

# ***Change Screen Modifications in SAP HR***

The sample training project performed using tutorial (part 2) from the SAP community.

<https://community.sap.com/t5/enterprise-resource-planning-blog-posts-by-members/customizing-user-screens-in-sap-hr/ba-p/13251331>

and performance assistant from SPRO



Depending on the Tr.Class and country grouping, different screens are available for different infotypes. SAP also provides the functionality, wherein the characteristics of individual field may be changed. For example, a given data field may be made either mandatory or may be hidden from the given screen view.

To illustrate, we will consider an example wherein we would like to hide the data fields related to 'entry' section, ie., we need to hide the 'initial entry', 'entry into group' and 'corporation' fields from the given screen. Customization should be made for HCM

localisation USA . Below are the steps to be followed to make

- To change the screen layout, we need to know the program name (or Mod.Pool) and screen number of the infotype. This can be checked using technical information.
- For IT 0016, the program name is MP001600 and screen number is 2000.

Personnel No 92 Name Mr Vinny Ronvov  
EE group 1 Employee Personnel ar 1710 Region 17 Region  
EE subgroup 03 Standard salary Status Active 0  
Start 01/09/2026 to 12/31/9999 Chng 01/10/2026 STUDENT067

#### Contractual regulations

Contract Type Permanent  
☐ Competition clause

#### Payment period from beginning of illness

Continued Pay 42 Days Special Rule 0  
Sick Pay Supplement 6 Months

#### Periods

Probationary Period 3 Months  
ER Notice Period 3 months/month's end  
EE Notice Period 3 months/month's end  
Expiry of Work Permit

#### Entry

Initial Entry  
Entry into Group  
Corporation

#### S23(1)/100 System: Status

##### Usage data

Client 100 Previous logon 01/11/2026 16:59:25  
User STUDENT067 Logon 21:28:51  
Language EN System time 15:36:48  
Time Zone UTC 21:36:48  
Number of Failed Password Logon Attempts: 0

##### SAP data

###### Repository data

Transaction PA20  
Program (screen) MP001600 Screen number 2000  
Program (GUI) MP001600 GUI status DIS

##### SAP System data

Product Version - See Details -  
Installation Number 0020299559 License Expires On 12/31/9999  
Unicode System Yes

##### Host data

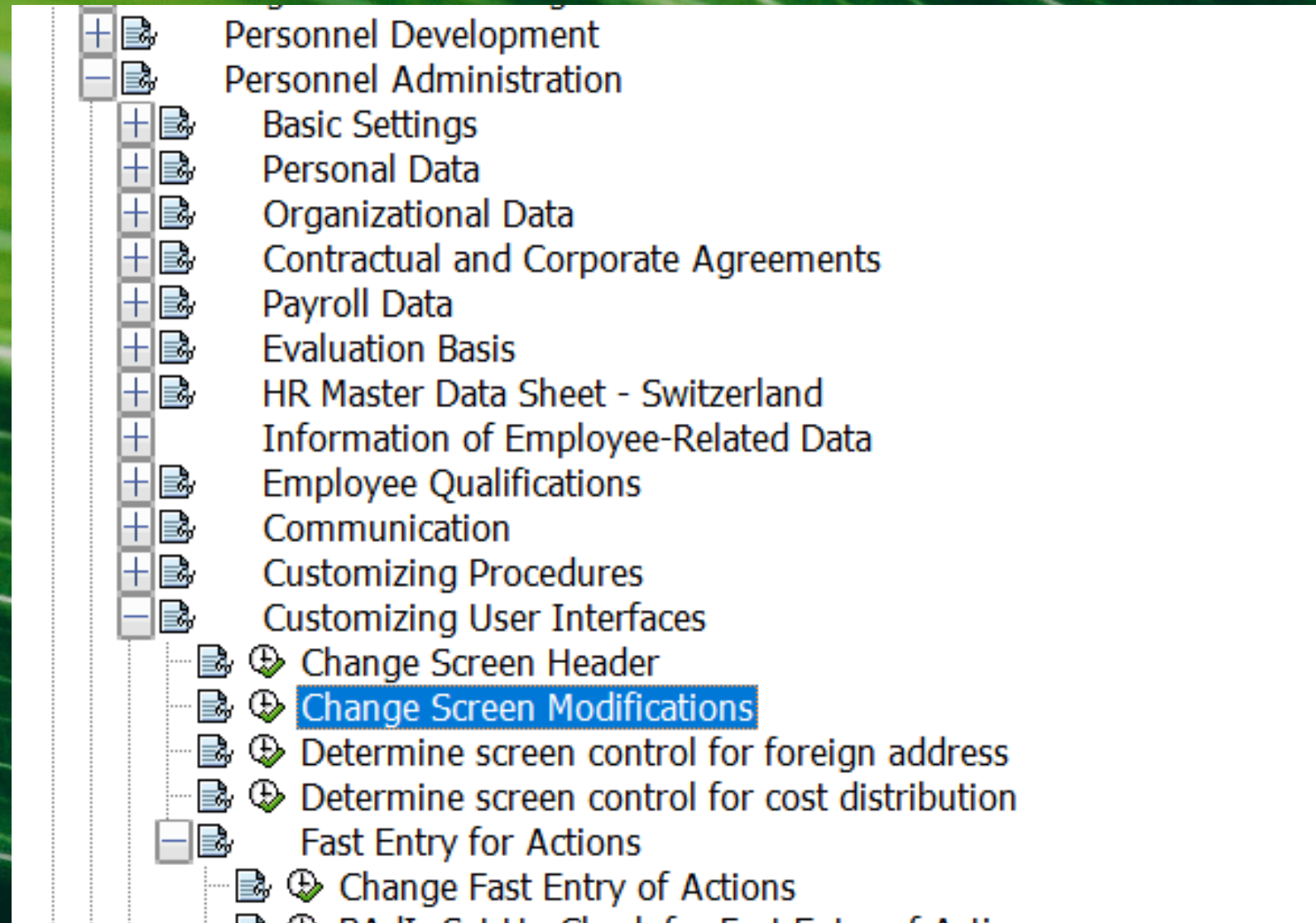
Operating system Linux Server name mmc-s4sap06\_s23\_00  
Machine type x86\_64 Platform ID 390

