

CUSTOMIZING USER SCREENS IN SAP HR
























The sample training project performed using
tutorial 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](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

1. Change screen header

- SPRO > Personnel Management > Personnel Administration > Customizing User Interfaces > Change Screen Header.
- Click on Header structure per infotype.

- +  Organizational Management
- +  Personnel Development
-  Personnel Administration
 - +  Basic Settings
 - +  Personal Data
 - +  Organizational Data
 - +  Contractual and Corporate Agreements
 - +  Payroll Data
 - +  Evaluation Basis
 - +  HR Master Data Sheet - Switzerland
 - +  Information of Employee-Related Data
 - +  Employee Qualifications
 - +  Communication
 - +  Customizing Procedures
 -  Customizing User Interfaces
 -   **Change Screen Header**
 -   Change Screen Modifications
 -   Determine screen control for foreign address
 -   Determine screen control for cost distribution

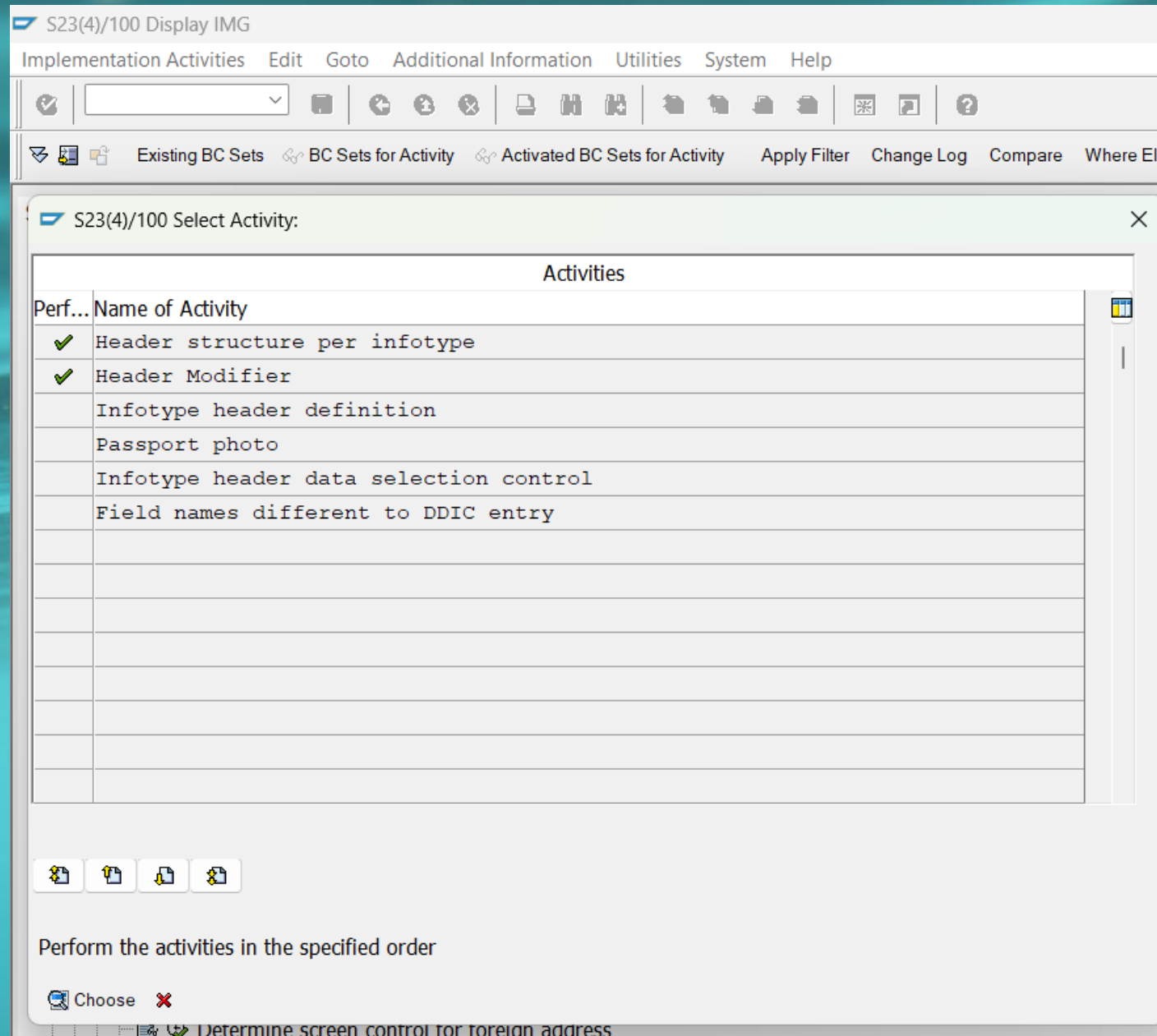
- In the view *Header Structure per Infotype (V_582A_B)*, a header has been assigned to every infotype. It is also determined whether the data is valid from the system date or on the record's validity start date (FROM SAP HELP)
- Under the 'header structure per infotype', assign the screen modifier to the infotype for which the header needs to be changed ,save and go back.

