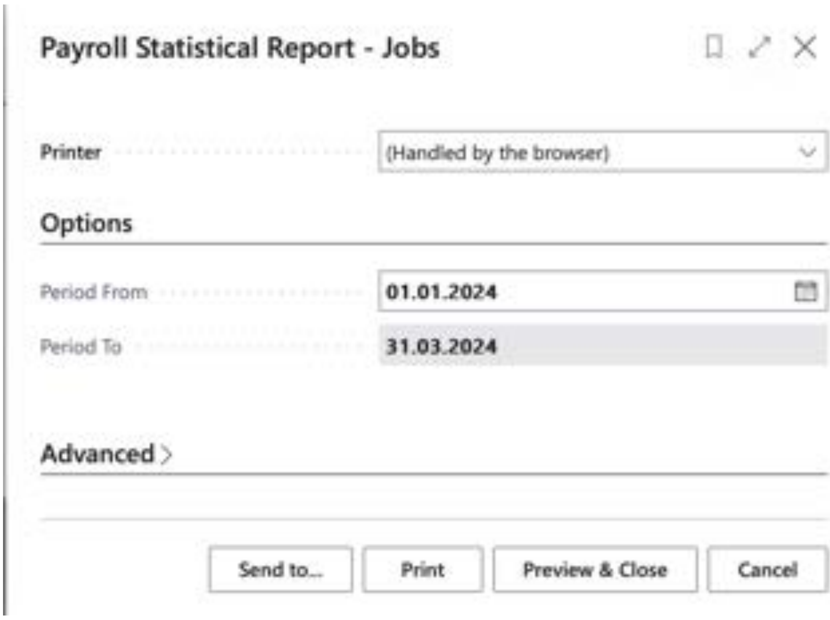
5.4.2. STATISTIC REPORT: JOBS

Statistical report displays information related to employee mobility. When creating the report, data from the *CONTRACTS* subcard of the *EMPLOYEE CARD* is used.

To use the report, the following pre-settings must be made:
- *CONTRACTS*: Specify the types that will be included in the report.

To create the statistical report for workforce mobility, open the page:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/STATISTICAL REPORT „JOBS“
or
HOME/STATISTICAL REPORTS/ STATISTICAL REPORT „JOBS“

In the opened window, *STATISTICAL REPORT „JOBS“* specify the following filters:
- PERIOD FROM: Enter the start date of the quarter.
- PERIOD TO: Automatically generated based on the *PERIOD FROM* field.



To create the report, select either *PREVIEW* or *PRINT*, to cancel - *CANCEL*.

08/02/2024 08:48:00 MERILY 1 / 1

eesti statistika

TÖÖJÕU LIIKUMINE, HÕIVATUD JA VABAD AMETIKOHAD

Period: 1. quarter 2024

Company Information

Ülle AS

11223344

Ookeani 7 , Tallinn 10113

1. Tööjõu liikumine, hõivatud ja vabad ametikohad

		Total	sh osalise tööajaga
1.1 Aruandekvartali vabad ja hõivatud ametikohad	X1	X	X
Vabade ametikohtade arv aruandekvartali teise kuu 15.kuupäeval (näidatakse isikute arvuna)	01	9	-
Hõivatud ametikohtade arv aruandekvartali teise kuu 15. kuupäeval (näidatakse isikute arvuna)	02	77	20
1.2. Ridadel 03-05 näidata eelmise kvartali andmed (kvartali esimesest kuupäevast kvartali viimase kuupäevani). Näidata liikumine ettevõttesse (asutusse) ja ettevõttest (asutusest) välja	X2	X	X
Eelmises kvartalis tööle võetud töötajate arv	03	9	1
Eelmises kvartalis töölt lahkunud töötajate arv (sealhulgas tööandja algatusel)	04	6	1
..tööandja algatusel	05	-	-

Report Comment

5.4.3. STATISTIC REPORT: PAYROLL

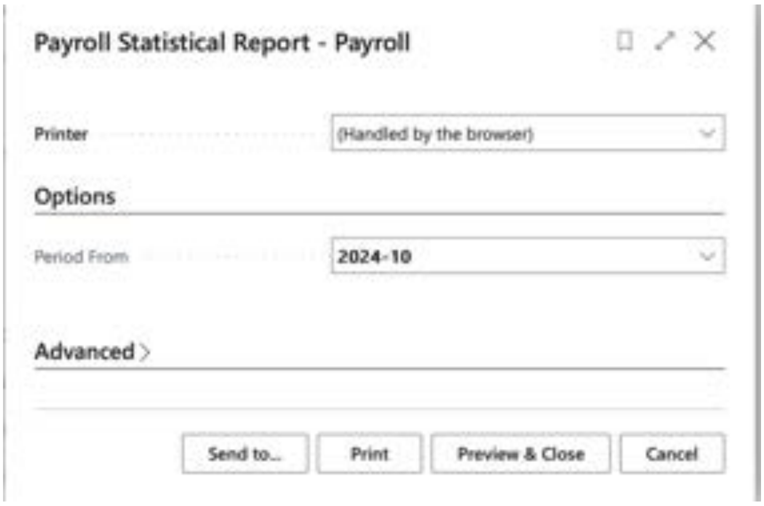
Data is collected with the national statistics questionnaire for statistical work on *WAGES AND SALARY AND LABOUR FORCE*, aimed at calculating average gross salaries and labor cost indices.

To use the report, the following pre-settings must be made:

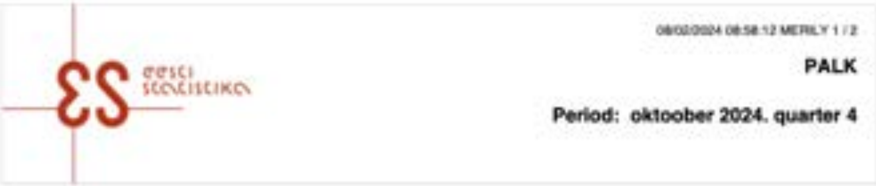
- *PAYROLL ACCOUNTS*: Specify the accounts from which data will be aggregated into the report.
- *CONTRACTS*: Determine the contracts for which information will be included in the report.

To create the statistical report for salary, select:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS /STATISTICAL REPORT. „PAYROLL“

On the page *STATISTICAL REPORT. „PAYROLL“*,you can choose from the pre-set periods the one for which you want to generate the report.



To view/print the report, click *PREVIEW* or *PRINT*, to cancel - *CANCEL*.



08/02/2024 08:58:12 MERILY 1 / 2

PALK

Period: oktoober 2024. quarter 4

Company Information

Ütle AS

11223344

Ookeani 7 , Tallinn 10113

1. Palk

		Total	sh täistööajaga töötajad	sh osalise tööajaga
1.1 Occupied and vacant positions	X1	X	X	X
Töötajate arv aruandekuu lõpul	01	91	83	5
..aruandekuu lõpul lapsehoolduspuhkusel viibivad töötajad	02	3	X	X
..töötajad, kes ei tööta või töötavad ajutiselt osalise tööajaga tööandja algatusel, aruandekuu lõpul	03	-	X	-
Töötatud tundide arv (tuhandetes tundides kahekümnendkohaga)	04	-	-	-
Tasu tegelikult töötatud aja eest	05	-	-	-
Tasu mittetöötatud aja eest	06	-	-	-
Tööandja hüvitis haigestumise, tööõnnetuse ja kutsehaiguse puhul	07	-	-	-
Töötajatele väljamakstav tasu	08	-	-	-
Töötajate keskmine arv, taandatud täistööajale (kahe kümnendkohaga)	09	82,34	82,34	-
Ebaregulaarne preemia ja lisatasu - kvartalipreemia, aastapreemia, jõulupreemia jm lisatasud	X2	X	X	X
Real 05 näidatud ebaregulaarne preemia, lisatasu	10	-	-	-
Real 06 näidatud ebaregulaarne preemia, lisatasu	11	-	-	-
Mitterahaline tasu (loonustasu)	X3	X	X	X
Real 06 näidatud mitterahaline tasu	12	-	-	-
Kaudsed toetused töötajatele: soodustused tööle ja töölt koju sõiduks; dotatsioon sööklatele, söögitalongid (vautserid) jm -- ei näidata real 06	13	-	X	X
Tööandja makse töötajate jaoks loodud hoiuskeemidesse	X4	X	X	X
Tööandja makse töötajate jaoks loodud hoiuskeemidesse (tööandja hoiuskeemid, aktsiate ostmise skeemid jt) -- ei näidata real 06	14	-	X	X
Tööandja hüvitised ja sotsiaaltoetused töötajatele	X5	X	X	X
Real 06 näidatud osaliselt tasustatava puhkuse tasu töömahu või tellimuse ajutisel vähenemisel	15	-	-	-

The information displayed on the report rows from *PAYROLL ACCOUNTS LEDGER ENTRIES* is customizable by the user.

5.4.4. STATISTIC REPORT: STRUCTURE OF EARNINGS

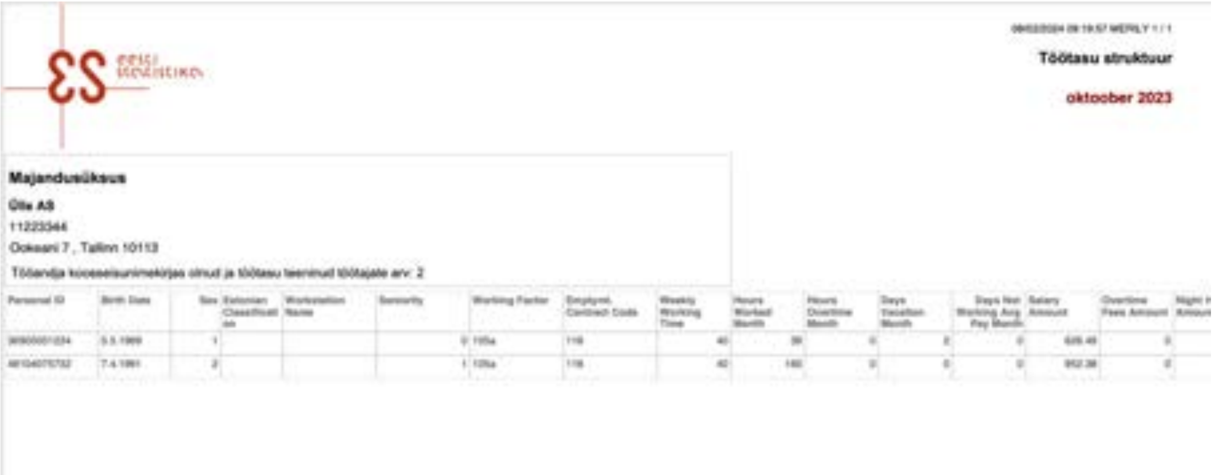
This report reflects the data of employees who have been on the employer's payroll list and received compensation during October. The information is presented for individuals working under an employment contract. Prior configurations are necessary to generate the report at *PAYEROLL STATISTICS REPORT SETUP/STATISTICAL REPORT – STRUCTURE OF EARNINGS*.

The report opens from:
HOME/STATISTIC REPORTS/STRUCTURE OF EARNINGS

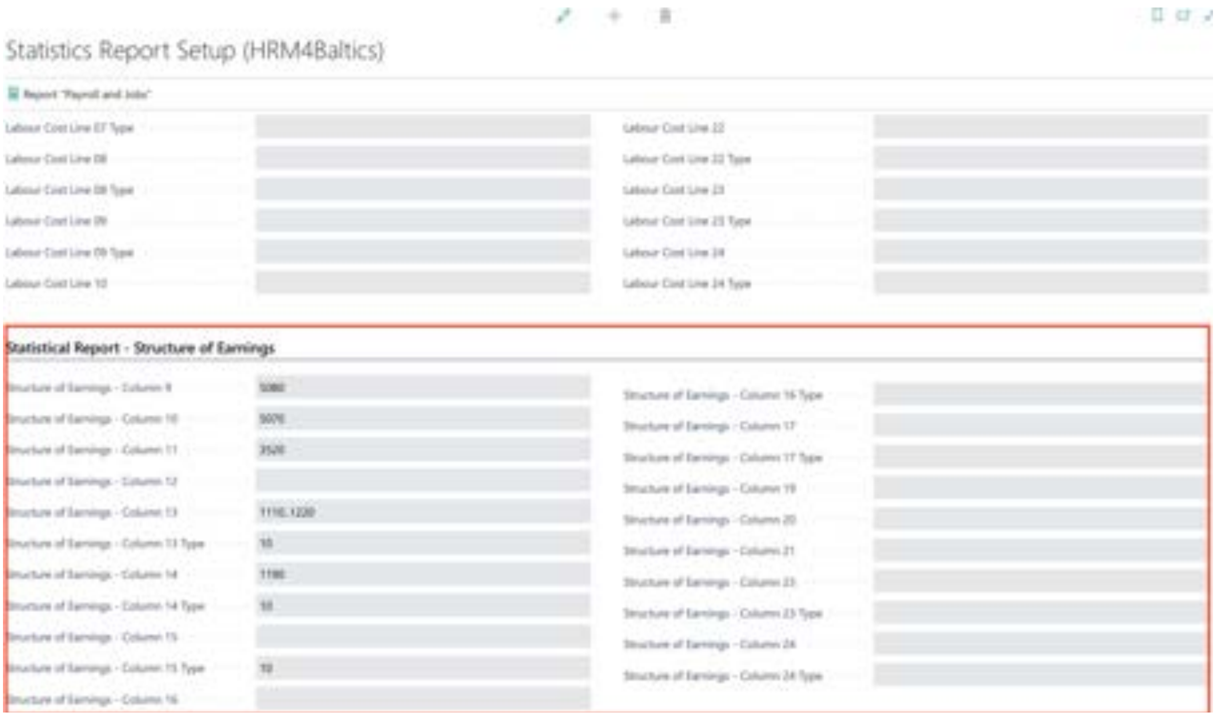
In the opened filter view, you can specify the company or companies for which you want to create the report. By default, the field is filled with the identifier of the company from whose database the report is created. The period field displays the October period. If the report needs to be submitted for employees born on specific dates, you can enter the desired dates in the *USE BIRTHDATE FILTER* field.

Activating the marker *OPEN IN EXCEL* creates the report in Excel format, which can be imported into the Statistics Office.

To generate the report, select either *PREVIEW* or *PRINT*, to cancel - *CANCEL*.



The gross sum of compensation displayed on the report rows from PAYROLL ACCOUNTS can be pre-configured by the user at *PAYROLL STATISTICAL REPORT SETUP/ STATISTICAL REPORT – STRUCTURE OF EARNINGS*.



Additionally, job positions/employee contract lines must have the *ESTONIAN JOB CLASSIFICATION* added, and the company's Workstation codes has setup the EHAK codes. If the company operates only at one address, the EHAK code can be added to the *PAYROLL SETUP* field *MAIN COMPANY EHAK CODE*. If operating at multiple addresses, the code can be entered into the *WORKSTATION CODE* configuration.

5.4.5. STATISTIC REPORT- ADULT EDUCATION

This report is based on Statistical Report Form with code *131311 - ADULT EDUCATION IN ENTERPRISES 2 1*.

It is designed to assist HR personnel in entering supplementary training information into the Statistics Estonia's e-STAT system.
The report *ADULT EDUCATION* generated from the HRM4Baltics module contains the following report sections:

- Part A – General company information
- Part C – Participants of further training, training content, organizers, and training costs.

To create the report, the following pre-configurations are necessary:

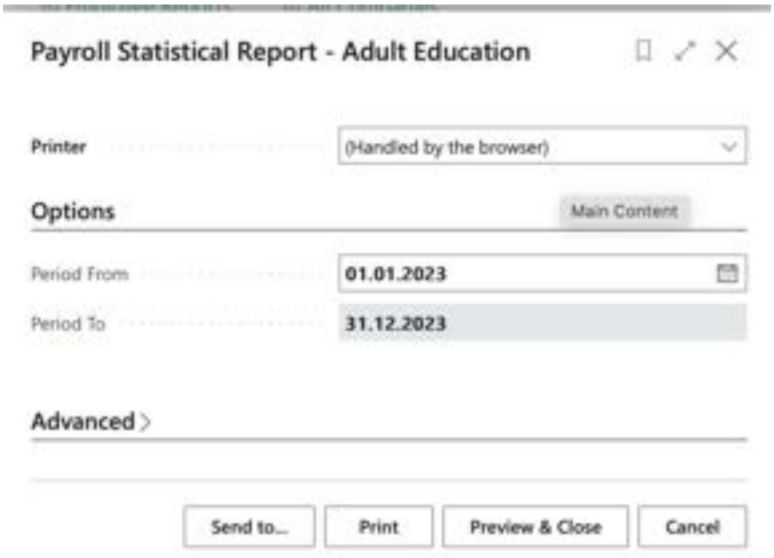
- *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/CONTRACTS/EMPLOYMENT CONTRACTS* TYPE - in the column *TRAINING TYPE*, you can set *CONTRACT TYPES* that are not included in the report
- *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/CONTRACTS/PAYROLL PROFESSIONS* - the column *STATISTICAL. JOB DISTRIBUTION CODE* must be pre-configured.
- In the *EMPLOYEE CARDS* sub-card *CONTRACTS*, the field *STAT JOBS CLASS CODE* must be filled in on the contract lines, based on which the column *STAT. JOB DISTRIBUTION CODE* is automatically filled in.
- *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/INFO TYPES* - a list *ADULT EDUCATION* must be pre-configured.
- *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/REPORTS/REPORT SETUP*- fields *ADULT EDUCATION FIELDS*, which are included in the report, must be determined.
- *WORKED HOURS = REPORT ROW A4A*: *PAYROLL ACCOUNTS*, where worked hours are saved. From these worked hours, the training hours are subtracted for the report. It is assumed that the training hours are included in the worked hours in the company.
- Training hours are configured on the *REPORTS* tab of the *REPORT SETUP* window, where the applicable *INFO TYPE* number is determined and the specific column number where the training hours are entered.
- *EMPLOYER EXPENSES FOR EMPLOYEES = REPORT ROW A5A*: necessary *PAYROLL ACCOUNTS* are added for the following information to be displayed in the report:
  - *ACTUAL PAY FOR WORKED TIME*
  - *PAY FOR NON-WORKED TIME (E.G., VACATION) AND NON-MONETARY BENEFITS*
  - *SOCIAL SECURITY PAYMENTS, BENEFITS*
- *COSTS OF JOB-RELATED TRAINING, RECRUITMENT, AND WORK CLOTHING*
- To store cost information from Business Central general ledger accounts on the *PAYROLL ACCOUNTS* as *PAYROLL LEDGER ENTRIES*, the *CALCULATION GROUP*: *EMPLOYER EXPENSES FOR EMPLOYEES* must be pre-configured, and the corresponding *PAYROLL CALCULATION* must be run. The payroll calculation must be run before generating the report. During the payroll calculation, the cost information related to training from the Business Central financial ledger accounts is recorded as *PAYROLL LEDGER ENTRIES* on the relevant *PAYROLL ACCOUNTS*.

During the payroll calculation, it is a prerequisite that the general ledger account entries are associated with values of the *EMPLOYEE DIMENSION.*

To create the *STATISTICAL REPORT ADULT EDUCATION*, open the page:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/STATISTICAL REPORT -ADULT EDUCATION

On the opened page, *STATISTICAL REPORT - ADULT EDUCATION*, make the following selections in the filters:

- *PERIOD FROM* – select the date - January 1st and the year.
- *PERIOD TO* – generated automatically by the program according to the input in the PERIOD FROM field.



To generate the report, select either *PREVIEW* or *PRINT*, to cancel - *CANCEL*.

5.4.6. STATISTIC REPORT- AVERAGE NUMBER OF EMPLOYEES

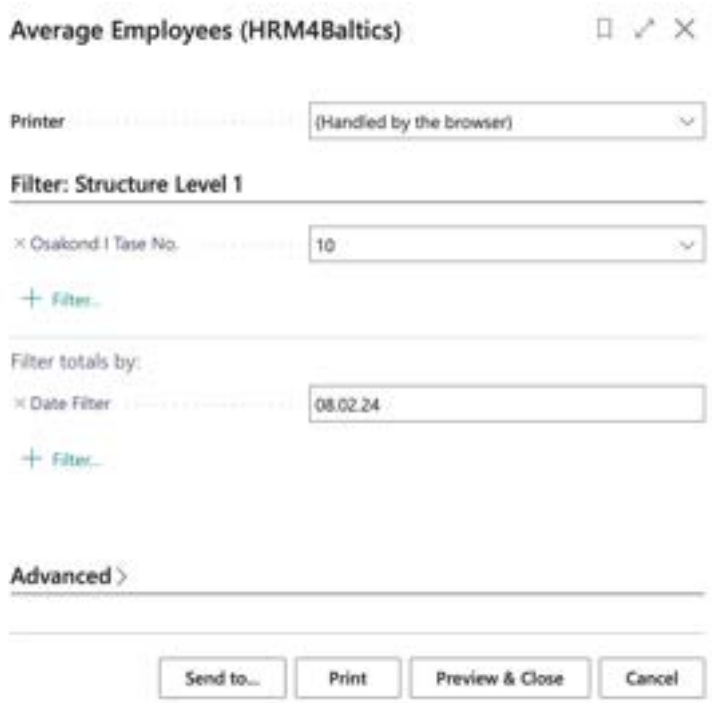
The report displays the average workload of employees, the average number of employees (adjusted for full-time equivalents), the number of employees who have left, and the number of employees hired during the selected period at the company and unit levels. When creating the report, you can select the period (start and end dates).

The creation of the report utilizes information from the *CONTRACTS* rows in the *EMPLOYEE CARDS* sub-cards.

The *LABOR TURNOVER RATE/PERCENTAGE* is calculated in the report as follows:
LABOR TURNOVER RATE (%) = NUMBER OF EMPLOYEES WHO HAVE LEFT / AVERAGE NUMBER OF EMPLOYEES DURING THE PERIOD

To create the report for *AVERAGE NUMBER OF EMPLOYEES*, open the page from the following location:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/AVERAGE EMPLOYEES.

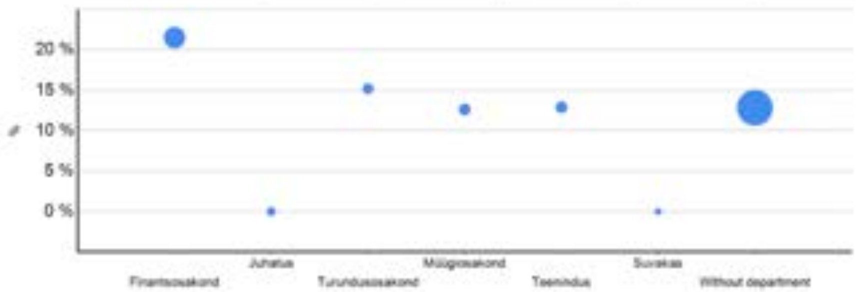
In the opened window *AVERAGE EMPLOYEES*, you can enter the period and filters for which you want to generate the report.



To create the report, choose either *PREVIEW* or *PRINT*; to cancel, select *CANCEL*.

Average employees
Ülle AS
Date Filter: 01.01.23..31.12.23

Department	Average Working Factor	Average Employees	Terminated	Hired	%
Finantsosakond	20.09	23.24	5	11	21.51 %
Juhatus	2.42	2.83	-	-	0.00 %
Turundusosakond	6.58	6.58	1	5	15.20 %
Müügiosakond	7.88	7.92	1	6	12.63 %
Teenindus	6.33	7.75	1	2	12.90 %
Suvakas	0.00	0.00	-	-	0.00 %
Without department	46.50	46.73	6	7	12.84 %
Total average	90.00	94.73	13	29	13.72 %



5.4.7. STATISTIC REPORT- PAYROLL PROFESSION STRUCTURE

The statistical report *PROFESSION STRUCTURE* displays information based on valid contract rows from the sub-cards of *EMPLOYEE CARDS* and the configuration of the *PROFESSIONS* list.

To use the report, the following pre-settings are required:

• *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/CONTRACTS/PAYROLL STRUCTURE CODE*
• *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/CONTRACTS/PROFESSIONS* - the column *STATISTICAL JOB DISTRIBUTION CODE* must be configured.
• *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETTINGS/CONTRACTS/PAYROLL GROUNDS FOR DERMINATION* - terminations initiated by the employee must be marked.
• *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/CONTRACTS/EMPLOYMENT CONTRACT TYPE* - the type of structure with the column *STRUCTURE TYPE* must be specified.

To create the *PAYROLL PROFESSION STRUCTURE* report, open the page:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/PAYROLL PROFESSION STRUCTURE

On the page *PROFESSION STRUCTURE*, enter the date for which you wish to create the report.

To generate the report, select either *PREVIEW* or *PRINT*; to cancel, choose *CANCEL*.

Profession Structure 31.01.24
Ülle AS

2/8/2024 5:09:42 PM +02:00
MERILY
1 / 1

Structure	Employees	Indefinite Time	Specified Time	Long-term absences	Working Employees	Men	Women	Terminated
	77	71	6	2	75	29	48	-
Total	77	71	6	2	75	29	48	-

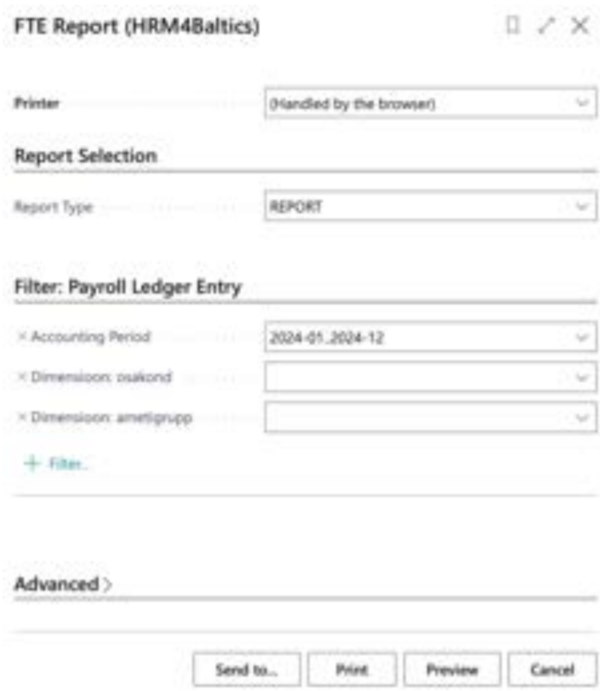
5.4.8. FTE REPORT

FTE reports are created based on data stored in payroll accounts. Reports can be generated, for example, based on dimensions, employee age, or gender.

To use the report, pre-settings are required at the following location:
HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/REPORTS/FTE REPORT SETUP

The report can be accessed from:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/FTE REPORT

To display the report, select the report previously configured in the REPORT TYPE field. If a period filter is configured for the report, the *ACCOUNTING PERIOD* field is automatically filled, but it can be manually adjusted. If no period filter is configured, the desired period can be manually added.



To generate the report in PDF format, select *PREVIEW*. To send the report to Excel or Word, select *SEND TO->MICROSOFT WORD DOCUMENT/MICROSOFT EXCEL* DOCUMENT.


REPORT
Ülle AS

2/9/2024 10:56:23 AM +02:00
MERILY
1 / 1

Osakond	Sex	2024-01	2024-02
	MALE	321.15	
EELARVE	FEMALE	180.00	200.00
FIN	FEMALE	100000.00	
	MALE	202521.75	
TEENINDUS	FEMALE	249.43	
	Total	303272.33	200.00

5.4.9. WAGE GAP

This is a report from the Statistics Estonia, compiled for the month of October, including only working hours based on employment contracts and public service contracts. The purpose of the report is to obtain information on the difference in gross hourly wages between male and female employees by main economic activity groups. The report is created based on data stored in payroll accounts.
The wage gap report can be accessed from two locations:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/WAGE GAP

HOME/ACTIONS/STATISTIC REPORTS/WAGE GAP

When creating the report, the setting from *PAY AND WORKFORCE (SINCE 2018)* from the following location is utilized:
HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/REPORTS/STATISTIC REPORTS/WAGE GAP

When creating the report, the window for selecting the report period opens first, where you can specify the year/month for which the report is to be created. To generate the report in PDF format, press the *PREVIEW* button, but to create the report in Excel or Word, press *SEND TO->MICROSOFT WORD DOCUMENT* OR *MICROSOFT EXCEL DOCUMENT*.

The data displayed in the report is calculated based on the data stored in payroll accounts. The details of the person filling out the report are automatically taken from the card of the employee who creates the report if their BC user name is added to the *USER ID* field of the employee card. Otherwise, the *FILLER* fields remain empty.

eesti statistika

09/02/2024 11:08:23 MERILY 1 / 1

Palgalõhe

2024

Majandusüksus

Ülle AS

11223344

Ookeani 7 , Tallinn 10113

E-post:

Telefon: 56 898 898

Täitja

Isikukood: 51808190021

Ees- ja perekonnanimi: Paul Präänik

E-post: Paul@info.eee

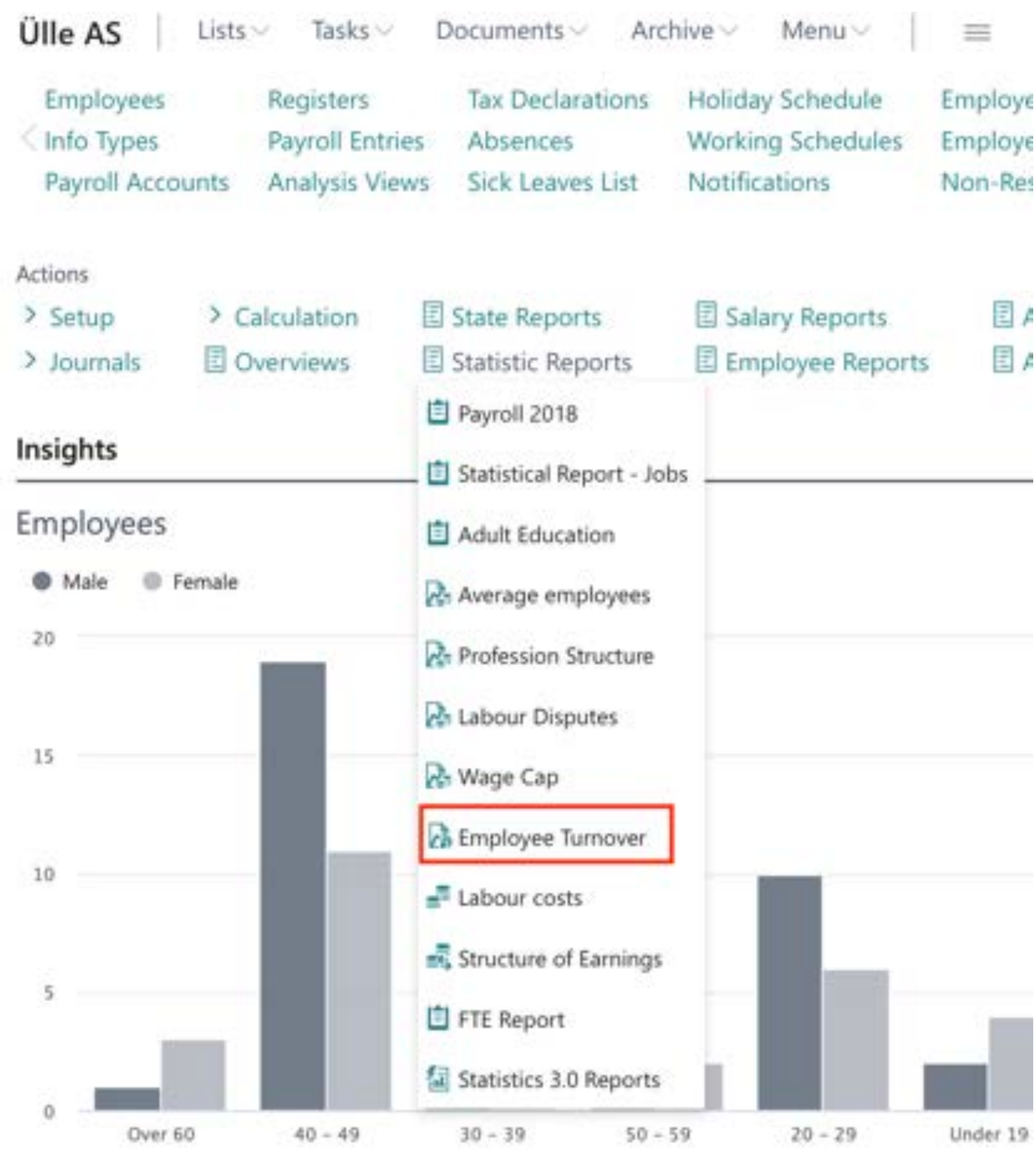
Telefont:

Tabel 1.1. PALK OKTOOBRIS

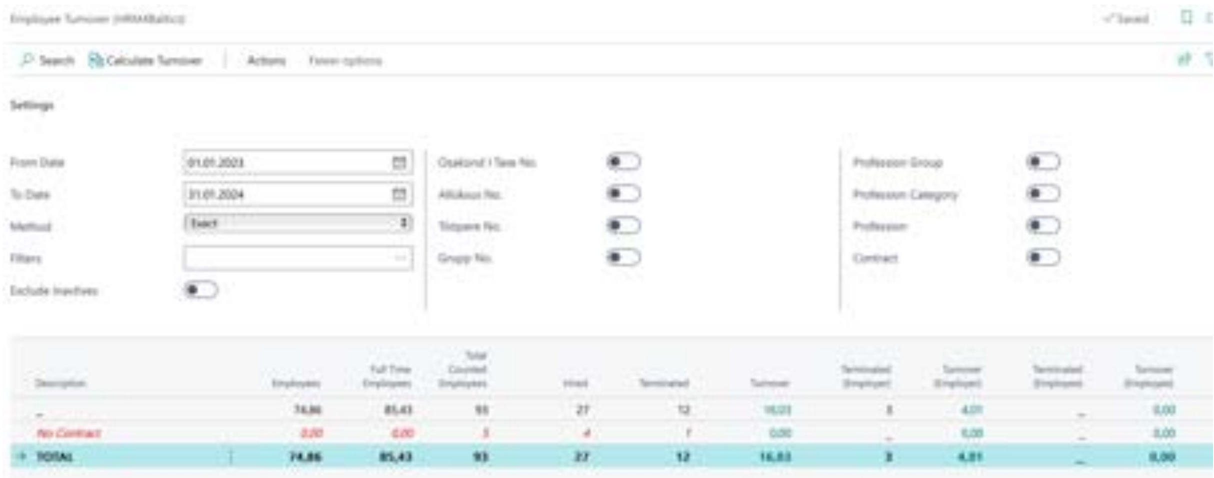
		Kokku	Mehed	Naised	
		1	2	3	1A
Töötajate nimekirjas olnud ja töötasu saanud töötajate arv oktoobris	1	0	0	0	
Töötatud tundide arv oktoobris (tuhandetes tundides täpsusega 0,01)	2	0	0	0	
Tasu tegelikult töötatud aja eest oktoobris,eurodes	3	0	0	0	
ABIREAD, AUTOMAATNE ARVUTAMINE:	**x4**				
Keskmine brutotunnitasu	x5				
Keskmine töötatud tundide arv oktoobris ühe töötaja kohta	x6				
Keskmine brutopalk oktoobris	x5_1				

5.4.10. EMPLOYEE TURNOVER

The report can be accessed from:
HOME/STATISTIC REPORTS/EMPLOYEE TURNOVER
or
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/STATISTIC REPORTS/EMPLOPYEE TURNOVER



When creating the report, various filters can be applied, and after modifying the filters, the report must always be recalculated by pressing the *CALCULATE TURNOVER* button.

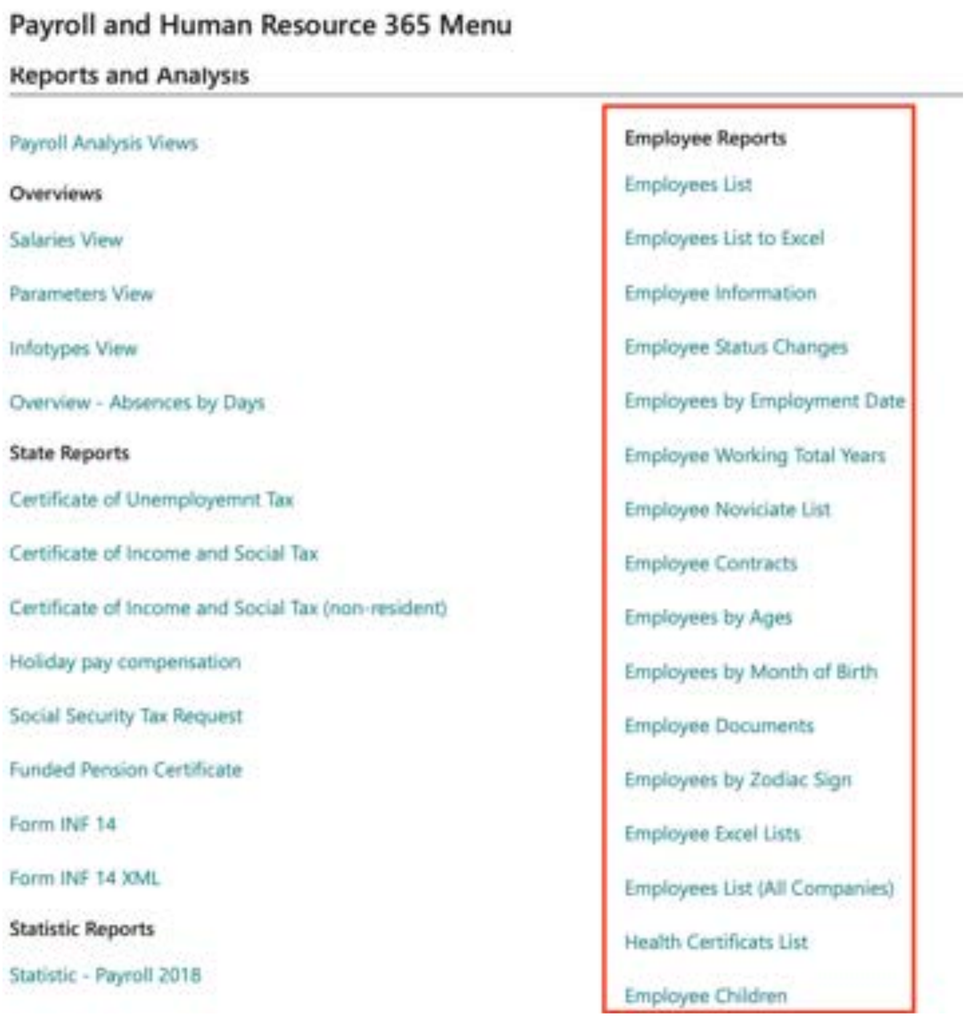


Field	Explanation
From Date/To Date	Enter the desired start and end dates for the report period.
Method	Various methods for calculating labor turnover can be selected. Options: • *EXACT* - the calculation result is displayed in a single row. • *EXACT BY MONTH* - the calculation is performed, and the result is displayed by selected months. • *START AND END* • *BY MONTH END DATE* - the result is displayed monthly, and the calculation is based on the end of each month.
Filters	A list of employees opens for filtering the employees to be included in the report.
Exclude Inavtives	Employees marked as inactive can be excluded from the report.
Dimensions, Professions Group, Profession Category, Profession, Contract	When the marker is turned on, the corresponding column is added to the report rows. The *DESCRIPTION* column displays the description of the data shown in the added columns. After the report has been calculated and a new marker is entered, the report must always be recalculated.

To send the report to Excel, there is a button on the ribbon menu labeled *OPEN IN EXCEL.*

5.5. Employee Reports

Located at *HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS.*



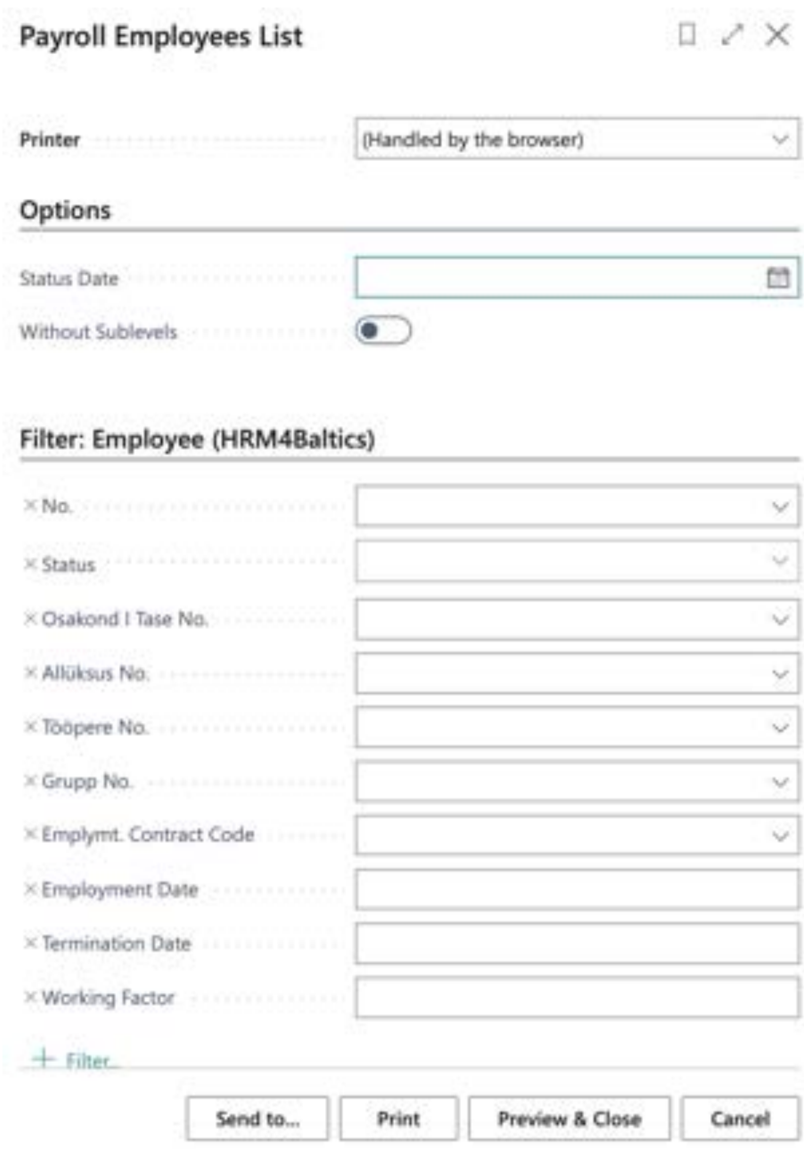
5.5.1. EMPLOYEE LIST

Business Central has a dedicated report called *EMPLOYEE LIST* created to provide a quick overview of the most important employee data. The report presents the following information related to employees across departments: *NUMBER, NAME, JOB TITLE, DATE OF EMPLOYMENT, DATE OF TERMINATION, WORKING FACTOR,* and *CONTRACT*.

To create the *EMPLOYEE LIST* report, follow these steps:

HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE LIST

On the *EMPLOYEE LIST* page, enter the query filters.



Fast tab OPTIONS (use without filters)

The *STATUS DATE* filter and other filters are not used together, i.e., apply one or the other. The *TABLE REPORT* displays the report in *TABLE FORMAT, WHICH IS USEFUL FOR EXPORTING TO EXCEL AND FURTHER DATA PROCESSING THERE*.

Employees List
Ülle AS
Date 09.02.24 Status: Active

2/9/2024 12:23:51 PM +02:00
MERILY
1 / 5

No.	Name	Job Title	Employment Date	Termination Date	Years	Contract
Osakond I Tase: Finance Department						**24 employee(s)**
Finance Department						7 employee(s)
TRI-0211	Test Uus-Töötaja		4/20/2023		9 months	Määramata ajaks
TRI-0239	Frodo Paunast		1/1/2023		1 year 1 month	Määramata ajaks
T1234	Dennis Tuvi	Accountant	11/24/2022		1 year 2 months	Määramata ajaks
T342	Riho Otsa	Raamatupidamine	1/4/2021		3 years 1 month	Määramata ajaks
TRI-0198	Vello Vaher	Accountant	4/1/2022		1 year 10 months	Määramata ajaks
T339	Triinu Miinu		3/17/2021		2 years 10 months	Määramata ajaks
T005	Jolger Krušovice	Head Accountant	10/27/2022		1 year 5 months *	Määramata ajaks
Finance Department / Raamatupidamine						9 employee(s)
T341	Saara-Pille Liinilend		3/1/2021		23 years 11 months *	Määramata ajaks
T353	Uus Mees	Raamatupidamine	7/19/2021		2 years 6 months	Määramata ajaks
TRI-	Triinu Paunaste		1/1/2023		1 year 1 month	Määramata

Fast tab EMPLOYEE

Field	Explanation
No	You can specify the employee numbers to be included in the report. Leaving it blank will include all employees in the report.
Status	You can specify the statuses of employees to be included in the report: active, inactive, terminated, prospect.
Unit numbers	You can specify the unit numbers to be included in the report. Leaving the filter field blank will include employees from all departments.
Employment Contract Code	For example, if you don't want employees with a certain type of contract to be included in the report, enter the filter <>4 (the exclusion marker in filters is <>). To exclude multiple contract types from the report, then enter & and a new exclusion filter: for example, <>5.