##### Database data

Database System HDB Release 2.00.073.00.1695288  
Name HDB/02 Host mmc-s4sap06  
Schema SAPHANADB User SAPHANADB



- Go to given SRO path and find the entry for given program name and screen number  
SPRO > Personnel Management > Personnel Administration > Customizing User Interfaces > Change Screen Modifications





## Change Screen Modifications (from SPRO Assistance)

Different entry screens are delivered for some infotypes. Depending on the transaction class ("A" for employee, "B" for applicant) or the country grouping, a different screen can be used. In addition to this, you can also change the characteristics of the individual screen fields: For example, you can define fields as required-entry fields or suppress any fields that are not required.

You may want to suppress field attributes in accordance with certain employee control data.

### Example

- You want to suppress the field *Foreman's area* in the infotype **Organizational assignment** (0001) and make the field *Administrator HR master data* into a required-entry field.

### Prerequisites

In the view "Screen assignment", a single screen and a list layout is assigned to every infotype.

### Standard settings

These alternative screens are already preset by SAP depending on transaction class and country grouping.



# Change Screen Modifications (from SPRO Assistance)

## Activities

- Screen modification is identical for all employees or all applicants.
  - Find the entry for the current screen. If necessary, create a new entry for the screen. The *variable key* must be empty when you do this.
  - On the detail screen, determine which fields are to be modified.
- Screen modification depends on the organizational assignment of the employee or on the infotype's subtype.
  - Find the entry for the current screen. If necessary, create a new entry for the screen. The *variable key* must always be empty for the first entry when you do this - this is the basic entry.
  - Assign the name of a feature. The naming convention is "Pnnnn", where "nnnn" is the number of the infotype.
  - Maintain the feature.  
Use the structure "PME04", all fields are allowed.
  - Make a new entry per return value of the feature. By doing this, you include the return value in the *variable key*.
  - Assign the number of an alternative screen, if applicable.
  - Determine the screen modification on the detail screen.
  - If you do not enter a return value of the feature, the entry for which the variable key is empty, i.e. the basic entry, is valid.



## Change Screen Modifications (from SPRO Assistance)

- An alternative screen should be used.
  - Determine a basic entry as above and predefine the feature *Pnnnn*.
  - Determine the variable key by using the feature and in accordance with the transaction class, country grouping etc..
  - Make a new entry for the variable key.
  - Assign the number of the alternative screen.
  - The screen modification in the detail screen now applies to the alternative screen.





