

## HRM4Baltics

All HRM and payroll tools  
in one solution

PROVIDING STRUCTURES TO THE WORLD

# Self-service portal

The HRM4Baltics payroll and HRM solution features a user-friendly and functional self-service portal.

The portal is an integrated additional module of the HRM4Baltics Extended package where all self-service, HRM and payroll processes are managed as a single data stream.

The solution offers users the possibility of paperless data transmission and the presentation of essential information to related parties through company-specific setups.

Using the portal requires the HRM4Baltics solution and Business Central user licences.

[hrm4baltics.com](http://hrm4baltics.com)

### Töötaja portaal

Tasud Yle Demo AS Lähelused & koollused Kuluaruanded Riigipära

Sul on esitatud 2 kuluaruanne(t)

- + uus autokulu aruanne
- + uus majanduskulude aruanne
- + uus spordikulude aruanne
- + uus sünnitoetuse taotlus

Töötajad 22	Minu andmed 3,10	Palgataseed 0	Puhkused 47,79	Sündmused 1
Lähelused ja koollused 1	Kuluaruanded 2	Minu taotlused 6	Minu kinnitada 0	

Töötaja andmed (HRM4Baltics)

Karl-August Kuusepuu

[Avalik](#) [Okused](#) [Ettevõtte](#) [Sündmused](#) [Aruanded](#)

[Lapsed](#) [Sõidukid](#) [Pangakontod](#) [Lõiku dokumentid](#) [Seotud isikud](#)

#### Töötaja andmed

##### Töötaja andmed

Eesnimi	Karl-August
Perekonnanimi	Kuusepuu
Sõiduki registreerimisnumber	33304250160
Sünnikuupäev	25.04.1983
Sugu	Mees
Kodakondsuse tähis	EE
Kodakondsus	Eestl
Emakeele tähis	ETI
Emakeel	Eesti

[Lisage põhivandmete muutmiseks taotlus](#)

##### Töötaja kontakt

Adress	Käse 4
Adress 2	
Asula	Tartu
Postiindeks	50510
Maakond	Tartu maakond
Riigi kood	EE
e-post	karl.kuusepuu@gmail.com
Telefon	
Mobiiltelefon	55 099 032

[Lisage kontaktandmete muutmiseks taotlus](#)

#### Ametikohta andmed

##### Amet

Seisund	Aktiveer
Ametinimetus	komplekteerija

##### Kontaktandmed

Töökoha aadressi tähis	TRT
Töökoha aadress	Tartu kontor

Lisage taotlus pildi muutmiseks



## ACTIVITIES OF THE EMPLOYEE

- Colleagues' birthdays, absences, contact details, substitution information, internal notifications
- Changing and updating personal data, including contact details, children, education, documents
- Payslip
- Holiday balance and expiring holidays
- Submission of holiday requests, appointment and approval of substitutes
- Submission of applications for basic exemption
- Submission of expense reports (incl logbook of driving records, sports expenses). Ability to configure different types of expense reports, set limits and restrictions, add an approval round
- Business trip requests and reports
- Training requests
- Viewing and filling in the timesheet
- Feedback on training
- File management

## ACTIVITIES OF THE MANAGER

- Approval of holiday requests
- Approval of applications
- Information on team members
- Submission of holiday requests on behalf of team members where necessary
- Submission of applications for benefits, bonuses and allowances on behalf of team members
- Viewing and approving the timesheet
- Managing employee instructions, including occupational safety, adding and changing instructions