To preview or print the report, select *PREVIEW* or *PRINT* - to cancel, select *CANCEL*.

5.5.2. EMPLOYEE STATUS CHANGES

To compile the report, open the page:

HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE STATUS CHANGES

When compiling the report, it is mandatory to enter a date filter, and you can choose which data you want to display in the report:

• WITHOUT DEPARTMENTS - employees are displayed in the report without grouping, i.e., in a unified list.
• EMPLOYMENTS - only employees hired during the specified period are displayed.
• TERMINATED - only employees who have left their positions during the specified period are displayed.
• PASSIVE - only inactive employees during the specified period are displayed.

Employees Status Changes (employments, terminated, passive) 2/9/2024 12:43:23 PM +02:00

Ülle AS MERILY

Date Filter: 09.02.24 1 / 1

No.	Name	Job Title	Employment Date	Termination Date	Years	Remark
Osakond I Tase: Unknown Structure Level						**1 employee(s)**
Unknown Structure Level						**1 employee(s)**
T024	Kaia Muna		6/1/2021		2 years 8 months	Vanemapuhkus (kuni lapse 3.a saamiseni) (11.04.22 -)
Osakond I Tase: Finance Department						**1 employee(s)**
Finance Department						**1 employee(s)**
T005	Jolger Krušovice	Head Accountant	10/27/2022		1 year 5 months *	Vanemapuhkus (kuni lapse 3.a saamiseni) (04.10.22 -)
Osakond I Tase: Turundusosakond						**1 employee(s)**
Turundusosakond						**1 employee(s)**
TRI-0120	Mihkel Mesi		1/1/2022		2 years 1 month	Vanemapuhkus (kuni lapse 3.a saamiseni) (01.01.22 -)
						3 employee(s)

5.5.3. EMPLOYEES BY EMOPLOYMENT DATE

The report *EMPLOYEES BY EMPLOYMENT DATE* is created sorted by calendar months with columns: *NUMBER, NAME, EMPLOYMENT, WORKING FACTOR, JOB TITLE, DEPARTMENT*.

To create the *EMPLOYEES BY EMPLOYMENT DATE* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEES BY EMOLOYMENT DATE
On the *EMPLOYEES BY EMOLOYMENT DATE* page, enter the desired filters.

Fast tab OPTIONS
Show – options: *ALL, 5-YEARS, 10-YEARS, FIRST YEAR*.

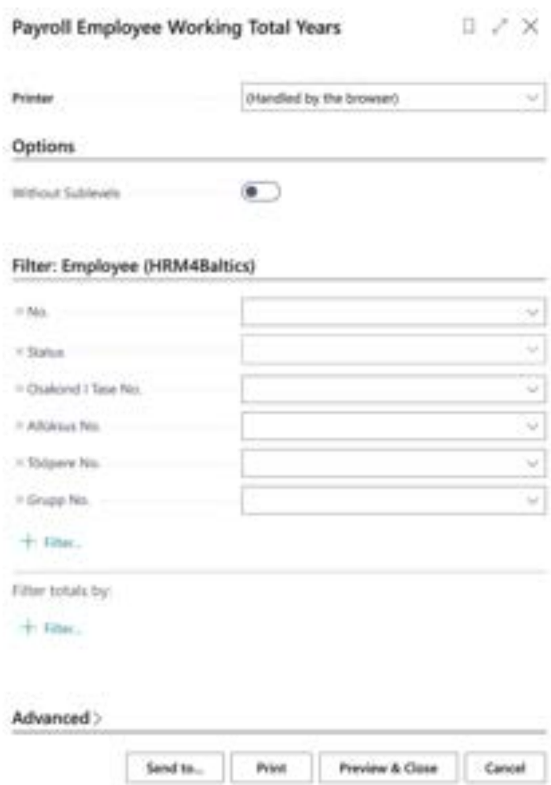
Field	Explanation
No	You can specify the employee numbers to be included in the report. Leaving it blank will include all employees in the report.
Unit Level	You can specify the department numbers to be included in the report. Leaving the filter field blank will include employees from all departments.
Status	Status You can specify the statuses of employees to be included in the report: *ACTIVE, INACTIVE, TERMINATED, PROSPECT*.
Employment Contact Code	You can specify the contract markers to be included in the report. For example, if you don't want employees with a certain type of contract to be included in the report, enter the filter *<>4* (the exclusion marker in filters is *<>*). To exclude multiple contract types from the report, then enter *&* and a new exclusion filter: for example, *<>5*.

To preview or print the report, select *PREVIEW* or *PRINT* - to cancel, select *CANCEL*.

5.5.4. EMPLOYEE WORKING TOTAL YEARS

The report *EMPLOYEE WORKING TOTAL YEARS* displays the average number of years of service for employees, considering multiple employments (where an employee has left and been rehired).
The report is created with columns: *NUMBER, NAME, FROM DATE, TO DATE, DESCRIPTION*, and *WORKING FACTOR*.
To create the *EMPLOYEE WORKING TOTAL YEARS* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE WORKING TOTAL YEARS

On the *EMPLOYEE WORKING TOTAL YEARS* page, enter the necessary filters.



Fast tab EMPLOYEE

Field	Explanation
No.	You can specify the employee numbers to be included in the report. Leaving it blank will include all employees in the report.
Status	You can specify the statuses of employees to be included in the report: *ACTIVE, INACTIVE, TERMINATED, PROSPECT*.
Unit level numbers	You can specify the department numbers to be included in the report. Leaving the filter field blank will include employees from all departments.

To create the report, select *PREVIEW* or *PRINT* - to cancel, select *CANCEL*.

Employee Working Total Years 2/9/2024 1:27:58 PM +02:00
Ülle AS MERILY
Status: Active 1 / 4

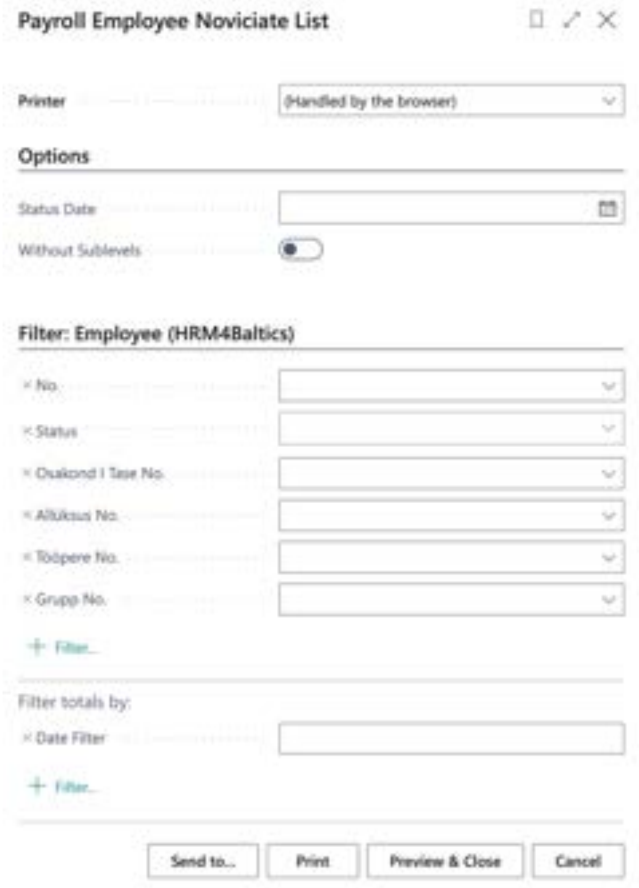
No.	Name	From Date	To Date	Description	Years
Osakond I Tase: Unknown Structure Level					**3.4**
Unknown Structure Level					3.4
T327	Karu Kell	12/8/2020		Leping	3.1
T345	Olger Kaasik	10/23/2020		Leping	3.3
T346	Kaia Muna	4/6/2021		Leping	2.8
T350	Kalle Traks	6/1/2021		Leping	2.6
T351	Kalle Kantpüks	6/1/2021		Leping	2.6
T352	Kalle Kusta	1/1/2022		Leping	2.1

5.5.5. EMPLOYEE NOVICIATE LIST

The report displays trial period employees sorted by department according to the validity period of the trial period.

To create the *EMPLOYEE NOVICIATE LIST* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE NOVICIATE LIST

On the *EMPLOYEE NOVICIATE LIST* page, enter the necessary filters.



Fast tab OPTIONS
STATUS DATE - you can enter the date for which you want to include trial period employees in the report.

Fast tab EMPLOYEE
If the *STATUS DATE* field is left blank in the fast tab, you can also use date range filters FROM/TO. *EMPLOYEES* are displayed based on the currently valid department.

To preview or print the report, select *PREVIEW* or *PRINT* - to cancel, select *CANCEL*.

Employee Noviciate List
Ülle AS
Date 09.02.24 Date Filter: 01.01.23..31.12.25

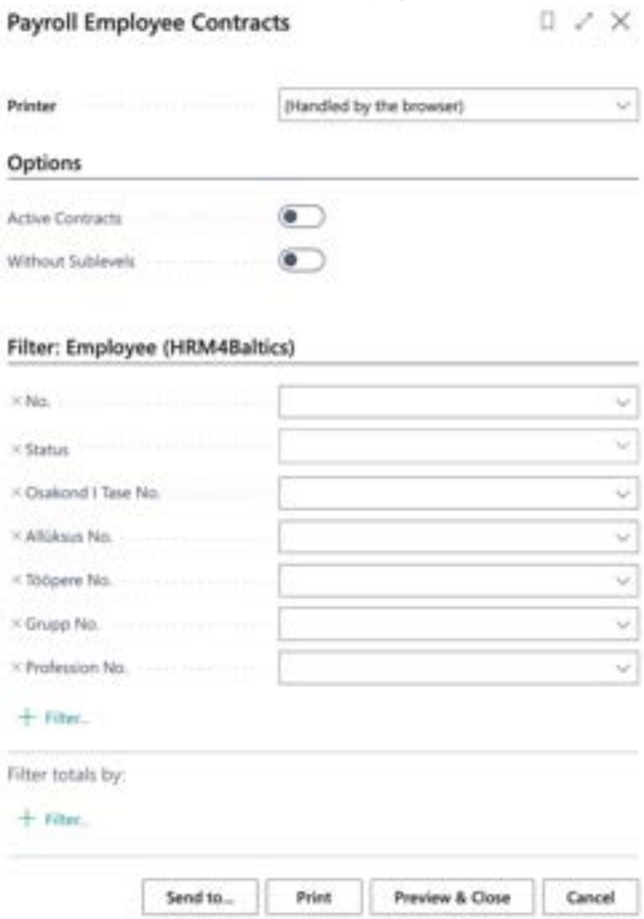
2/9/2024 1:39:57 PM +02:00
MERILY
1 / 1

No.	Name	Employment Date	Noviciate From Date	Noviciate To Date	Job Title
Osakond I Tase: Finance Department					2 employee(s)
Finance Department / Raamatupidamine					2 employee(s)
TRI-0228	Leonard Vann	11/16/2023	11/15/2023	3/14/2024	Accountant
TRI-0236	Triinu Paunaste	1/1/2023	11/1/2023	2/29/2024	
Osakond I Tase: Turundusosakond					2 employee(s)
Turundusosakond					2 employee(s)
TRI-0235	EU-Lisa Hanko	11/29/2023	11/29/2023	3/28/2024	Markenting Manager

5.5.6. EMPLOYEE CONTRACTS

The report displays information about employee contracts sorted by department, including: *NUMBER, NAME, START DATE, END DATE, TYPE, CONTRACT, POSITION, DEPARTMENT,* and *WORKING FACTOR*.
To create the *EMPLOYEE CONTRACTS* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/EMPLOYEE CONTRACTS

On the *EMPLOYEE CONTRACTS* page, enter the necessary filters.

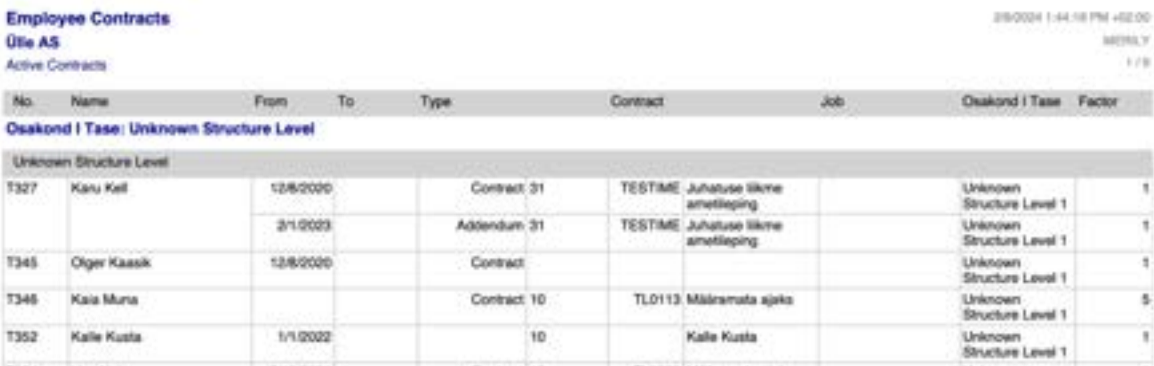


Fast tab OPTIONS
By marking the field *ONLY ACTIVE CONTRACTS*, only information about active contracts will be displayed in the report; otherwise, information about all contracts will be shown.

Fast tab EMPLOYEE

Field	Explanation
Department number	You can specify the departments to be included in the report. Leaving the filter field blank will include employees from all departments.
No	You can specify the employee card numbers to be included in the report. Leaving it blank will include all employees in the report.
Contract Type	You can specify the contract indications to be included in the report.
Status	You can specify the statuses to be included in the report: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED* (see Contracts).

To preview or print the report, select *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL*.


Employee Contracts
Ülle AS
Active Contracts

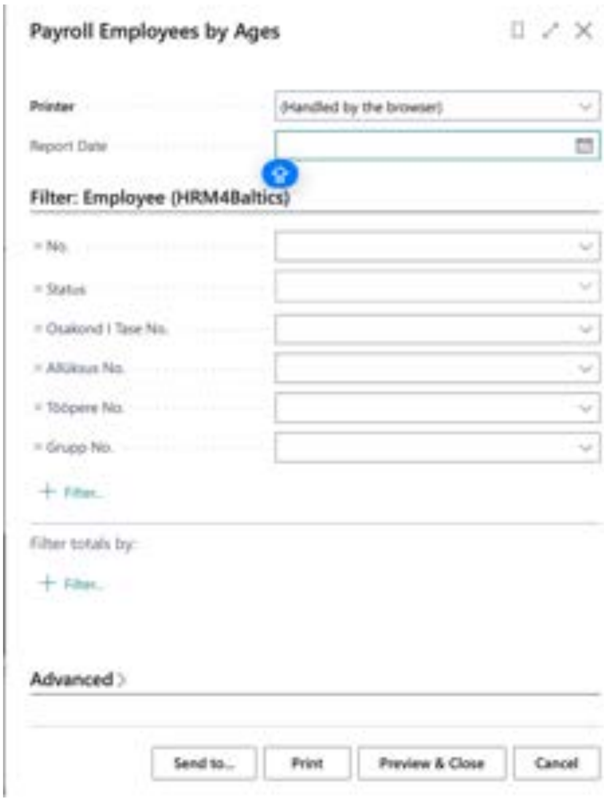
No.	Name	From	To	Type	Contract	Job	Osakond / Tase	Factor
Osakond / Tase: Unknown Structure Level								
Unknown Structure Level								
T327	Karu Kell	12/8/2020		Contract 31	TESTIME Juhatuse liikme ametileping		Unknown Structure Level 1	1
		2/1/2023		Addendum 31	TESTIME Juhatuse liikme ametileping		Unknown Structure Level 1	1
T345	Olger Kaasik	12/8/2020		Contract			Unknown Structure Level 1	1
T346	Kaia Muna			Contract 10	TL0113 Määramata ajaks		Unknown Structure Level 1	5
T352	Kalle Kusta	1/1/2022		10	Kalle Kusta		Unknown Structure Level 1	1

5.5.7. EMPLOYEES BY AGES

The report displays a list of employees grouped by age categories, including the proportion of men and women in each age group.

To create the EMPLOYEES BY AGESreport, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/EMPLOYEES BY AGES

On the *EMPLOYEES BY AGES* page, enter the necessary filters.



FILTERS:

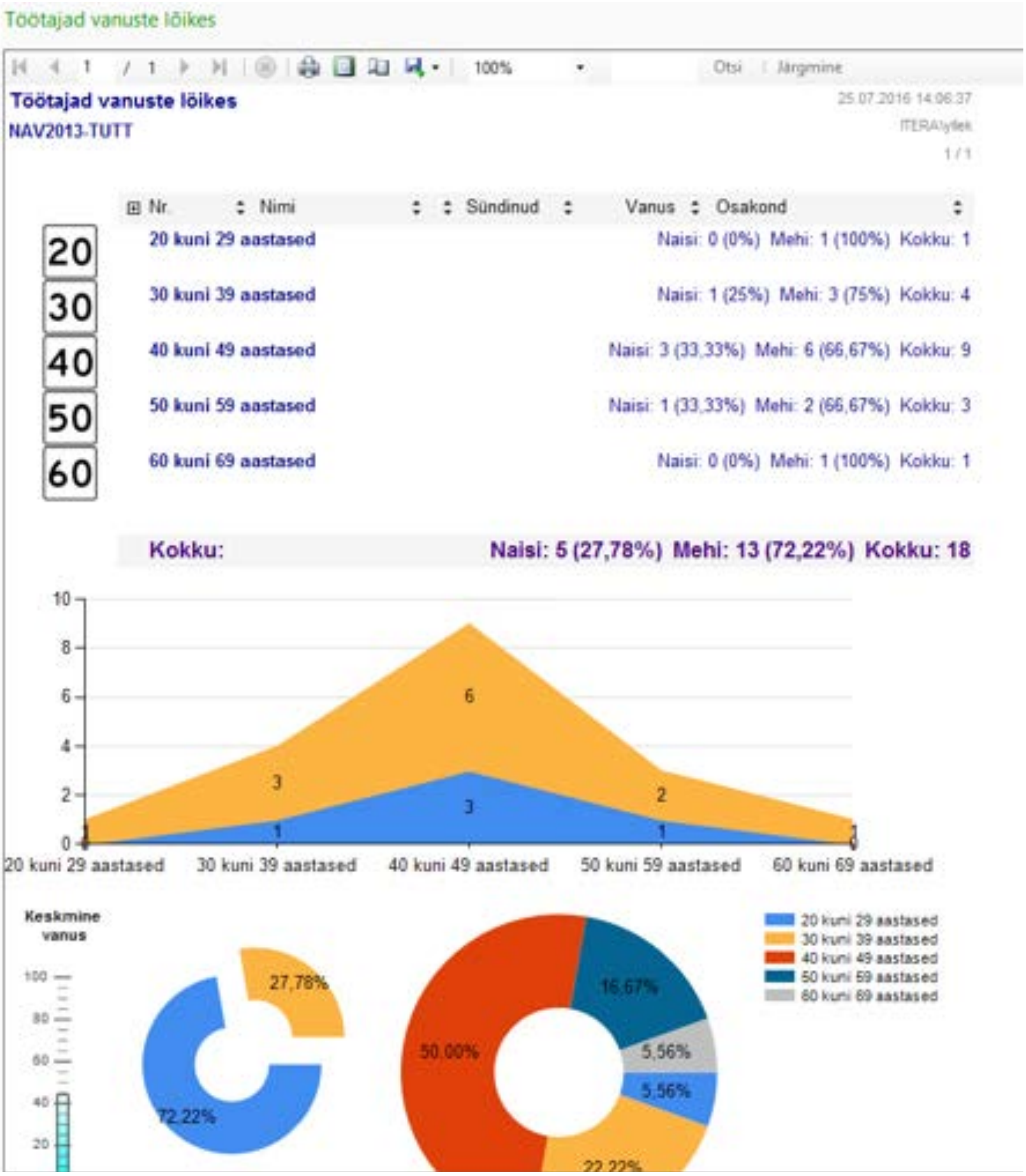
Field	Explanation
Number	You can specify the employee numbers to be included in the report.
Department number	You can specify the departments to be included in the report. Leaving the filter field blank will include employees from all departments.
Status	You can specify the statuses to be included in the report: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED* (see Contracts).

To preview or print the report, select *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL*.

Employees by Ages
Ülle AS

2/12/2024 9:51:37 AM +02:00
MERILY
2 / 3

TRI-0220	Paul Prääník	8/19/2018	5 years	Unknown Structure Level
20-29		Women: 4 (44.44%) Men: 5 (55.56%) Total: 9		
TRI-0131	Arbo Arrak	10/23/2002	21 years	Turundusosakond
T008	Elar Põldmaa	10/23/2002	21 years	Unknown Structure Level
TRI-0235	EU-Lisa Hanko	2/2/2000	24 years	Turundusosakond
T372	Juhan kuid viimase ööpäeva	2/1/2003	21 years	Unknown Structure Level
T317	Kaarel Kajakas	1/7/2001	23 years	Unknown Structure Level
T024	Kaia Muna	9/8/2003	20 years	Unknown Structure Level
T338	Kedri Kukk	2/1/2000	24 years	Unknown Structure Level
T012	Mari Murakas	1/7/2001	23 years	Teenindus
TRI-0155	Tarvi Toomepuu	2/3/2002	22 years	Finance Department
30-39		Women: 11 (91.67%) Men: 1 (8.33%) Total: 12		
A004	Bilbo Paunaste	4/7/1991	32 years	Müügiosakond
T001	Karmen Kaks	10/22/1990	33 years	Finance Department
TRI-0129	Karmen Raamat	9/17/1989	34 years	Juhatus

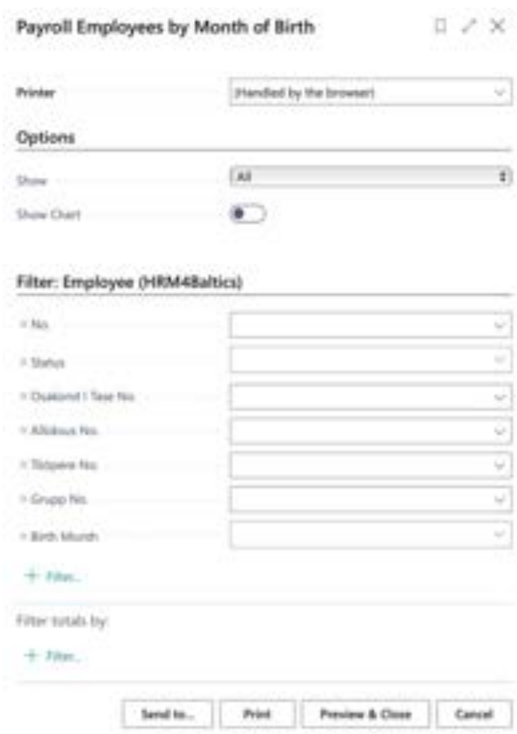


5.5.8. EMPLOYEES BY MONTH OF BIRTH

The report displays employees' ages sorted by birth months.

To create the EMPLOYEES BY MONTH OF BIRTH report, follow these steps: *HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/EMPLOYEES BY MONTH OF BIRTH*

On the *EMPLOYEES BY MONTH OF BIRTH* page, enter the necessary filters.



Fast tab OPTIONS

Field	**Options**
Show	Options: *ALL, 5-YEAS, 10-YEARS*

Fast tab EMPLOYEE

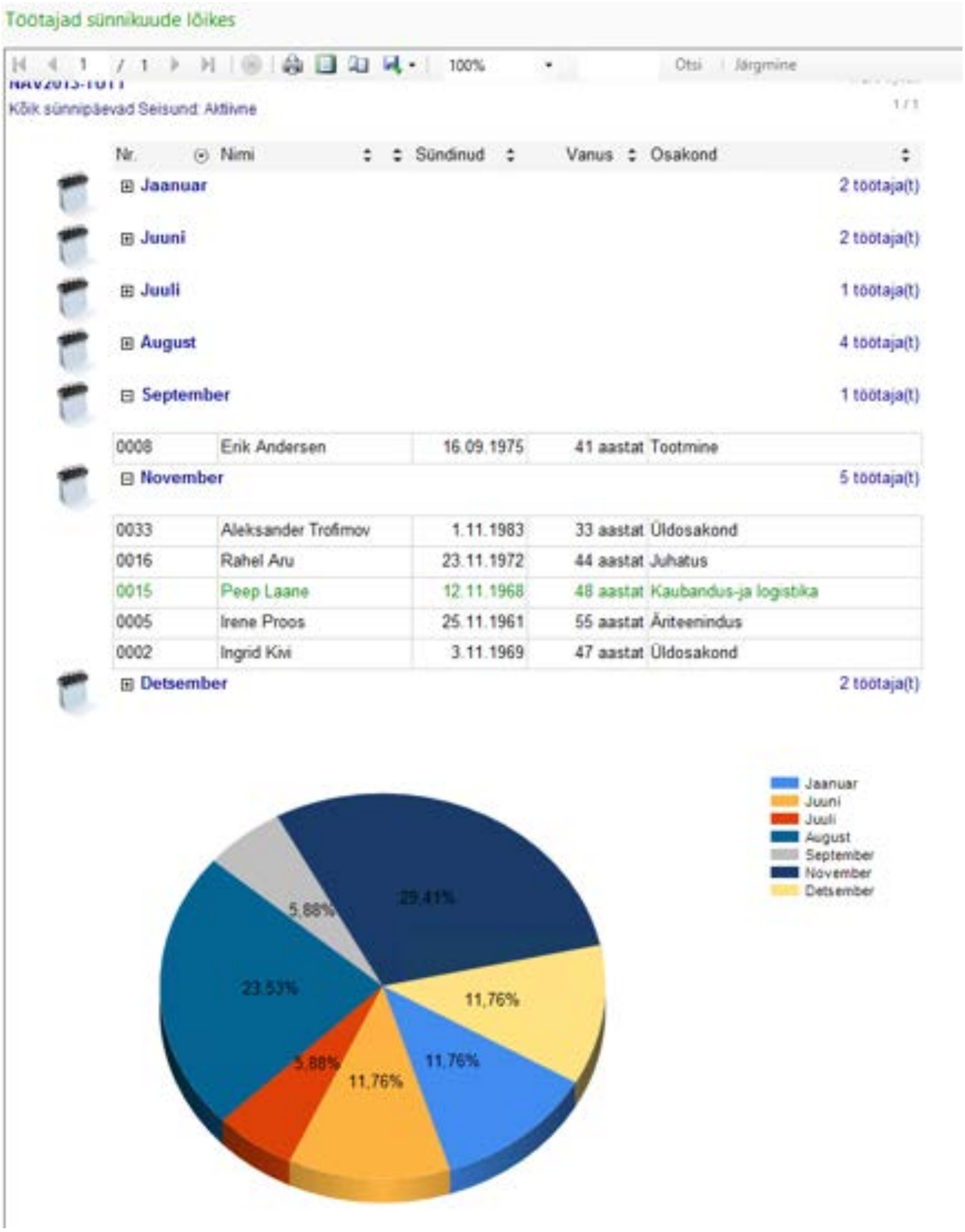
Field	**Explanation**
Status	You can specify the statuses to be included in the report: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED (*see Contracts)
Birth Month	You can specify the calendar months for which you want the report.
No.	You can specify the employee numbers to be included in the report.
Department number	You can specify the departments to be included in the report. Leaving the filter field blank will include employees from all departments.

To preview or print the report, select *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL.*

Employees by Month of Birth
Ülle AS
All employees

2/12/2024 10:16:10 AM +02:00
MERILY
4 / 6

T007	Tanel Kaupmees	4/5/1975	49 years	Müügiosakond	Hulgimüük
T367	Triinu Bomber	4/7/1991	33 years	Unknown Structure Level	
May				3 employee(s)	
T0017	Garibaldi Pommer	5/5/1969	55 years	Finance Department	Eelarvestamine
TRI-0228	Leonard Vann	5/19/1979	45 years	Finance Department	Accounting
TRI-0143	Volodja Volodjavitš	5/3/1976	48 years	Teenindus	Hooldus
June				3 employee(s)	
A003	Hannes Koosla	6/27/1974	50 years	Unknown Structure Level	
T016	Ira Margas	6/22/1976	48 years	Finance Department	Accounting
T370	Kristina Kirss	6/6/1942	82 years	Turundusosakond	
July				7 employee(s)	
TRI-0210	Birgit Lõoke	7/18/1982	42 years	Finance Department	
T314	Julger Saviauk	7/19/1978	46 years	Unknown Structure Level	
TRI-0167	Marianne Komm	7/22/1977	47 years	Finance Department	Eelarvestamine
T313	Olga Polka	7/19/1900	124 years	Unknown Structure Level	
T316	Roland Rool	7/19/1978	46 years	Unknown Structure Level	
T339	Triinu Miinu	7/19/1918	106 years	Finance Department	
T332	Tri-Nupp Homme	7/19/1978	46 years	Unknown Structure Level	
August				4 employee(s)	
T005	Jolger Krušovice	8/11/1980	44 years	Finance Department	
TRI-0220	Paul Präänik	8/19/2018	6 years	Unknown Structure Level	
T017	Siiri Saare	8/12/1965	59 years	Turundusosakond	
TRI-0133	Volodymyr Kirieiev	8/14/1985	39 years	Müügiosakond	Hulgimüük
September				12 employee(s)	
T331	Käbi Laanesaar	9/2/1970	54 years	Unknown Structure Level	
T024	Kaia Muna	9/8/2003	21 years	Unknown Structure Level	

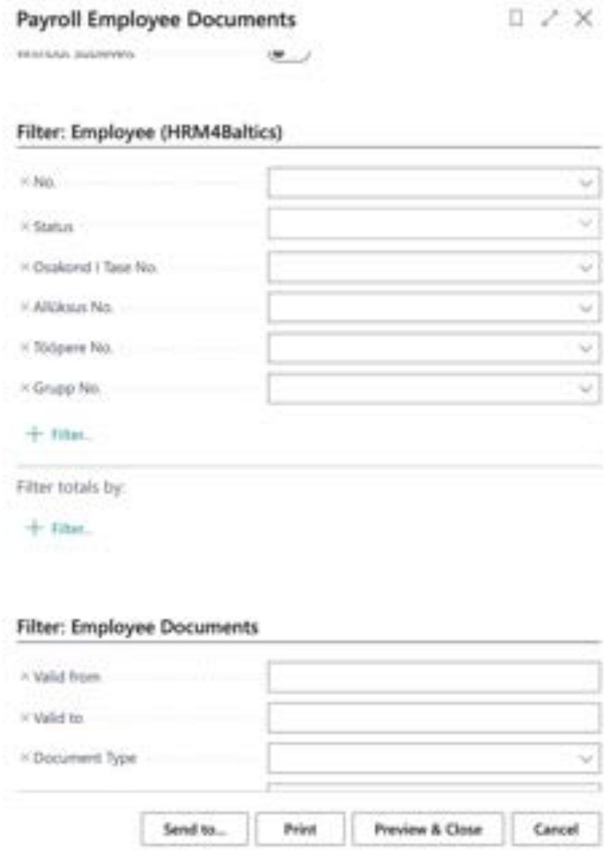


5.5.9. EMPLOYEE DOCUMENTS

The *EMPLOYEE DOCUMENTS* report displays information entered into the *PERSON DOCUMENTS* list.

To create the EMPLOYEE DOCUMENTS report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/EMPLOYEE DOCUMENTS

On the *EMPLOYEE DOCUMENTS* page, enter the necessary filters.



Fast tab for Filtering Structure and Employees

Field	Explanation
Without sublevels	Allows you to specify which *LEVELS 1* to *4* configured in *STRUCTURE SETUP* will be displayed in the report: □ *NO MARK* - the report displays all levels 1 to 4 configured in *STRUCTURE SETUP* and the documents of employees associated with the corresponding organizational unit. □ *MARKED* - only *LEVEL 1* configured in *STRUCTURE SETUP* is displayed in the report, along with the documents of employees associated with all sub-level organizational units.
Fast tab Employee	
No.	Allows you to specify the *EMPLOYEE NUMBERS* to be included in the report.
Status	Allows you to specify the *STATUS* of employees to be included in the report. Possible options: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED* (see Contracts).
Department	Allows you to specify the *DEPARTMENTS* to be included in the report. Leaving the filter field blank will include employees from all departments.

Fast tab Employee Documents

Field	Explanation
Valid from	Allows you to filter the *DOCUMENTS OF EMPLOYEES* displayed in the report based on their validity. The report displays documents whose validity starts on the same date or later than the date entered in the filter.
Valid until	Allows you to filter the *DOCUMENTS OF EMPLOYEES* displayed in the report based on their validity. The report displays documents whose validity ends on the same date or earlier than the date entered in the filter.
Document type	Allows you to specify the type of documents' information to be included in the report.
Publisher	Allows you to specify the issuers of documents' information to be included in the report.

If the desired filter is not visible, the user can add it by pressing the + sign on the *FILTER* label, and then adding the desired filter.

To preview or print the report, select *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL*.

						Piirivalveamet
A003	Hannes Koosla		Covid			
A003	Hannes Koosla		Tervisetõend			Maanteeamet
A003	Hannes Koosla					
A001	Holger-Kulgur Saviauk	8	Tervisetõend	2/21/2022	2/21/2024	PERH
A001	Holger-Kulgur Saviauk	9	Tunnistus	3/25/2022		Koolitaja OÜ
A001	Holger-Kulgur Saviauk	10	Tervisetõend	7/1/2022	7/10/2024	
T314	Julger Saviauk		Elamisluba			
T024	Kaia Muna		Sünnitunnistus	4/28/2022	10/27/2022	
T024	Kaia Muna	78	Sünnitunnistus	1/4/2022	5/20/2023	
T346	Kaia Muna	4	Sünnitunnistus	2/7/2022	6/30/2023	Qvalitas AS
T336	Kalle Juust	AA89876767	ID-kaart	3/5/2021	3/4/2026	Politsei-ja Piirivalveamet
T352	Kalle Kusta	898	ID-kaart	2/21/2022	2/20/2027	Politsei-ja Piirivalveamet
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell	78-67	Esmaabiandja tunnistus	2/1/2022	2/1/2026	Koolitaja OÜ
T323	Meelis Puudist		Tervisetõend	3/2/2022	3/2/2024	Qvalitas AS
T323	Meelis Puudist	4	Tervisetõend	4/30/2022	4/30/2024	
T313	Olga Polka	22	Tervisetõend	4/28/2022	4/28/2024	Qvalitas AS

Osakond I Tase: Finance Department

Finance Department				8 documents		
T005	Jolger Krušovice	KJKDFJADS9909	ID-kaart	8/1/2022	8/18/2022	Politsei-ja Piirivalveamet
Finance Department / Raamatupidamine				8 documents		
T001	Karmen Kaks	9	Tunnistus			Koolituskeskus AS
T001	Karmen Kaks	9876	Kutsetunnistus			Politsei-ja Piirivalveamet
T009	Pirgit-Mai Guru	AA98876	ID-kaart	3/12/2017	3/11/2022	Politsei-ja Piirivalveamet
T009	Pirgit-Mai Guru		Tervisetõend			
X024	Tõnu Tõnurist					
Finance Department / Eelarvestamine				8 documents		
TRI-0167	Marianne Komm	332434	ID-kaart	5/22/2023	5/21/2028	Politsei-ja Piirivalveamet
TRI-0167	Marianne Komm	5654	Autojuhiload	5/24/2023		Maanteeamet

5.5.10. EMPLOYEES BY ZODIAC SIGNS

The *EMPLOYEES BY ZODIAC SIGNS* report displays a list of employees sorted by zodiac signs.
To create the *EMPLOYEES BY ZODIAC SIGNS* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/EMPLOYEES BY ZODIAC SIGNS

On the *EMPLOYEES BY ZODIAC SIGNS* page, enter the necessary filters.

Fast tab Filter Employee

Field	Explanation
No.	Allows you to specify the *EMPLOYEE NUMBERS* to be included in the report.
Status	Allows you to specify the STATUS of employees to be included in the report. Possible options: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED* (see Contracts).
Department number	Allows you to specify the *DEPARTMENTS* whose employees will be included in the report. Leaving the filter field blank will include employees from all departments.

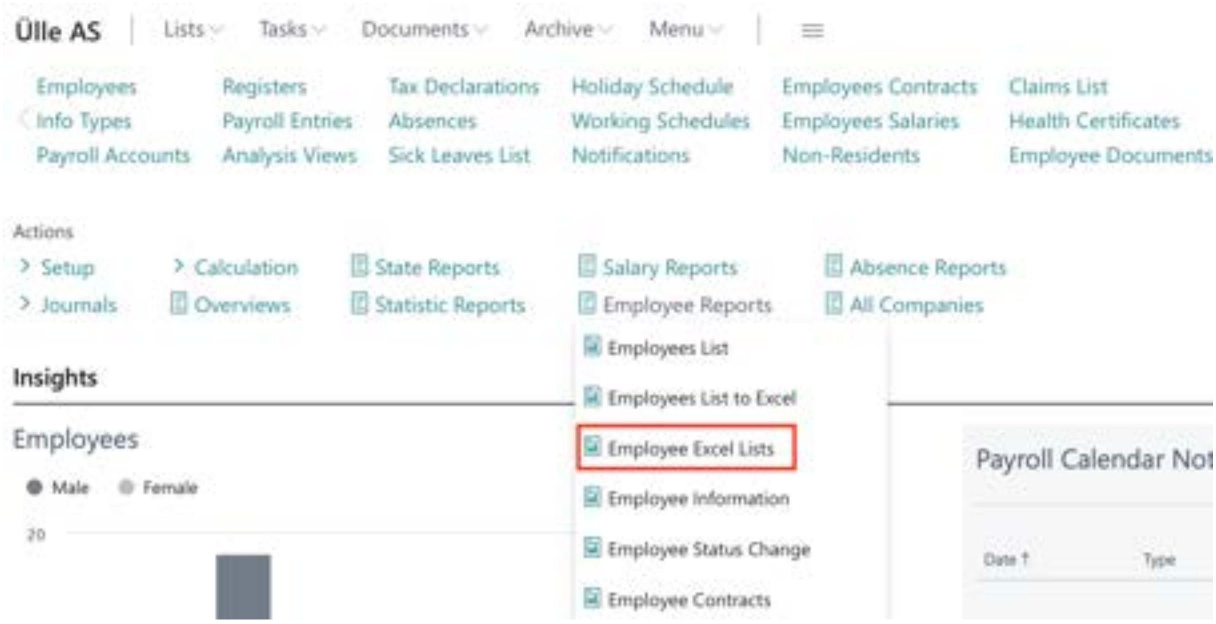
To preview or print the report, select *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL*.

Taurus (April 20 - May 20)			5 employee(s)
T0017	Garibaldi Pommer	5/5/1969	Finance Department
TRI-0228	Leonard Vann	5/19/1979	Finance Department
T323	Meelis Puudist	4/25/1994	Unknown Structure Level
T013	Merike Angaar	4/25/1963	Teenindus
TRI-0143	Volodja Volodjavitš	5/3/1976	Teenindus
Gemini (May 21 - June 20)			2 employee(s)
T370	Kristina Kirss	6/6/1942	Turundusosakond
T369	Merle Hirv	6/10/1967	Finance Department
Cancer (June 21 - July 22)			10 employee(s)
TRI-0210	Birgit Lõoke	7/18/1982	Finance Department
A003	Hannes Koosla	6/27/1974	Unknown Structure Level
T016	Ira Margas	6/22/1976	Finance Department
T314	Julger Saviauk	7/19/1978	Unknown Structure Level
TRI-0167	Marianne Komm	7/22/1977	Finance Department
T313	Olga Polka	7/19/1900	Unknown Structure Level
T004	Olga Ruusla	7/18/1982	Müügiosakond
T316	Roland Rool	7/19/1978	Unknown Structure Level
T339	Triinu Miinu	7/19/1918	Finance Department
T332	Tri-Nupp Homme	7/19/1978	Unknown Structure Level
Leo (July 23 - August 22)			4 employee(s)
T005	Jolger Krušovice	8/11/1980	Finance Department
TRI-0220	Paul Präänik	8/19/2018	Unknown Structure Level
T017	Siiri Saare	8/12/1965	Turundusosakond

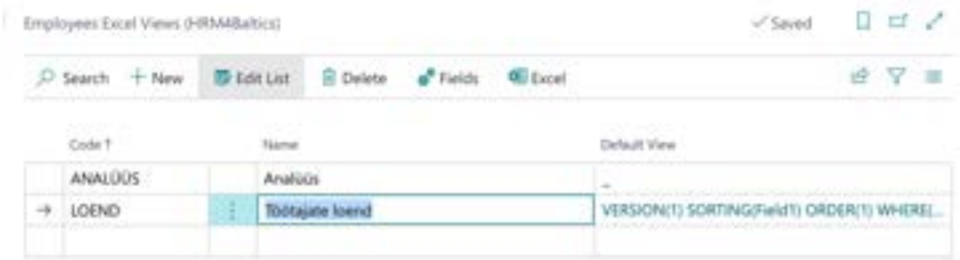
5.5.11. EMPLOYEE EXCEL VIEWS

Employee Excel views allow users to describe Excel reports based on the fields of the *EMPLOYEE CARD* with their desired data. The described Excel views can also be used when opening other analyses and reports in Excel. For example, the Excel view button is also available in overviews like *PAYROLL SALARY OVERVIEW*, *PAYROLL PARAMETERS OVERVIEW*, and in *PAYROLL ANALYSES*.

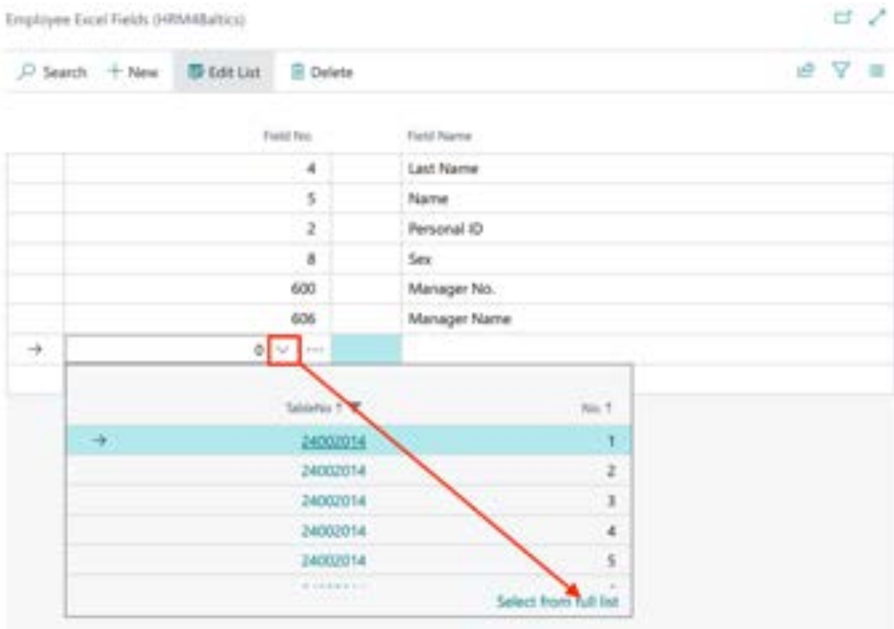
To configure and open the report, navigate to:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE EXCEL LIST
or
ROLE CENTER/ACTIONS/EMPLOYEE REPORTS/EMPLOYEE EXCEL LIST

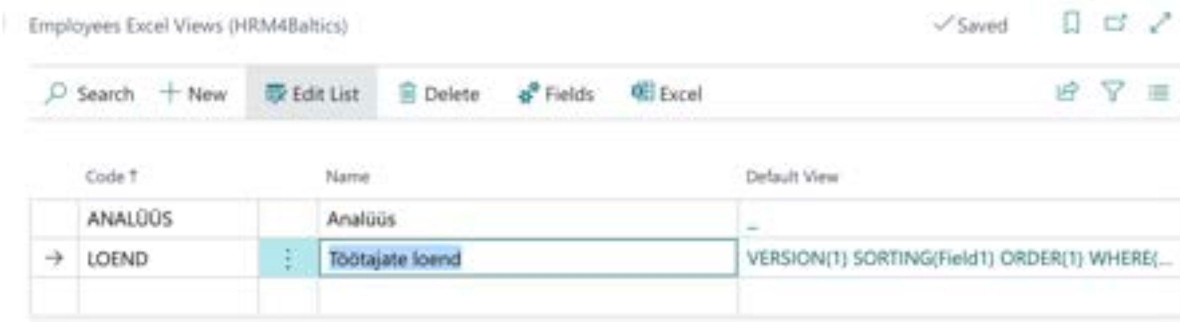


To create a new Excel view, click the *NEW* button on the ribbon menu, then enter the *CODE* and *NAME*.
To limit the employees included in the list, you can set filters and sorting conditions for the *EMPLOYEE LIST* in the *DEFAULT VIEW* field. To add a filter, click on the field, then the *EMPLOYEE LIST* will open, where you can enter the desired filters.