New Entries

	Mod. Pool	Screen	Feature	Variable key	Alt. screen	Next screen
	MP001500	2000		99	2000	0
	MP001500	4100			0	0
	MP001500	5100			0	0
	MP001600	2000	P0016		2000	0
	MP001600	2000		03	2001	0
	MP001600	2000		04	2004	0
	MP001600	2000		04AP	2104	0
	MP001600	2000		06	2006	0
	MP001600	2000		07	2000	0
	MP001600	2000		10	2000	0
	MP001600	2000		12	2012	0
	MP001600	2000		15	2000	0
	MP001600	2000		18	2018	0
	MP001600	2000		21	2000	0
	MP001600	2000		22	2000	0
	MP001600	2000		24	2000	0
	MP001600	2000		29	2000	0
	MP001600	2000		31	2031	0
	MP001600	2000		33	2033	0
	MP001600	2000		37	2037	0
	MP001600	2000		38	2012	0
	MP001600	2000		40	2040	0
	MP001600	2000		41	2000	0
	MP001600	2000		43	2000	0
	MP001600	2000		45	2000	0



- Go to appropriated FEATURE :

[illegible]

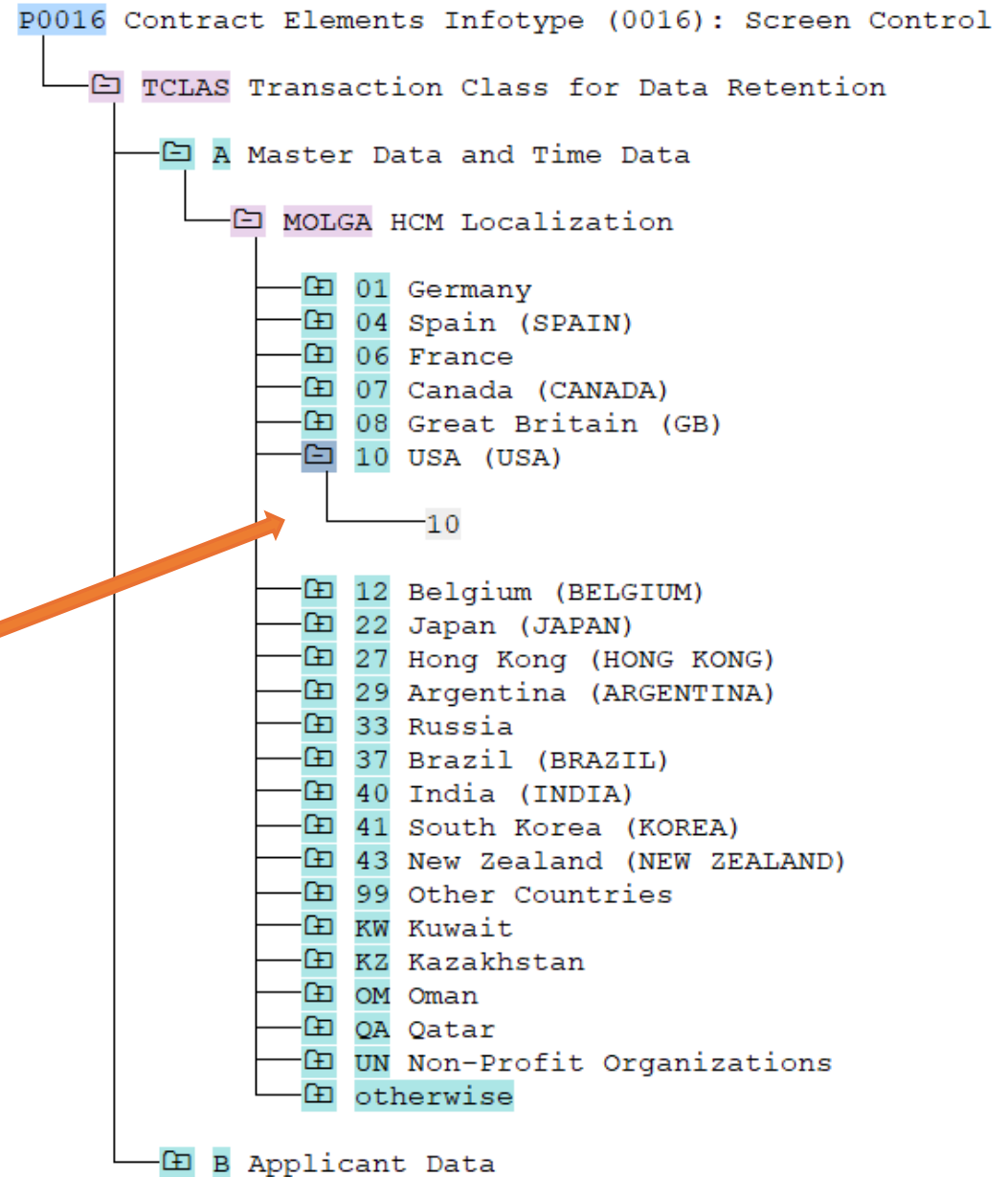


Feature  Contract Elements Infotype (0016): Screen Control

**Subobjects**

☒ Decision tree  
☐ Attributes  
☐ Documentation

Variable key for USA HCM  
localization is 10





Go to appropriated line in infotype screen control screen:

S23(1)/100 Change View "Infotype Screen Control": Overview

Table View Edit Goto Selection Utilities System Help

New Entries

	Mod. Pool	Screen	Feature	Variable key	Alt. screen	Next screen
	MP001600	2000	P0016		2000	0
	MP001600	2000		03	2001	0
	MP001600	2000		04	2004	0
	MP001600	2000		04AP	2104	0
	MP001600	2000		06	2006	0
	MP001600	2000		07	2000	0
	MP001600	2000		10	2000	0
	MP001600	2000		12	2012	0
	MP001600	2000		15	2000	0
	MP001600	2000		18	2018	0



[illegible]



Please note: The data fields can be set to have the following status:

- Standard
- Required field (RF)
- Optional field (OF)
- Output field
- Hide
- Initialized
- Once these fields are marked as 'hide', they will be hidden from the main infotype screen for employee assigned to organization in USA region. The same can be checked using PA20 - > IT 0016 screen.



Personnel No	92	Name	Mr Vinny Ronvov
EE group	1 Employee	Personnel ar	1710 Region 17 Region
EE subgroup	U3 Standard salary	Status	Active 0
Start	01/09/2026 to 12/31/9999	Chng	01/09/2026 STUDENT067

### Enterprise structure

CoCode	1710	Company Code 1710	Leg.person	
Pers.area	1710	Region 1710 (US)	Subarea	1710 Location 1
Cost Ctr			Bus. Area	

### Personnel structure

EE group	1 Employee	Payr.area	99 Non-payroll-relevant
EE subgroup	U3 Standard salary	Contract	

### Organizational plan

Percentage	100.00	
Position	50000260	FR_Purchaser Freight Purchaser
Job key	00000000	
Exempt		
Org. Unit	50000255	PO_US_1710 Purchasing Organization
Org.key	1710	

### Administrator

PersAdmin	
Time	
PayrAdmin	





Find by

- Person
  - Collective Search Help
  - Search Term
  - Free search

Personnel No	92	Name	Mr Vinny Ronvov		
EE group	1 Employee	Personnel ar	1710	Region 17	Region
EE subgroup	U3 Standard salary	Status	Active	0	
Start	01/09/2026	to	12/31/9999	Chng	01/10/2026 STUDENT067

**Contractual regulations**

Contract Type	Permanent
<input type="checkbox"/>	Competition clause

**Payment period from beginning of illness**

Continued Pay	42 Days	Special Rule	0
Sick Pay Supplement	6 Months		

**Periods**

Probationary Period	3 Months
ER Notice Period	3 months/month's end
EE Notice Period	3 months/month's end
Expiry of Work Permit	



For other locations screen remained unchanged:

Personnel No	62	Name	Muster Tester
EE group	1 Employee	Pers.area	1010 Region 1010 (DE)
EE subgroup	DE Industrial trainee		
Start	04/12/2024	to	12/31/9999
		Chng	04/12/2024 STUDENT039

### Enterprise structure

CoCode	1010	NHS Property Services	Leg.person	
Pers.area	1010	Region 1010 (DE)	Subarea	1010 Location 1
Cost Ctr			Bus. Area	0001 Business area 0001

### Personnel structure

EE group	1 Employee	Payr.area	99 Non-payroll-relevant
EE subgroup	DE Industrial trainee	Contract	

### Organizational plan

Percentage	100.00
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### Administrator

Group	1010
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Personnel No	62	Name	Muster Tester			
EE group	1 Employee	Pers.area	1010 Region 1010 (DE)			
EE subgroup	DE Industrial trainee					
Start	04/12/2024	to	12/31/9999	Chng	04/12/2024	STUDENT039
<b>Enterprise structure</b>						
CoCode	1010	NHS Property Services	Leg.person			
Pers.area	1010	Region 1010 (DE)	Subarea	1010	Location 1	
Cost Ctr			Bus. Area	0001	Business area 0001	
<b>Personnel structure</b>						
EE group	1 Employee	Payr.area	99	Non-payroll-relevant		
EE subgroup	DE Industrial trainee	Contract				
<b>Organizational plan</b>				<b>Administrator</b>		
Percentage	100.00	Group	1010			