S23(1)/100 Change View "Header Structure per Infotype": Overview

Table View Edit Goto Selection Utilities System Help

Infotype	Infotype text	Screen header	Choose data
0003	Payroll Status	02	<input checked="" type="checkbox"/>
0004	Challenge	02	<input checked="" type="checkbox"/>
0005	Leave Entitlement	02	<input checked="" type="checkbox"/>
0006	Addresses	02	<input type="checkbox"/>
0007	Planned Working Time	02	<input checked="" type="checkbox"/>
0008	Basic Pay	02	<input checked="" type="checkbox"/>
0009	Bank Details	02	<input checked="" type="checkbox"/>
0010	Capital Formation	02	<input checked="" type="checkbox"/>
0011	External Transfers		<input type="checkbox"/>
0012	Fiscal Data D	02	<input checked="" type="checkbox"/>
0013	Social Insurance D	02	<input checked="" type="checkbox"/>
0014	Recurring Payments/Deductions	02	<input checked="" type="checkbox"/>
0015	Additional Payments	02	<input checked="" type="checkbox"/>
0016	Contract Elements	02	<input checked="" type="checkbox"/>
0017	Travel Privileges	02	<input type="checkbox"/>
0019	Monitoring of Tasks		<input type="checkbox"/>
0020	DEUEV	02	<input checked="" type="checkbox"/>

Choose Header Modifier



- SAP provides us with the option to decide the class for which we may want to change the header, i.e, whether we want to change the screen header for master & time data (tr class A) or we want to change the data for applicant class (Tr Class B). For our example, we will make the entries for Tr.Class A only.

Along with the Tr.Class, we will assign a number to the header modifier. It is against this header modifier number, where we will be assigning the specifications or the data fields that need to be displayed.

Depending on the transaction class (A = Personnel Administration, B = Recruitment) and the country grouping, a header modifier is assigned to this infotype header in the *Header Modification* view (M_TF081).

Choose Screen header appropriated

S23(4)/100 Change View "Header Modifier : Overview

Table View Edit Goto Selection Utilities System Help

✓ [dropdown] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

	Screen header	Tr.Class	Header mod.	
	00	A	60	
	00	B	80	
	01	A	42	
	01			
	02			
	02			
	03			
	03			
	04			
	04			
	05	A	18	
	10	A	14	
	10	B	20	
	16	A	15	
	45	A	45	

S23(4)/100 Another entry

Screen header 02

Transaction Class [dropdown]

✓ ✗

• Header Modification (From SPROAssistant)

Depending on the transaction class (A = Personnel Administration, B = Recruitment) and the country grouping, a header modifier is assigned to this infotype header in the *Header Modification* view (V_T588I).