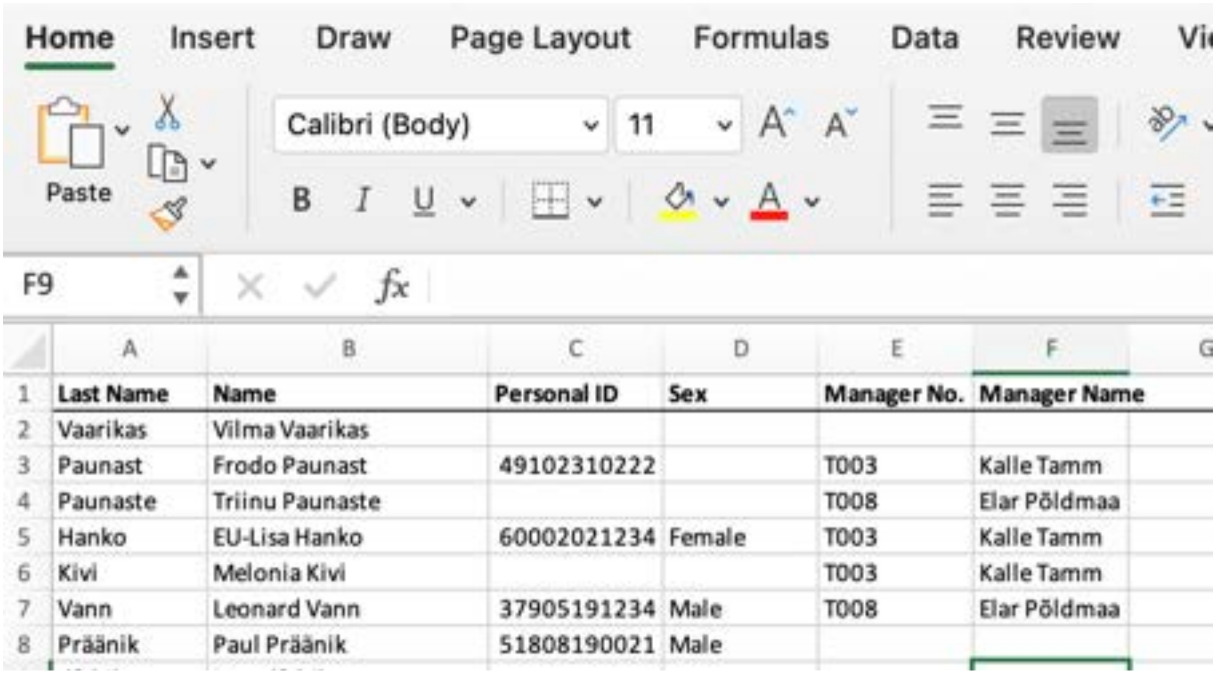


To describe the columns of the list, click the *FIELDS* button on the ribbon menu, then select the fields for the rows in the opened window. To add a field, click the arrow key, then *SELECT FROM FULL LIST* in the bottom right corner to open the list of payroll and personnel fields with descriptions.



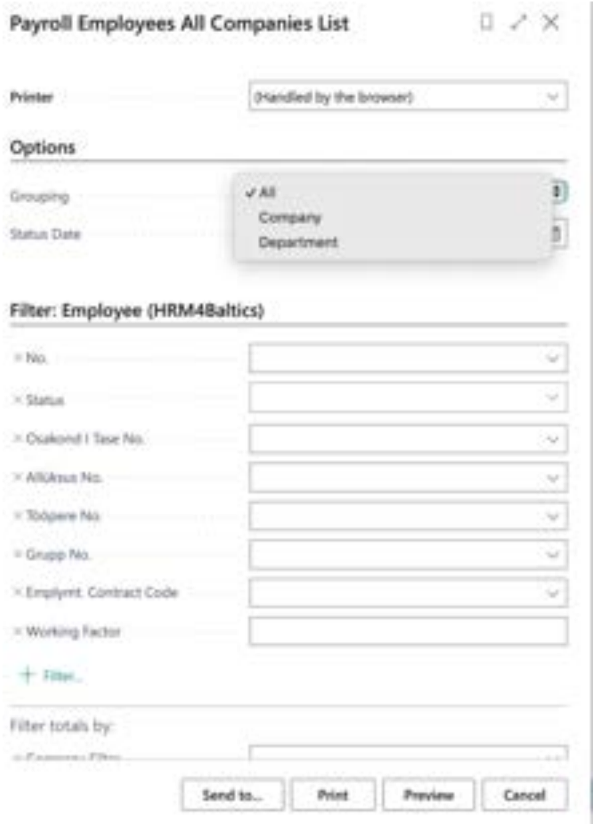


To output the configured view to Excel, use the *EXCEL* button on the ribbon menu of the views list.



5.5.12. EMPLOYEE LIST ACROSS COMPANIES

It is possible to compile a report of employees across all companies within the group. The report can be accessed by:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE LIST (ALL COMPANIES)



In the opened window, you can choose the grouping used for employees in the report:

- *ALL:* Displays employees from all companies and departments within the group in alphabetical order.
- *COMPANY*: Displays employees from all companies within the group in alphabetical order.
- *DEPARTMENT*: Displays employees from all companies within the group grouped by departments.
- *ALL GROUP EMPLOYEES*: Displays all employees from all companies within the group.

Company grouping

Employees List (All Companies)

Date 13.02.24

No.	Name	Job Title	Employment Date	Termination Date	Contract	Factor	Years	Department
2021 DEMO								102 employee(s)
T0009	Amanda Mets	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0017	Deboora Tammik	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0018	Doris Roosalk	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0020	Eedit Kokk	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0021	Egon Valk	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0022	Eimar Mägi	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0023	Elisabet Takel	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0024	Elmar Lindeburg	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0025	Elviira Sink	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0026	Ene Rebane	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0027	Erla Aul	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0028	Erni Serov	Turvatöötaja	1/7/2020		Määramata ajaks	1	4,1 years	Valvedivisjon
T0029	[illegible]	Turvatöötaja	1/7/2020		Määramata	1	4,1 years	Valvedivisjon

Department grouping

T018	Viktors Jansons		9/1/2023		Company contract	1	0,4 years	Latvia TEST
T018	Viktors Jansons		9/1/2023		Company contract	1	0,4 years	Latvijas SIA
Administratiivosakond								7 employee(s)
T0003	Ellu Puudist	assistent	8/14/2010		Töövõtuleping	1	13,5 years *	Pangandus
T0008	Herbert Ving	teenistuse juhataja	1/27/2020		Määramata ajaks	1	4 years	Pangandus
T0009	Lotte Koerapoiss	personalispetsialist	7/21/2014		Määramata ajaks	1	9,5 years	Pangandus

Employees List (All Companies)

Date 13.02.24

T0002	Luule Žavoronok	personalispetsialist	1/1/2020		Määramata ajaks, osalise tööajaga	1	4,1 years	Pangandus
T0016	Marko Nurk	vanemjurist	1/1/2021		Määramata ajaks	1	3,1 years	Pangandus
T0011	Tiina Tammetõru	jurist	2/15/2023		Määramata ajaks	1	1 year	Pangandus
T0007	Žoja Puhur	personalispetsialist	11/1/2022		Määramata ajaks, osalise tööajaga	1	1,2 years	Pangandus
Caffeine								6 employee(s)
T037	Kioski Test		2/1/2022		Töövõtuleping	1	2,2 years *	Silvi AS
T001	Mari Murakas	Raamatupidaja	1/1/2000		Määramata ajaks	1	24,1 years	Silvi AS
T0003	Marta Nurk		6/14/2021		Määramata ajaks	1	2,6 years	Silvi Test
T00021	Peeter Termomeeter	Klienditeenindaja	5/1/2021		Määramata ajaks	0.5	2,3 years *	Silvi Test
T00002	Puhkuse Saldo2	spetsialist	12/1/2021		Määramata ajaks	1	2,4 years *	Silvi AS
T00004	Puhkuse Saldo-ga		5/1/2022		Määramata ajaks	1	2,2 years *	Silvi AS
Finanšu un budžeta daļa								5 employee(s)
T005	Brigita Cīrule	vecākā grāmatvede	6/15/2020		Indefinite	1	3,6 years	Latvia TEST

In addition to grouping, you can also specify the data date and use various filters.

5.5.13. EMPLOYEE CHILDREN

The report can be accessed from:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/EMPLOYEE REPORTS/ EMPLOYEE CHILDREN

You can also create the report by selecting *REPORT* from the Employees' Children list on the ribbon menu. Various filters can be used to limit the queried data, such as *MIN AGE, MAX AGE*, etc.

Employee Children
Ülle AS

2/13/2024 9:39:37 AM +02:00
MERILY
1 / 1

No.	Name	Personal ID	Child Name	Birth Date	Age	Sex	Invalid
Osakond I Tase: Unknown Structure Level				3 children			
Unknown Structure Level				3 children			
T008	Elar Põldmaa		Juhan	1/18/2022	2.07	Male	
A003	Hannes Koosla		Mart	3/3/2019	4.94		
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell		Sille Petersell	2/1/2021	3.03	Female	
Osakond I Tase: Finance Department				1 children			
Finance Department				1 children			
T009	Pirgit-Mai Guru		Tuudor Suss	3/13/2019	4.91	Male	
Osakond I Tase: Turundusosakond				2 children			
Turundusosakond				2 children			
T003	Kalle Tamm	111	KAKAK	11/11/2022	1.25	Female	
T003	Kalle Tamm	12345678	Juhan	1/1/2023	1.11	Male	
Osakond I Tase: Müügiosakond				2 children			
Müügiosakond				1 children			
T347	Juhan Oopkaup		Silver	5/1/2022	1.78		
Müügiosakond				1 children			
T007	Tanel Kaupmees		Mart Kaupmees	5/4/2020	3.77	Male	
Osakond I Tase: Teenindus				1 children			
Teenindus				1 children			
T012	Mari Murakas		Tõnu Murakas	3/1/2020	3.95		
				9 children			

For example, setting *MIN AGE* to 1 and *MAX AGE* to 5 will display in the report all children of employees aged between 1 and 5 years old. If you also want to include children who are older than 5 but not yet 6, set *MAX AGE* to 6.

5.5.14. NUMBER OF EMPLOYEES BY DAY

The report can be accessed from:
HOME/EMPLOYEE REPORTS/NUMBER OF EMPLOYEES BY DAY

When creating the report, the configuration from *PAYROLL REPORT SETUP/NUMBER OF EMPLOYEES BY DAY* is utilized.

The report is generated on a monthly basis, and in the opened view, you can specify the start date of the respective month up to the last date of the month for which the report is generated.

ÜLLE AS

No. of Employees

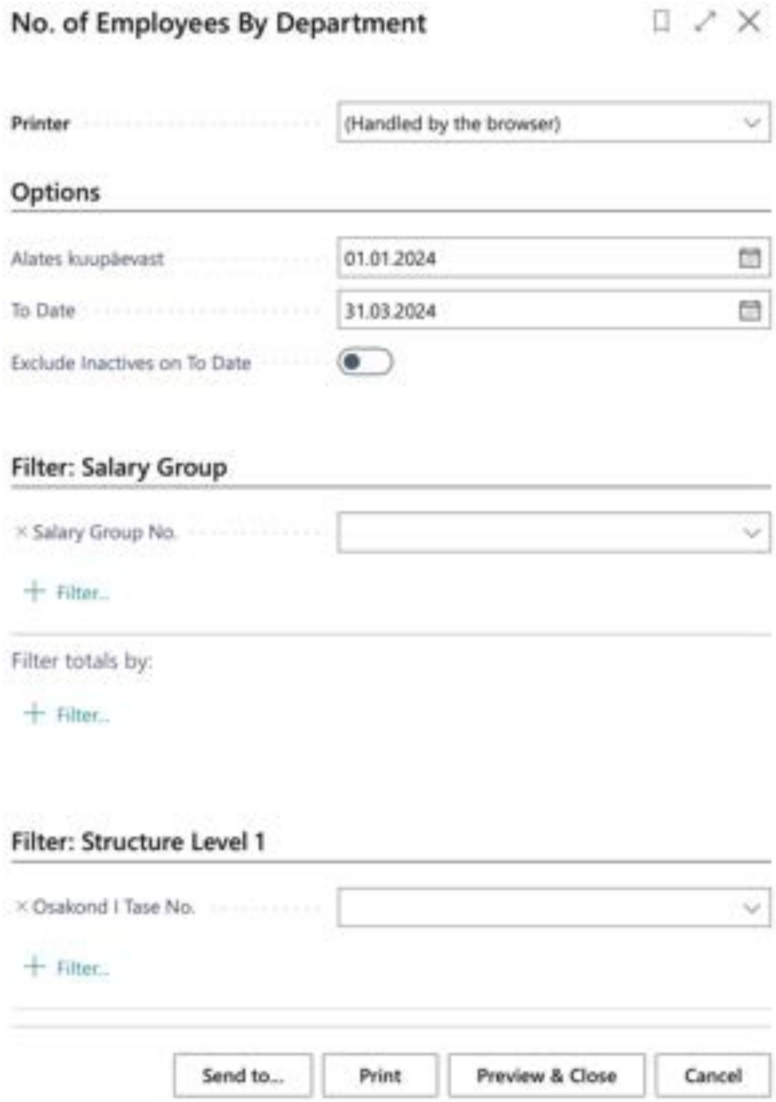
aanuar 2024

Day	Employees	incl. interns	Inactive contracts	Child Care	Parttime		Average FTE
					employees	working factor	
1	63	0	1	1	3	1.87	67.17
2	63	0	1	1	3	1.87	67.17
3	63	0	1	1	3	1.87	67.17
4	63	0	1	1	3	1.87	67.17
5	63	0	1	1	3	1.87	67.17
6	63	0	1	1	3	1.87	67.17
7	63	0	1	1	3	1.87	67.17
8	63	0	1	1	3	1.87	67.17
9	63	0	1	1	3	1.87	67.17
10	63	0	1	1	3	1.87	67.17
11	63	0	1	1	3	1.87	67.17
12	63	0	1	1	3	1.87	67.17
13	63	0	1	1	3	1.87	67.17
14	63	0	1	1	3	1.87	67.17
15	63	0	1	1	3	1.87	67.17
16	63	0	1	1	3	1.87	67.17
17	63	0	1	1	3	1.87	67.17
18	63	0	1	1	3	1.87	67.17
19	63	0	1	1	3	1.87	67.17
20	63	0	1	1	3	1.87	67.17
21	63	0	1	1	3	1.87	67.17
22	63	0	1	1	3	1.87	67.17
23	63	0	1	1	3	1.87	67.17
24	63	0	1	1	3	1.87	67.17
25	63	0	1	1	3	1.87	67.17
26	63	0	1	1	3	1.87	67.17
27	63	0	1	1	3	1.87	67.17
28	63	0	1	1	3	1.87	67.17
29	63	0	1	1	3	1.87	67.17
30	63	0	1	1	3	1.87	67.17
31	63	0	1	1	3	1.87	67.17
	63.00	0.00	1.00	1.00	3.00	1.87	67.17

5.5.15. NUMBER OF EMPLOYEES BY DEPARTMENT

The report can be accessed from:
HOME/EMPLOYEE REPORTS/NUMBER OF EMPLOYEES BY DEPARTMENT
When creating the report, the configuration from *PAYROLL REPORT SETUP/NUMBER OF EMPLOYEES BY DAY* is utilized.

In the opened view, you can input the period for which the report is desired, specify whether passive employees are included in the report, and add a filter for payroll group.



ÜLLE AS

No. of Employees By Department

All Salary Groups

No. of employees as of 31.03.24

Averages as of 01.01.24 - 31.03.24

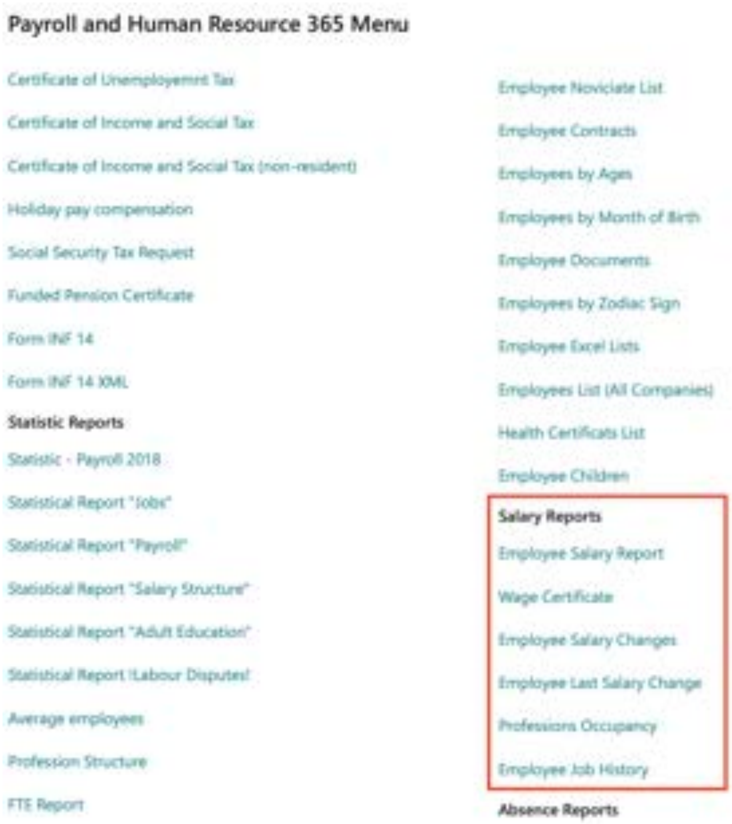
Department	Total No. of Employees	Incl. Men	Incl. Women	Average FTE	Average No. of Employees
10	18	9	4	17.34	18.34
11	1	1	0	1.00	1.00
12	7	3	3	7.00	7.00
13	13	2	5	12.00	13.00
14	6	2	4	4.40	6.00
Total	45	17	16	41.74	45.34

If the configuration includes the indicator for trainee contracts and there is a trainee working in a department, they will be displayed separately from the department's total count, with a value of +1.

The average FTE and number of employees are calculated by dividing the total workload by the number of days.

5.6. Payroll Salary Reports

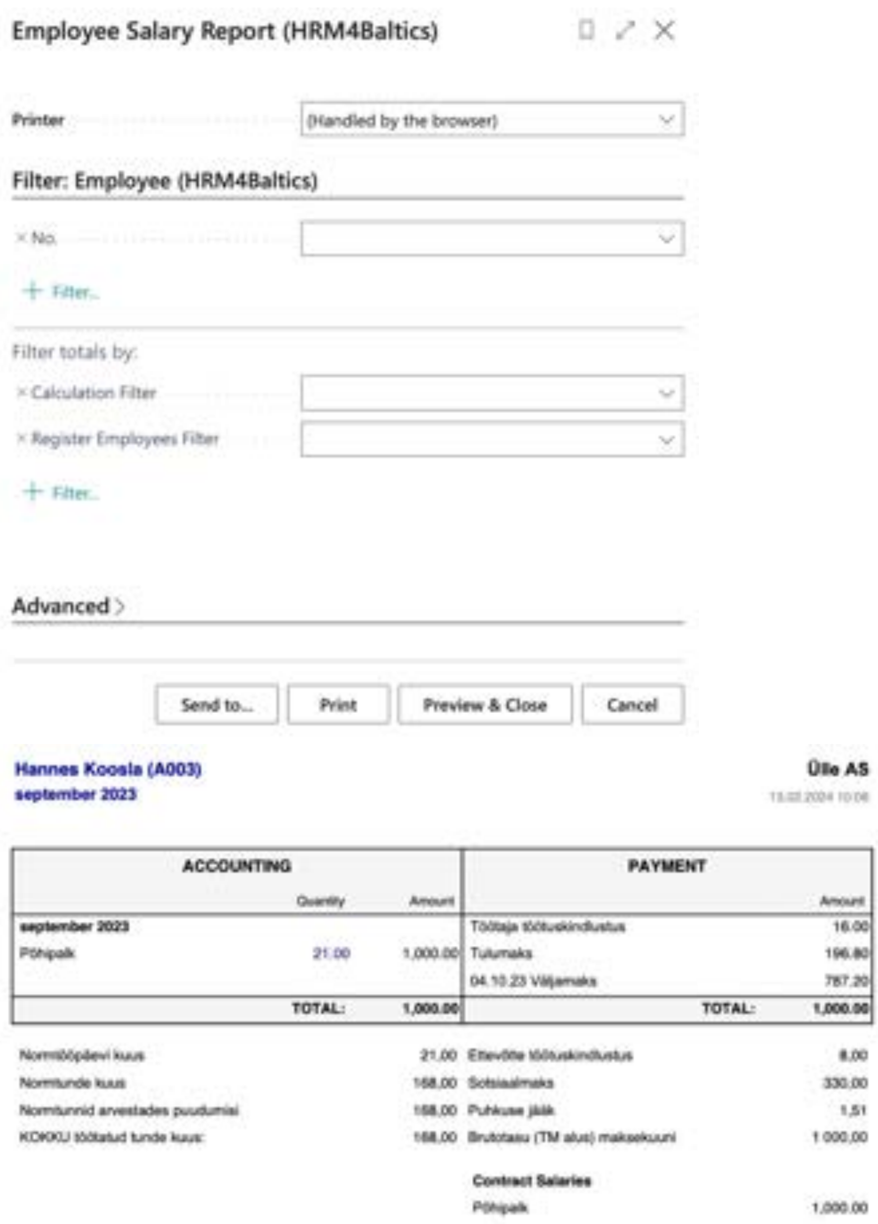
Located at *HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS*.



5.6.1. EMPLOYEE SALARY REPORT

The *PAYSLIP* displays data regarding payroll account transactions during the payslip period. The information displayed, the level of detail, and the section of the *PAYSLIP* where it appears need to be configured beforehand on the *PAYROLL REPORT* tab of the payroll account card.

To create a *PAYSLIP*, navigate to:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/EMPLOYEE SALARY REPORT
or
HOME/ACTIONS/SALARY REPORTS/EMPLOYEE SALARY REPORT
On the *EMPLOYEE SALARY REPORT* page, input the desired filters.



When the *CALCULATION FILTER* and/or the *EMPLOYEE CARD* number filter (field No.) are left unselected, *PAYSLIPS* for all employees and/or all *CALCULATION PERIODS* are generated at once.

To generate the report, choose either *PREVIEW* or *PRINT*; to cancel, select *CANCEL*.
The *SALARY REPORT* can also display *PERMANENT SALARY* from the *EMPLOYEE CARD's SALARY* tab for the relevant *CALCULATION PERIOD*.

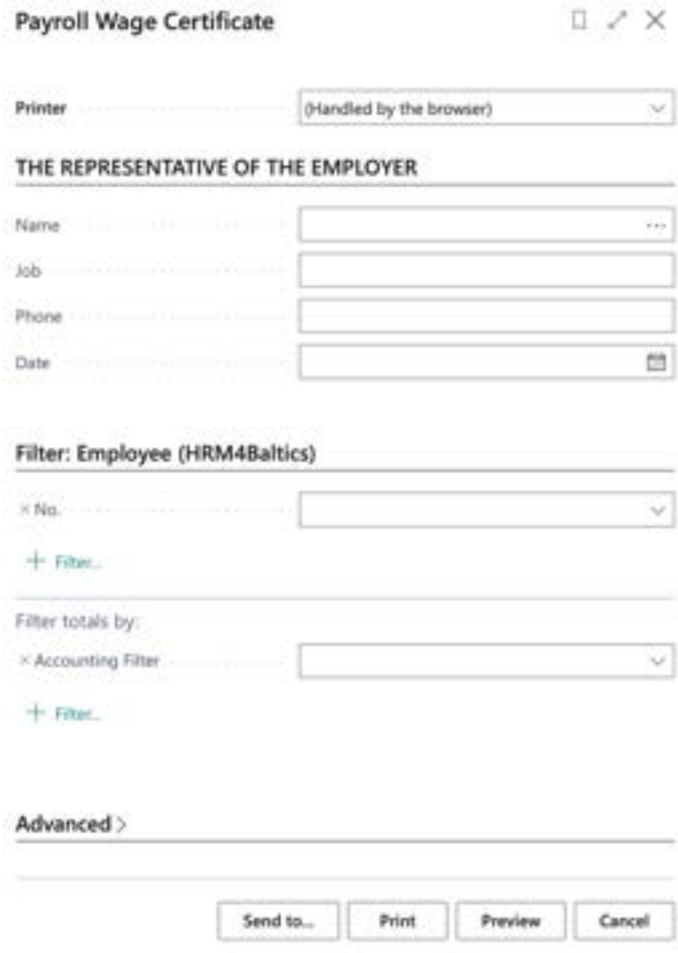
The display settings for *CONTRACTUAL SALARIES* are configured in the *SHOW SALARY REPORT* and *DESCRIPTION* columns in the *SALARY* tab of *SALARY TYPES* card.

5.6.2. WAGE CERTIFICATE

To create a Wage Certificate report, follow these steps:
Navigate to:

HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/WAGE *CERTIFICATE*

On the *WAGE CERTIFICATE* page, input the necessary information and filters.



Fast tab REPRESENTATIVE OF THE EMPLOYER

Field	Explanation
Name	Select the employer representative issuing/signing the certificate from the *EMPLOYEES LIST*.
Job	Automatically filled from the selected employee's data.
Phone	Automatically filled from the selected employee's data
Date	Enter the date of certificate issuance.

Fast tab EMPLOYEE

• Nr. - Select the employee from the EMPLOYEES LIST to whom the certificate is issued.

FILTER BY TOTALS

• Accounting f filter - Select the payroll periods or range of periods for which the certificate is requested.

To generate the certificate, choose either *PREVIEW* or *PRINT*; to cancel, select *CANCEL*.

WAGE CERTIFICATE

EMPLOYEE DATA

First name and surname	Personal ID code
Holger-Kulgur Savlauk	**45710120319**
Address of residence	
Hiiu maakond, Tallinn, Tammiku 56-6 76	

EMPLOYER DETAILS

Name	Registration code or personal ID code
Ülle AS	**11223344**
Address	
Tallinn 10113, Ookeani 7	

ACCOUNTING AMOUNT

Month	Accounting Amount	Income Tax	Pension Insurance	Unemployment Insurance	Trade Union	Other Deductions	Payment Amount
veebruar 2023	230.32	46.06	0.00	0.00	0.00	0.00	194.26
	230.32	**46.06**	**0.00**	**0.00**	**0.00**	**0.00**	**194.26**

THE REPRESENTATIVE OF THE COMPANY

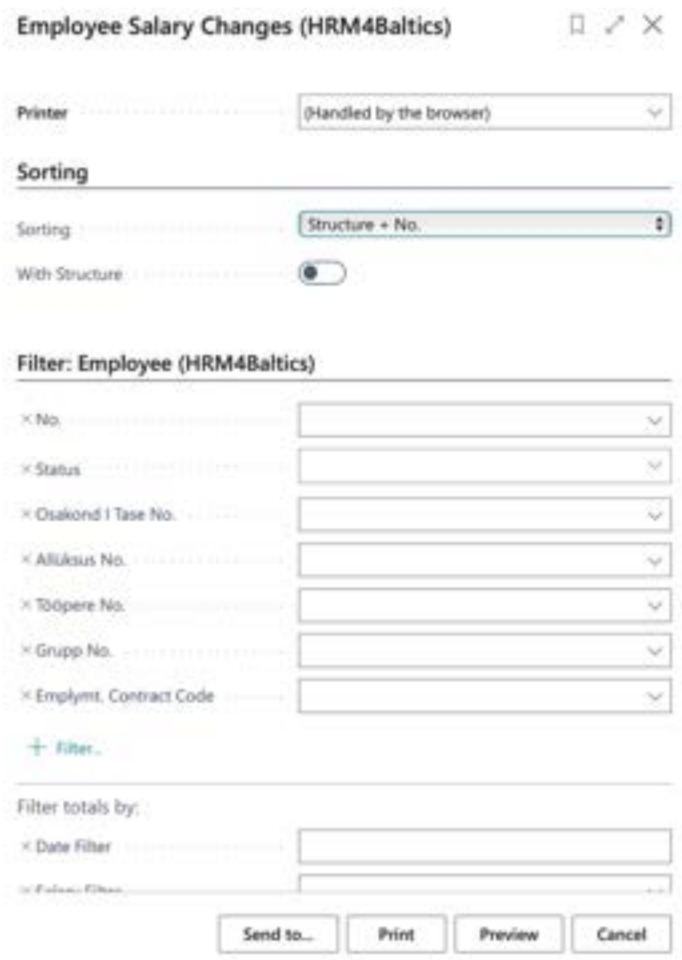
Name	Job	Phone
Karmen Kaks	**Vanemraamatupidaja**	**555 555 555**
Signature	Date	
	2/13/2024	

Required settings for the report: *HOME/MENU/PAYROLL AND PERSONNEL 365/ADMINISTRATION/SETUP/REPORT SETUPS*

5.6.3. EMPLOYEE SALARY CHANGES

This report presents changes in employee salaries grouped by departments, showing the time of salary changes and the amount of the change.
To access the *EMPLOYEE SALARY CHANGES* report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/EMPLOYEE SALARY CHANGES
Or
HOME/ACTIONS/SALARY REPORTS/EMPLOYEE SALARY CHANGES

In the window that opens, you can input filters for the report to select the data to be included and the sorting order of the data.



Filter: Sorting

Field	Explanation
Sorting	Select the sorting order of employees from the dropdown menu. Options: • *STRUCTURE+NO* - employees are sorted in the report by the description of the organizational unit and then by the employee card number. The *WITH STRUCTURE* option must be active. • *STRUCTURE+FIRST NAME* - employees are sorted in the report by the description of the organizational unit and then by the first name. The *WITH STRUCTURE* option must be active. • *STRUCTURE+LAST NAME* - employees are sorted in the report by the description of the organizational unit and then by the last name. The *WITH STRUCTURE* option must be active. • *NO.*- employees are sorted by their employee card number. • *FIRST NAME* - employees are sorted by their first names. • *LAST NAME* - employees are sorted by their last names.
With Structure	This checkbox is entered if organizational unit columns are desired in the report.

Filter: Employee

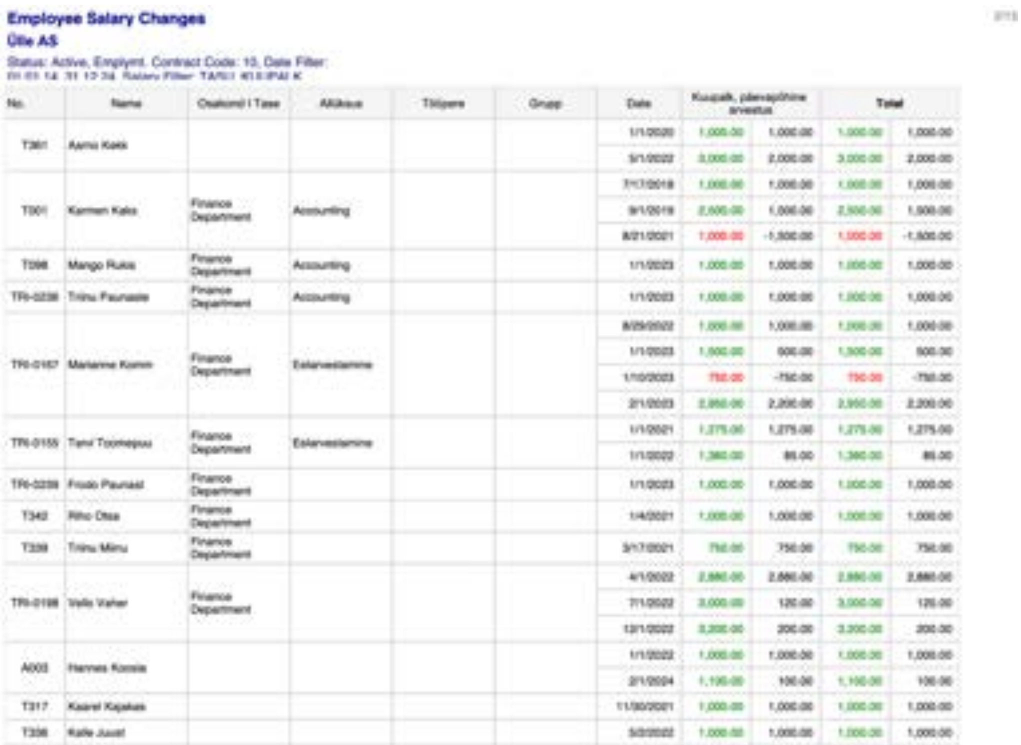
Field	Explanation
Status	Select the employee statuses to be included in the report: active, inactive, terminated, prospect.

Department No.	Specify the departments to be included in the report. Leaving this field blank includes employees from all departments.
No.	Specify the employee card numbers to be included in the report. Leaving this field blank includes all employees.
Employment Contract Code	Specify the contract types to be included in the report.

Filter Totals By

Field	Explanation
Salary Filter	Specify the fixed salaries to be included in the report.
Date Filter	Specify the period for which the report is to be generated.

To generate the report, choose either *PREVIEW* or *PRINT*; to cancel, select *CANCEL*.


Employee Salary Changes
Ülle AS
Status: Active, Emplymt. Contract Code: 10, Date Filter: [illegible]

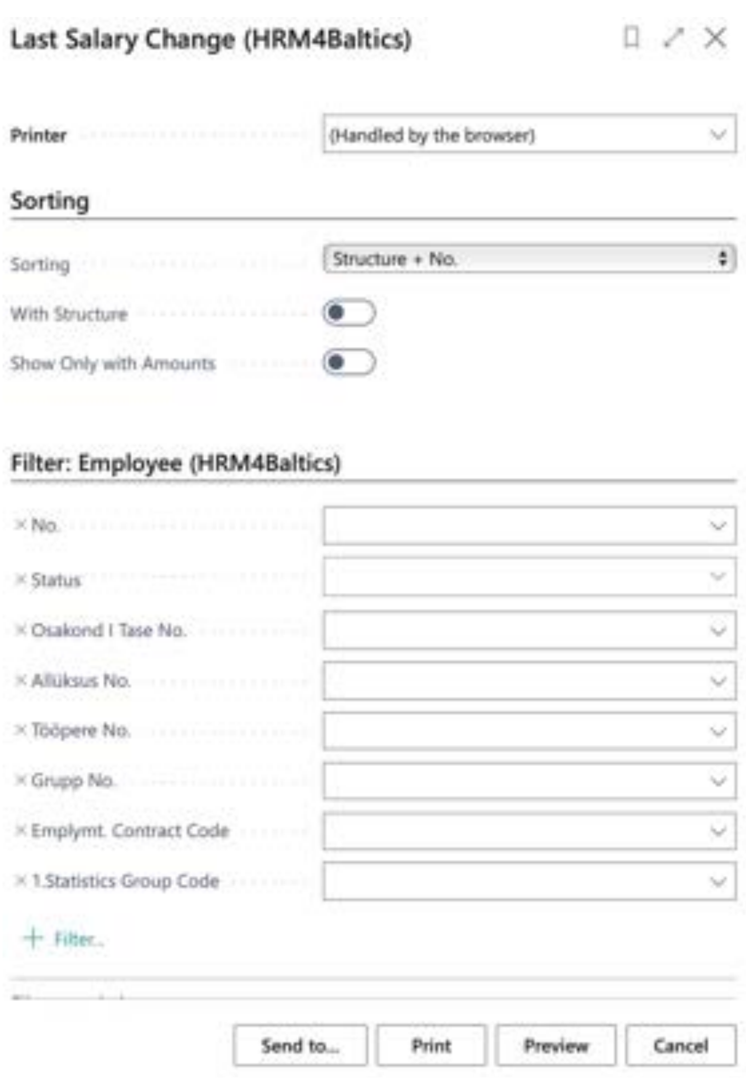
No.	Name	Osakond / Tase	Allüksus	Tööpere	Grupp	Date	Kuupalk, [illegible]		Total	
T361	Aarno Kask					1/1/2020	1,000.00	1,000.00	1,000.00	1,000.00
						5/1/2022	3,000.00	2,000.00	3,000.00	2,000.00
T001	Karmen Kala	Finance Department	Accounting			7/17/2018	1,000.00	1,000.00	1,000.00	1,000.00
						9/1/2019	2,500.00	1,500.00	2,500.00	1,500.00
						8/21/2021	1,000.00	-1,500.00	1,000.00	-1,500.00
T098	Mango Rukis	Finance Department	Accounting			1/1/2023	1,000.00	1,000.00	1,000.00	1,000.00
TR-0238	Triinu Paunaste	Finance Department	Accounting			1/1/2023	1,000.00	1,000.00	1,000.00	1,000.00
TR-0167	Marianne Komm	Finance Department	Eelarvestamine			8/29/2022	1,000.00	1,000.00	1,000.00	1,000.00
						1/1/2023	1,500.00	500.00	1,500.00	500.00
						1/10/2023	750.00	-750.00	750.00	-750.00
						2/1/2023	2,950.00	2,200.00	2,950.00	2,200.00
TR-0155	Tarvi Toomepuu	Finance Department	Eelarvestamine			1/1/2021	1,275.00	1,275.00	1,275.00	1,275.00
						1/1/2022	1,360.00	85.00	1,360.00	85.00
TR-0239	Frodo Paunast	Finance Department				1/1/2023	1,000.00	1,000.00	1,000.00	1,000.00
T342	Riho Ots	Finance Department				1/4/2021	1,000.00	1,000.00	1,000.00	1,000.00
T339	Triinu Mirru	Finance Department				3/17/2021	750.00	750.00	750.00	750.00
TR-0198	Vello Vaher	Finance Department				4/1/2022	2,880.00	2,880.00	2,880.00	2,880.00
						7/1/2022	3,000.00	120.00	3,000.00	120.00
						12/1/2022	3,200.00	200.00	3,200.00	200.00
A003	Hannes Kossis					1/1/2022	1,000.00	1,000.00	1,000.00	1,000.00
						2/1/2024	1,100.00	100.00	1,100.00	100.00
T317	Kaarel Kapakas					11/30/2021	1,000.00	1,000.00	1,000.00	1,000.00
T336	Kalle Juust					5/2/2022	1,000.00	1,000.00	1,000.00	1,000.00

5.6.4. EMPLOYEE LAST SALARY CHANGE

This report displays the current salary and the last salary change along with the effective date of the change for units and individuals as of the query date.

To access the EMPLOYEE LAST SALARY CHANGES report, follow these steps:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/LAST SALARY CHANGE
Or
HOME/ACTIONS/SALARY REPORTS/LAST SALARY CHANGE

In the window that opens, you can input filters for the report to select the data to be included and the sorting order of the data.



Filter: Sorting

Field	Explanation
Sorting	Select the sorting order of employees from the dropdown menu. Options: • *STRUCTURE+NO* - employees are sorted in the report by the description of the organizational unit and then by the employee card number. The *WITH STRUCTURE* option must be active. • *STRUCTURE+FIRST NAME* - employees are sorted in the report by the description of the organizational unit and then by the first name. The *WITH STRUCTURE* option must be active. • *STRUCTURE+LAST NAME* - employees are sorted in the report by the description of the organizational unit and then by the last name. The *WITH STRUCTURE* option must be active. • *NO* - employees are sorted by their employee card number. • *FIRST NAME* - employees are sorted by their first names. • *LAST NAME* - employees are sorted by their last names.
With Structure	This checkbox is entered if organizational unit columns are desired in the report.
Show only with Amounts	Only those employees with salary entries are shown in the report.

Filter: Employee

Field	Explanation
Status	Select the employee statuses to be included in the report: active, inactive, terminated, prospect.
Department No.	Specify the departments to be included in the report. Leaving this field blank includes employees from all departments.
No.	Specify the employee card numbers to be included in the report. Leaving this field blank includes all employees.
Employment Contract Code	Specify the contract types to be included in the report.

Filter Totals By

Field	Explanation
Salary Filter	Specify the fixed salaries to be included in the report.
Date Filter	Specify the period for which the report is to be generated. Entering a date is mandatory; otherwise, the report will not be generated.

To generate the report, enter the date as of which the data should be included in the report, then select either *PREVIEW* or *PRINT*; to cancel, select *CANCEL*.

Employeee Last Salary Change
Üle AS
Date Filter: 13.02.24, Salary Filter: TASU_KUUPALK

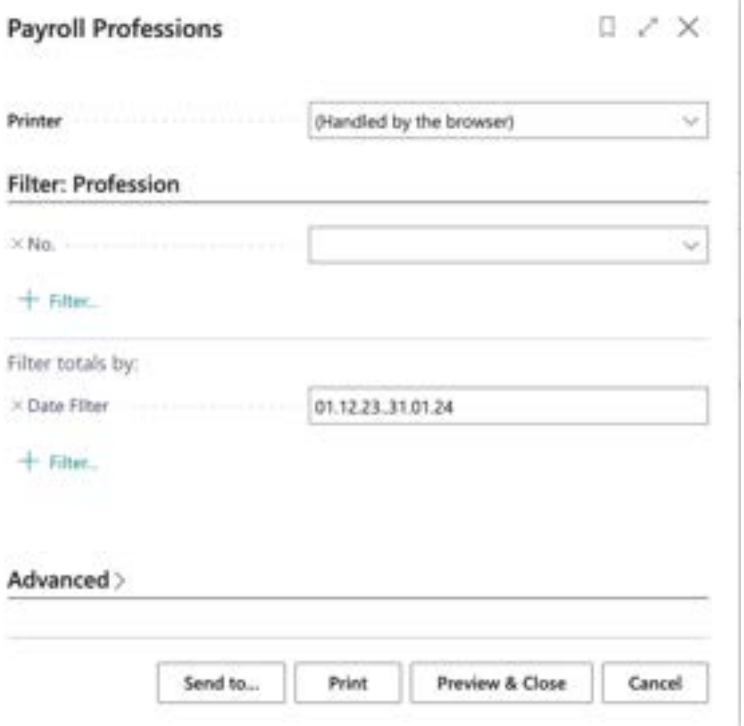
2/13/2024 1:13:07 PM +02:00
MERILY
1 / 2

No.	Name	Osakond / Tase	Allüksus	Tööpere	Grupp	Last Salary		Current Salary		Change
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell						-	1/1/2022	600.00	-
A003	Hannes Koosla					1/1/2022	1,000.00	2/1/2024	1,100.00	10.0 %
T001	Karmen Kaks	Finance Department	Accounting			8/1/2019	2,500.00	8/1/2019	1,000.00	-60.0 %
T009	Pirgit Mai Guru	Finance Department	Accounting			10/27/2019	788.00		-	-100.0 %
T098	Mango Rukis	Finance Department	Accounting				-	1/1/2023	1,000.00	-
TRI-0238	Triinu Paunaste	Finance Department	Accounting				-	1/1/2023	1,000.00	-
TRI-0155	Tarvi Toomepuu	Finance Department	Eelarvestamine			1/1/2021	1,275.00	1/1/2022	1,360.00	6.7 %
TRI-0167	Marianne Komm	Finance Department	Eelarvestamine			1/1/2023	1,500.00	1/10/2023	2,950.00	96.7 %
T005	Jolger Krušovice	Finance Department				1/1/2022	2,750.00		-	-100.0 %
T339	Triinu Minu	Finance Department					-	3/17/2021	750.00	-
T342	Riho Otsa	Finance Department					-	1/4/2021	1,000.00	-
TRI-0198	Vello Vaher	Finance Department				7/1/2022	3,000.00	12/1/2022	3,200.00	6.7 %
TRI-0210	Birgit Löcke	Finance Department				1/1/2023	2,000.00		-	-100.0 %
TRI-0239	Frodo Paunast	Finance Department					-	1/1/2023	1,000.00	-
A001	Holger-Kulgur Saviauk	Müügiosakond				1/1/2023	1,000.00		-	-100.0 %
T002	Kati Karula-Karu	Müügiosakond	Hulgimüük			6/1/2022	350.00	1/1/2023	100.00	-71.4 %
T004	Olga Ruusla	Müügiosakond	Hulgimüük				-	7/7/2001	1,500.00	-
T007	Tanel Kaupmees	Müügiosakond	Hulgimüük				-	9/1/2021	1,500.00	-
T328	Kadri Kissell	Müügiosakond	Hulgimüük			5/15/2021	2,000.00		-	-100.0 %
A004	Bilbo Paunaste	Müügiosakond	Jaemüük				-	11/14/2022	2,060.73	-

5.6.5. POSITION FULFILLMENT

Position planning is described in the position configuration table. The actual fulfillment of positions is described by the employment contracts entered into the employee's card.
To generate the *PROFESSIONS OCCUPANCY* report, follow these steps:
Navigate to:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/ PROFESSIONS OCCUPANCY
Or
HOME/ACTIONS/PAYROLL REPORTS/PROFESSIONS

In the *PROFESSIONS* page, you can input the desired date range in the *DATE FILTER*.



To generate the report, select either *PREVIEW* or *PRINT*. To cancel, select *CANCEL*.
The report can be displayed in the *OVERALL DEPARTMENTS* view or separately for each department.

Professions
Ülle AS
Date Filter: 01.12.23..31.01.24

	Total			
	Active Employees	Planned Employees	Vacant	incl. Inactive Employees
JUHATUS	-	-	-	-
Juhatuse esimees	1	-	-1	-
Finants konsultant	-	-	-	-
Raamatupidamine	22	-	-22	-
Head Accountant	5	-	-5	-
Senior Accountant	7	-	-7	-
Accountant	7	-	-7	-
Raamatupidaja	-	-	-	-
PURCHASE DEPARTMENT	-	-	-	-
Purchase Director	-	-	-	-
Purchase Manager	-	-	-	-
Purchase Specialist	1	-	-1	-
LOGISTICS MANAGING	-	-	-	-
Shift Manager / delivery	-	-	-	-
Shift Manager / intake	1	-	-1	-
Warehouse Manager	-	-	-	-
Warehouse Keeper	-	-	-	-
Consignee	2	-	-2	-

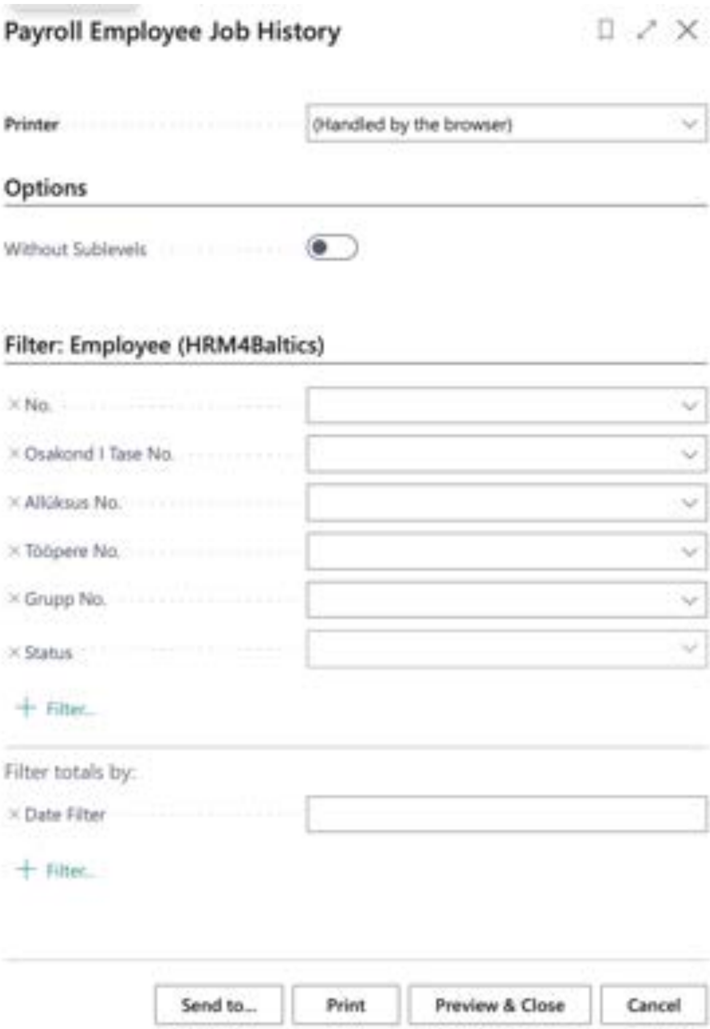
5.6.6. PAYROLL JOB HISTORY

This report displays changes in positions by departments and employees. The information for the report is taken from the employment contract lines entered in the employee's card.

To generate the PAYROLL JOB HISTORY report, follow these steps:

Navigate to:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/SALARY REPORTS/*EMPLOYEE JOB HISTORY*
Or
HOME/ACTIONS/PAYROLL REPORTS/ JOB HISTORY

In the *EMPLOPYEE JOB HISTORY* page, you can select the necessary filters.



To generate the report, select either *PREVIEW* or *PRINT*. To cancel, select *CANCEL*.

Employee Job History
Ülle AS

2/13/2024 1:31:19 PM +02:00
MERILY
3 / 8

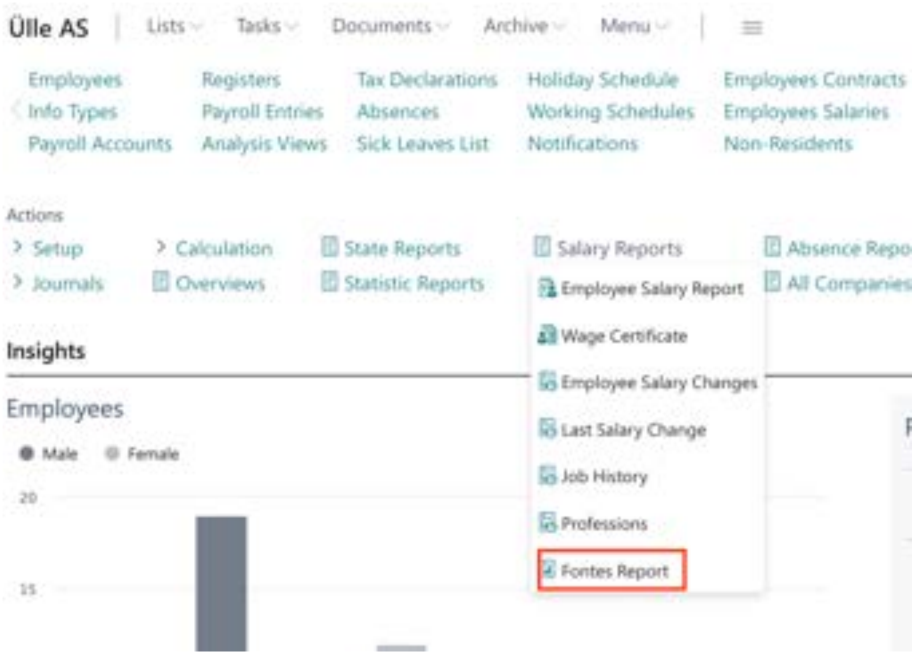
TRI-0243	Vilma Vaarikas	2/1/1990	Employment		
Osakond I Tase: Finance Department					
Finance Department					
T005	Jolger Krušovice	1/1/2013	Employment		
		10/27/2013	Departmnet change	Müügiosakond	Store Manager
		11/16/2019	Departmnet change	Teenindus	Warehouse Manager
		8/1/2021	Departmnet change	Turundusosakond	Raamatupidamine
		8/5/2021	Departmnet change	Finance Department	Head Accountant
		12/31/2021	Termination	Teenindus	Warehouse Manager
		10/4/2022	Inactive (from)		
		10/27/2022	Employment		
		11/2/2023	Inactive (from)		
T1234	Dennis Tuvi	1/1/2019	Employment		
		4/1/2021	Departmnet change	Finance Department	
		11/10/2021	Termination	Finance Department	

5.6.7. FONTES REPORT

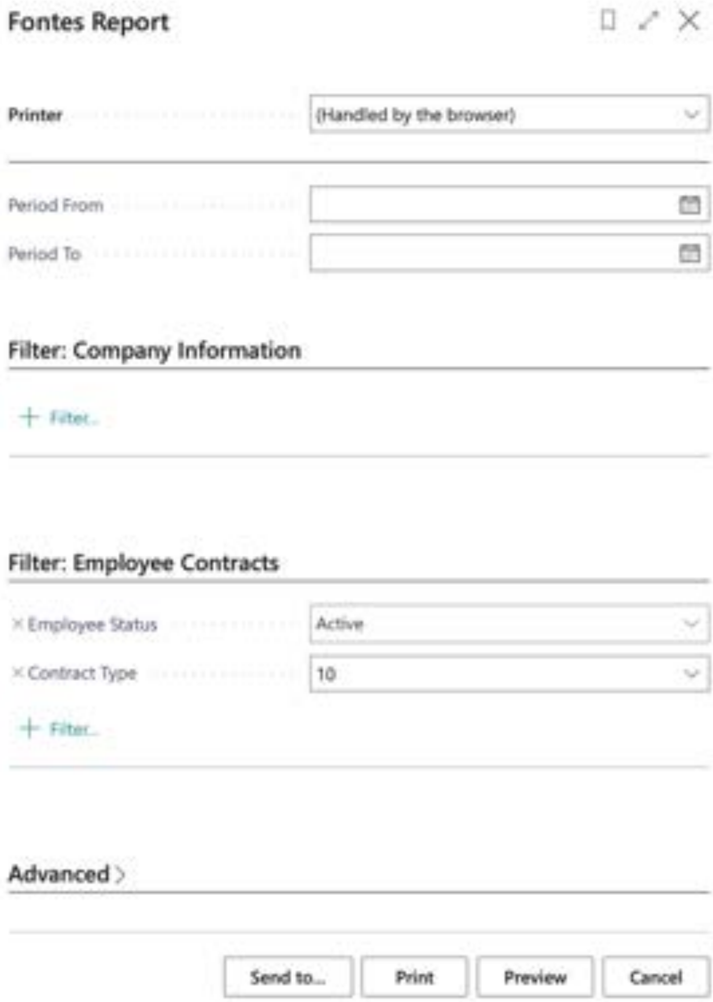
The Fontes report is an annual salary survey conducted by Fontes with the aim of comparing salaries for similar positions across different companies. Fontes collects data on monthly base salary, monthly performance bonuses, fixed and variable annual bonuses, as well as additional benefits associated with the job (such as company car usage, payment of mobile phone bills).

Participation in the report requires a prior evaluation of positions based on the Fontes job family catalog, and adding codes to positions or employee contract lines in the *FONTES CLASSIFIER* list. The report includes codes from employees, but if no classifier has been added to the employee and there are codes added to positions, the report displays data configured for the position.

To access the report, navigate to the *ROLE CENTER/MENU/ACTIONS/PAYROLL REPORTS/FONTES REPORT*.



In the filter window that opens, enter the period for which the report is to be created. Since the report is presented for the year, entering a date in the *PERIOD FROM* field will automatically add the date to the *PERIOD TO* field.



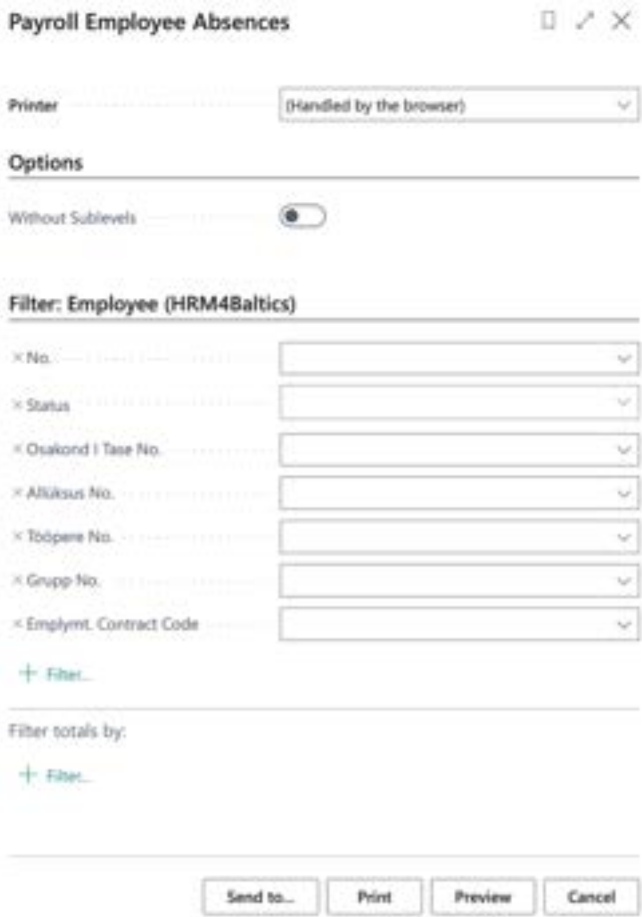
The report can be generated in PDF or Excel format. To create a PDF report, click the *PREVIEW* button in the filter window. To create the report in Excel, click *THE SEND -> MICROSOFT EXCEL DOCUMENT* button. Since the report is extensive and consists of many columns, it is advisable to use Excel for report generation.

5.7. Absence Reports

5.7.1. EMPLOYEE ABSENCES

The report presents employee absences by departments along with the corresponding number of calendar and workdays missed.
To create the report, select:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/ABSENCE REPORTS/EMPLOYEE ABSENCES

On the page, click *EMPLOYEE ABSENCES* enter the query filters.



By setting filters, you can limit the amount of information included in the report.

To generate the report, choose *PREVIEW* or *PRINT*. To cancel the query, select *CANCEL*.
If you have printed the report to Excel *(PRINT / MICROSOFT EXCEL)* or opened it in *PREVIEW* mode, you can use the arrows and plus and minus signs at the beginning of rows and columns to sort, hide, and highlight the displayed information.

Employee Absences
Ülle AS
Emplymt. Contract Code: 10

2/13/202

Osakond I Tase: Finance Department					**432**	**321**
Finance Department					123	86
T005	Jolger Krušovice	6/21/2021	6/27/2021	Täiendavad puhkepäevad	7	3
		5/9/2022	5/13/2022	Puhkus	5	5
		12/1/2022	12/2/2022	Haige	2	2
		12/10/2022	12/11/2022	Haige	2	0
		11/1/2022	11/10/2022	Avatud haigusleht	10	8
		11/12/2022	11/12/2022	Haigusleht, kergem töö	1	0
		10/10/2022	10/11/2022	test saatmine	2	2
		1/16/2023	1/18/2023	Avatud haigusleht	3	3
T1234	Dennis Tuvi	10/1/2021	10/31/2021	Haige	31	21
		4/12/2023	4/16/2023	Haige	5	3
		4/5/2023	4/6/2023	Puhkus	2	2
T339	Triinu Miinu	4/4/2022	4/29/2022	Haigusleht, tööõnnetus	26	19
T342	Riho Otsa	3/29/2021	4/4/2021	Täiendavad puhkepäevad	7	4
TRI-0198	Vello Vaher	11/21/2022	11/27/2022	Puhkus	7	5
		11/5/2022	11/9/2022	Puhkus	5	3
TRI-0239	Frodo Paunast	12/4/2023	12/11/2023	Puhkus	8	6

Employee Absences
Ülle AS
Emplymt. Contract Code: 10

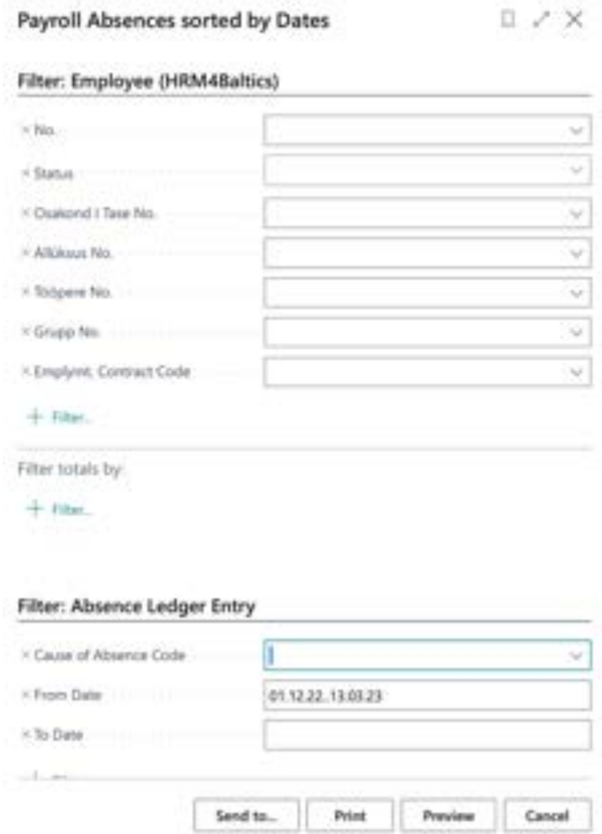
2/13/2024 1:41:18 PM +02:00
MERILY
7 / 7

T012	Mari Murakas	12/8/2023	12/8/2023	Puhkus	1	1
		11/6/2023	11/20/2023	Puhkus	15	11
		1/22/2024	1/26/2024	Puhkus	5	5
Teenindus / Hooldus					6	6
T006	Priit-Jaan Pedanik	4/11/2022	4/11/2022	Puhkus	1	1
		9/26/2022	9/30/2022	Haigusleht, tööõnnetus	5	5
				Total	1565	1158

5.7.2. ABSENCE BY DATE

The report displays employee absences sorted in ascending order by the *FROM* column, along with the corresponding number of calendar and workdays missed.
To create the report, follow these steps:

Select:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/ABSENCE REPORTS/ABSENCES BY DATE
On the page, click *ABSENCES BY DATE* and enter the query filters.
By setting filters, you can limit the amount of information included in the report.
To generate the report, the *DATE FILTER* must be selected.



Choose *PREVIEW* or *PRINT* to output the report. To cancel, select *CANCEL*.
If you have printed the report to Excel *(PRINT / MICROSOFT EXCEL)* or opened it in *PREVIEW* mode, you can use the plus or minus sign at the beginning of the *TOTAL* column to hide or reveal the displayed information.

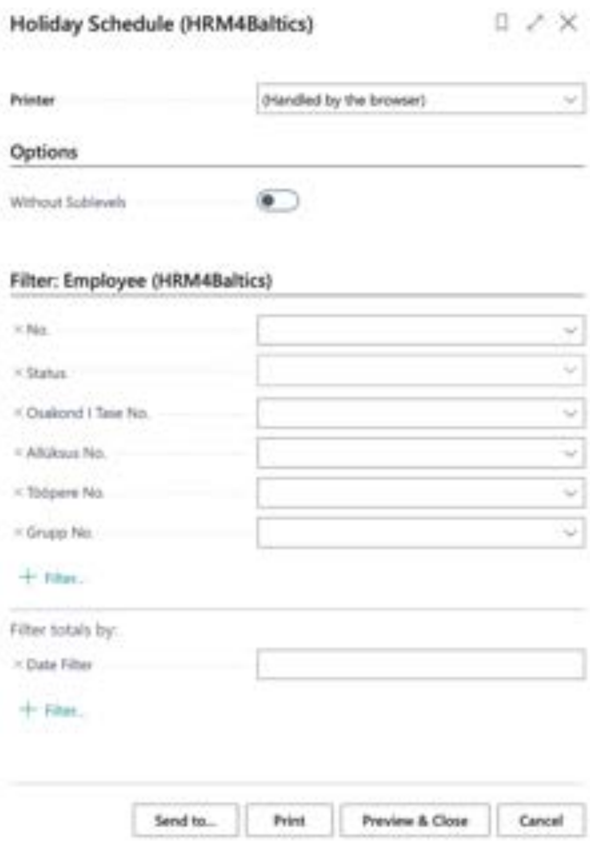
Absences sorted by Dates
Ülle AS

2/14/2024 9:24:03 AM +02:00
MERILY
1 / 1

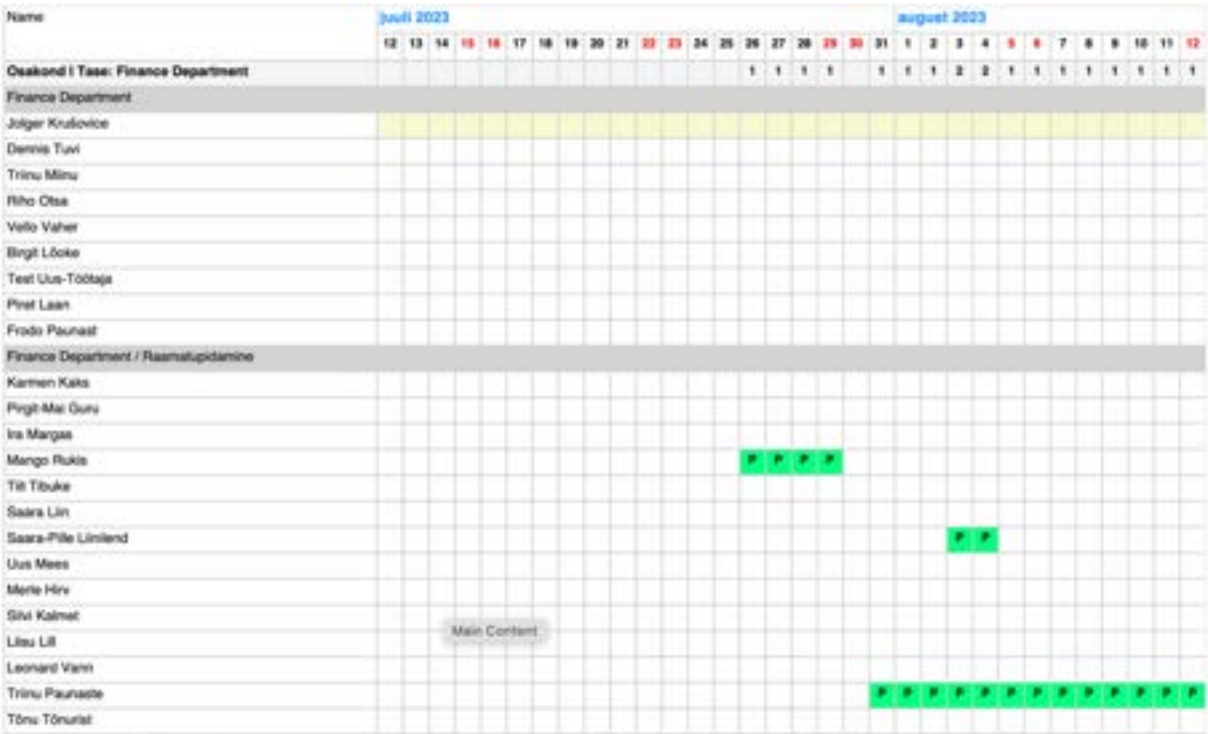
No.	Name	From	To	Description	Total	
					Days	Working Days
T005	Jolger Krušovice	12/1/2022	12/2/2022	Haige	2	2
T310	Tiit Tibuke	12/6/2022	12/9/2022	Laps haige	4	4
T005	Jolger Krušovice	12/10/2022	12/11/2022	Haige	2	0
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell	12/12/2022	12/13/2022	Puhkus	2	2
T012	Mari Murakas	12/17/2022	12/20/2022	SOAP test	4	2
T001	Karmen Kaks	1/2/2023	1/3/2023	Täiendavad puhkepäevad	2	2
T310	Tiit Tibuke	1/3/2023	1/3/2023	Haige	1	1
T012	Mari Murakas	1/5/2023	1/5/2023	Puhkus	1	1
A003	Hannes Koosla	1/9/2023	1/13/2023	Puhkus	5	5
T012	Mari Murakas	1/9/2023	1/25/2023	Puhkus	17	13
T310	Tiit Tibuke	1/10/2023	1/11/2023	Puhkus	2	2
T003	Kalle Tamm	1/12/2023	1/12/2023	Puhkus	1	1
T310	Tiit Tibuke	1/13/2023	1/13/2023	Haige	1	1
T002	Kati Karula-Karu	1/16/2023	1/17/2023	Haigusleht, töövõimetus	2	2
T004	Olga Ruusla	1/16/2023	1/17/2023	Haige	2	2
T005	Jolger Krušovice	1/16/2023	1/18/2023	Avatud haigusleht	3	3
T010	Siiri Kaevand	1/16/2023	1/18/2023	Haigusleht, kergem töö	3	3
T310	Tiit Tibuke	1/22/2023	1/22/2023	Haige	1	0
T012	Mari Murakas	1/30/2023	1/30/2023	Puhkus	1	1
T331	Käbi Laanesaar	1/30/2023	1/30/2023	Puhkus	1	1
T009	Pirgit-Mai Guru	2/16/2023	2/17/2023	Puhkus	2	2
T003	Kalle Tamm	2/20/2023	2/20/2023	Puhkus	1	1
T331	Käbi Laanesaar	2/23/2023	2/23/2023	Puhkus	1	1
T331	Käbi Laanesaar	2/28/2023	2/28/2023	Puhkus	1	1
T003	Kalle Tamm	3/1/2023	3/2/2023	Puhkus	2	2
T002	Kati Karula-Karu	3/10/2023	3/10/2023	Haige perelikme hooldamine	1	1
				Total	65	56

5.7.3. HOLIDAY SCHEDCULE OVERVIEW

To access the graphical overview of entered vacations, select the following on the menu bar:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/ABSENCE REPORTS/HOLIDAY SCHEDULE OVERVIEW
This will open a query form where you can set filters to limit the displayed employees and period in the report.



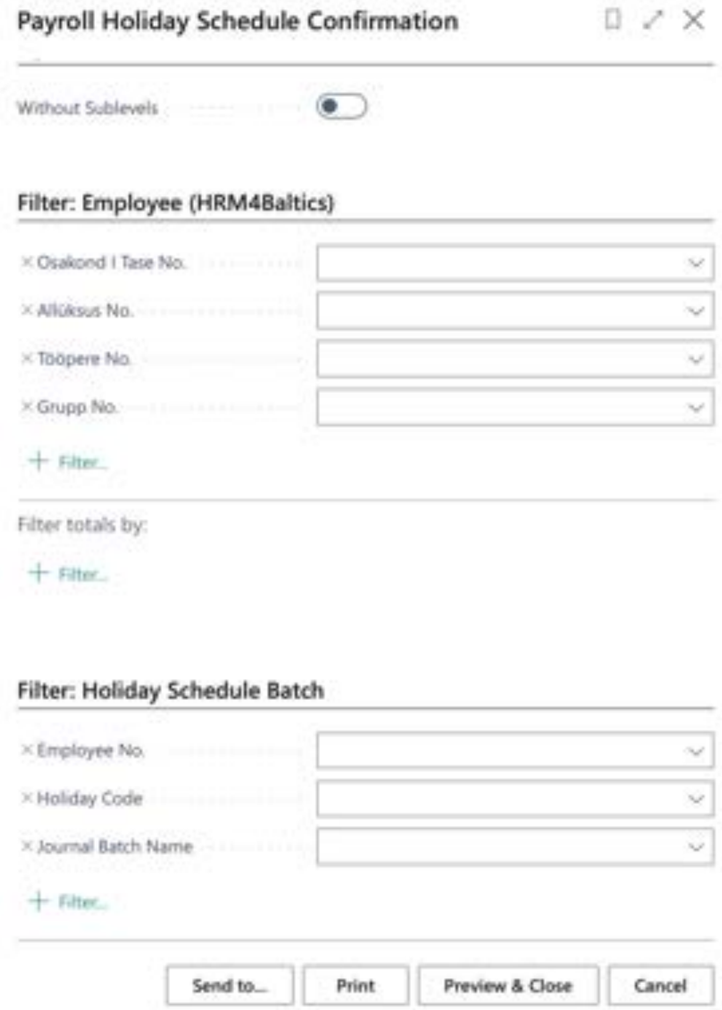
As a result, vacations will be displayed in the following table:

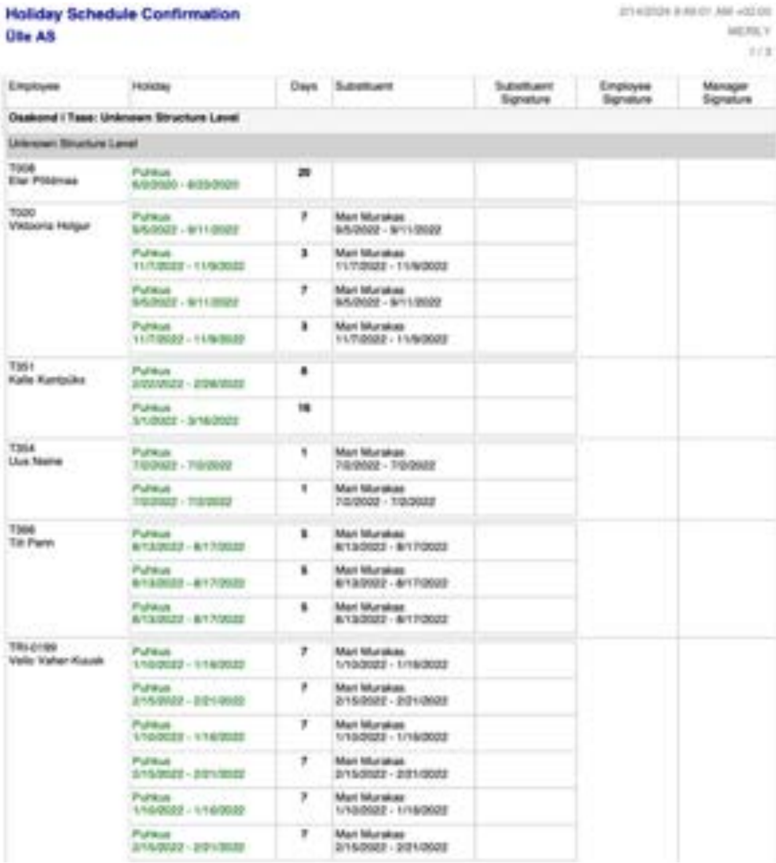


For approved vacations, there is an option to configure notification settings.

5.7.4. HOLIDAY SCHEDULE CONFIRMATION

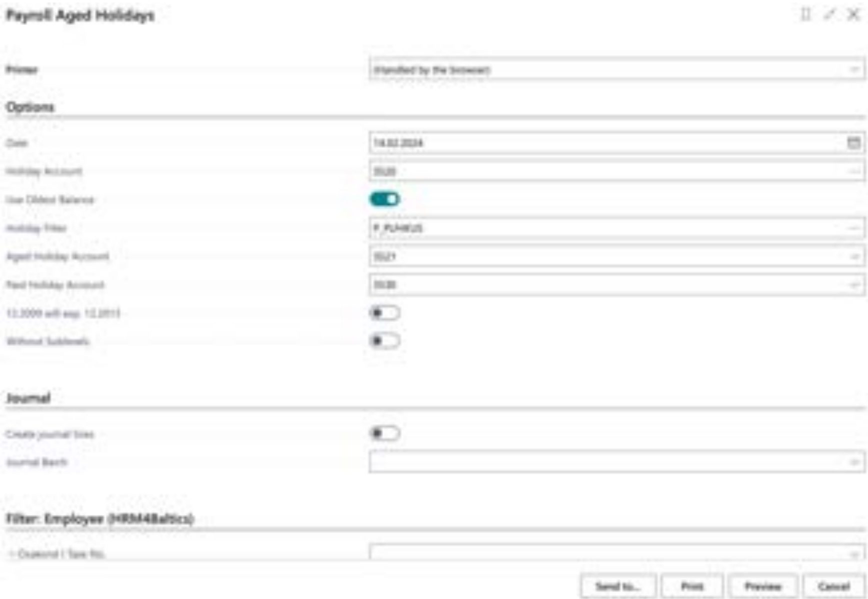
To print the vacation schedule confirmation sheet, select the following on the menu bar:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/ABSENCE REPORTS/HOLIDAY SCHEDULE COMFIRMATION
The page can be printed in Word or Excel and then forwarded to employees for signature.





5.7.5. EXPIRING VACATIONS

To get an overview of expiring vacations, use the report called *AGED HOLIDAYS*. This report is utilized for tracking and writing off expiring vacation claims.
Navigate to the following location:
ROLE CENTER/ABSENCE REPORTS/AGED HOLIDAYS
In the filter view that appears, enter the following data to obtain accurate results:



Fast tab OPTIONS

Field	Explanation
Date	Enter the date when the vacation claim is considered expired, e.g., 31.12.2022.
Holiday Account	Enter the payroll account *3520 - UNUSED VACATION RESERVE (ACCUMULATIVE)*.
Use Oldest Balance	By enabling this marker, you control which vacation balance the program reduces when an employee takes leave. If the marker is activated, the absence always reduces the employee's oldest vacation balance. If the marker is not activated, the absence only reduces the current balance and does not take into account expired vacations in terms of date.
Holiday Filter	Enter the absence reason code *P_PUHKUS* to monitor the use of regular vacation. The report is applicable only to absence reason codes marked as *P_PUHKUS*.
Aged Holiday Account	Enter the payroll account *3521 - EXPIRED VACATION RESERVE*, where the written-off vacation claims are recorded.
Paid Holiday Account	Expired Vacation Reserve Account Paid Out Reserve Account Enter the payroll account *3530 - PAID OUT VACATION RESERVE*, where the used vacation days are registered.
12.2009 will exp. 12.2013	If the payroll solution was adopted earlier than 2013 and you do not want to distinguish vacation balances, mark this field.

Fast tab JOURNAL

Field	Explanation
Create Journal Lines	Lines Mark this field if you wish to create payroll journal lines for the written-off vacation claims. All written-off vacation claims will be added as journal lines.
Journal Batch	Select the payroll journal batch where the vacation claims will be added.

Fast tab EMPLOYEE

On the *EMPLOYEE* fast tab you can set filters for the employees to include in the report. To generate the report, use the *PREVIEW* or *PRINT* button. To cancel the query, use the *CANCEL* button.

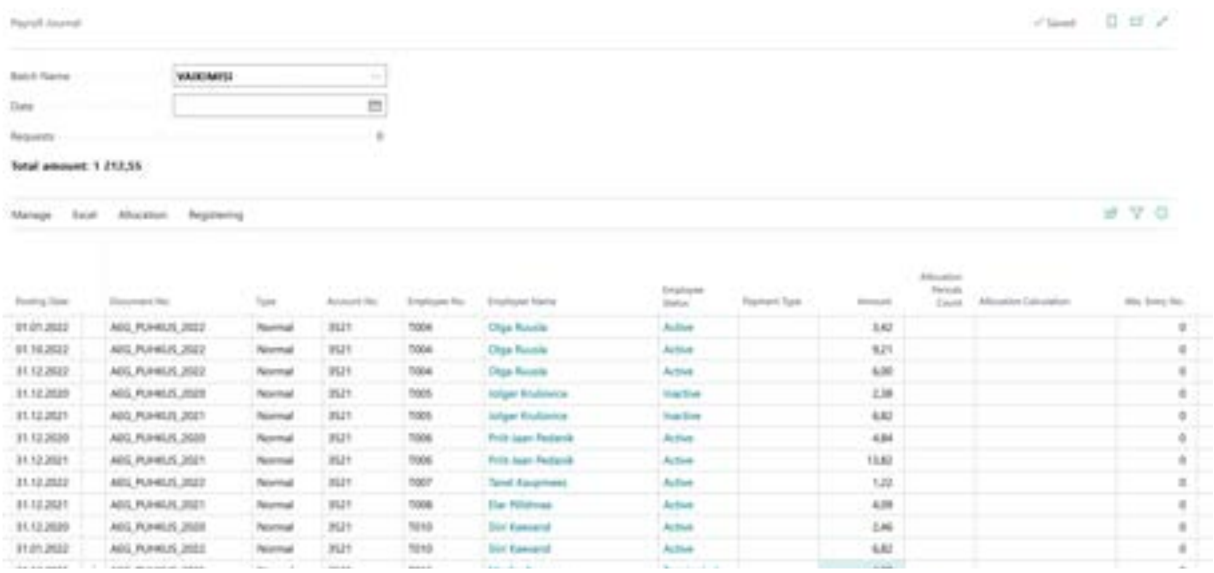
Aged Holidays by Date 14.02.24
Ülle AS

2/14/2024 10:04:52 AM +02:00
MERILY
1 / 7

No.	Name	Period	Acc. Days	Holidays	Already Aged Days	Unused Days	Aged Date	Aged Days
Osakond I Tase: Unknown Structure Level			438.36	141.00	-	297.36		**147.18**
Unknown Structure Level			438.36	141	0	297.36		**147.18**
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell	12/31/2022	6.00	6.00	-	-	12/31/2023	-
		11/30/2023	9.00	9.00	-	-	12/31/2024	-
A003	Hannes Koosla	6/30/2022	11.99	15.00	-	-	7/22/2024	-
		12/31/2023	12.06	7.00	-	2.07	7/23/2025	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T008	Eiar Põldmaa	12/31/2020	25.09	16.00	-	-	12/31/2021	-
		12/31/2021	7.22	5.00	-	-	12/31/2022	-
		5/31/2022	14.52	10.00	-	2.83	12/31/2023	**2.83**
		12/31/2023	6.74	-	-	6.74	12/31/2024	-
		1/31/2024	2.37	13.00	-	2.37	12/31/2025	-
T020	Viktooria Holgur	12/31/2021	11.82	8.00	-	-	12/31/2022	-
		11/30/2022	24.24	12.00	-	16.06	12/31/2023	**16.06**
		9/30/2023	4.52	-	-	4.52	12/31/2024	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T313	Olga Polka	12/31/2020	2.21	-	-	2.21	12/31/2021	**2.21**
		12/31/2021	2.22	-	-	2.22	12/31/2022	**2.22**
		2/28/2022	4.52	-	-	4.52	12/31/2023	**4.52**
		9/30/2023	2.38	-	-	2.38	12/31/2024	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T314	Julger Saviauk	12/31/2020	2.21	-	-	2.21	12/31/2021	**2.21**
		12/31/2021	2.22	-	-	2.22	12/31/2022	**2.22**
		2/28/2022	4.52	-	-	4.52	12/31/2023	**4.52**
		9/30/2023	4.52	-	-	4.52	12/31/2024	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T316	Roland Rool	12/31/2020	1.66	-	-	1.66	5/13/2023	**1.66**
		2/28/2023	2.14	-	-	2.14	12/31/2024	-
T317	Kaarel Kajakas	12/31/2020	2.21	-	-	2.21	12/31/2021	**2.21**
		12/31/2021	2.22	-	-	2.22	12/31/2022	**2.22**
		2/28/2022	4.52	-	-	4.52	12/31/2023	**4.52**
		9/30/2023	4.52	-	-	4.52	12/31/2024	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T319	Margus Mets	12/31/2021	2.30	-	-	2.30	12/31/2022	**2.30**
		2/28/2022	4.52	-	-	4.52	12/31/2023	**4.52**
		9/30/2023	4.52	-	-	4.52	12/31/2024	-
		1/31/2024	2.37	-	-	2.37	12/31/2025	-
T323	Meelis Puudist	12/31/2021	13.96	-	-	13.96	12/31/2022	**13.96**
		2/28/2022	4.52	-	-	4.52	12/31/2023	**4.52**

Vacation expiration is suspended during parental leave and other passive periods.

If a payroll journal worksheet with expiring vacation days has been created and you wish to write off those days, open the journal worksheet and post the lines.



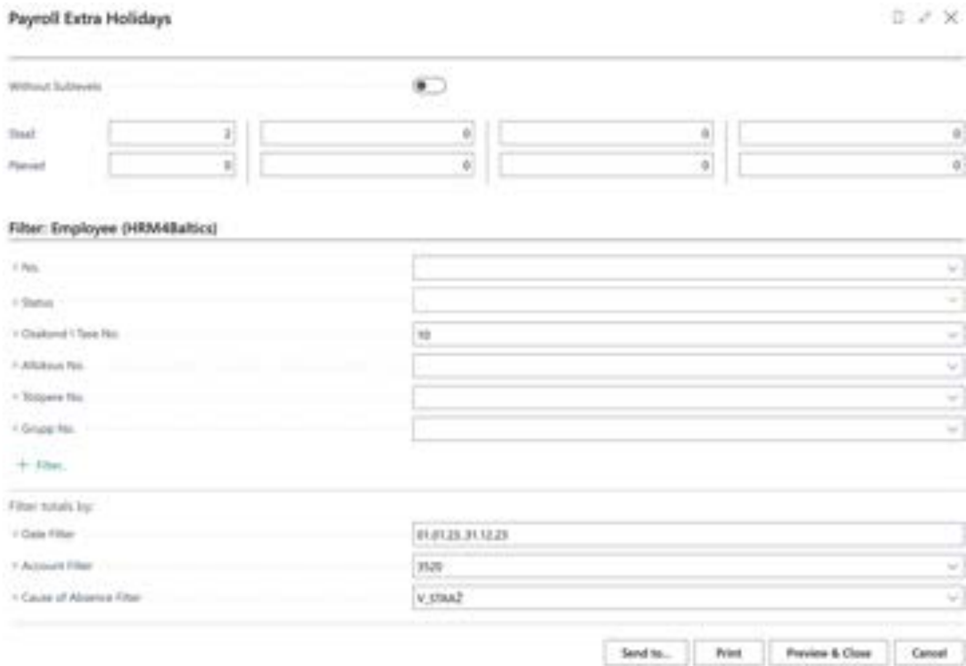
Then, initiate the *RESERVE RECALCULATION* calculation job in the same period to adjust the vacation balance on the payroll account *3510 - UNUSED VACATION RESERVE (CURRENT).*

5.7.6. EXTRA HOLIDAYS

This report allows you to track the usage of seniority-based leave days. The utilized seniority leave days are recorded with the corresponding absence code, such as *V_STAAŽ*. Seniority is calculated from the start of employment. The report presents data with monthly precision, displaying seniority in full years, disregarding months.

To create the Seniority Leave Days report, navigate to:
HOME/MENU/PAYROLL AND PERSONNEL 365/REPORTS AND ANALYSIS/ABSENCE REPORTS/EXTRA HOLIDAYS

On the *EXTRA HOLIDAYS* page, you can enter the necessary filters. In the query form of the report, configure the number of available seniority leave days per years of service. In the example below, for 2 years of seniority, the employee receives an additional 3 seniority leave days in addition to regular vacation days.
Cause of Absence Filter - denotes the absence reason code applicable for seniority leave.



Field	Explanation
Date Filter	Allows you to enter the annual range to be displayed in the report.
Account Filter	Allows you to determine the informative field *UNUSED VACATION* - the payroll account where unused vacation reserve days are stored.
Cause of Absence Filter	Absence Reason Filter Allows you to specify which absence reason code the report will consider - In this example, the code for seniority leave is used as *V_STAAŽ*.

To generate the report, select *PREVIEW* or *PRINT* - to cancel, choose *CANCEL*.

Extra Holidays 2/14/2024 8:17:54 PM +02:00

Ülle AS MERILY

No.: A004, Date Filter: 01.12.23..01.01.24, Cause of Absence Filter: V_STAAŽ, Account Filter: 3520 1 / 1

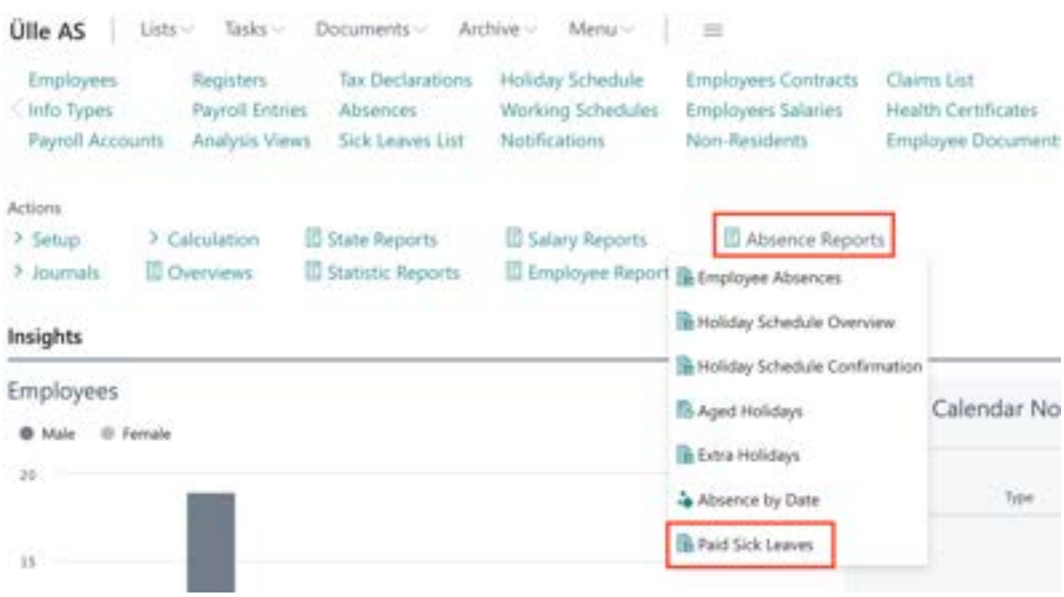
No.	Name	From Date	To Date	Working Year	Free days	Used days	Unused vacation
Osakond / Tase: Müügiosakond				1	-	-	6.66
Müügiosakond / Jaemüük				1	0	0	6.66
A004	Bilbo Paunaste	11/14/2022		1	-	-	6.66
			Total	1	-	-	6.66

The *UNUSED VACATION* column in the report is informative and is displayed if the *ACCOUNT FILTER* field is filled out in the query form.