The screenshot displays the SAP SPROAssistant interface. The main window shows a table with the following data:

Screen header	Tr.Class	Header mod.
00	A	60
00	B	80
01	A	42
01	B	21
02	A	42
02	B	22
03	A	42
03	B	23
04	A	44
04	B	24
05	A	18
10	A	14
10	B	20
16	A	15
45	A	45

The row with Screen header 02 and Tr.Class A is selected. A dialog box titled "S23(4)/100 Technical Information" is open, showing the following data:

Dynpro Data

- Program Name: SAPLOPXV
- Screen Number: 7011

GUI Data

- Program Name: SAPLSVIM
- Status: EULG

Field Data

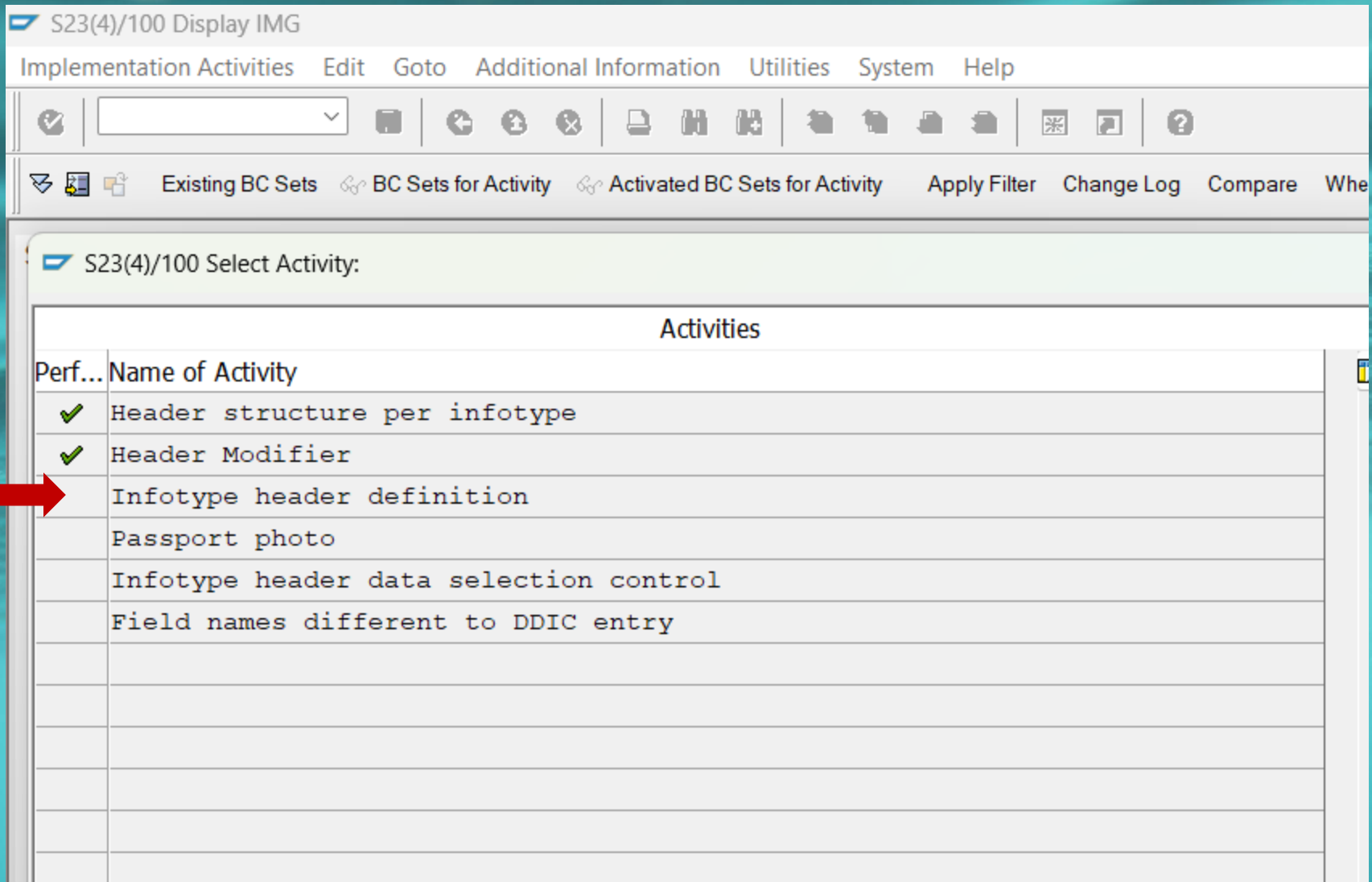
- Table Name: V_T588I
- Table Category: Generated View Structure
- Field Name: HDMOD
- Data Element: HDMOD