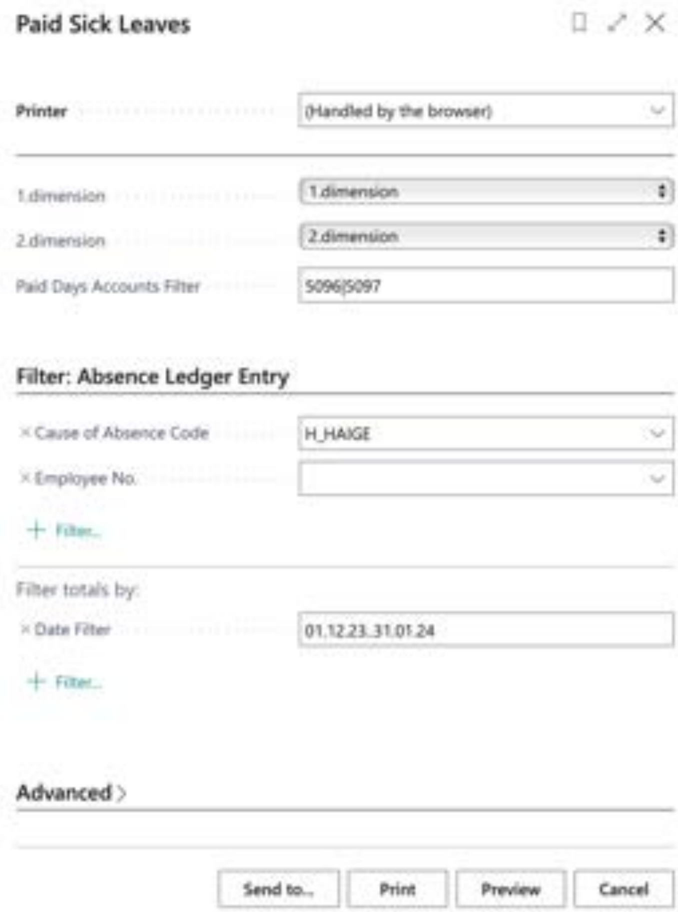
5.7.7. PAID SICK LEAVES

This report is primarily intended for displaying data from paid sick leaves retrieved via the X-Road interface. However, if needed, the report can also be generated from absences registered in the Absence Journal. In such cases, it should be noted that not all columns of the report can be filled.

To access the report, navigate to *ROLL CENTRE/*menu bar *ACTIONS/ABSENCE REPORTS/PAID SICK LEAVES*.



A filter window will appear where you can select two dimensions activated in the payroll solution for fields *1. DIMENSION* and *2. DIMENSION*. The values of these dimensions will be displayed in the report. In the *PAID DAYS ACCOUNTS FILTER* field, enter the payroll account(s) where the days compensated based on the incapacity certificate are registered.
From the drop-down menu in the *CAUSE OF ABSENCE* field, select the code(s) for temporary incapacity for which you wish to generate the report. Enter the *DATE* field for the report period; otherwise, all absences entered in the *CAUSE OF ABSENCE* field will be displayed in the report.

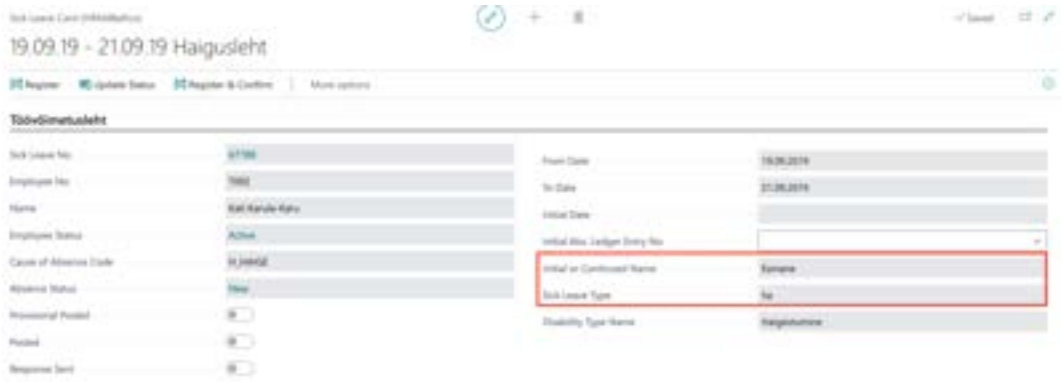


The report can be sent in PDF or Excel format. To create a PDF report, click on *PREVIEW*, and for an Excel report, click on *SEND->MICROSOFT EXCEL DOCUMENT*.

Sick Leaves in Period 01.09.23 - 30.10.23

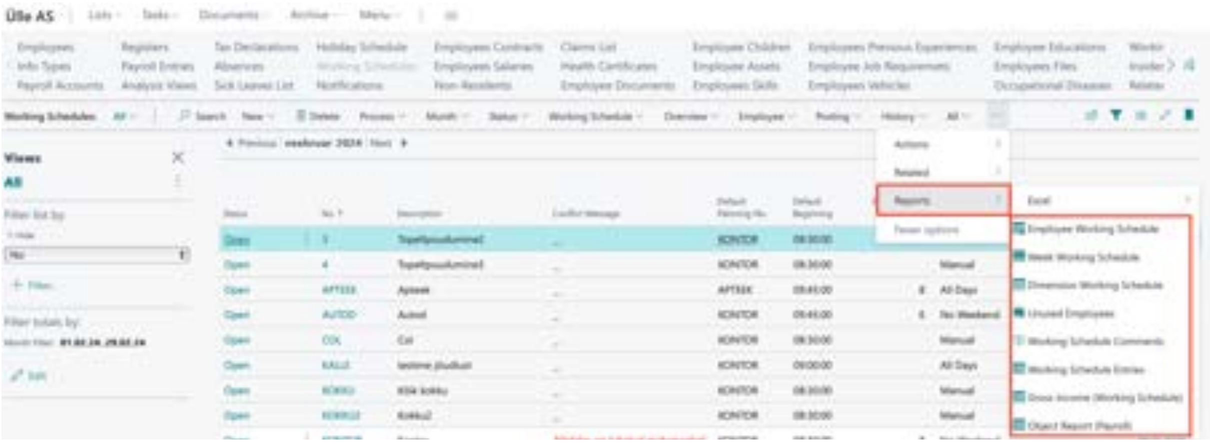
Employee No.	First Name	Last Name	Job Title	Osakond	Ametigrupp	From Date	To Date	Paid Days	Days	Period of Working Days	Period of Working Hours	Holidays	Comments	Sick Leave Type	Initial or Continued
7003	Kalle	Tamm	Brändijuht	TUR	RT0001	9/1/2023	9/12/2023	0	12	8	64.0	0			
7009	Pirgit-Mai	Guru		FIN		10/23/2023	10/27/2023	0	5	5	0.0	0			
7009	Pirgit-Mai	Guru		FIN		10/30/2023	10/31/2023	0	2	1	0.0	0			
T310	Tiit	Tituke	Sekretär	FIN		8/28/2023	9/10/2023	0	14	6	48.0	0			

If the report is used by a company without an X-Road interface with the Health Insurance Fund and incapacity certificates are registered in the Absence Journal, the columns for *SICK LEAVE TYPE* and *INITIAL OR CONTINUED* will remain unfilled, as this data is sent from the Health Insurance Fund to the *SICK LEAVES CARD*.



5.8. Employee Working Schedule Reports

Based on created working schedules, various reports and printouts of working schedules can be generated.

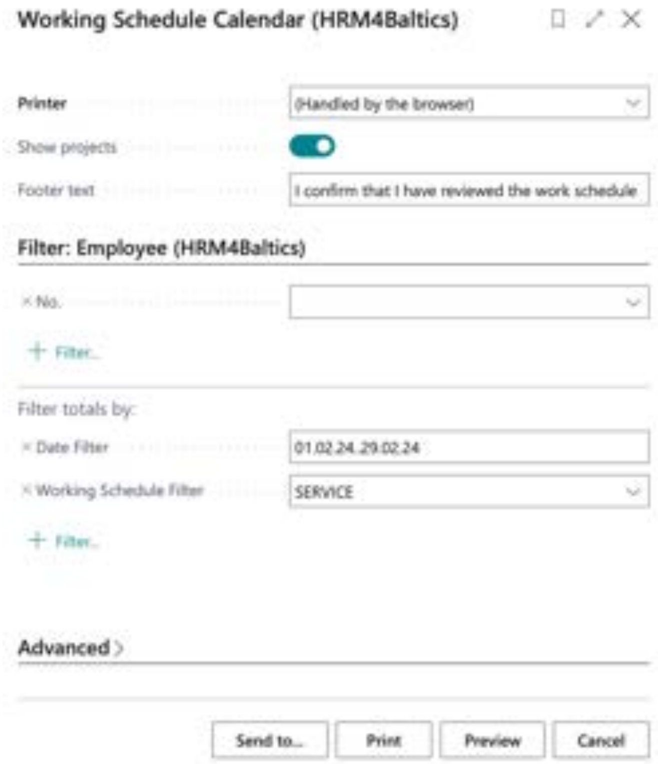


5.8.1. REPORT: EMPLOYEE WORKING SCHEDULE AS CALENDER

This report can be accessed from the Working Schedule list by clicking on the ribbon menu button *REPORTS/EMPLOYEE WORKING SCHEDULE*.

The report allows displaying the working schedule in a calendar view for each employee. Additionally, by selecting the *SHOW PROJECTS* checkbox in the filter window, project data can be displayed in the table. The project code will be shown next to each shift, and at the bottom of the table, a legend will display the *PROJECT CODE, DESCRIPTION*, and the name of the *RESPONSIBLE EMPLOYEE* for the project.
Project data is retrieved from the *SCHEDULE JOBS* location.

You can insert free text in the lower right corner of the working schedule printout as a signature line, for example, "I confirm that I have reviewed the work schedule." This text is entered in the *FOOTER TEXT* field in the filter window of the report.



Ülle AS

Heli Töruke

veebruar 2024

Teenindus
Consignee

	esmaspäev	teisipäev	kolmapäev	neljapäev	reede	laupäev	pühapäev
W 5				1 6.00-12.00 6h	2 6.00-12.00 6h	3	4
W 6	5 14.30-23.00 8h AP18987 8.30-13.30 5h	6 14.30-23.00 8h AP12345 8.30-13.30 5h	7 14.30-23.00 8h AP12345 8.30-13.30 5h	8 14.30-23.00 8h AP18987 8.30-12.30 4h	9 14.30-23.00 8h	10	11
W 7	12 6.00-12.00 6h	13 6.00-12.00 6h	14 6.00-12.00 6h	15 6.00-12.00 6h	16 6.00-12.00 6h	17	18
W 8	19 14.30-23.00 8h	20 14.30-23.00 8h	21 14.30-23.00 8h	22 14.30-23.00 8h	23 14.30-23.00 8h	Holiday 24	25
W 9	26 6.00-12.00 6h	27 6.00-12.00 6h	28 6.00-12.00 6h	29 6.00-12.00 6h			

AP18987	AP18987	Hannes Koosla
AP12345	AP12345	Heli Töruke

I confirm that I have reviewed the work schedule

Signature: ....

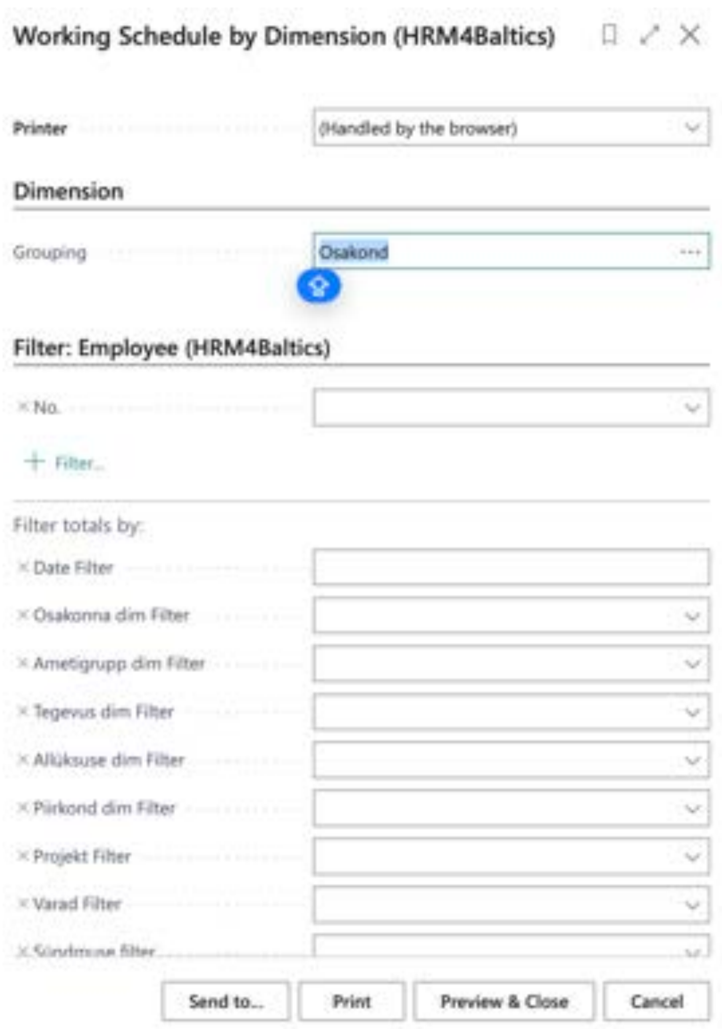
Date: ....

5.8.2. REPORT: DIMENSION WORKING SCHEDULE

The Working Schedule Consolidated Report can also be displayed based on selected payroll dimensions.

The report opens from:
HOME/MENU/PAYROLL HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/WORKING SCHEDULE/DIMENSION WORKING SCHEDULE

In the opened filter window, you can specify the feature by which you want to group information in the report and the period for which you want the report, etc.



Tabs for filtering by *DIMENSION AND EMPLOYEES*:

Field	Explanation
Grouping	Allows selecting from the dropdown menu the payroll dimension based on which you want to group information in the report.
Filter: Employee	
Sorting	Allows you to choose the sorting direction of the displayed employees in the report. The employee card number is used for sorting.
No.	Allows specifying the employee numbers included in the report.
Filter totals by	
Date filter	Allows specifying the date range for which the report results are displayed.
Structure unit filters, profession filters, Project filters	Allows specifying the structure unit filters, profession filters, etc., to be included in the report. Leaving these filter fields blank includes all employees.

If the desired filters are not visible, users can add them themselves. To do this, click the *+* icon next to the name *FILTER*, add the desired filter.

To generate the report, select *PREVIEW* or PRINT. To cancel the query, select *CANCEL*.

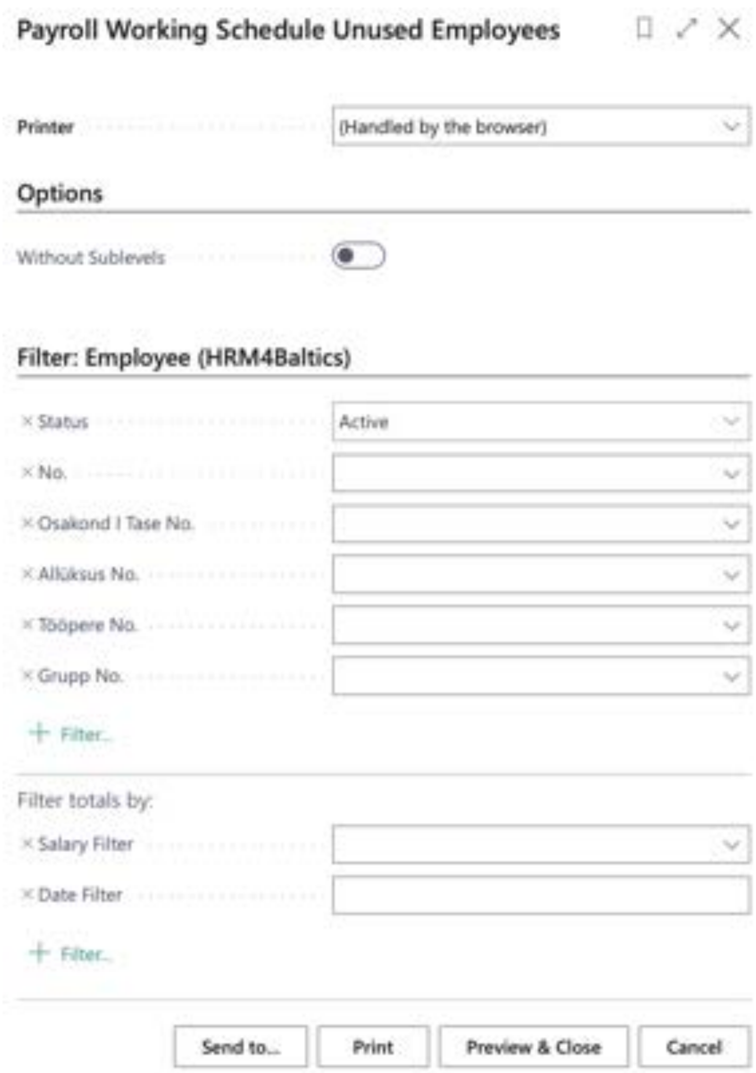
The same report can also be opened from the *WORKING SCHEDULE LIST* window by selecting the *REPORTS* on the ribbon menu and then selecting *DIMENSION WORKING SCHEDULE*.

In the Working Schedule By DImension view, employees are displayed grouped by *PAYROLL DIMENSION* values, in the default order of *PAYROLL DIMENSION* values on the employee card. If an employee has worked under another *PAYROLL DIMENSION* value, the employee will be displayed both in the default *PAYROLL DIMENSION* value group on the employee card and in the group associated with that *PAYROLL DIMENSION* value where they worked. In this case, the report will display on a separate line the corresponding *PAYROLL DIMENSION* value code for the day when the employee worked under another *PAYROLL DIMENSION* value.

5.8.3. REPORT: WORKING SCHEDULE UNUSED EMPLOYEES

The report allows checking whether there are employees for whom a work schedule has not been created for the specified period.
The report opens from:
HOME/MENU/PAYROLL HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/WORKING SCHEDULE/UNUSED EMPLOYEES

By using various filters in the opened window, you can filter the period and employees for whom a working schedule should have been created.



Tabs for options and filtering by *EMPLOYEES*:

Field	Explanation
Without sublevels	Allows specifying which *STRUCTURE LEVELS 1* to *4* configured in *STRUCTURE SETUP* are displayed in the report: Options: • *NO MARK* - all levels 1 to 4 configured in *STRUCTURE SETUP* are displayed in the report, as well as documents of employees belonging to these levels. • *MARKED* - only *LEVEL 1* is displayed in the report, along with all sub-level structure unit documents. **It is recommended to use it without this filter**.
Filter: EMPLOYEE	
Status	Allows specifying the *STATUS* of employees included in the report. Possible options: *EMPTY, PROSPECT ACTIVE, INACTIVE, TERMINATED*.
No.	Allows specifying the employee numbers included in the report.
Structure unit numbers	Allows specifying the *STRUCTURE UNIT NUMBERS* included in the report. Leaving the filter field blank includes all employees of all structure units.
Filter totals by	
Salary Filter	Allows selecting the predefined *SALARY TYPES* from the *SALARY TYPES* list for which employees are analyzed when creating the report.

Date Filter	Allows specifying the date range, i.e., the calendar month for which the results of the created *WORKING SCHEDULE* are analyzed.

The same report can also be opened from the *WORKING SCHEDULE LIST* window by selecting the *REPORTS* on the ribbon menu and then selecting UNUSED EMPLOYEES.

In the Working Schedule Unused Employees view, only those employees who were included in the report filter and for whom work time table entries were not created for the specified date range are displayed.

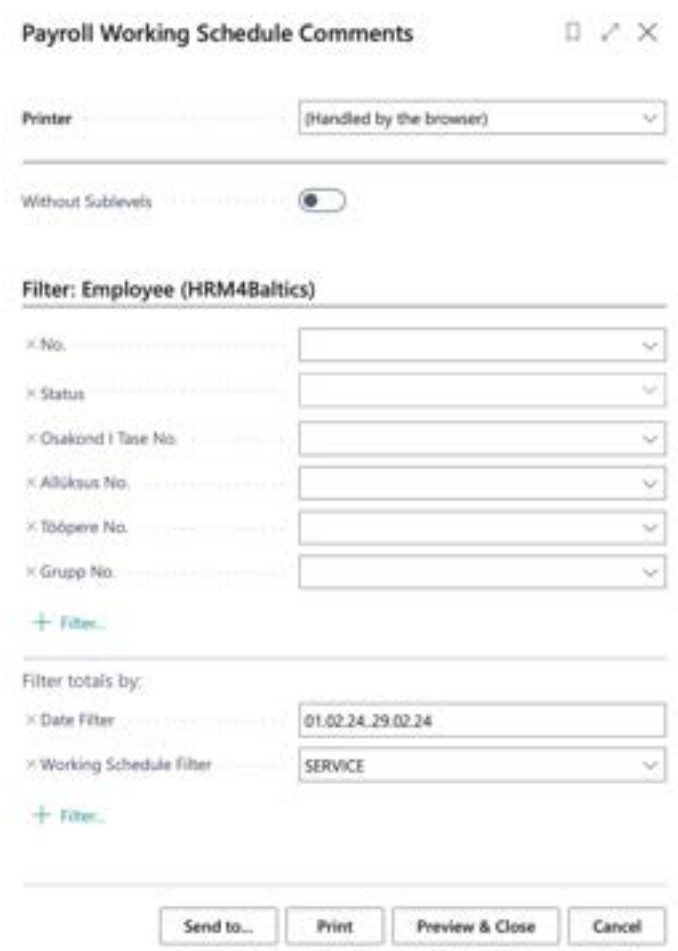
Working Schedule Unused Employees 2/15/2024 10:19:32 AM +02:00
Ülle AS MERILY
Level 1: 10, Status: Active, Date Filter: 01.01.24..31.01.24, Salary Filter: TASU_KUUPALK 1 / 1

No.	Name	Job Title	Employment Date	Termination Date	Years	Contract
Finance Department						6 employee(s)
Finance Department						6 employee(s)
TRI-0239	Frodo Paunast		1/1/2023		1 year 1 month	Määramata ajaks
T342	Riho Otsa	Raamatupidamine	1/4/2021		3 years 1 month	Määramata ajaks
TRI-0198	Vello Vaher	Accountant	4/1/2022		1 year 10 months	Määramata ajaks
Finance Department / Raamatupidamine						6 employee(s)
T001	Karmen Kaks	Senior Accountant	10/30/2017		6 years 3 months	Määramata ajaks
T098	Mango Rukis		4/1/2023		10 months	Määramata ajaks
Finance Department / Eelarvestamine						6 employee(s)
TRI-0155	Tarvi Toomepuu	Senior Accountant	1/1/2021		3 years 1 month	Määramata ajaks
						6 employee(s)

5.8.4. REPORT: WORKING SCHEDULE COMMENTS

The report displays, for each employee, the information from the respective calendar month's *WORKING SCHEDULE ENTRIES* in the C*OMMENT* columns.

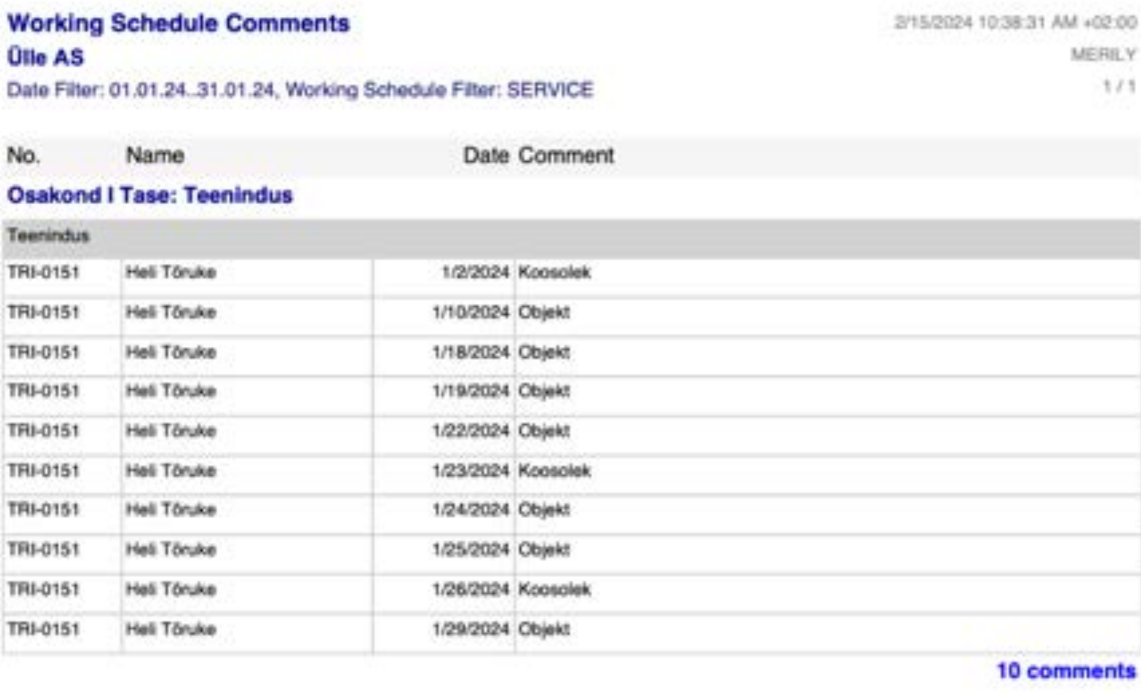
The report opens from the *WORKING SCHEDULE LIST* window by selecting the *REPORT* on the ribbon menu and then selecting *WORKING SCHEDULE COMMENTS*.



Field	**Explanation**
Without sublevels	Allows specifying which *STRUCTURE LEVELS 1* to *4* configured in *STRUCTURE SETUP* are displayed in the report: Options: • *NO MARK* - all levels *1* to *4* configured in *STRUCTURE SETUP* are displayed in the report, as well as documents of employees belonging to these levels. • *MARKED* - only *LEVEL 1* is displayed in the report, along with all sub-level structure unit documents. It is recommended to use it without this filter.
Filter: EMPLOYEE	
No.	Allows specifying the employee numbers included in the report.
Structure filters, Profession filters, Project filters	Allows specifying the *STRUCTURE UNIT FILTERS, PROFESSION FILTERS*, etc., to be included in the report. Leaving these filter fields blank includes all employees.
Status	Allows specifying the STATUS of employees included in the report. Possible options: *EMPTY, PROSPECT, ACTIVE, INACTIVE, TERMINATED*.
Filter totals by	
Date filter	Allows specifying the date range for which the report results are displayed.
Employee working schedule filter	Allows selecting the *WORKING SCHEDULE* included in the report from the predefined list of *WORKING SCHEDULE GROUPS.*

In case the desired filters are not visible, users can add them themselves. To do so, they need to click on the *+* icon located next to *FILTER* buttons.

To create the report, select *PREVIEW* or *PRINT.* To cancel the query, select *CANCEL*.
In the *WORKING SCHEDULE COMMENTS* view, the information entered in the *COMMENTS* column of the *WORKING SCHEDULE ENTRIES* for employees and dates is displayed.



Working Schedule Comments 2/15/2024 10:38:31 AM +02:00
Ülle AS MERILY
Date Filter: 01.01.24..31.01.24, Working Schedule Filter: SERVICE 1 / 1

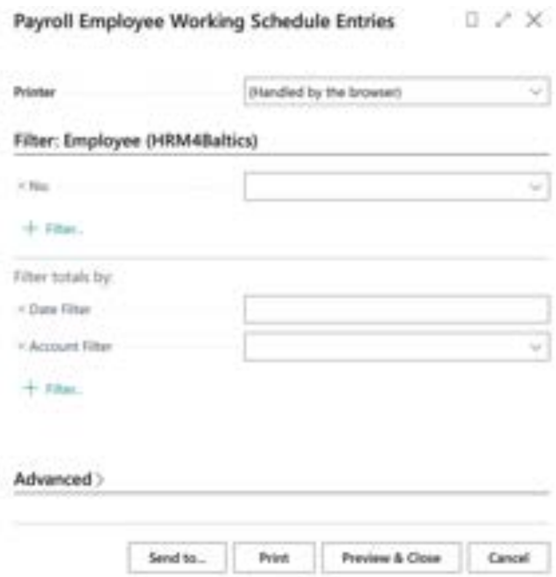
No.	Name	Date	Comment
Osakond I Tase: Teenindus			
Teenindus			
TRI-0151	Heli Tõruke	1/2/2024	Koosolek
TRI-0151	Heli Tõruke	1/10/2024	Objekt
TRI-0151	Heli Tõruke	1/18/2024	Objekt
TRI-0151	Heli Tõruke	1/19/2024	Objekt
TRI-0151	Heli Tõruke	1/22/2024	Objekt
TRI-0151	Heli Tõruke	1/23/2024	Koosolek
TRI-0151	Heli Tõruke	1/24/2024	Objekt
TRI-0151	Heli Tõruke	1/25/2024	Objekt
TRI-0151	Heli Tõruke	1/26/2024	Koosolek
TRI-0151	Heli Tõruke	1/29/2024	Objekt

10 comments

5.8.5. REPORT: WORKING SCHEDULE ENTRIES

This report displays information about working schedule entries for each employee in a specific calendar month. It shows normal hours and calculates the total hours worked by each employee for the calendar month.

To access this report, go to the *WORKING SCHEDULE LIST* menu under *REPORTS* and select *WORKING SCHEDULE ENTRIES*.



If the desired filters are not visible, users can add them manually. Simply click the + icon next to *FILTER* button.

Field	Explanation
Fast tab: EMPLOYEE	
Sorting	Allows you to choose the sorting direction for employees displayed in the report. Sorting is based on the employee card number.
Nr	Allows you to specify the employee numbers to include in the report.
Filter by totals	
Date Filter	Enables you to specify the date range, i.e., the calendar month for which the report results are displayed.
Working Schedule Filter	Allows you to select the working schedule to include in the report from a pre-defined list of working schedule groups.

To generate the report, choose either *PREVIEW* or *PRINT.* To cancel, select *CANCEL*.

The report displays, for each employee, information about working schedule entries for each week of the specified calendar month, along with normal hours and the total hours worked for the calendar month.

If multiple working Schedule entries are recorded for an employee on a single date, or if the employee has worked based on multiple criteria, the report will display this information on multiple rows.

2/15/2024 12:44:04 PM +02:00

MERILY

Heli Töruke

veebruar 2024

Teenindus
Consignee

Nominal hours: **165**

Worked hours: **165**

Date	Shift Code	From	To	Hours	Dimensioon: osakond	Dimensioon: ametigrupp	Dimensioon: tegevus	Dimensioon: allüksus	Comment
W 5									
n 1	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
r 2	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
l 3				0					
p 4				0					
W 6									
e 5	ÕHT	2:30 PM	11:00 PM	8	TEENINDUS				
e 5		8:30 AM	1:30 PM	5	TEENINDUS				Koosolek
t 6	ÕHT	2:30 PM	11:00 PM	8	TEENINDUS				
t 6		8:30 AM	1:30 PM	5	TEENINDUS				Koosolek
k 7	ÕHT	2:30 PM	11:00 PM	8	TEENINDUS				
k 7		8:30 AM	1:30 PM	5	TEENINDUS				Koosolek
n 8	ÕHT	2:30 PM	11:00 PM	8	TEENINDUS				
n 8		8:30 AM	12:30 PM	4	TEENINDUS				Objekt
r 9	ÕHT	2:30 PM	11:00 PM	8	TEENINDUS				
l 10				0					
p 11				0					
W 7									
e 12	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
t 13	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
k 14	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
n 15	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
r 16	HOM	6:00 AM	12:00 PM	6	TEENINDUS				
l 17				0					
p 18				0					

5.8.6. OBJECT REPORT

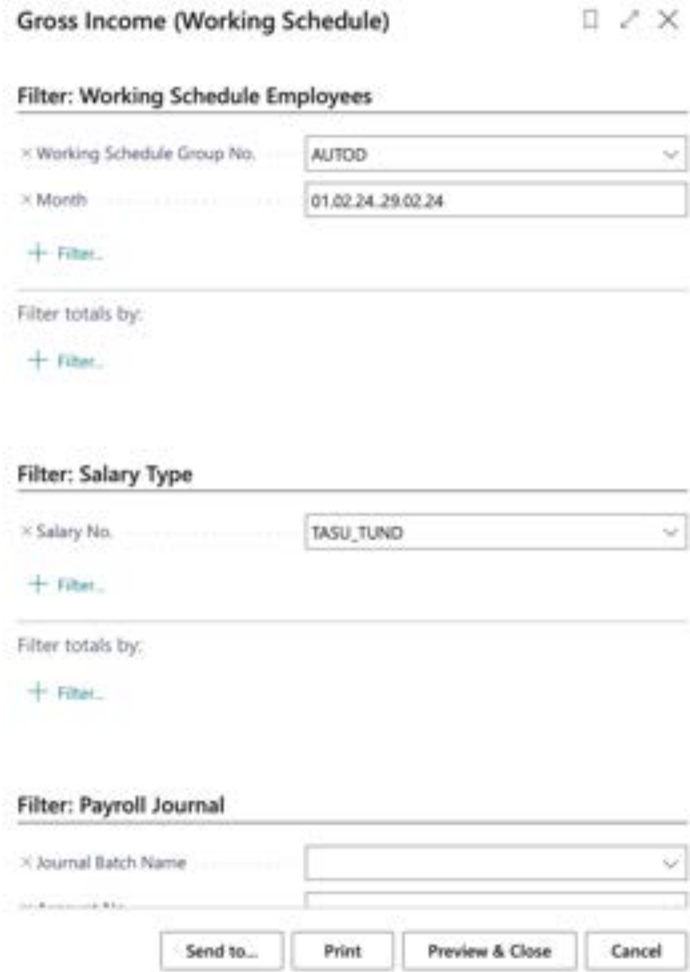
The gross income report is used for budgeting the salaries of employees working on an hourly basis before payroll processing. The report is created based on working schedule entry rows and can also include additional payments entered on the payroll journal.

To access the report, go to the *REPORTS/GROSS INCOME (WORKING SCHEDULE)* from the working schedule menu ribbon. Alternatively, you can open the report from the list of working schedule groups under *REPORTS/GROSS INCOME (WORKING SCHEDULE)*.

When opening the report from the list of working schedule groups, you need to enter filters for the *WORKING SCHEDULE GROUP NO.* and *MONTH* on the query form for which the report will be created. These fields are already filled in when opening the report from the working schedule.

The *SALARY NO* should be selected as *HOURLY RATE* since the report only works for hourly wages.

If additional payments entered in the payroll journal are to be included in the report, you should enter the name of the journal worksheet containing the additional payments in the *PAYROLL JOURNAL* fast tab filter. The amounts of additional payments will be displayed in the *OTHER c*olumn of the report.



To create the report, select *PREVIEW AND CLOSE* or *SEND/MICROSOFT WORD DOCUMENT/MICROSOFT EXCEL DOCUMENT* from the query window.

Gross Income

			Worked		Salary	Bonus		Overtime Pay 50%		Night Work Pay 25%		Holiday 50%		National Holidays 100%	
No.	Name	Nominal	Coef.	Hours	Amount	%	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
SERVICE jaanuar 2024															
T012	Mari Murakas	48.00	0.00	126.00	0.00	0.00	0.00	58.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00
TRI-0151	Heli Tõruke	176.00	0.00	152.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
TRI-0167	Marianne Komm	352.00	0.00	156.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00
	Total			434.00	0.00		0.00	58.00	0.00	34.00	0.00	0.00	0.00	0.00	0.00

To display the column for *HOLIDAY 50%* hours worked on weekends and calculate the sum, it is necessary to enter the hours worked on weekends in the *WORKING SCHEDULE* table in the *DAY OVERTIME HOURS* column. If hours are entered in the *DAY OVERTIME HOURS* column on other weekdays, they will also be considered as hours worked on rest days.

5.8.7. Object Report (PAYROLL)

This report is primarily designed for object-based working schedules. It displays the wages of employees paid on an hourly basis during payroll processing and compares the actual hourly wage to the calculated hourly wage.

To access the report, go to the *REPORTS-> OBJECT REPORT(PAYROLL)* menu from the working schedule ribbon. Similarly, you can open the report from the list of working schedule groups under *REPORTS-> OBJECT REPORT(PAYROLL)*. When opening the report from the list of working schedule groups, you need to enter filters for the *WORKING SCHEDULE GROUP NO.* and *ACCOUNTING FILTER* on the query form for which the report will be created. These fields are already filled in when opening the report from the working schedule.

In the query window, enter the payroll accounts from which payroll entries are read, and enter the *TAX COEFF.* in the field for calculating company taxes. To calculate company taxes, the total amount of employee wages is multiplied by the coefficient entered in the field.

The report displays the sums of various salary types from the payroll accounts, calculates the total cost to the company (employee salary plus company taxes), and calculates the actual hourly salary. The actual hourly salary is compared to the calculated hourly salary, and any difference found during report creation can be saved to the *PAYROLL JOURNAL* query window in the *JOURNAL ACCOUNT NO.* field entered for the payroll account. The calculated hourly salary is based on the hours entered in the working schedule and the expected hourly salary assigned to the project. The expected hourly salary is configured in the *WORKING SCHEDULE PROJECTS* field *EXPECTED HOURLY SALARY*.

Objekti aruanne

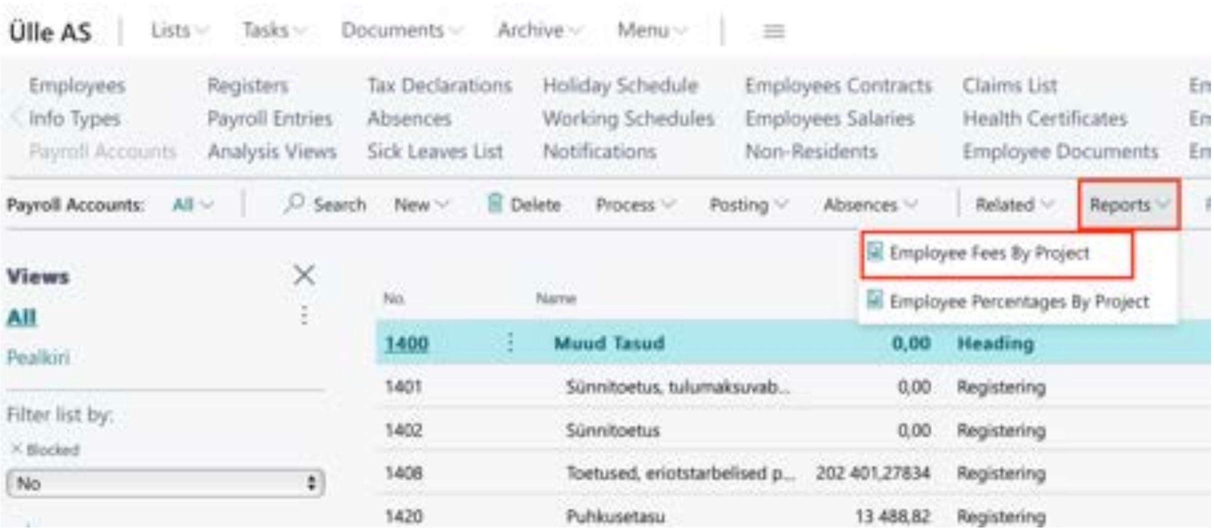
Valikmisi tööajatabeli grupi nr.: TOOTMINE. Arvestuse periood: 2020-10

Dimensioon: osakond	Dimensioon: ametigrupp	Dimensioon: [illegible]	Nr.	Nimetus	Tunnid	Töötasu	Tulemuspalk	Ületundidtasu	Öise töö tasu	PUHKUS	Riigipühad	Riigipühade [illegible]	Muud	KOKKU	Ettev.kulu	Tegelik tunnitasu objektile	Arvestuslik tasu	Tundide vahe
RMTP	SPETSIALIST		T012	Mari Murakas	144,00	1 268,18	0,00	0,00	0,00	40,81	0,00	0,00	0,00	1 309,00	1 751,56	12,16	1 162,00	-589,56
					144,00	1 268,18	0,00	0,00	0,00	40,81	0,00	0,00	0,00	1 309,00	1 751,56	12,16	1 162,00	-589,56
KOKKU					144,00	1 268,18	0,00	0,00	0,00	40,81	0,00	0,00	0,00	1 309,00	1 751,56	12,16	1 162,00	-589,56

5.8.8. EMPLOYEE FEES BY PROJECT

The Employees' salary by Projects report opens from the payroll accounts list and utilizes the data registered on these accounts. The report is primarily designed for users of the project and project task functionalities, as it reflects all salary and tax entries associated with projects and tasks. The program identifies the relationship between projects and tasks through dimensions.

The prerequisite for creating the report is configuration in the location *ADMINISTRATION -> ACCOUNTS -> PAYROLL POSTING GROUPS -> JOB POSTING DIMENSION* and *TASK POSTING DIMENSION*. Additionally, configuration is required in *ADMINISTRATION -> WORKING SCHEDULES-> WORKING SCHEDULE JOBS,* where dimensions configured in the account groups can be assigned to projects and tasks. Projects and tasks configured here will also be displayed in the report.



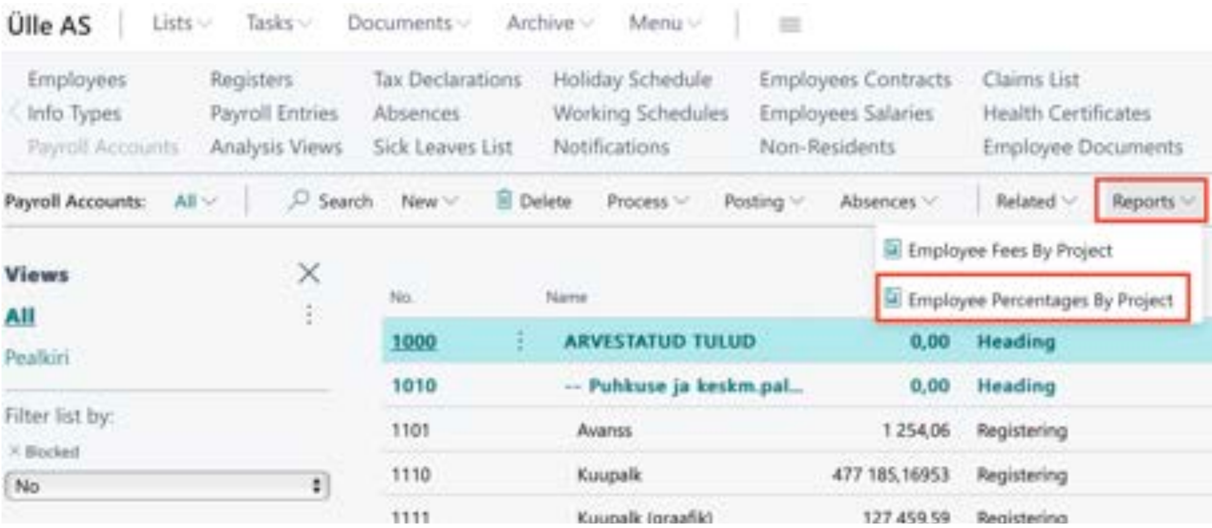
Before creating the report, a filter window opens, allowing users to limit the data included in the report.
To open the report in PDF, click the PREVIEW button in the filter window. To open it in Excel or Word, use the *SEND -> MICROSOFT WORD DOCUMENT* or *MICROSOFT EXCEL DOCUMENT* button.

The opened report displays salary entries by combinations of projects and tasks within the specified period. Only wage entries associated with *PAYROLL POSTING GROUPS* configured with *JOB POSTING DIMENSION* and *TASK POSTING DIMENSION* are displayed.

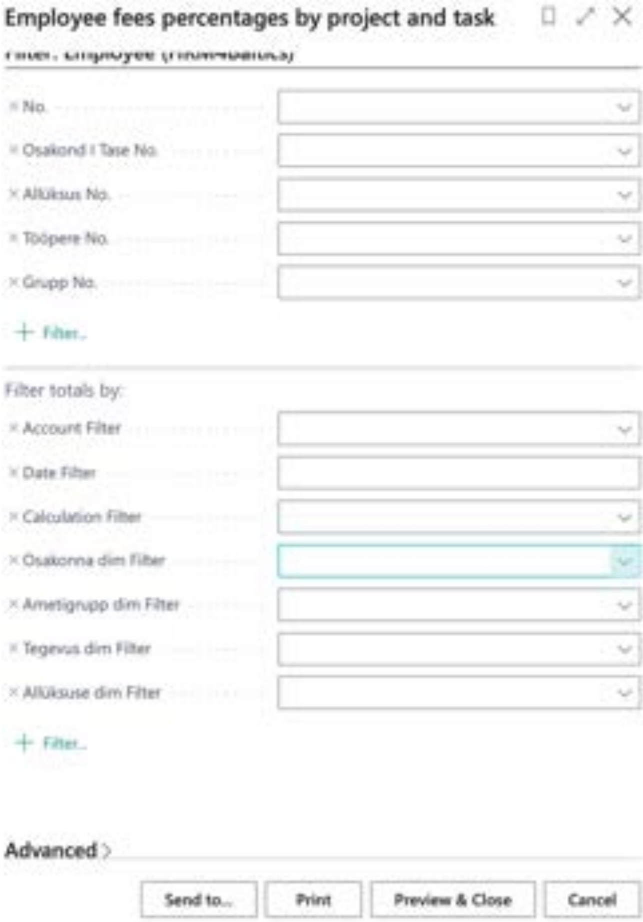
5.8.9. EMPLOYEE PERCENTAGES BY PROJECT

Employee percentages by projects opens from the payroll accounts list and utilizes the data registered on these accounts. This report is primarily designed for users of the project and project task functionalities, as it reflects all salary and tax entries associated with projects and tasks. The program identifies the relationship between projects and tasks through dimensions.
The prerequisite for creating the report is configuration in the location *ADMINISTRATION -> ACCOUNTS -> PAYROLL POSTING GROUPS -> JOB POSTING DIMENSION* and *TASK POSTING DIMENSION*. Additionally, configuration is required in *ADMINISTRATION -> WORKING SCHEDULES-> WORKING*

SCHEDULE JOBS, where dimensions configured in the account groups can be assigned to projects and tasks. Projects and tasks configured here will also be displayed in the report.



Before creating the report, a filter window opens, allowing users to limit the data included in the report.



To open the report in PDF, click the *PREVIEW* button in the filter window. To open it in Excel or Word, use the *SEND -> MICROSOFT WORD DOCUMENT* or *MICROSOFT EXCEL DOCUMENT* button.

Employee fees percentages by project and task
Ülle AS
Calculation Filter: 2020-08

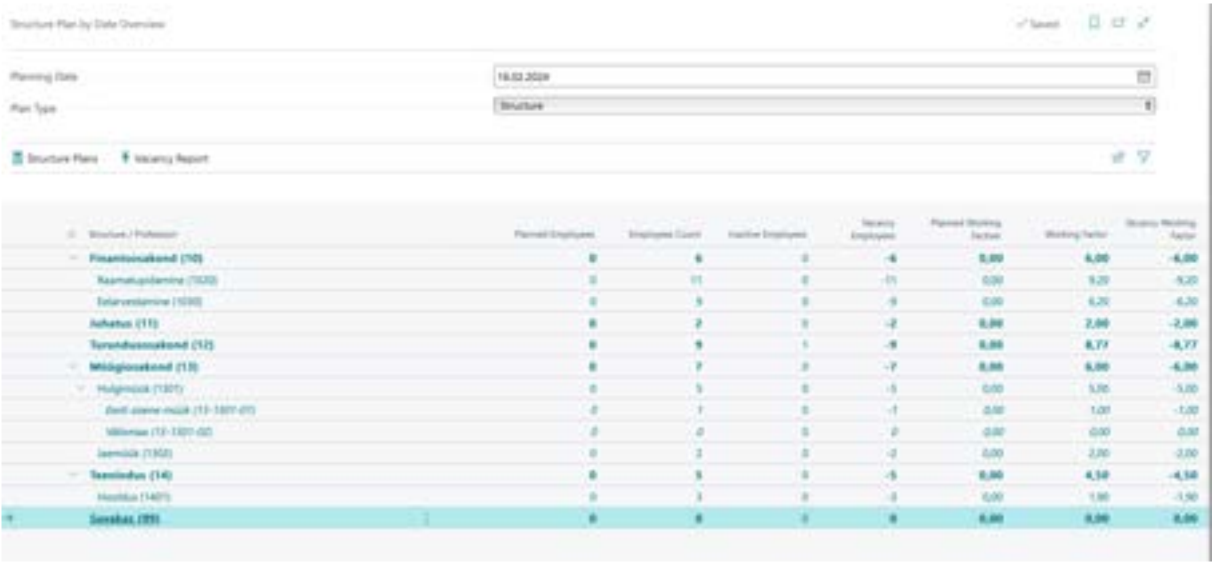
Employee No.	Last Name	First Name	Job Title	Profession Group	Department No.	Department Name	Job No.	Job No.	Task No.	Amount	Percentage
T011	Karuman-Pohl	Kati			13	Müügiosakond	TRT45	Tartu Raekoja renoveerimine		7,00	100,00%
T012	Murakas	Mari	Vastuvõtja		14	Teenindus	TRT45	Tartu Raekoja renoveerimine		13,80	100,00%

The report displays salary entries associated with projects and tasks both in total amounts and as percentages. Only salary entries associated with PAYROLL POSTING GROUPS configured with *JOB POSTING DIMENSION* and *TASK POSTING DIMENSION* are displayed.

5.9. Structural Reports

5.9.1. STRUCTURAL PLAN

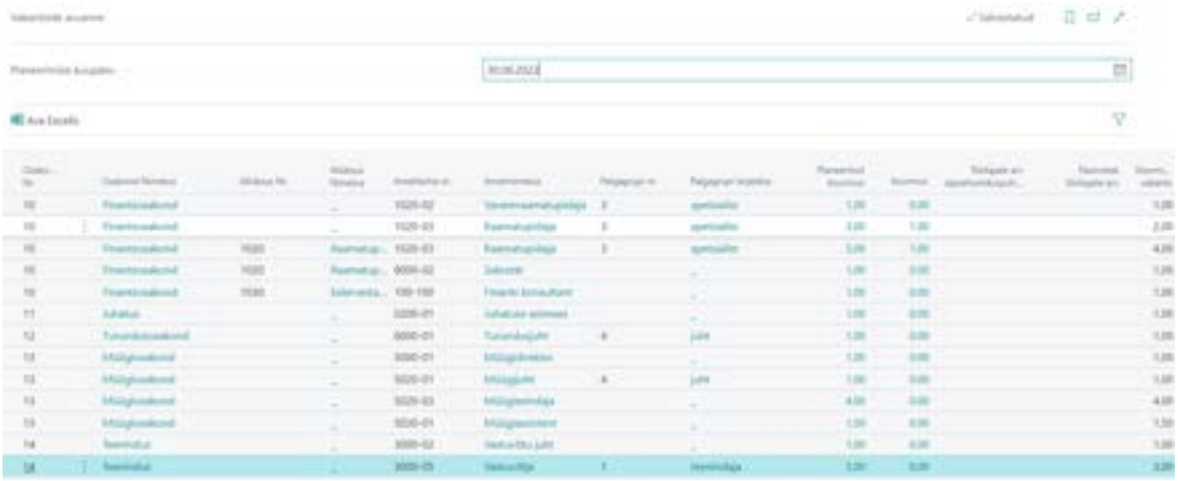
The Structural Plan provides a comprehensive overview of the configured structure and job planning. It can be accessed from the *PAYROLL STRUCTURAL SETUP* location/ribbon button *STRUCTURE PLAN BY DATE*.



The list is displayed by default with the current date and a structure-based view. However, it's also possible to view the plan based on job positions by selecting *PROFESSION* in the *PLAN TYPE* field.

5.9.2. VACANCY REPORT

While viewing the *STRUCTURE PLAN BY DATE* overview list, users can open the Vacancy Report, which displays planned loads, filled loads, and load vacancies of vacant job positions based on dates. Additionally, the report can include separate columns for employees on parental leave and employees inactive due to other reasons. Configuration for reasons for inactivity must be done beforehand in the *PAYROLL REPORT SETUP/FAST TAB NO. OF EMPLOYEE BY DAY REPORT/FIELDS CHILDBIRTH FILTER AND INACTIVITY FILTER.*



5.9.3. STRUCTURE PLANS BY PROFESSION

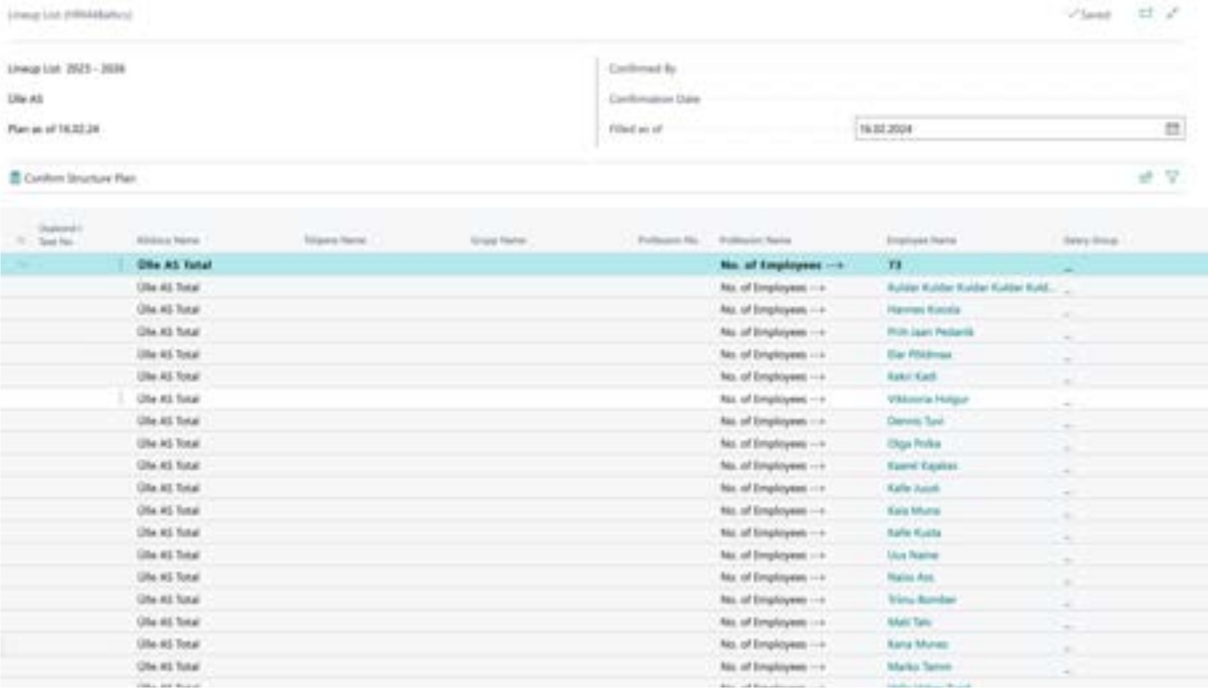
From the *STRUCTURE PLAN BY DATE* view, a list can be accessed where structure plans by profession, or in other words, lineup lists, can be created and confirmed. The lineup list displays structure units and planned job positions along with their loads. Furthermore, it shows the job position holder, their salary, and salary group based on the date.

A new row is created in the list for each new lineup list.

Field	Explanation
Entry No.	Enter the identifier for the Lineup list.
As of Date	Enter the date for which the Lineup list is to be created. The structural and profession planning from this date will be considered. For example, entering the date 21.11.2022 will display structure units and job positions along with their loads that were valid on that specific date.
Description	Enter a description for the staffing list.
No. of Years	Enter the number of years for which data is to be displayed in the Lineup list. Up to 4 years of data can be included in one view. Data for all years will be displayed in the staffing list as of the date and month specified in the *AS OF DATE* field.
Include Previous Year	If this marker is entered, previous year's planning will be displayed in the Lineup list. This marker can only be entered if the Lineup list is created for more than one year.
Show Salary Amounts	It's possible to display the contractual salary of the job position holder in the Lineup list. Salary types to be displayed in the list must be configured beforehand in *PAYROLL REPORT SETUP/STRUCTURTE PLAN*.
Confirmed	When the Lineup list is confirmed, a marker is displayed in this field. After confirming the Lineup list, planned professions and their loads won't be changed in the list even if changes are made to the structure during the specified period. To update the plan, confirmations must be removed, or a new Lineup list must be created for a new date.

Confirmation Date	Displays the date of confirmation of the Lineup list.
Confirmed by	Displays the identifier of the BC user who confirmed the Lineup list.

To create and confirm a new Lineup list, describe a row in the Lineup list and press the *LINEUP LIST* button on the ribbon.



In the opened view, structure units and professions are displayed with loads as of the *PLAN DATE.*

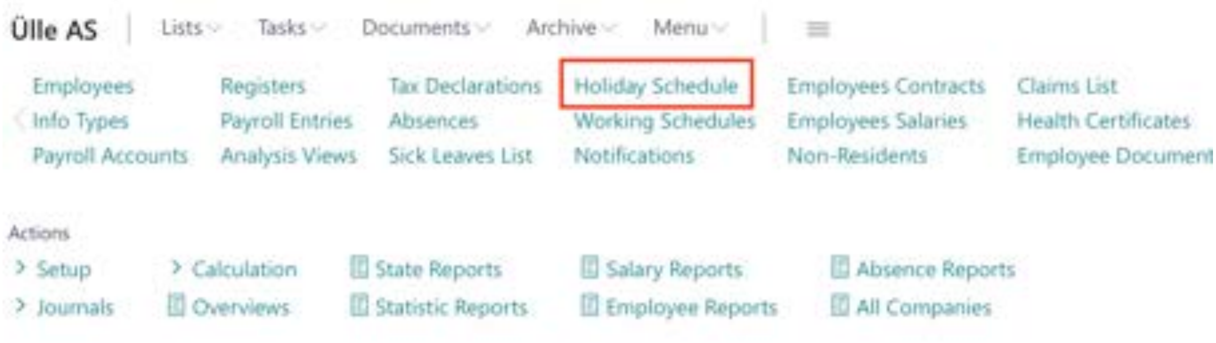
Professions, their salaries, and salary groups are displayed based on the *FILLED AS OF* date. The date can be changed, and accordingly, the data in the *LINEUP LIST* will be modified.

To confirm the *LINEUP LIST*, there is a *CONFIRM STRUCTURE PLAN* button on the ribbon. After confirmation, the structure units planned in the *LINEUP LIST* and the loads of planned won't change if someone makes changes to them in the configuration. However, filled information will change based on the date entered in the *FILLED AS OF* field.

6. Documents

6.1. Holiday Schedule

Holiday Schedule opens in Location:
HOME/MENU/PAYROLL HUMAN RESOURCE 365 MENU/DOCUMENTS/PAYROLL HOLDAY SCHEDULE
and Payroll and HR Specialist role center:



6.1.1. CREATING A HOLIDAY SCHEDULE

By opening the holiday schedule menu, the default *HOLIDAY SCHEDULE* worksheet currently valid, is always opened. To open another worksheet or create a new one, select tree-dot button located on the right side of the displayed holiday schedule worksheet and choose the desired worksheet/batch from the drop-down list or press *NEW.* When creating a new worksheet, you must also add the worksheet settings.

Field	Explanation
Current	The marker is added to the current year's schedule.
No	Number of the described schedule
Description	Name of the schedule
Holiday Code	The default holiday code is selected. When entering an employee and holiday start date in the schedule, the selected holiday code is automatically added here. The code can be manually changed in the schedule.
Valid From	Start date of the holiday schedule period. If the schedule is for the year 2020, this would be 01.01.2020. Based on the dates entered in the *VALID FROM* and *VALID TO* fields, the compliance of the entered vacations with the absence reasons entered in the rules is checked in the schedule. For example, one vacation period should be at least 14 calendar days.
Valid To	End date of the vacation schedule period. If the schedule is for the year 2020, this would be 31.12.2020. Based on the dates entered in the *VALID FROM* and *VALID TO* fields, the compliance of the entered vacations with the absence reasons entered in the rules is checked in the schedule
Approved	The marker is automatically added when the schedule is approved with the *APPROVE SCHEDULE* ribbon button. Once approved, no further changes can be made to the schedule. To make changes, the confirmation must be removed using the *REMOVE APPROVAL* ribbon button. Approval and removal of approval generate log entries, which can be opened with the *REQUEST LOG* ribbon button. Approval-related buttons are displayed only in the vacation schedule list.

	
Approval Comment	A free-text field for entering the confirmation date and other text.

To add employees to the schedule, click on the ribbon menu button *NEW -> GET EMPLOYEES*, which opens the *EMPLOYEES LIST*. By filtering the list, you can select the desired employees for the holiday schedule worksheet. Employees can also be added to the list one by one by entering the *EMPLOYEE NUMBER* field and selecting the desired employee from the dropdown menu.

After adding employees, enter the vacation periods and *HOLIDAY CODE* to the *WORKSHEET*. When entering vacation ranges, overlapping absence periods are not checked. The check for overlapping absences is performed during the *HOLIDAY SCHEDULE* validation.

The holiday schedule can only be created for predefined *ABSENCE CODE* in the *PAYROLL SETUP*.

By default, creating a schedule offers the default *ABSENCE CODE* set in the worksheet, but the user can change it. To select a suitable *ABSENCE CODE* press the three-dot button located on the right side of the corresponding row in the *HOLIDAY CODE* field.

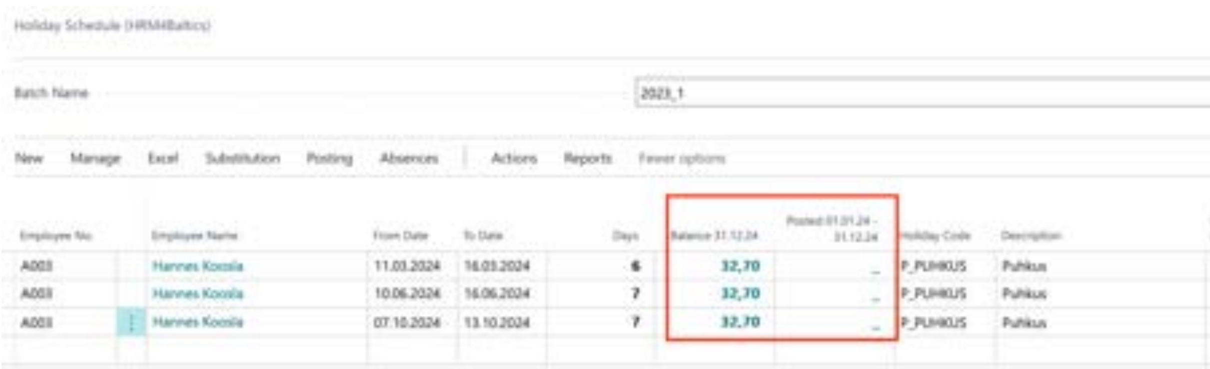
In the *HOLIDAY PAYMENT* field, you can enter information about when the employee wishes to receive holiday pay.
Options:
• PAYDAY
• HOLIDAY
• MONTLY

In the *CHILD NO* column, select the *CHILD NUMBER* from the *EMPLOYEE CHILDREN LIST* if the selected *CAUSE OF ABSENCE* on the row requires linking a child to the absence, e.g., *PATERNITY LEAVE*.

To check the added vacations in the schedule, there is a ribbon menu button *POSTING -> CHECK*. The check is performed based on the rules configured for the holiday type, and it ensures that the employee does not already have an absence registered for the same period. The results of the check are displayed in red in the *LAST CHECK MESSAGE* column.

If the employee already has a previously entered and registered holiday(in absence ledger entries) in the schedule, those can be linked together. For this purpose, there is a ribbon menu button *ACTIONS -> ABSENCES -> APPLY ABSENCE.* A list of the employee's absences that overlap with the absence entered in the schedule will open. It is also possible to unlink an already linked absence by clicking on *ACTIONS -> ABSENCES -> UNAPPLY ABSENCE.*

In the vacation schedule, it is possible to calculate holiday balances for employees by clicking the ribbon menu button *ABSENCES -> CALCULATE BALANCE*, which results in adding columns *BALANCE* and *POSTED* to the schedule. Both reserve and posted absences are displayed against the validity start and end dates set in the schedule. Reserve days are always calculated as of the end date of the period. By clicking on the number of days displayed in the *POSTED* column, the list of registered absences for the employee in the *ABSENCES LEDGER ENTRIES* will open.



6.1.2. CREATING HOLIDAY SCHEDULE BASED ON HOLIDAY REQUESTS

It is possible to create a holiday schedule based on holiday requests submitted by employees via the *EMPLOYEE PORTAL*. To create a schedule based on approved holiday requests, there is a ribbon menu button *GET REQUEST*. This opens a list of approved holiday requests submitted for periods that fall within the specified schedule period. In the list of requests, further filtering can be applied to select which requests are added to the schedule, and to add them, click the *OK* button in the bottom right corner of the list. Once added to the schedule, the holiday request card no. will display in the *HOLIDAY SCHEDULE* field.

6.1.3. ASSIGNING SUBSTITUENTS FOR HOLIDAY PERIODS

To assign a substituents for a holiday period, follow these steps:

1. Activate the row in the *HOLIDAY SCHEDULE* to which you want to assign a substituent, then click on the ribbon menu *SUBSTITUTION -> SUBSTITUENTS*.
2. In the opened window, select the substituent *EMPLOYEE NUMBER* from the *EMPLOYEES LIST* in the *SUBSTITUENT NO.* column.
3. The *DESCRIPTION* column allows you to enter free text about the substituent.
4. By default, the substituent period is offered based on the period entered for the corresponding row in the *HOLIDAY SCHEDULE*, but the user can change periods in the *SUBSTITUTION JOURNAL ENTRIES* window. To do this, enter the desired dates in the *FROM DATE* and *TO DATE* columns. By filling in new rows in this window, it is possible to associate replacement periods and substituent for next holidays.
5. Press *OK* to confirm the replacements.

The person assigned as a substituent can replace multiple different employees simultaneously.

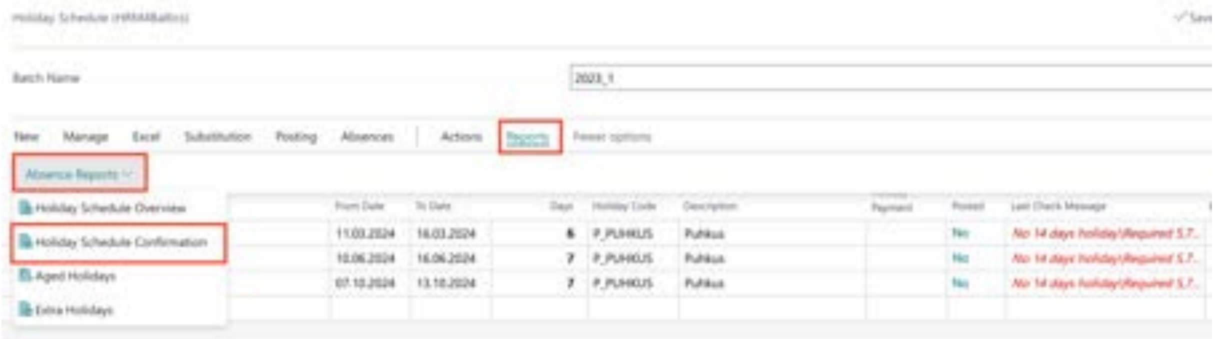
If you attempt to assign a person as a substituent who also has a planned absence during the same period, an error message will be displayed on the screen.

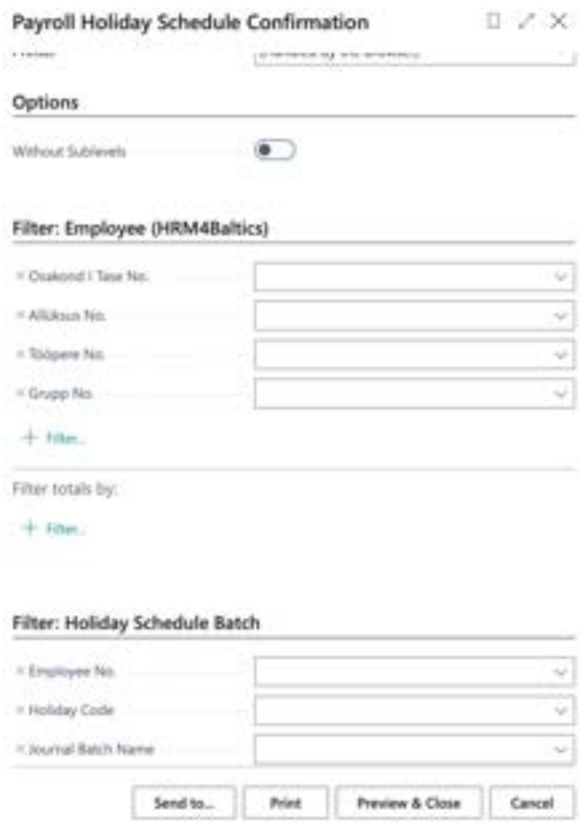
It is also possible to assign substituents to absences already posted in the *ABSENCES LEDGER ENTRIES.*

6.1.4. HOLIDAY SCHEDULE CONFIRMATION SHEET

To print the *HOLIDAY SCHEDULE CONFIRMATION SHEET*, select *REPORTS -> ABSENCE REPORTS -> HOLIDAY SCHEDULE CONFIRMATION* from the *HOLIDAY SCHEDULE* ribbon menu.

You can print the confirmation sheet in Word or Excel and send it to employees for signature.




Payroll Holiday Schedule Confirmation
Options
Without Sublevels
Filter: Employee (HRM4Baltics)
Osakond / Tase No.
Allüksus No.
Tööpere No.
Grupp No.
Filter...
Filter totals by:
Filter...
Filter: Holiday Schedule Batch
Employee No.
Holiday Code
Journal Batch Name
Send to...
Print
Preview & Close
Cancel

Holiday Schedule Confirmation
Ülle AS

Employee	Holiday	Days	Substituent	Substituent Signature	Employee Signature	Manager Signature
Osakond / Tase: Unknown Structure Level						
Unknown Structure Level						
A003 Hannes Koosla	Puhkus 3/11/2024 - 3/16/2024	6	Bilbo Paunaste 3/11/2024 - 3/16/2024			
	Puhkus 6/10/2024 - 6/16/2024	7				
	Puhkus 10/7/2024 - 10/13/2024	7				
T008 Elar Põldmaa	Puhkus 6/2/2020 - 6/23/2020	20				
T020 Viktooria Holgur	Puhkus 9/5/2022 - 9/11/2022	7	Mari Murakas 9/5/2022 - 9/11/2022			
	Puhkus 11/7/2022 - 11/9/2022	3	Mari Murakas 11/7/2022 - 11/9/2022			
	Puhkus 9/5/2022 - 9/11/2022	7	Mari Murakas 9/5/2022 - 9/11/2022			
	Puhkus 11/7/2022 - 11/9/2022	3	Mari Murakas 11/7/2022 - 11/9/2022			
T351 Kalle Kantpüks	Puhkus 2/23/2022 - 2/28/2022	6				
	Puhkus 3/1/2022 - 3/16/2022	16				
T354 Uus Naine	Puhkus 7/2/2022 - 7/2/2022	1	Mari Murakas 7/2/2022 - 7/2/2022			
	Puhkus 7/2/2022 - 7/2/2022	1	Mari Murakas 7/2/2022 - 7/2/2022			
T368 Till Pann	Puhkus 8/13/2022 - 8/17/2022	5	Mari Murakas 8/13/2022 - 8/17/2022			
	Puhkus 8/13/2022 - 8/17/2022	5	Mari Murakas 8/13/2022 - 8/17/2022			
	Puhkus 8/13/2022 - 8/17/2022	5	Mari Murakas 8/13/2022 - 8/17/2022			
TRI-0199 Vello Vaher-Kuusk	Puhkus 1/10/2022 - 1/16/2022	7	Mari Murakas 1/10/2022 - 1/16/2022			
	Puhkus 2/15/2022 - 2/21/2022	7	Mari Murakas 2/15/2022 - 2/21/2022			
	Puhkus 1/10/2022 - 1/16/2022	7	Mari Murakas 1/10/2022 - 1/16/2022			
	Puhkus 2/15/2022 - 2/21/2022	7	Mari Murakas 2/15/2022 - 2/21/2022			
	Puhkus 1/10/2022 - 1/16/2022	7	Mari Murakas 1/10/2022 - 1/16/2022			
	Puhkus 2/15/2022 - 2/21/2022	7	Mari Murakas 2/15/2022 - 2/21/2022			
Osakond / Tase: Finance Department						
Finance Department						
T005 Jolger Krušovice	Puhkus 2/24/2020 - 3/5/2020	10				
	Isapuhkus 1/25/2022 - 2/1/2022	8	Aino Pervik 1/25/2022 - 2/1/2022			
TRI-0198 Vello Vaher	Puhkus 11/5/2022 - 11/9/2022	5	Mari Murakas 11/5/2022 - 11/9/2022			
	Puhkus 11/5/2022 - 11/9/2022	5	Mari Murakas 11/5/2022 - 11/9/2022			

6.1.5. POSTING HOLIDAY SCHEDULE

To post holiday scheduled in the holiday schedule as actual absences, use the ribbon menu button *POSTING -> POST ABSENCES*, which registers planned holidays as actual absences and saves them in the *ABSENCES LEDGER ENTRIES*.

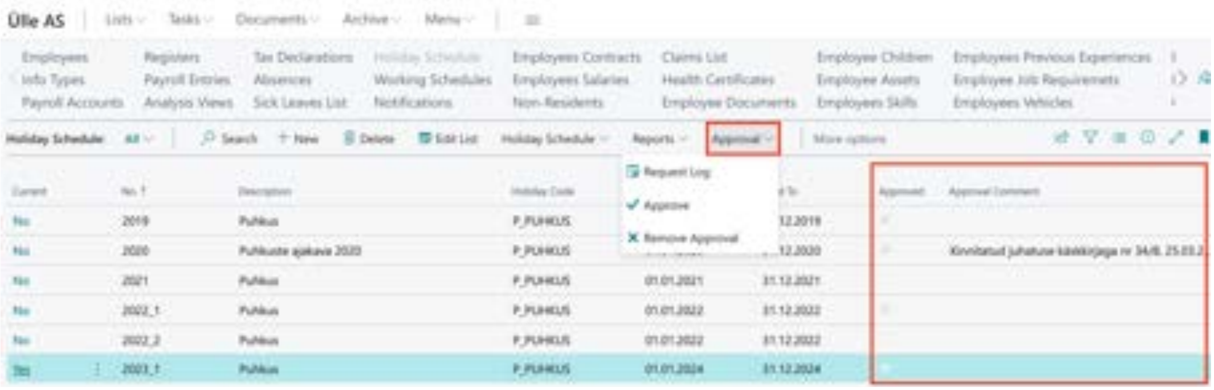
All planned holidays on the *WORKSHEET* are automatically registered. To post holidays for specific employee(s) or for a specific period, filter only the desired rows on the *WORKSHEET*.

If it becomes necessary to modify a holiday scheduled in the schedule later, the holiday can be withdrawn from the *ABSENCE LEDGER ENTRIES* using the ribbon menu button *UNREGISTER*. The withdrawn holiday will be added back to the *ABSENCES JOURNAL* of the worksheet, where it can be corrected or deleted. Changes made in the *ABSENCES JOURNAL* will not be reflected in the *HOLIDAY SCHEDULE*; holidays scheduled in the schedule will remain unchanged.

6.1.6. HOLIDAY SCHEDULE APPROVAL

After approving the holiday schedule, no further changes can be made to the schedule on the worksheet, except if the approval is removed. Log entries are generated when approving or removing approvals.

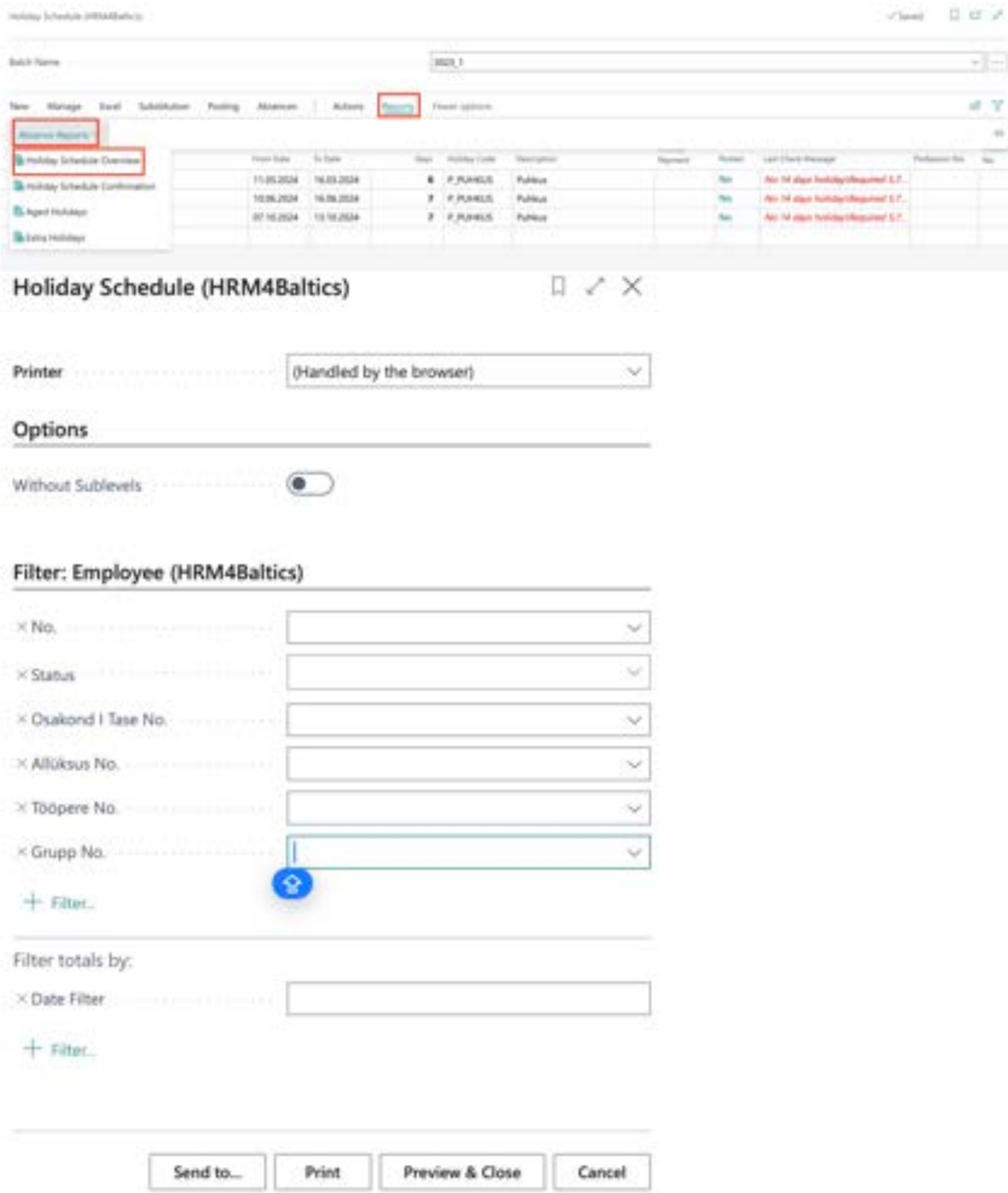
The holiday schedule can be approved from the *HOLILDAY SCHEDULES LIST* ribbon menu by clicking on *APPROVAL -> APPROVE*. Free text can be added regarding the confirmation in the *APPROVAL COMMENT* column.



When approved, a marker is added to the schedule in the APPROVED column, and log entries are generated.

6.1.7. VACATION OVERVIEW

To access the graphical overview of entered holidays, navigate to *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/ABSENCE REPORTS/HOLIDAY SCHEDULE OVERVIEW*.
This will open a report query form where you can specify criteria such as employees to include, period, etc., using filters.

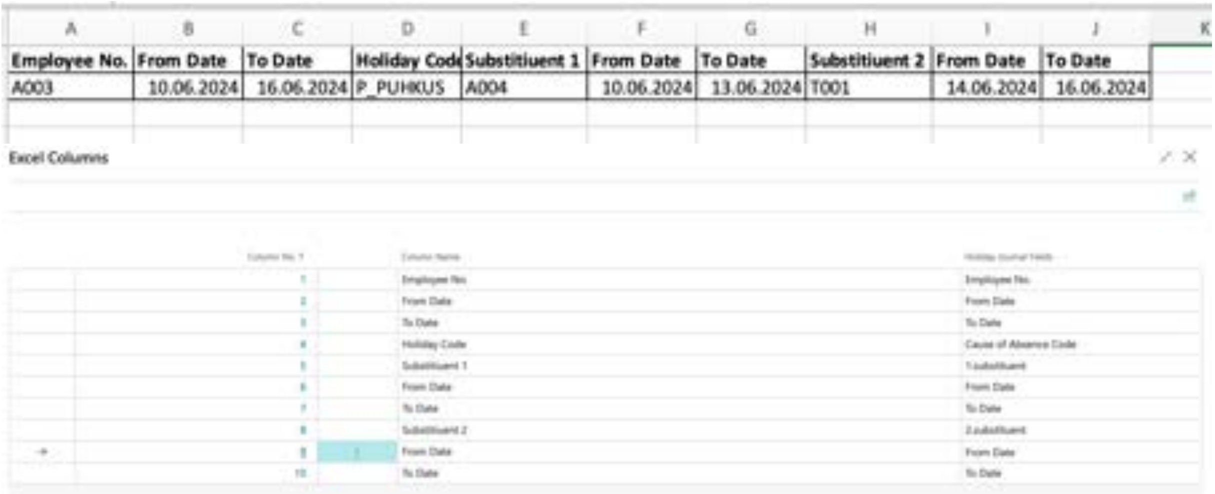


As a result, holidays will be displayed in the following table:

For posted holidays, it is possible to configure notifications.

6.1.8. IMPORTING HOLIDAY SCHEDULE FROM EXCEL

Open the *HOLIDAY SCHEDULE WORKSHEET* and click on the ribbon menu *IMPORT FROM EXCEL.* When selecting the file, the *EXCEL COLUMN MAPPING* window opens. To import the data, click *OK*.
Excel file columns:



Comments:
1.substitute, 2. substitute, etc. – if the vacation period is divided among multiple substitutes.
HOLIDAY CODE – must correspond to the holiday code described in Business Central.

6.1.9. EXPIRING VACATION DEMANDS

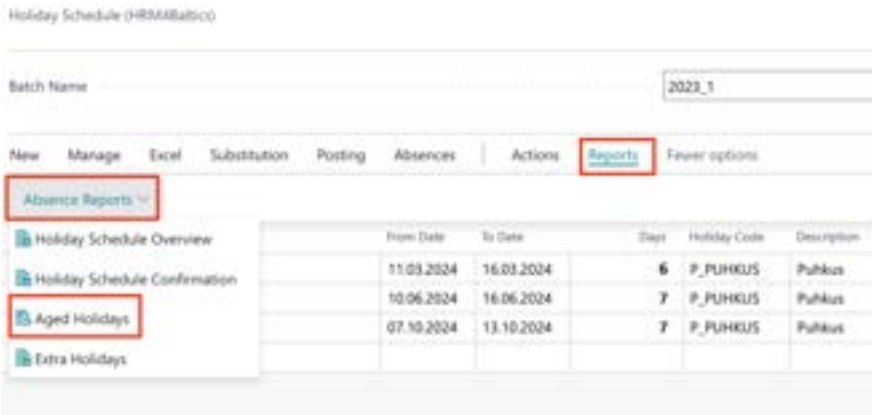
In the HRM4Baltics module, it is possible to obtain an overview of employees' expiring vacation demands and, based on the corresponding report, to write off expired vacations.

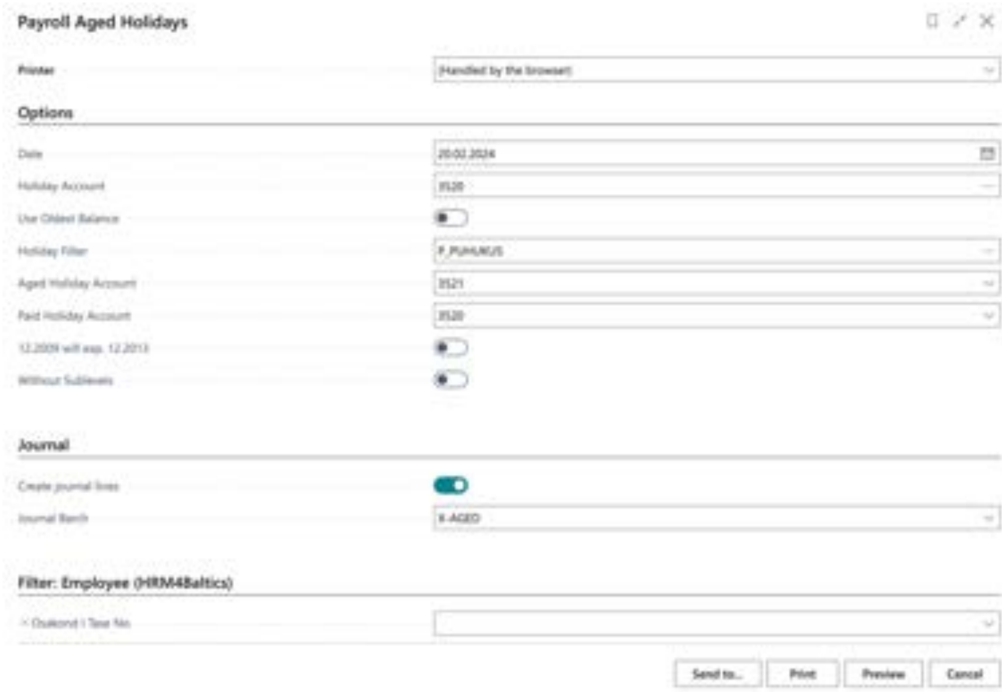
6.1.9.1. Report: Aged Holidays

To obtain an overview of expired vacations, launch the EXPIRED HOLIDAYS report: *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/REPORTS AND ANALYSIS/ABSENCE REPORTS/AGED HOLIDAYS*.

The report is used to monitor and write off expired vacation demands.

1. On the *AGED HOLIDAYS* page, enter query filters.





Fast tab Options

Field	Explanation
Date	Enter the date when the vacation demand is considered expired.
Holiday Account	Vacation Reserve Account Enter payroll account *352 - UNUSED VACATION RESERVE (ACCUMULATED).*
Holiday Filter	Enter *THE CAUSE OF ABSENCE* code to monitor the use of regular vacations
Aged Holiday Account	Enter the payroll account where the written-off vacation demands are stored
Paid Holiday Account	Enter the payroll account where the program registers used vacation days.
12.2009 will exp. 12.2013	2013 If you have introduced the payroll solution earlier than 2013 and do not wish to differentiate vacation balances, mark the field.

Journal Tab Field Explanation Entries Journal Worksheet

Fast tab Journal

Field	Explanation
Create Journal lines	Check the box if you want the program to create payroll journal entries for the written-off vacation demands.
Journal Batch	Specify the worksheet used for writing off expired vacation demands.

Fast tab Employee

On the Employee tab, you can set filters for employees to include in the report.

To output the report, select either *PREVIEW* or *PRINT.* To cancel the query, select *CANCEL*.