Field Description for Batch Input

- Dynpro Field: V_T588I-HDMOD

At the bottom of the dialog, there is a "Position..." button and a "Navigate" button with a green checkmark icon.

Go Back and Choose Infotype Header Definition



Define entries against the header modifier number created in the above step.

•Infotype Header Definition (FRom SPRO Assistant):

You can display any standard SAP infotype and subtype fields in the infotype header. In addition, you can use all applicant infotypes.

When doing so, set up the *Infotype Header Definition* view (T588J) to suit your requirements.

Note, however, that not all infotypes will be relevant to your requirements. For example, the *Actions* infotype (0000) is only intended for employees. Likewise, the *Applicant Actions* infotype (4000) only has relevance for applicants.

The screenshot displays the SAP S23(4)/100 Change View 'Infotype Header Definition'. The main table lists header fields with columns: Header Mod, Line, Column, IT, STY., Field name, Fldty, Keyword, Lngth, and Con. The table contains 18 rows of data.

A 'Dynpro Data' dialog box is open, showing technical information for S23(4)/100. It includes sections for Program Name (SAPLOPKV), Screen Number (8013), GUI Data (Program Name: SAPLSVIM, Status: EULGM), Field Data (Table Name: T588J, Table Category: Transparent Table, Field Name: KYWRD, Data Element: HKYWD), and Field Description for Batch Input (Dynpro Field: T588J-KYWRD). The dialog also has a 'Navigate' button with a green checkmark and a red X icon.

Header Mod	Line	Column	IT	STY.	Field name	Fldty	Keyword	Lngth	Con.
00	1	01	0001		ENAME	DD1			
00	1	14	0001		EX				
00	2	01	0001		PI				
00	2	14	0001		PI				
00	2	17	0001		PI				
00	2	33	0001		WI				
00	2	46	0001		WI				
00	2	51	0001		WI				
00	3	01	0001		PI				
00	3	14	0001		PI				
00	3	17	0001		PI				
00	3	33	0001		K				
00	3	46	0001		K				
00	3	57	0001		K				
01	1	01	0000		PI				
01	1	14	0000		PI				
01	2	01	0001		PI				
01	2	14	0001		PI				
01	2	17	0001		PI				
01	2	33	0001		WI				
01	2	46	0001		WI				
01	2	51	0001		WI				
01	3	01	0001		PERSK	DDZ			
01	3	14	0001		PERSK	DAT			

S23(4)/100 Change View "Infotype Header Definition": Overview

Table View Edit Goto Selection Utilities System Help

Header Mod	Line	Column	IT	STy.	Field name	Fldty	Keyword	Lngth
00	1	01	0001		ENAME	DD1		
00	1	14	0001		ENAME	DAT		
00	2							
00	2							
00	2							
00	2							
00	2							
00	2							
00	2							
00	3							
00	3	14	0001		PERSK	DAT		
00	3	17	0001		PERSK	DTY		