Aged Holidays by Date 20.02.24
Ülle AS

2/20/2024 10:19:47 AM +02:00
MERILY
1 / 7

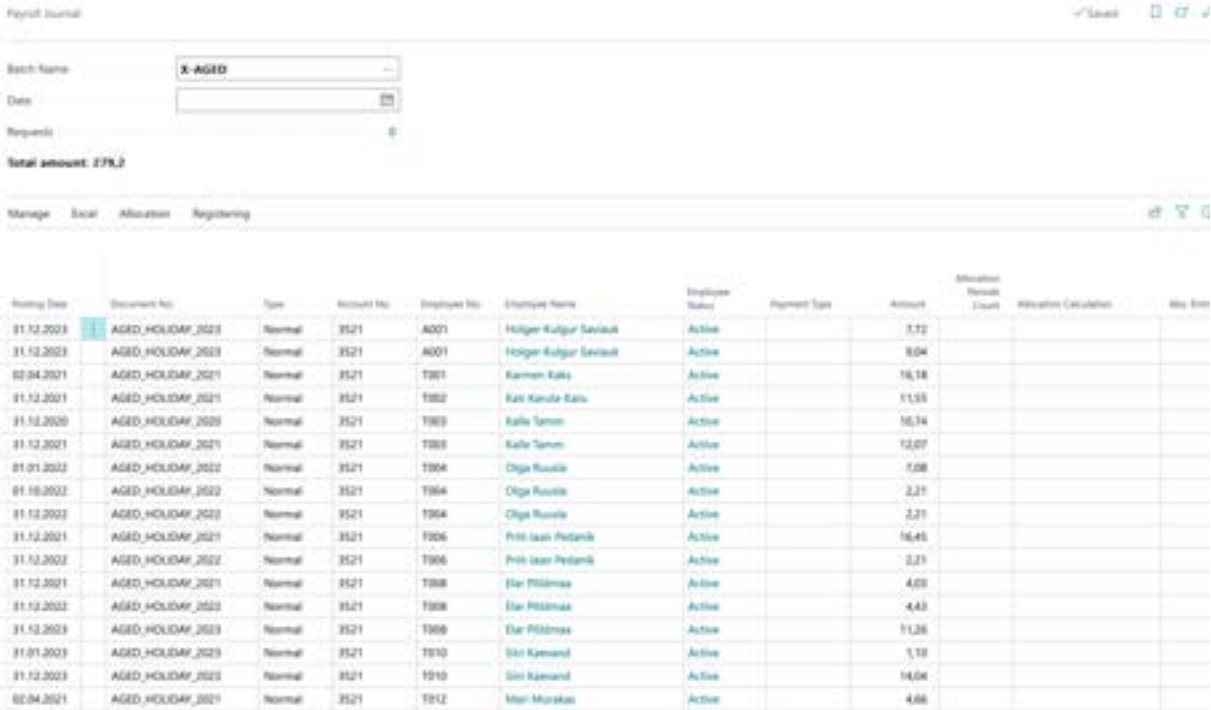
No.	Name	Period	Acc. Days	Holidays	Allready Aged Days	Unused Days	Aged Date	Aged Days
Osakond I Tase: Unknown Structure Level			297.36	-	-	294.57		**89.36**
Unknown Structure Level			297.36	0	0	294.57		**89.36**
A002	Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Kuldar Petersell Petersell Petersell Petersell Petersell	6/30/2023	-	-	-	-	12/31/2024	-
A003	Hannes Koosla	5/31/2022	-3.01	-	-	-	7/22/2024	-
		12/31/2023	5.08	-	-	-	7/23/2025	-
		2/29/2024	2.37	-	-	4.44	12/31/2025	-
T008	Elar Põldmaa	12/31/2020	9.09	-	-	4.03	12/31/2021	**4.03**
		12/31/2021	2.22	-	-	4.43	12/31/2022	**4.43**
		3/31/2022	4.52	-	-	11.26	12/31/2023	**11.26**
		12/31/2023	6.74	-	-	-	12/31/2024	-
		2/29/2024	-10.63	-	-	-7.78	12/31/2025	-
T020	Viktooria Holgur	12/31/2021	3.82	-	-	-	12/31/2022	-
		10/31/2022	12.24	-	-	9.17	12/31/2023	**9.17**
		10/31/2023	4.52	-	-	9.04	12/31/2024	-
		2/29/2024	2.37	-	-	4.74	12/31/2025	-
T313	Olga Polka	12/31/2020	2.21	-	-	-	12/31/2021	-
		12/31/2021	2.22	-	-	-	12/31/2022	-
		3/31/2022	4.52	-	-	4.20	12/31/2023	**4.20**
		10/31/2023	2.38	-	-	4.76	12/31/2024	-
		2/29/2024	2.37	-	-	4.74	12/31/2025	-
T314	Julger Saviauk	12/31/2020	2.21	-	-	-	12/31/2021	-
		12/31/2021	2.22	-	-	-	12/31/2022	-
		3/31/2022	4.52	-	-	2.06	12/31/2023	**2.06**
		10/31/2023	4.52	-	-	9.04	12/31/2024	-
		2/29/2024	2.37	-	-	4.74	12/31/2025	-
T316	Roland Rool	12/31/2020	1.66	-	-	-	5/13/2023	-
		1/31/2021	-	-	-	-	5/12/2024	-
		3/31/2023	2.14	-	-	3.80	12/31/2024	-
T317	Kaarel Kajakas	12/31/2020	2.21	-	-	-	12/31/2021	-
		12/31/2021	2.22	-	-	-	12/31/2022	-
		3/31/2022	4.52	-	-	2.06	12/31/2023	**2.06**
		10/31/2023	4.52	-	-	9.04	12/31/2024	-
		2/29/2024	2.37	-	-	4.74	12/31/2025	-

Holiday expiration is paused during parental leave.

6.1.9.2. Writing Off Expired Holiday Demands

The lines for the demands to be written off are created on the payroll journal worksheet *X_AGED* as configured. You can create the necessary entries on the worksheet by checking the box *CREATE JOURNAL LINES* in the report *AGED HOLIDAYS* (see section Report: Aged Holidays) and selecting the worksheet in the field *JOURNAL WORKSHEET*.

By selecting the payroll journal worksheet *X_AGED*, you can post the written-off holiday demands to the payroll account specified in the *AGED HOLIDAYS* report.



Payroll Journal

Batch Name: X-AGED

Date:

Requests: 0

Total amount: 279,2

Manage Excel Allocation Registering

Posting Date	Document No.	Type	Account No.	Employee No.	Employee Name	Employee Status	Payment Type	Amount	Allocation Periods Count	Allocation Calculation
31.12.2023	AGED_HOLIDAY_2023	Normal	3521	A001	Holger Kulgur Saviauk	Active		7,72		
31.12.2023	AGED_HOLIDAY_2023	Normal	3521	A001	Holger Kulgur Saviauk	Active		9,04		
02.04.2021	AGED_HOLIDAY_2021	Normal	3521	T001	Karmen Kaks	Active		16,18		
31.12.2021	AGED_HOLIDAY_2021	Normal	3521	T002	Kati Kanula-Kaiu	Active		11,55		
31.12.2020	AGED_HOLIDAY_2020	Normal	3521	T003	Kalle Tamm	Active		10,74		
31.12.2021	AGED_HOLIDAY_2021	Normal	3521	T003	Kalle Tamm	Active		12,07		
01.01.2022	AGED_HOLIDAY_2022	Normal	3521	T004	Olga Ruusla	Active		7,08		
01.10.2022	AGED_HOLIDAY_2022	Normal	3521	T004	Olga Ruusla	Active		2,21		
31.12.2022	AGED_HOLIDAY_2022	Normal	3521	T004	Olga Ruusla	Active		2,21		
31.12.2021	AGED_HOLIDAY_2021	Normal	3521	T006	Priit-Jaan Pedanik	Active		16,45		
31.12.2022	AGED_HOLIDAY_2022	Normal	3521	T006	Priit-Jaan Pedanik	Active		2,21		
31.12.2021	AGED_HOLIDAY_2021	Normal	3521	T008	Elar Põldmaa	Active		4,03		
31.12.2022	AGED_HOLIDAY_2022	Normal	3521	T008	Elar Põldmaa	Active		4,43		
31.12.2023	AGED_HOLIDAY_2023	Normal	3521	T008	Elar Põldmaa	Active		11,26		
31.01.2023	AGED_HOLIDAY_2023	Normal	3521	T010	Siiri Kaevand	Active		1,10		
31.12.2023	AGED_HOLIDAY_2023	Normal	3521	T010	Siiri Kaevand	Active		14,04		
02.04.2021	AGED_HOLIDAY_2021	Normal	3521	T012	Mari Murakas	Active		4,66		

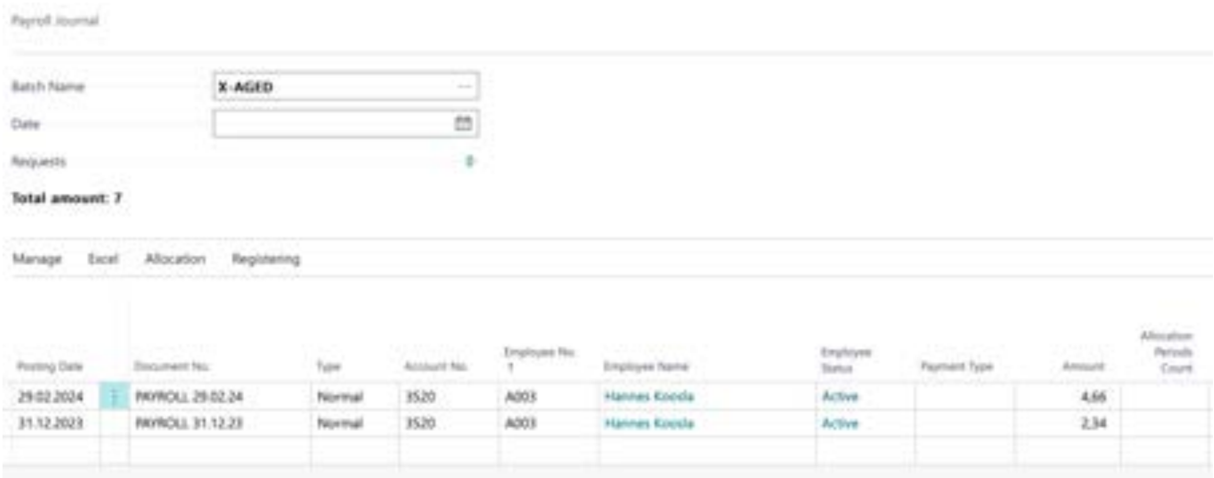
If desired, the written-off vacation demands on payroll account *3521* can be displayed on the employee's *PAYSLIP*.

6.1.10. ENTERING INITIAL HOLIDAY BALANCES

For all employees, the holiday calculation period is the same - the calendar year, from January 1st to December 31st. When starting work with the program, it is necessary to enter the existing employees' initial holiday balances along with the expiration dates for accurate holiday calculation and expiration tracking. To do this, the holiday balances, or the so-called initial v holiday balances, are registered through the *PAYROLL JOURNAL* to the corresponding payroll account *3520 - UNUSED VACATION RESERVE (ACCUMULATED).*

For example:
If work with the payroll program begins on March 1st, 24, the initial holiday balance for employees must be entered in calendar days as of February 29th, 24. The date is entered in the POSTING DATE column, and the holiday balance is entered in calendar days in the *AMOUNT* column.

In this example, the employee has a total holiday balance of 7 calendar days as of February 29th, 24, of which 2.34 calendar days are unused from the previous year. To ensure correct calculation of holiday expirations in the future, two separate entries must be made when taking the initial balances into account.



To register the entered entries, click the *REGISTER* button on the ribbon menu. The program will indicate how many entries were registered, and the corresponding lines will be deleted from the *PAYROLL JOURNAL*, while the initial balance entries will be registered in the *REGISTER* and *PAYROLL LEDGER ENTRIES*.

6.2. Working Schedules

When using *WORKING SCHEDULES*, it's possible to configure the different types of working hours and principles of calculation used in the company. The time recorded in the *WORKING SCHEDULES* moves automatically to serve as the basis for payroll calculation. Created and/or confirmed work time tables can be archived.

6.2.1. WORKING SCHEDULE

Working Schedule can be accessed and created from:

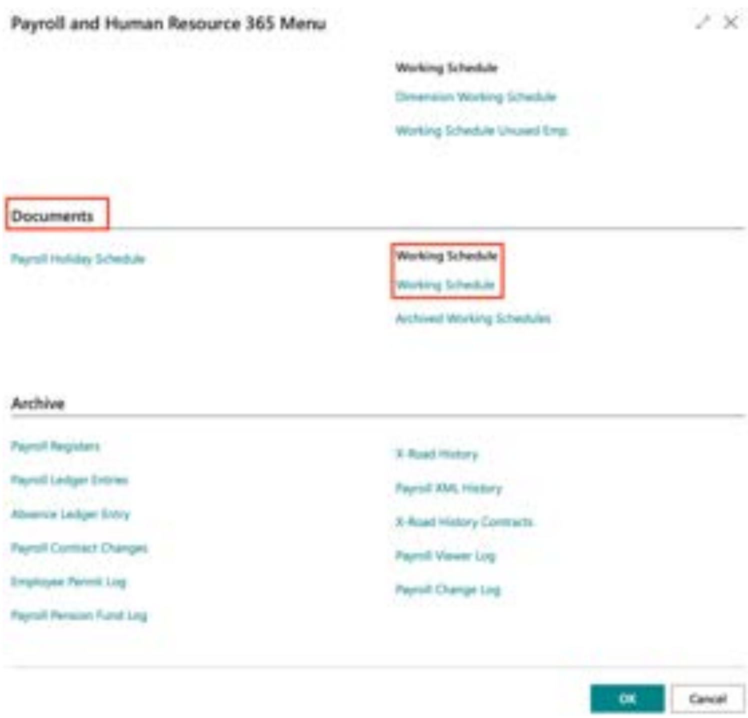
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/TASKS/ WORKING SCHEDULES

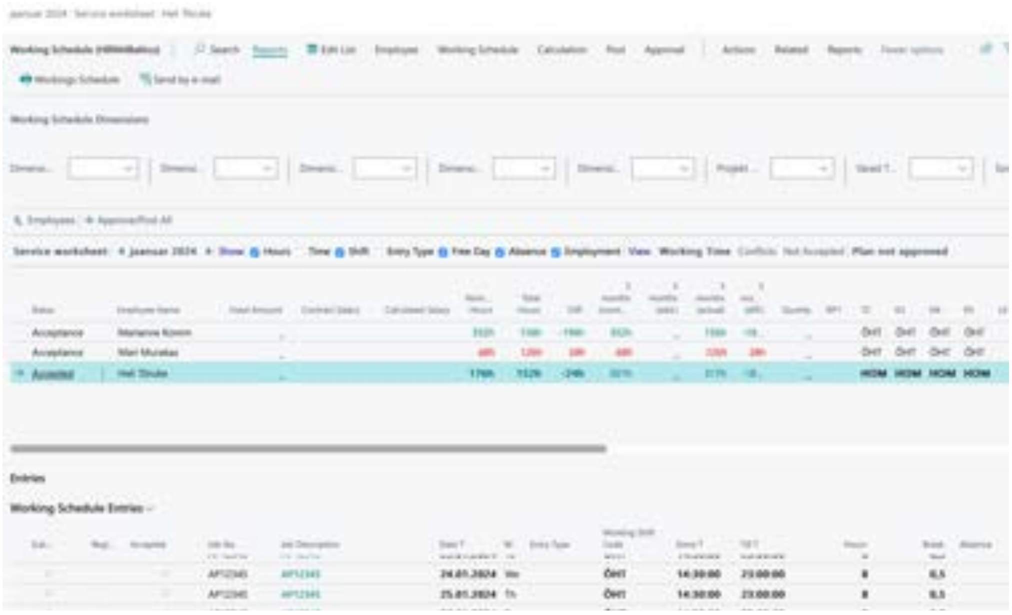
Then, select the *WORKING SCHEDULES* icon from the ribbon menu of the opened window.

Created working schedules can be accessed from:

HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/*DOCUMENTS/* WORKING SCHEDULE/ WORKING SCHEDULE

In the opened window, in the *WORKING SCHEDULES* tab, select the *GROUP NO* from the *NO* field, which you want to view, and from the *MONTH* field, select the calendar month for which you want to view the *WORKING SCHEDULE*.





Fast tab WORKING SCHEDULE

Field	Explanation
Group No.	Displays the active *WORKING SCHEDULE GROUP*. The Payroll Dimensions values assigned to the Group are used in the *WORKING SCHEDULE*.
Month	Allows selection of the calendar month to be displayed in *WORKING SCHEDULE TABLE*.
Working Schedule Dimension	Allows filtering of the *WORKING SCHEDULE TABLE* based on the corresponding *PAYROLL DIMENSION* values. By default, the values of the *PAYROLL DIMENSIONS* assigned to the *WORKING SCHEDULE GROUP* are used in the *WORKING SCHEDULE*.

Tags

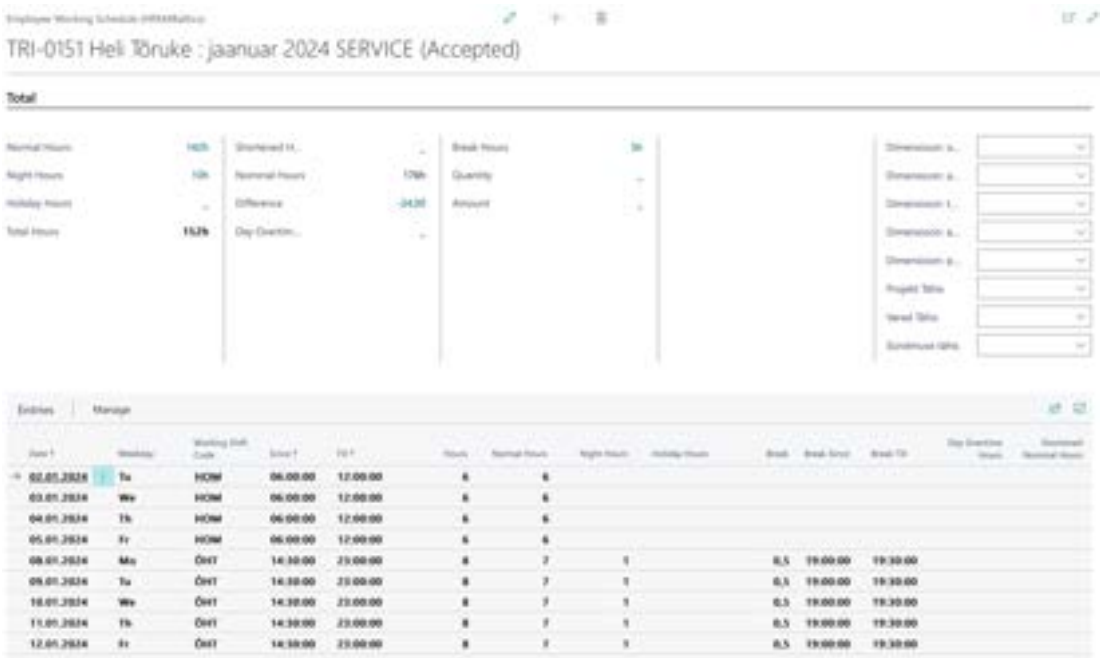
Fast tab SHOW

Field	Explanation
View	Options for filtering/displaying: • *WORKING TIME* - displays all selected options • *CONFLICT* - displays days affected where hours and absences are simultaneously entered • *NOT ACCEPTED* - displays the working schedule with unconfirmed days Depending on the priority selection, the *WORKING SCHEDULE TABLE* displays either hours, shift indicators, or absences.
Show: Absence, Time, Shifts, Hours, Free day, Entry Types, Employment	Options for displaying information in the *WORKING SCHEDULE TABLE*. Depending on the selection, the *WORKING SCHEDULE TABLE* on the card in the date column displays *ABSENCES, TIME, SHIFTS, HOURS, OR FREE DAY*.

Fast tab Working Schedule rows

Field	Explanation
Working Schedule Rows	Displays the working schedule corresponding to the *GROUP NO* and other selections made on previous tabs, including standard hours, scheduled hours, shift, summed employee norm, actual hours, and their difference. The summed period length needs to be preconfigured. In the date column of these rows, you can enter working schedule table information such as *ABSENCES, TIME, SHIFTS, HOURS, OR FREE DAY*, and as *QUANTITY AND OTHER VALUES* as well. Entering the number of hours in the date column automatically updates the time of day in that column. If working schedule table information is entered on the *WORKING SCHEDULE TABLE* ROWS tab, it will be automatically synchronized with the *WORKING SCHEDULE TABLE ENTRIES* tab and vice versa.

Fast tab Working Schedule Entries



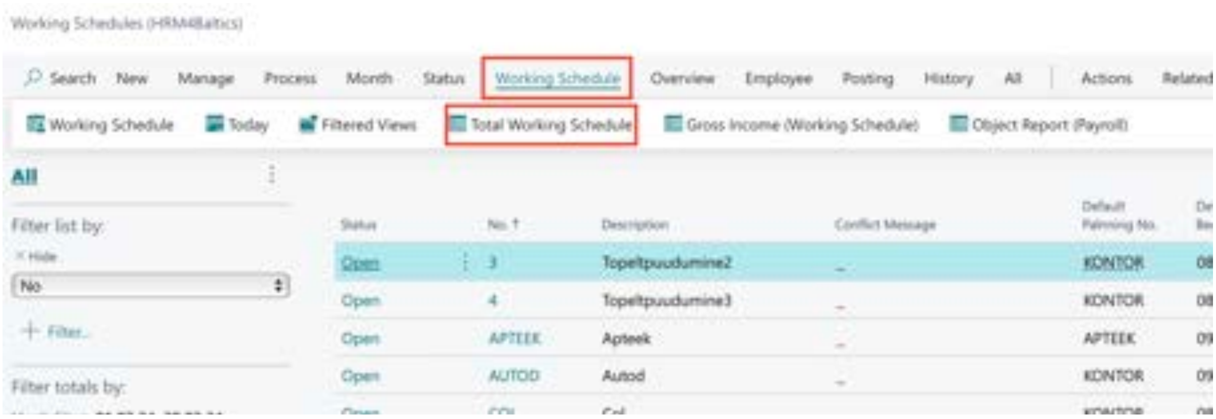
Field	Explanation
Table *WORKING SCHEDULE ENTRIES*	Displays the employee entries whose row is active on the *WORKING SCHEDULE* tab. Changes can be made to the start and end times of the shift, hours, and dimensions, etc. Changing the number of hours in the *HOURS* column automatically changes the time in the *TILL* column. You can select an *CAUSE OF ABSENCE CODE* in the *ABSENCE* column for the working schedule table entry row. Absences marked for which a marker has been added in the *CAUSE OF ABSENCE* column in the *ALLOW SCHEDULE POSTING* can also be registered from the working schedule. To register the entered absence, click the *POST ABSENCES* button on the ribbon menu.

On the right side of the *WORKING SCHEDULE* page is a fact box

Field	Explanation
Legal Holidays	National holidays in the selected period.
Absences	Displays the absences of the employee and desired days off for the current month on the *WORKING SCHEDULE ROWS* card on the active line.
Cause of Absence	Displays a list of short codes for absence reasons in the *CAUSE OF ABSENCE* descriptions.

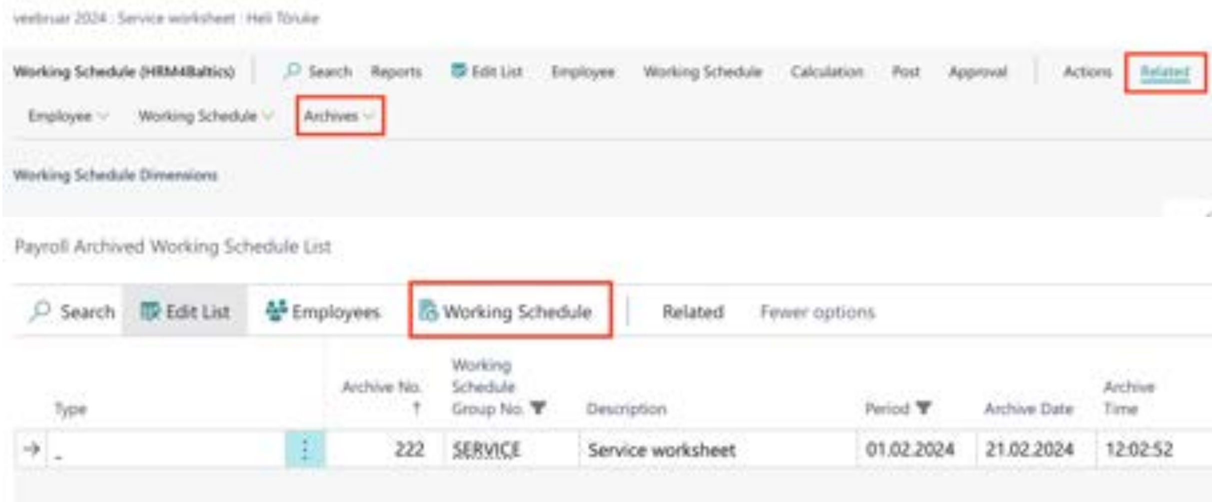
6.2.2. TOTAL WORKING SCHEDULE

The consolidated work time table displays the total working hours of employees belonging to WORK TIME GROUPS, including information when an employee has worked part-time in different WORK TIME GROUPS.
When printing the consolidated table, employees are grouped in the default dimension sequence of the Employee card.
To open the consolidated work time table, navigate to
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/*DOCUMENTS/* WORKING SCHEDULE/ WORKING SCHEDULE
and click on *WORKING SCHEDULE/TOTAL WORKING SCHEDULE* in the ribbon menu.



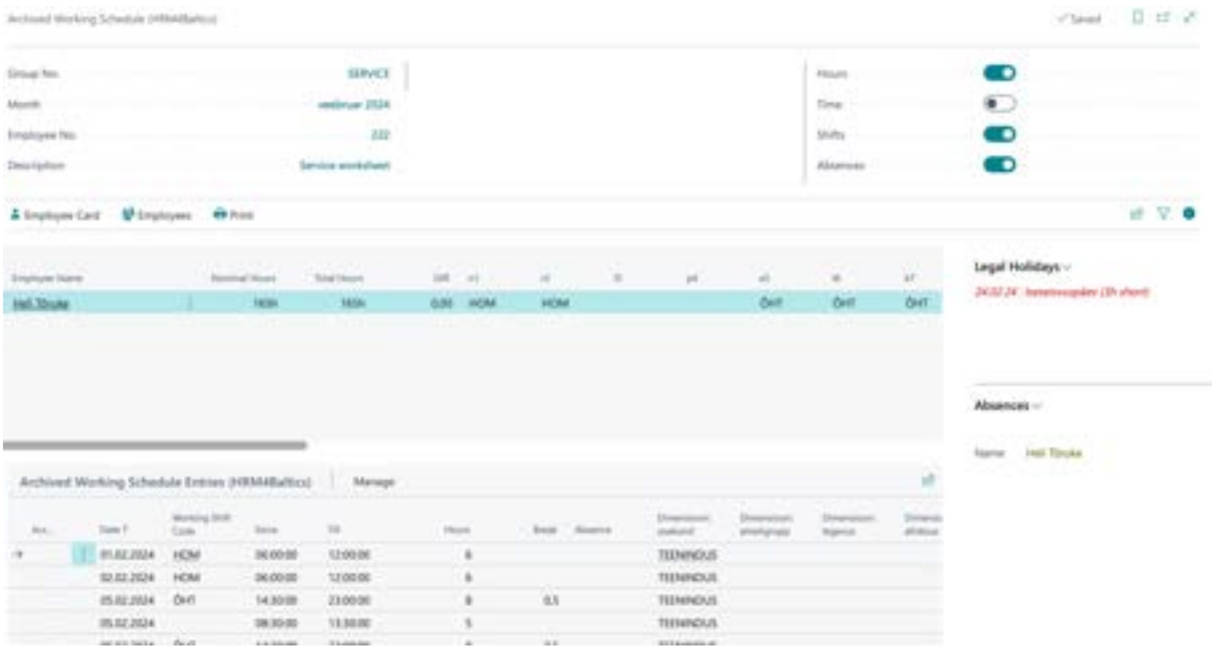
6.2.3. ARCHIVED WORKING SCHEDULE TABLES

To archive a working schedule, click on the ribbon menu *CREATE THE ARCHIVE*. The system will provide a notification: *CREATED THE ARCHIVE NUMBER XXX*. If desired, you can display archived versions again by clicking on *ARCHIVES* in the ribbon menu. A list of archived versions will appear. By default, the description of archived versions is saved as the description of the *WORKING SCHEDULE GROUP* code, but users can modify it.



To modify the description of an archived version, select *DESCRIPTION* and enter the desired text. If you wish, you can display or print archived versions again. Select the version you want to view with the cursor and click on *WORKING SCHEDULE* ribbon button.

In the EDIT



ARCHIVED WORKING SCHEDULE header options on the page, you can specify whether you want to print the hours or shifts for the archive. To print the archive, click on the *PRINT* icon.

7. Archive

Information regarding payroll transactions made in the HRM4Baltics module and all current entries in the *PAYROLL* and *ABSENCE LEDGER ENTRIES* can be found under the ARHIVE menu. Additionally, it's possible to delete entries made in the *PAYROLL* or *ABSENCE LEDGER ENTRIES* through the *PAYROLL REGISTER*.

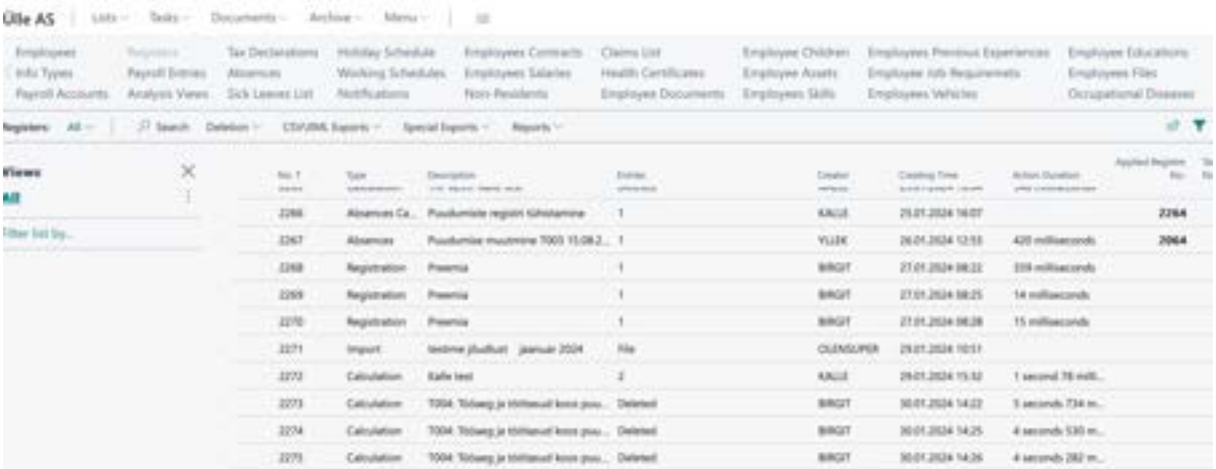
7.1. PAYROLL REGISTERS

The *PAYROLL REGISTER* provides an overview of all payroll transactions and operations performed. Each time:

- an absence is registered or canceled from the *ABSENCE JOURNAL*
- amounts are posted from the *PAYROLL JOURNAL* or work hours from the *WORKING SCHEDULE*
- payroll calculation is executed
- payroll entries are posted from the *PAYROLL G/L JOURNAL* to the Business Central general ledger
- a bank payment file or TSD file is created
- payroll statements or notifications are sent via email

a new entry is created in the PAYROLL REGISTER.

The PAYROLL REGISTER can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARCHIVE/PAYROLL REGISTERS
or
HOME/REGISTERS



Fields in the *PAYROLL REGISTER* list:

Field	Explanation
No.	Register No.
Type	Provides information about the origin of the registry: - *REGISTRATION*: transaction registered from the payroll journal - *ABSENCES*: transaction registered from the absence journal - *ABSENCE CANCELLATION*: canceled absence entry - *CALCULATION:* registry created as a result of payroll calculation - *BANK TRANSFER*: saved bank payment file - *G/L POSTING*: payroll entries posted to the general ledger - *TAX REPORT*: saved TSD file - *PAY SLIP*: payroll statement sent

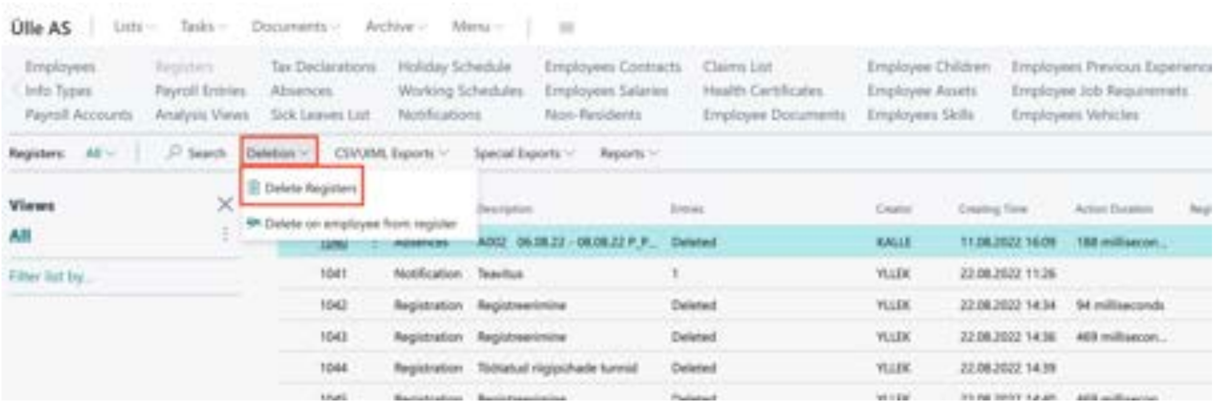
	☐ *EXPORT*: creation of export file for general ledger entries ☐ *EXPORT CANCELLATION*: cancellation of export file for general ledger entries ☐ *IMPORT*: employee table import ☐ *SPLITTING*: distribution of payroll entries to dimensions ☐ *NOTIFICATION* ☐ *E-MAIL*
Entries	Information about the content of the registry, files, number of entries. Click on the number in the *ENTRIES* column to see the entries.
Creator	Displays the Business Central user who created the registry.
Creating Time	Date and time when the registry was created
Action Duration	Displayed only for registries with type *CALCULATION*, created when executing payroll calculation. Shows the duration of the respective payroll calculation job.
Applied Register No.	When a registry related to an absence is deleted from the *PAYROLL REGISTER* or when an absence is withdrawn from *THE ABSENCE LEDGER ENTRIES*, a new registry entry is always created with the type *ABSENCE CANCELLATION*. A relationship is established between the deleted registry and the new registry created upon cancellation. The *APPLIED REGISTRY NUMBER* column contains the registry number with which the relationship is created. By clicking on a registry entry with the type *ABSENCE CANCELLATION*, you can access the *LOGS OF THE ABSENCE LEDGER ENTRIES* containing the deleted absence entry, where you can view the data associated with the deleted absence. 
Accounting Period/Payment Period/Calculation Period	Relevant information is displayed only for entries with type *CALCULATION*, created when executing payroll calculation.

7.1.1. REGISTERED ENTRIES DELETION

If needed, you can delete registered but not yet posted payroll entries, and then, for example, relaunch the same payroll calculation.

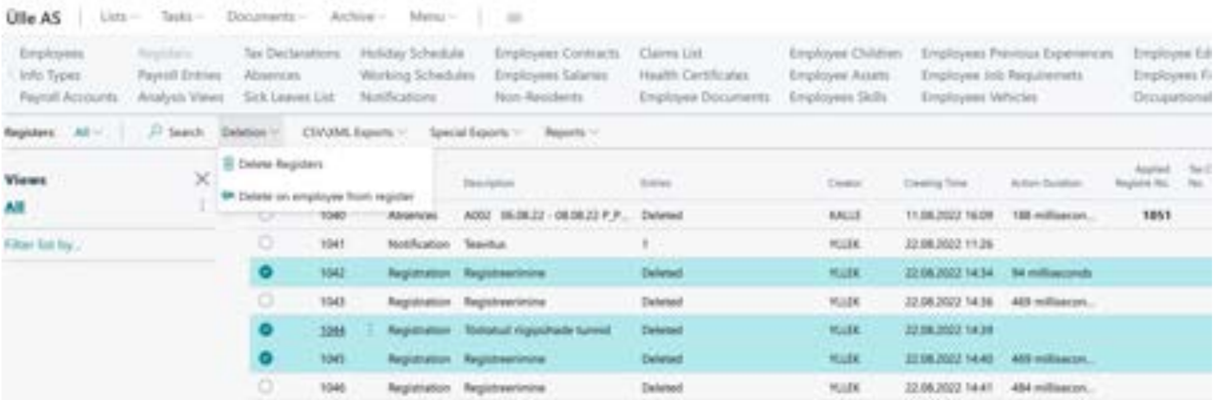
You can delete an entire registry, which will delete all entries for all employees contained in that registry. However, you can also choose to delete only the entries for a specific employee or selected employees from a registry.

To delete an entire registry, navigate to the row of the registry and click on the *DELETION/DELETE REGISTERS* button on the ribbon.



To delete entries for only one employee or selected employees from a registry, select *DELETION/DELETE ON EMPLOYEE FROM REGISTER* from the ribbon. A list of employees included in the registry will appear. Now you can cursorily select the employee or employees whose data entries you want to delete and click *OK*.

You can delete multiple registries at once. To do this, mark the registries by clicking on the three dots displayed after the *NO* column and choose *SELECT MORE*. Then, you can mark the registries you want to delete and click *DELETION/DELETE REGISTERS* on the ribbon.



Every transaction leaves an entry in the *PAYROLL REGISTER* with information about who created or deleted the entry and the date and time when it was done.

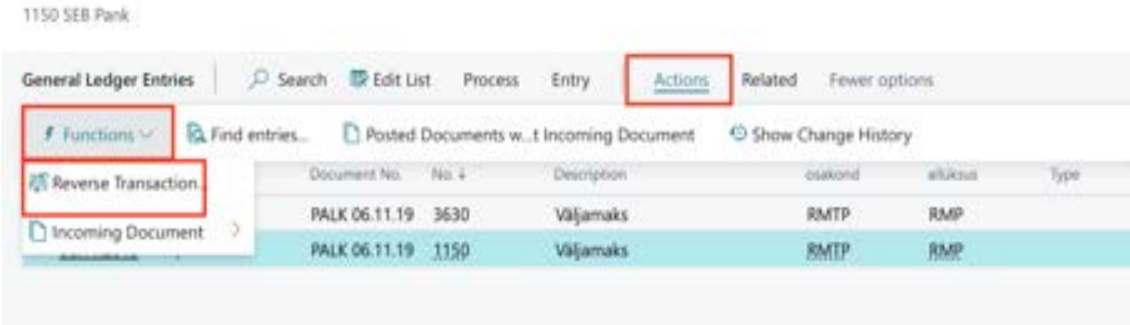
If payroll entries have already been posted to the *PAYROLL G/L JOURNAL SHEET*, attempting to delete such a registry entry will result in an error message. To proceed with deletion, you must first delete the corresponding entries from the *PAYROLL G/L JOURNAL SHEET*.

It's not possible to delete payroll ledger entries that have already been posted in *THE PAYROLL REGISTER*. To continue with the deletion, you must first *REVERSE* the corresponding *GENERAL LEDGER ENTRIES I*n the Business Central general ledger.

It's advisable to reverse the entire general ledger row at once, rather than individual entries in the ledger. However, if you have already reversed individual ledger entries from a specific general ledger row, you won't be able to reverse the remaining entries in that particular general ledger row altogether. You will have to continue reversing entries one by one for that particular general ledger row.

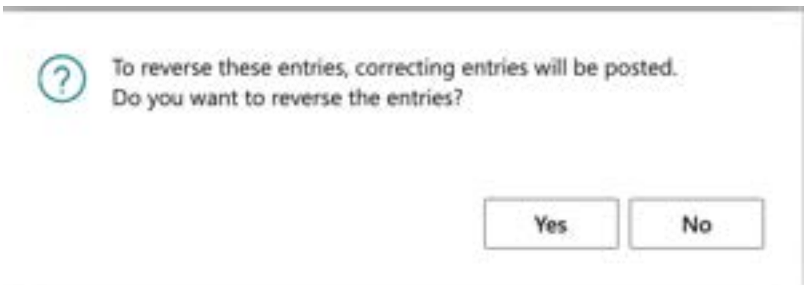
7.1.2. REVERSING POSTED ENTRIES

For posted payroll ledger entries, the type in the payroll register is *G/L POSTING*. To reverse posted payroll ledger entries, click on the number of entries in the *ENTRIES* column. This will open the related entries in the general ledger. Then, click on *ACTIONS* in the ribbon and select *REVERSE TRANSACTION*.



This will open the *REVERSE TRANSACTION ENTRIES* page.

Select the entries to reverse by clicking on the checkboxes in the left corner of the row headers, then click on *REVERSE*. A warning will appear, and upon confirmation, the reversal will be executed.



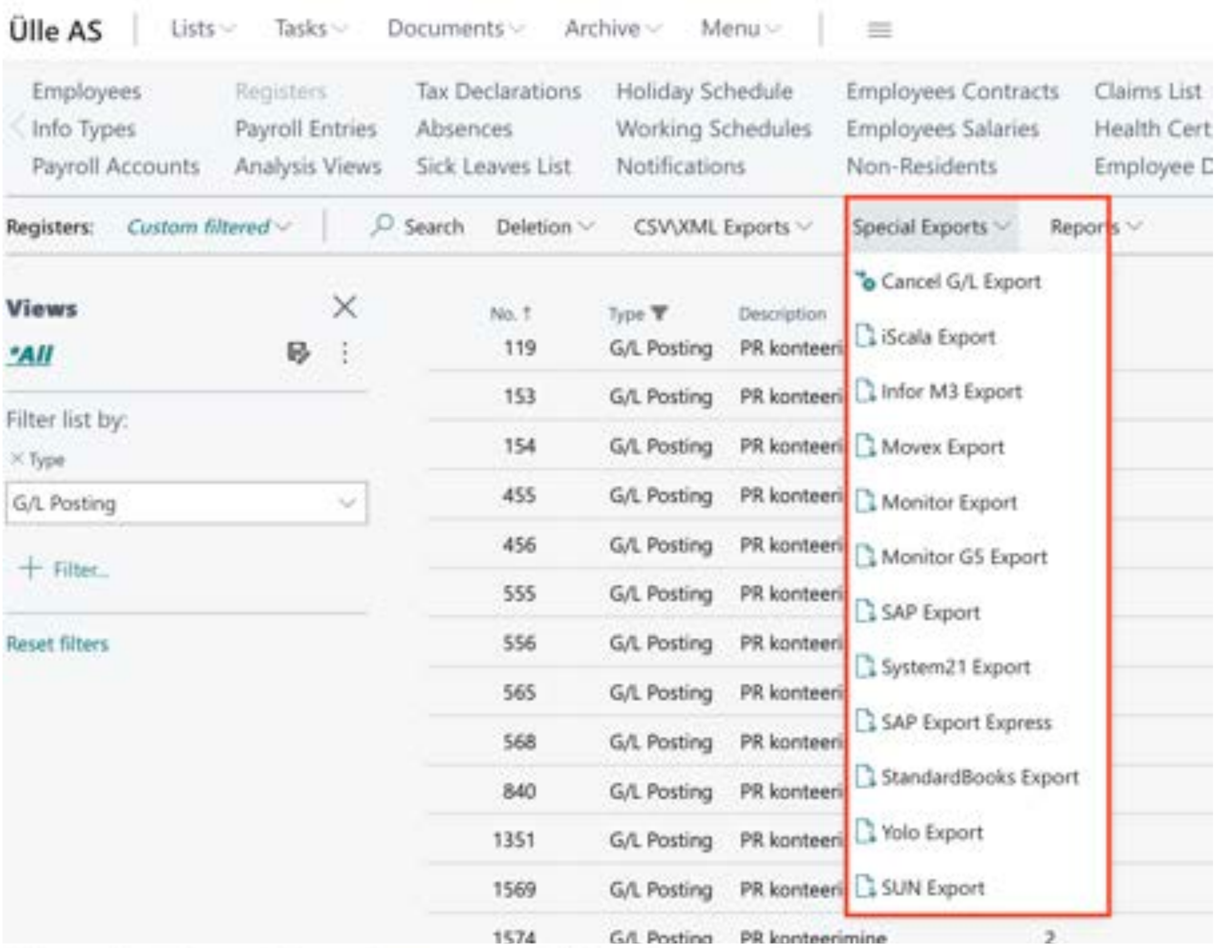
The reversed entries and the original posted entries will be in the same *PAYROLL REGISTER*. After reversing the general ledger entries, the status of the payroll ledger entry in *THE PAYROLL LEDGER* will change to *REVERSED*.

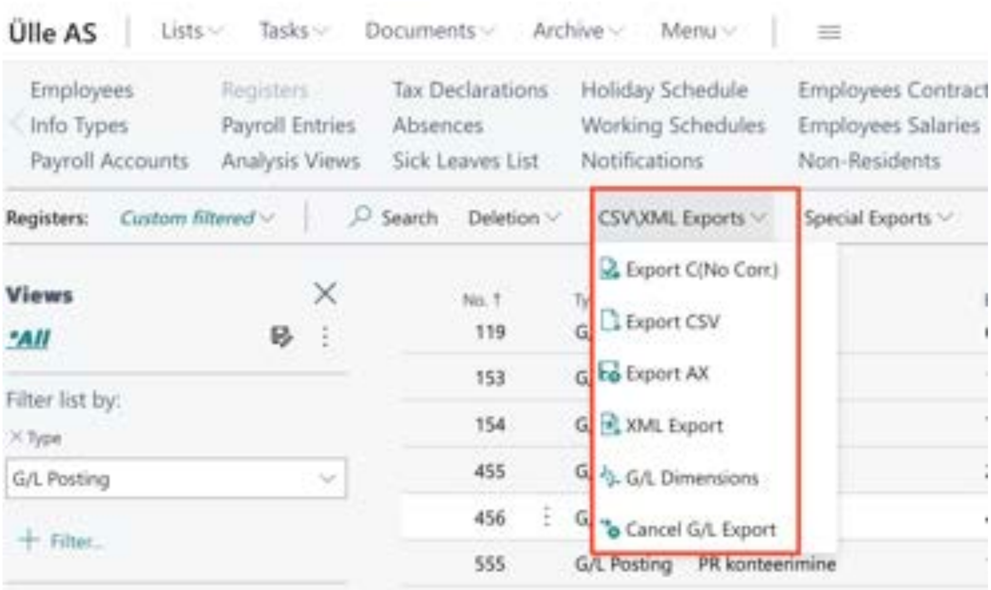
It's advisable to reverse the entire general ledger row at once, rather than individual entries in the ledger. However, if you have already reversed individual ledger entries from a specific general ledger row, you won't be able to reverse the remaining entries in that particular general ledger row altogether. You will have to continue reversing entries one by one for that particular general ledger row.

7.1.3. EXPORTING G/L ENTRIES

The functionality of exporting payroll entries is primarily needed for clients whose general ledger is not in Business Central but is used alongside another accounting software and payroll-related entries calculated with the program need to be imported into an external general ledger.

The prerequisite for exporting entries is to have the entries accounted for in the Business Central general ledger, resulting in a new register in the *PAYROLL REGISTER* with the type *G/L POSTING*.



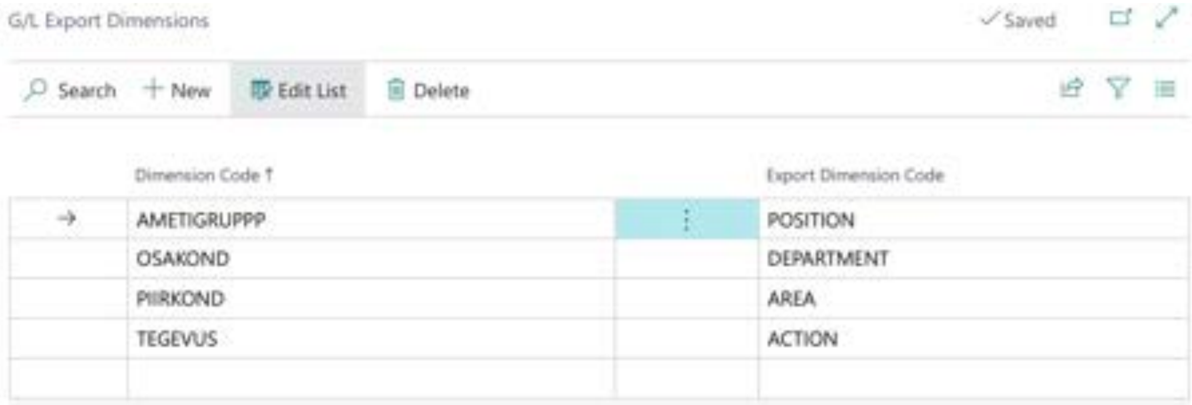


To create an export file of accounted entries, select the register with the type *G/L POSTING* from which you want to export entries to the external general ledger. Then, choose the ribbon button *CSV/XML EXPORTS* or *SPECIAL EXPORTS*. This will open a list of export files with different structures. Choose the one suitable for your general ledger.

Options include:

- MOVEX EXPORT
- INFOR M3 EXPORT (CSV)
- ISCALA EXPORT

- MONITOR EXPORT
- SAP EXPORT
- STANDARDBOOKS
- YOLO EXPORT
- SUN EXPORT
- SYSTEM21 EXPORT
- XML EXPORT - You can choose which dimensions to include in the export and how they are described. To select dimensions, open *CSV/XML EXPORTS -> G/L DIMENSIONS*. In the DIMENSION CODE column, choose the activated dimension code from the payroll solution, and in the *EXPORT DIMENSION CODE* column, enter a description of how the dimension will be displayed in the file.



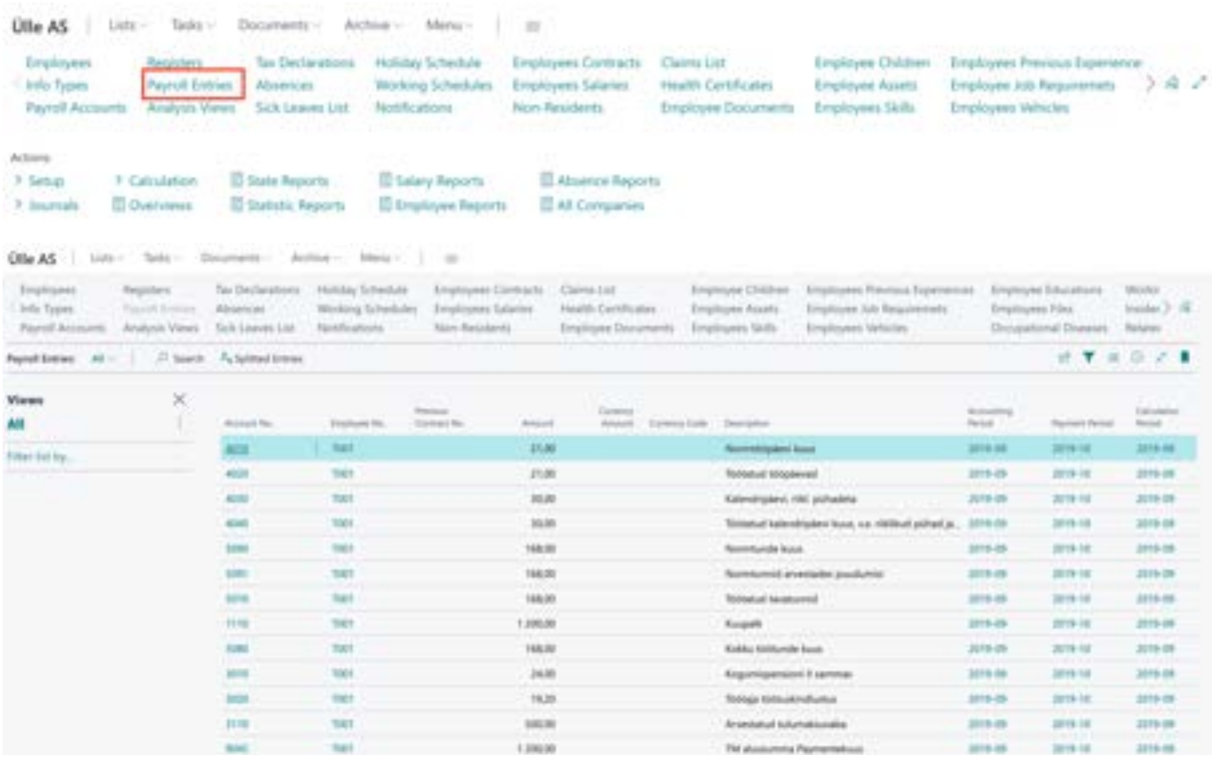
- EXPORT (AX) - Includes Business Central's 5 rapid dimensions.
- EXPORT (CSV)
- EXPORT C (NO CORR.)

You can export files from multiple payroll registers simultaneously by marking the respective registers as active while holding down the *CTRL* button.

The export file is automatically saved on the user's computer in the *DOWNLOADS* folder, and a register with the type *EXPORT* is also created in the payroll register.
If you want to reverse the entries included in the exported file in the Business Central general ledger after creating the export file, you need to cancel the export first. To do this, select the register with the type *G/L POSTING* from which the export file was created and click on the *CSV/XML EXPORTS/CANCEL G/L EXPORT* or *SPECIAL EXPORTS* / *CANCEL G/L EXPORT* button. Cancelling the export will also create a register with the type *EXPORT CANCELLATION*.

7.2. Payroll Entries

The Payroll Entries display all information regarding active payroll entries. You can access Payroll Entries from:
HOME/PAYROLL ENTRIES
or
HOME/ARCHIVE/PAYROLL ENTRIES



In the specific entry line of a payroll entry, the column *POSTING STATUS* displays the following information:

- *NON POSTING*: The payroll account selected on the *GENERAL* card of the payroll account is not in the *POSTING GROUP* field: selected *POSTING GROUP*.
- *JOURNAL*: The payroll entry is not accounted for in the general ledger but the data has been transferred to the *PAYROLL JOURNAL* worksheet.
- *POSTED*: The payroll entry is posted in the general ledger.
- *CANCELLED*: The posting of the payroll entry is canceled - the corresponding journal entries are *REVERSED*.
- *DENIED*: Lines of payroll entries that are not intended to be posted for in the general ledger. For example: initial balance entries;
- *EMPTY*: The *POSTING GROUP* field is selected in the *GENERAL* card of the payroll account card, but the payroll entry is not yet accounted for in the G/L.

In the *PREVIOUS EMPLOYMENT* column of a specific payroll entry line, the closing date of the previous employment is displayed if the employee's *EMPLOYMENT* for which the corresponding payroll entry was created has been closed.

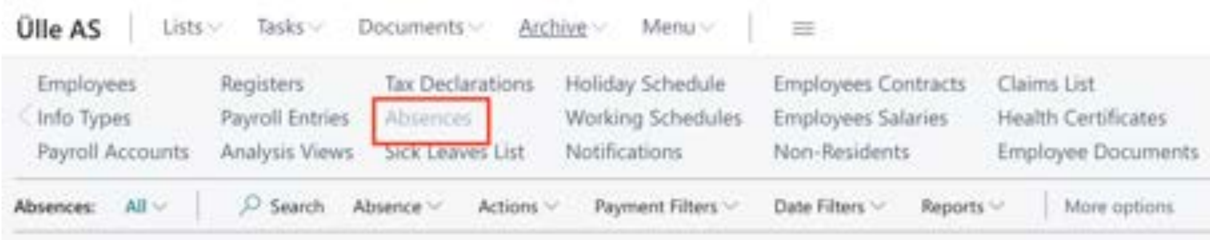
Specific payroll entries related to certain data (*EMPLOYEE, ACCOUNTING PERIOD, PAYMENT PERIOD*, etc.) can be easily found by using the appropriate filters in the payroll entries window.

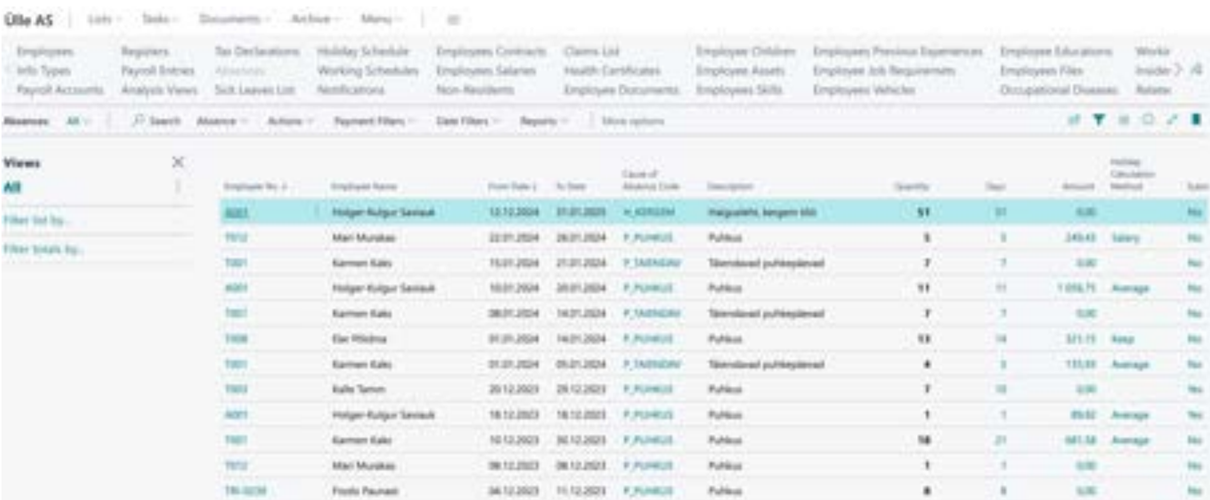
Specific payroll entries related to specific data (*EMPLOYEE, ACCOUNTING PERIOD, PAYMENT PERIOD*, etc.) of specific payroll accounts can be easily opened by adding the appropriate filters in the payroll accounts list and clicking on the number in the *AMOUNT* column of the corresponding payroll account line. Then, the filtered payroll entries are displayed to the user.

Based on the information in the payroll entries, user-defined payroll analyses are also created in the HRM4Baltics module.

7.3. Absence Ledger Entries

In the Absences window, all registered and valid absences are displayed.
The Absence Data can be accessed from:
HOME/ARCHIVE/ABSENCES
HOME/ABSENCES





Field	Explanation
Employee No./Name	Displays the employee number and name associated with the absence.
Unit Code/Description	Displays valid department and subunit codes and descriptions from the employee's contract list.
From Date	Displays the start date of the registered absence.
To Date	Displays the end date of the registered absence.
Cause of Absence Code	Displays the code for the *CAUSE OF ABSENCE*.

Absence Description	Displays the description corresponding to the registered *CAUSE OF ABSENCE* code.
Amount	Displays the amount of compensation for the absence. By clicking on the number in this column, related *PAYROLL ENTRIES* are opened. In the *REMARK* column of the payroll entry, it is possible to view the method used to calculate the leave pay (average, preservation) and the calculation operation.  The Amount column is visible only if the user has permission to view payroll entries. If the user does not have permissions, they will see the list without the *AMOUNT* column.
Quantity	Displays the duration of the absence in days according to the configuration made for the *CAUSE OF ABSENCE*, i.e., the number of days considered for the respective absence.
Days	Displays the duration of the absence in calendar days.
Working Days	Displays the duration of the absence in workdays.
Days (without holidays)	Displays the duration of the absence in calendar days excluding holidays.
Hours	Displays the duration of the absence in hours. By default, a day is multiplied by 8 hours.
Holiday Payment	Options: • *EMPTY* – no indication of when the employee wishes to receive leave pay. • *PAYDAY* - the employee wishes to receive leave pay on payday along with wages • *HOLIDAY* - the employee wishes to receive leave pay before the start of leave
Holiday Year of Government	Displays the year number for which the employee has earned reduced work capacity leave (leave type *P_TAIENDAV*) compensated to the employer from the state budget. The entered year is also added to the *HOLIDAY YEAR OF GOVERNMENT* column in the report. The year number is entered manually from the *ABSENCE JOURNAL*, not automatically by the program. Entering the year from the Absence Journal is not mandatory because if the year is not specified in the journal, the program automatically adds the current year to the report. If the absence is entered on multiple lines because the employee uses leave earned in different years, the absences are added up in the report.  If necessary, the year number for the use of state budgeted leave can be changed by clicking on the displayed year number in the *HOLIDAY YEAR OF GOVERNMENT USAGE* column. A filtered list for the employee is opened where the year numbers displayed in *HOLIDAY YEAR OF GOVERNMENT USAGE* column are editable and deletable.

	
Applied Absence Ledger Entry No.	Displays the number of another absence entry associated with the absence. The linking of absences is used in case of sick leave.
Substitution	Options: • YES – a substitute has been added to the absence • NO – no substitute has been added to the absence
Journal Batch Name.	Displays the name of the *JOURNAL WORKSHEET OF ABSENCES* from which the absence was registered.
Applied Occupational Accident	If the absence is related to an accident entered into the *OCCUPATIONAL ACCIDENTS* list, the accident entry number is displayed in the field for the work accident.
Sick Leave ID	Displays the ID of the sickness leave registered for the absence.
Sick Leave No.	Displays the number of the sickness leave registered for the absence.
Average Calculation Period Change	If the leave pay has not yet reached the payday and the fees have become payable, the average basis period automatically shifts to previous months, and the NO 1 is displayed in the column. If the basis for leave pay for the previous months is 2 working days before the start of the leave for the preceding 6 months, NR 0 is displayed in the column. When calculating the total salary and leave pay on payday, the leave pay already calculated is not recalculated if the previous calculation has shifted the basis for leave pay. However, if there is a need to recalculate the leave pay, the *CHANGE IN AVERAGE PERIOD* indication must be removed using the *ACTION/REMOVE AVERAGE PERIOD* option. Using this functionality requires the entry of a payday in the *PAYDAY* field on the *EMPLOYEE CARD*.
Average Calculation Date	Displays the date that is 2 working days before the start of the leave, i.e., the date when the need for calculation arises. When calculating the leave pay based on the average, the average basis includes wages that have become payable to the employee 2 working days before the start of the leave for the preceding 6 months. Whether the salary has become payable or not is determined by the *PAYDAY* field on the *EMPLOYEE CARD*. If the salary has not yet become payable, but it is necessary to calculate leave pay/sick leave compensation, the program automatically excludes days and wages from the average basis if the calculation uses the PUHK2 or sick leave formula. Later, when the salary has been paid and the employee's leave pay/sick leave compensation is recalculated, the program does not correct the previously calculated leave pay/sick leave compensation because the *AVERAGE CALCYLATION DATE* is entered on the entry. If there is a need to recalculate the

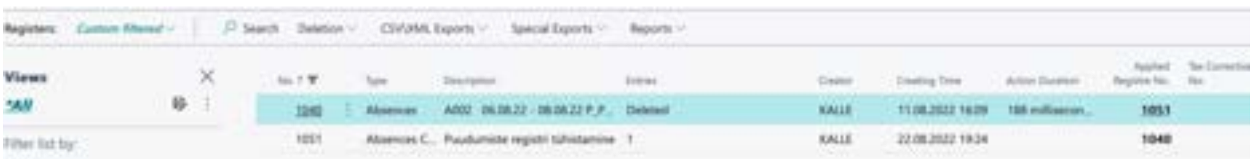
	fee, the *AVERAGE CALCULATION DATE* must be removed using the *ACTION/REMOVE AVERAGE PERIOD* option.
Child No./Child Name	Displays the name and number of the child associated with the absence from *THE EMPLOYEE CHILDREN* list.
Modified	Options: • *NO* – the absence has not been modified. • *YES* – the absence has been modified compared to the initial registration. This statement explains that clicking YES in the displayed field opens the *ABSENCE LEDGER ENTRY* Log, where changes related to the absence are shown, such as initial dates, initial registry numbers, and so on.
Historical	This statement explains that the Historical field is marked only if the program was initiated by entering the absences as initial balance entries, which are typically recorded as initial data for a period, often covering six months. This field is hidden in the standard view of the program
Entry No.	The unique number of the *ABSENCE LEGDER* entry.
User ID	The Business Central username of the creator of the *ABSENCE LEGDER* entry.
Statistical Group Code / 2. Statistical Group Code	Displays the information entered in the corresponding fields of the *EMPLOYEE CARD.*
Employee Dimension	Displays currently valid dimensions on the employee card.
Dimension	This statement explains that the dimensions associated with the absence entry are displayed, reflecting the dimensions that were applicable to the employee at the time of registering the absence. By default, these columns are hidden and need to be customized to be displayed.

7.3.1. ABSENCE CORRECTION

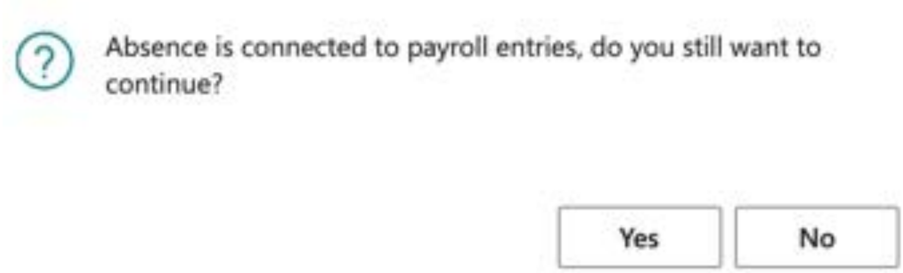
This section describes how to cancel, take back, or modify registered absences in the *ABSENCE LEDGER ENTRY*.

7.3.1.1. Cancellation of Registered Absence

To cancel a registered absence, you must first select the row of the absence you wish to cancel in the *ABSENCE LEDGER ENTRY*. Then, click on the *ACTIONS* tab on the ribbon and choose *CANCEL.* Whether the absence is associated with payroll entries or not, the absence is canceled, and a entry is created in the payroll register with the type *ABSENCE CANCELLATION*.



If the absence is linked to payroll entries, the program displays a relevant message.

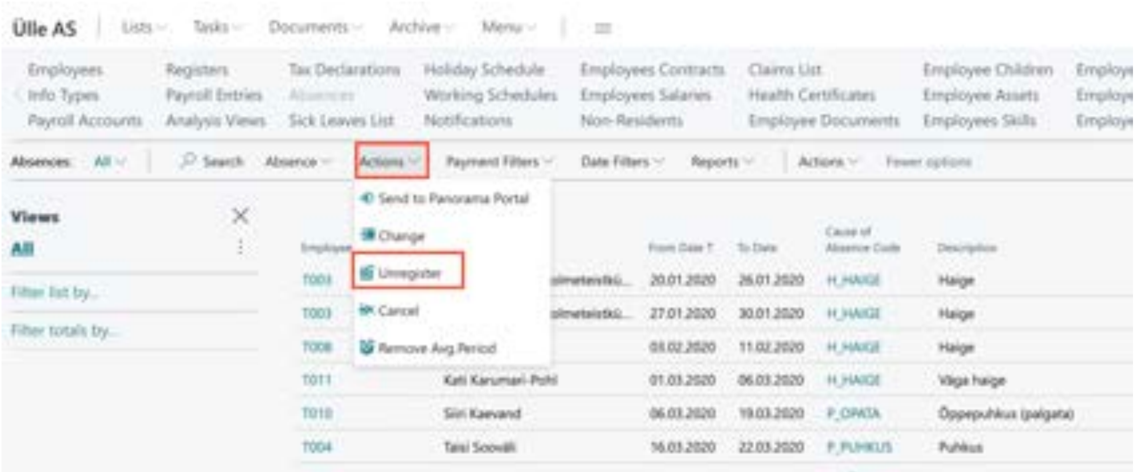


If you click *YES* in the prompt, a window with related payroll entries opens, allowing you to modify the posting date, payment period, and calculation period. By default, the current date and current periods are added to the negative entries. Additionally, it's possible to add remarks to the entry rows and display these remarks on the pay slip by adding a marker to the *SHOW REMARK IN PAYROLL REPORT* column. After making the necessary changes, click *OK* to register the entries in the absence Ledger entries and generate a payroll register.

It's important to review and adjust the employee's working schedule if they have one. Lastly, the calculation group *A10-WORK TIME AND WAGES* must be run for the period where the absence was canceled to adjust the payout, tax calculation, and working hours.

7.3.1.2. Absence Unregistration

To unregister a registered absence in the *ABSENCE LEDGER ENTRY*, click on *ACTIONS* and select *UNREGISTER*.

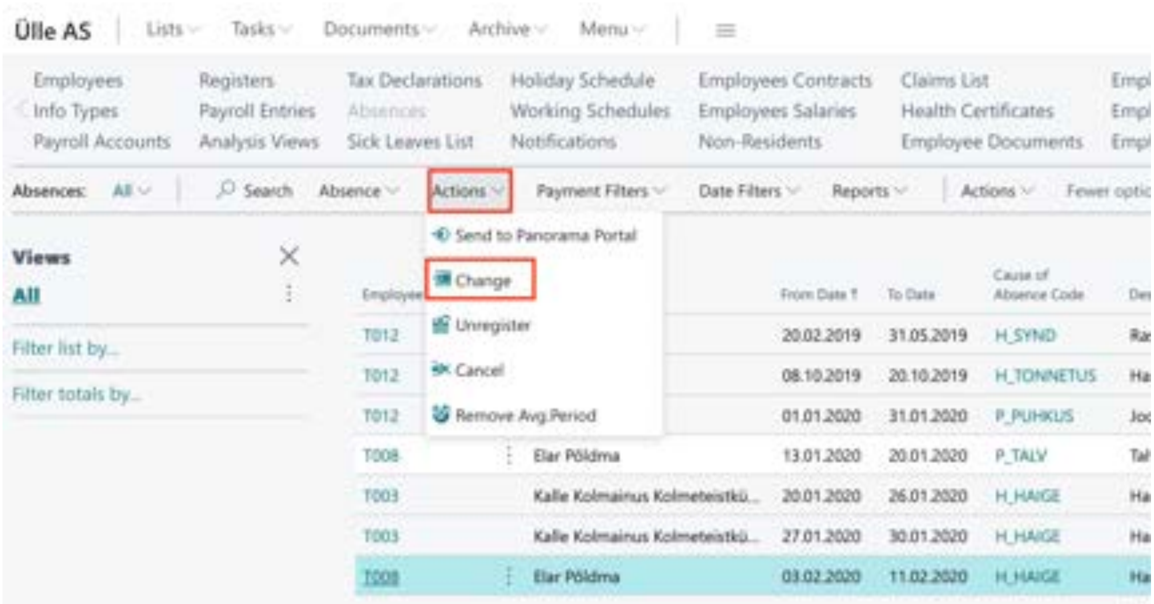


If the absence is linked to payroll entries, the program displays a relevant message. Similarly to canceling an absence, a window with related payroll entries opens, allowing you to modify the posting date, payment period, and calculation period. After making the necessary changes, click *OK* to register the entries in the *ABSENCE LEDGER ENTRY*. The unregistered absence is added to the *ABSENCE JOURNAL* on the sheet from which it was originally registered, and a message is displayed by the program.

The absence journal can be directly accessed from the absence list menu by selecting *ABSENCE-> ABSENCE JOURNAL*. In the journal, absences can be deleted or modified, and then re-registered. It's crucial to ensure that the calculation of payments and taxes related to the absence is adjusted accordingly. To do so, if necessary, the appropriate calculation group for the specific employee and period should be initiated. This could involve either a payroll calculation for adjusting holiday, working hours, and wages or an interim payment calculation.

7.3.1.3. Modifying Registered Absence

To modify a registered absence, click on *ACTIONS* and select *CHANGE*.



In the window that opens, you can enter new start and/or end dates, modify the reason for the absence and add notes about the modification.

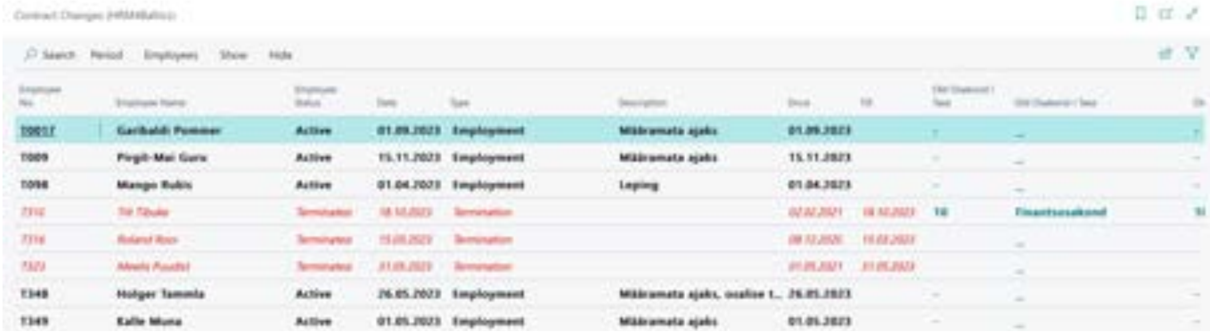
After making the desired changes, click *OK* to register the modified absence. The original absence number remains the same. Correcting the absence also generates a payroll calculation record. Under the *ABBSENCE->HISTORY* allows you to view the initial absence data. This feature provides a historical perspective on any modifications made to the absence registration.

If the absence was associated with payroll entries, they are not automatically adjusted or recalculated You need to run the appropriate calculation group A10 or V10 and review the employee's working schedule if applicable.

7.4. Contract Changes

The list allows tracking changes in employees' contracts over different periods.

To access the list of contract changes, navigate to:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARCHIVE/PAYROLL CONTRACTL CHANGES



Field	Explanation
Employee No/Name	Displays the *EMPLOYEE CARD NO.* and *EMPLOYEE NAME*
Employee Status	Displays the current status of the employee from the *EMPLOYEE CARD*.
Date	Displays the date when the change occurred.
Type	Displays the type of contract change. Options: - INACTIVE FROM - INACTIVE TO - EMPLOYMENT - TERMINATION - DEPARTMENT AND JOB CHANGE - NOVICE TO - NOVICE FROM - JOB CHANGE - DEPARTMENT CHANGE
Description	Depending on the type of change, a description is included from: - the *"DESCRIPTION"* column of the employee's contract row - the *"REASON FOR TERMINATION DESCRIPTION"* column from the employment history list - the *"DESCRIPTION"* column from the inactivity list
Since/Till	Displays the start and end dates of the change
Old Department/Old Unit etc	The employee's organizational unit before the change.
Old Profession No	The employee's profession before the change.
New Department/New Unit etc	The employee's organizational unit after the change.

New Profession No	The employee's profession after the change.
Department/Unit etc	Currently valid organizational unit code and name.
Profession No	Currently valid profession code and name.

Filtering Options:
The list menu includes buttons *SHOW* and *HIDE* for easy filtering of change types.
Under the *SHOW* button, change types that are currently not displayed in the list are shown, which can be included.
Under the *HIDE* button, change types that are currently displayed in the list can be hidden.

SHOW and *HIDE* buttons are dynamic. If all change types are displayed, the *SHOW* button is not shown, and vice versa if all change types are hidden, the *HIDE* button is not shown, and the list of changes is empty.

Additionally, you can use quick filters on the list to filter by period:
- *CURRENT YEAR* – displays changes that occurred only in the current year
- *PREVIOUS YEAR* – displays changes that occurred in the previous year
- *ONE YEAR* – displays changes that occurred within a year
- *ALL HISTORY* – displays all changes that have occurred over time.

7.5. Employee Permit Log

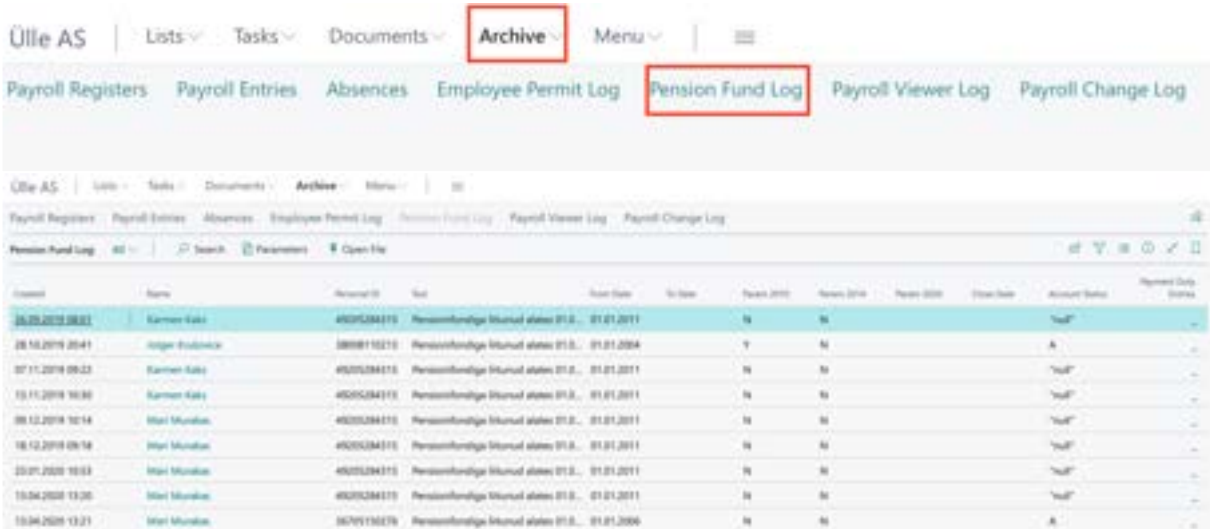
If the employee work ID card are used for entering and exiting the workplace, their usage can be tracked in the HRM4Baltics module.
The *EMPLOYEE PERMIT LOG* can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARCHIVE/EMPLOYEE PERMIT LOG

Field	Explanation
Entry No.	Log record number.
Employee No.	The employee who used the work card, from the *EMPLOYEE CARD* in the *EMPLOYEES* list.
Card No.	The used work card number from the *EMPLOYEES PERMITS* list.
Entering Time	Time of entry with the work certificate.
Leaving Time	Time of exit with the work certificate.
Employee Name	The name of the employee corresponding to the *EMPLOYEE NO*. in the *EMPLOYEES* list.

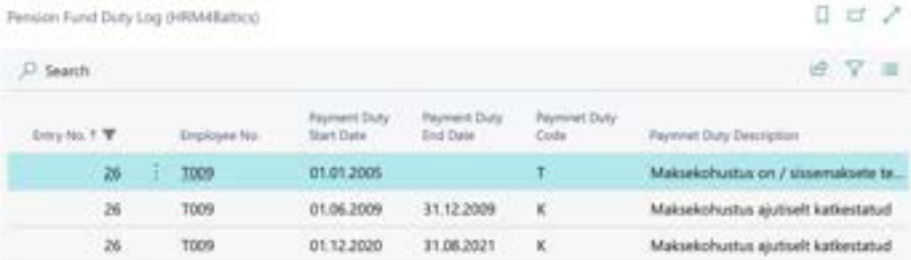
7.6. Pension Fund Query Log

In Business Central, it's possible to query and enter parameters related to employee pension calculations directly into the *PARAMETERS* subcard of the *EMPLOYEE CARD* using queries made to the Pension Center.

The query log is displayed at:
HOME/ARCHIVE/PENSION FUND LOG



Field	Explanation
Entry No.	Log record number in Business Central.
Employee No.	Employee's *EMPLOYEE CARD* number in Business Central
Name	Employee's name from the *EMPLOYEE CARD*.
Personal ID	ID sent to the Pension Center from Business Central's *EMPLOYEE CARD*.
Date	Date and time of the query.
Text	Response to the query regarding the person's affiliation. If the response is an error message, the message corresponding to the error code in the *ERROR CODE* column is displayed.
From Date/To Date:.	Start and end dates of the employee's pension insurance affiliation.

2010 Condition:	Note on the employee's affiliation with the 2010 additional condition for pension insurance: - Y: Affiliated - N: Not affiliated
2014 Condition:	Note on the employee's affiliation with the 2014 additional condition for pension insurance: - Y: Affiliated - N: Not affiliated
2020 Condition:	Note on whether the person submitted a temporary suspension of payments application in October 2020 to stop payments from December 1, 2020, to August 31, 2021.
Close Date	Displays the closing date of the pension account.
Account Status::	Displays the status of the pension account:
Payment Duty Entries	Displays the number of payment obligation entries. By clicking on the number, a list of payment obligations is opened, displaying the start and end dates of the payment obligation and the payment obligation identifier: - T: Payment obligation and payment making - K: Payment obligation temporarily suspended - D: Obligated joiner with no open pension account - M: No payment obligation / non-payment of contributions 
Error Code	Code corresponding to the error message - if an error message is received in response to the query. The content of the error message is displayed in the *TEXT* column in such cases.

7.7. X-Road History

If your company is connected to X-Road, you can use machine-to-machine integration for data exchange with Health Insurance Fund and TÖR information systems. All data exchanges between Business Central and X-Road are recorded as X-Road log entries. The X-Road log can be accessed from:
HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARCHIVE/X-ROAD HISTORY

You can open the XML file exchanged during the data exchange from the X-Road log window. To do this, activate the corresponding X-Road log entry and click on the icons in the ribbon menu:
- *DATA FILE*: Opens the XML file read into Business Central.
- *REQUEST FILE*: Opens the XML file transmitted from Business Central.

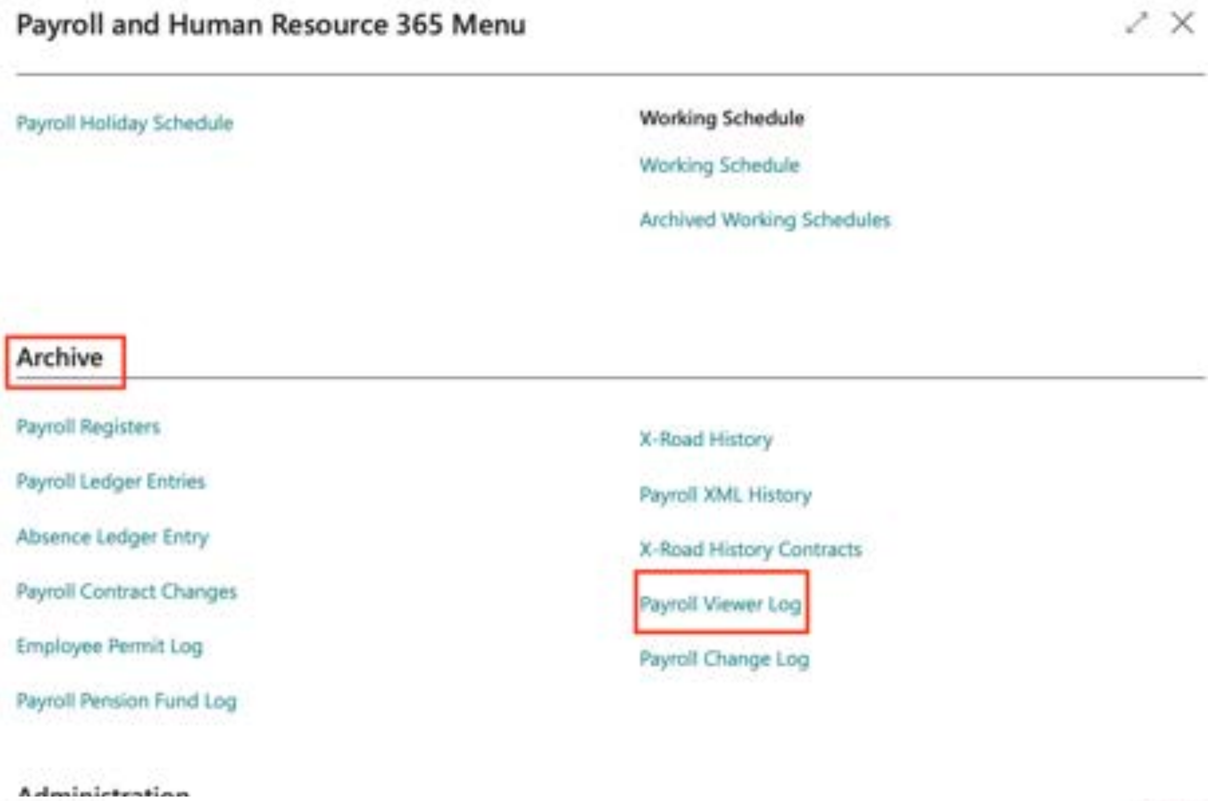
Selecting a specific X-Road log entry and clicking on the *ENTRIES* icon in the ribbon menu opens a list of entries exchanged with the Health Insurance Fund or TÖR information system.

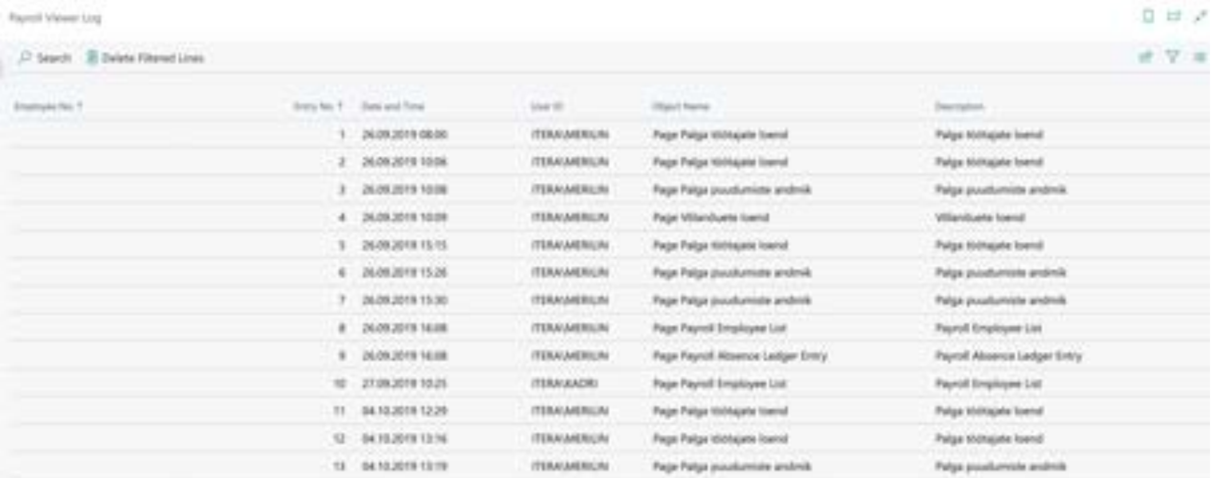
The X-Road log can also be accessed from the X-Road Setup window in the ribbon menu.

7.8. Employee Viewer Log

To monitor the processing of employee data, all actions related to viewing employee data (including reports) are logged in HRM4Baltics. Logs can be accessed from:

- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LIST/EMPLOYEE LIST(*clicking on Related-> Global-> Usage Log button on the active row in the Employee List displays logs associated with that employee; removing the employee filter displays the entire company list)
- *EMPLOYEE CARD* (clicking on the Related-> Global-> Usage Log button in the navigation tab displays logs associated with that employee; removing the employee filter displays the entire company list)
- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARHCIVE/PAYROLL VIEW LOG*(displays logs for the entire company)



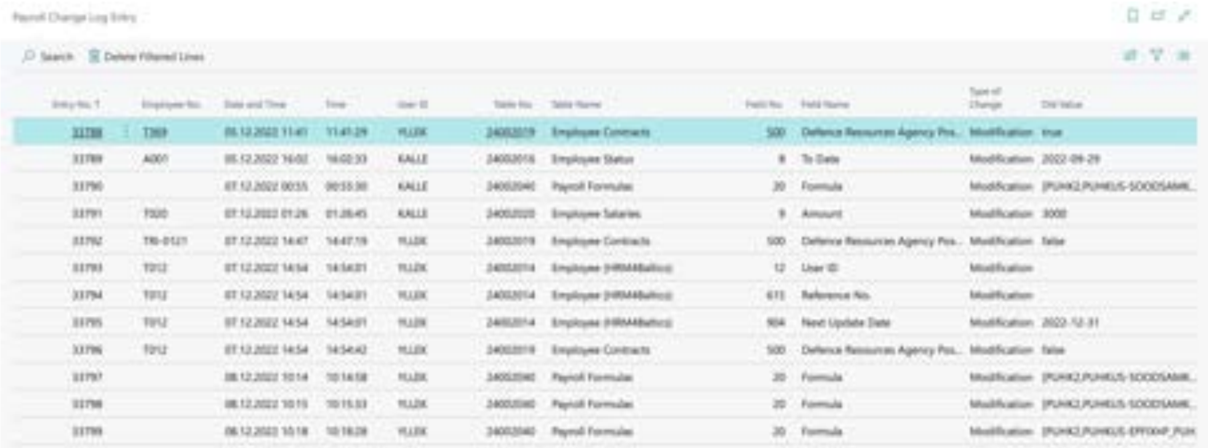


Field	Explanation
Employee No.	Displays the employee's card number or does not show a number if a general list displaying data related to employees is open.
Entry No.	All views are registered as entries. There is a separate numbering for views of general lists and views of employee data.
Date and Time	Date and time when data was viewed.
User ID	Displays the Business Central user ID associated with viewing data.
Object Name	Displays the name of the page from which employee data was viewed (e.g., Children, Documents, etc.).
Description	Provides an explanation of the object name. For reports, the column displays the date on which the data was retrieved. For example: Employee List across Companies - As of 26.10.16

7.9. Employee Change Log

Similar to viewers, log entries are also generated when employee data is modified. Changes include modifying previously entered data, adding new data, or deleting data. Additionally, changes made to calculation groups and formulas, X-Road setups, and general payroll setups are logged.
Change logs can be accessed from:

- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/LIST/EMPLOYEE LIST* (clicking on Related->Global-> Change Log button in the navigation tab; removing the employee filter displays the entire company list)
- *EMPLOYEE CARD* (clicking on Related->Global-> Change Log button in the navigation tab)
- *HOME/MENU/PAYROLL AND HUMAN RESOURCE 365 MENU/ARHCIVE/PAYROLL CHANGE LOG* (displays logs for the entire company)



Field	Explanation
Entry No.	Displays the entry number in the sequence. All changes, data additions, and deletions are registered as entries.
Employee No.	Displays the employee's card number with which the entry is associated. For settings logs (e.g., X-Road settings), this field is empty.
Date and Time	Date and time when data was processed.
User ID	Displays the Business Central user ID associated with processing the data.
Table No.	Table number for the data being processed.
Table Name	Displays the name of the table whose data was processed (e.g., Employee Card, Field: Personal ID).

Field no/Name	Displays the name/no field of the table whose data was processed (e.g., Employee Card, Field: Personal ID).
Type of Change	Indicates the type of data processing. Options include: Addition, Modification, Deletion.
Old Value	Displays the data before it was added/modified/deleted.
New Value	Displays the data after it was added/modified/deleted.

8. Summary

HRM4Baltics is the best choice for companies looking for a world-class payroll and HR solution that integrates seamlessly with Microsoft Dynamics Business Central and other Microsoft products.
The payroll and HR solution is ideal for companies:

- Managing payroll for more than 2 employees with various salary schemes.
- Seeking to centralize their business processes in one place – Business Central.
- Collecting payroll data from different business processes.
- Needing flexible payroll schemes and the ability to configure payroll formulas.
- Wanting to store comprehensive employee information such as education, skills, previous work experience, training, health checks, etc.
- Familiar with the customization options of ERP software and require a highly customizable solution.
- Requiring special solutions to streamline and simplify accounting processes.

The functionalities of payroll and HR accounting can be utilized by all Microsoft Dynamics Business Central users.

HRM4Baltics:

- Operates on the same simple principles as the entire Business Central platform (user-configurable options, reporting with account analysis, filtering in various lists, use of dimensions as described in financial accounting, etc.).
- Reduces the time and potential errors of payroll accountants and HR specialists by eliminating the need for redundant data entry.
- Helps reduce costs in the long run: only one module is required, which includes both payroll and HR accounting as well as workforce planning.
- Offers flexible payroll schemes. Users can configure various payroll calculation methods and formulas.

HRM4Baltics evolves alongside Microsoft Dynamics Business Central, providing confidence that the most up-to-date platform is always available for use.