S23(4)/100 Another entry

Header mod. 42

Line

Column

✓ ✗

find entries against the header appropriated modifier number

S23(4)/100 Change View "Infotype Header Definition": Overview

Table View Edit Goto Selection Utilities System Help

New Entries

	Header Mod	Line	Column	IT	STy.	Field name	Fldty	Keyword	Lngh	Con.
	42	1	01	0000	▼	PERNR	DD2			
	42	1	14	0000		PERNR	DAT			
	42	1	33	0001		ENAME	DD1			
	42	1	46	0001		ENAME	DAT			
	42	2	01	0001		PERSG	DD2			
	42	2	14	0001		PERSG	DAT			
	42	2	17	0001		PERSG	DTX			
	42	2	33	0001		WERKS	DD2			
	42	2	46	0001		WERKS	DAT			
	42	2	57	0001		WERKS	DTX			
	42	2	65	0006		STATE	DD3			
	42	3	01	0001		PERSK	DD2			
	42	3	14	0001		PERSK	DAT			
	42	3	17	0001		PERSK	DTX			
	42	3	46	0000		STAT2	TXD	AS1		
	42	3	57	0000		STAT2	DTX			
	44	1	01	0000		PERNR	DD2			
	44	1	14	0000		PERNR	DAT			
	44	1	33	0001		ENAME	DD1			

We'll add the field 'Marital Status KEY(FAMST) from IT 0002.
On the IT 0002 screen displayed marital status description:

HR data	
SSN	794-58-6521
Date of Birth	01/12/2000
Language	English
Nationality	American GU
Marital status	Single

S23(2)/100 Maintain Documentation

☒ Data Element

FATXT

☐ DE Supplement

☒ Assign Automatically

Delete assignment

Create new entry or copy existing and change it:

S23(4)/100 Change View "Infotype Header Definition": Overview

Table View Edit Goto Selection Utilities System Help

New Entries

Head	Line	Column	IT	STy.	Field name	Fldty	Keyword	Lngh	Con.
	1	01	0000		PERNR	DD2			
42	1	14	0000		PERNR	DAT			
42	1	33	0001		ENAME	DD1			
42	1	46	0001		ENAME	DAT			
42	2	01	0001		PERSG	DD2			
42	2	14	0001		PERSG	DAT			
42	2	17	0001		PERSG	DTX			
42	2	33	0001		WERKS	DD2			
42	2	46	0001		WERKS	DAT			
42	2	57	0001		WERKS	DTX			
42	2	65	0006		STATE	DD3			
42	3	01	0001		PERSK	DD2			
42	3	14	0001		PERSK	DAT			
42	3	17	0001		PERSK	DTX			
42	3	46	0000		STAT2	TXD	AS1		
42	3	57	0000		STAT2	DTX			
44	1	01	0000		PERNR	DD2			
44	1	14	0000		PERNR	DAT			
44	1	33	0001		ENAME	DD1			
44	1	46	0001		ENAME	DAT			
44	2	01	0001		PERSG	DD2			
44	2	14	0001		PERSG	DAT			
44	2	17	0001		PERSG	DTX			

Specify IT number , field & field type being added:

S23(4)/100 Change View "Infotype Header Definition": Overview of Selected Set

Table View Edit Goto Selection Utilities System Help

Field name (4) 69 Entries found

Restrictions

Field name	Short Description
AEDTM	Changed On
ANRED	Form-of-address key
ANZKD	Number of children
BEGDA	Start Date
CNAME	Full Name
EMPL_AGE	Age of employee
ENDDA	End Date
FAMDT	Marital status since
FAMST	Marital status
FNAMK	First name (Katakana)
FNAMR	First Name (Romaji)
GBDAT	Date of birth
GBDEP	State
GBJHR	Year of birth
GBLND	Cntry/Reg. of Birth
GBMON	Month of Birth
GBORT	Birthplace

69 Entries found

Save changes:

S23(4)/100 Change View "Infotype Header Definition": Overview

Table View Edit Goto Selection Utilities System Help

New Entries

	Header Mod	Line	Column	IT	STy.	Field name	Fldty	Keyword	Lngh	Con.
	42	3	70	0002		FAMST	DAT			
	44	1	01	0000		PERNR	DD2			
	44	1	14	0000		PERNR	DAT			
	44	1	33	0001		ENAME	DD1			
	44	1	46	0001		ENAME	DAT			
	44	2	01	0001		PERSG	DD2			

Once we have saved the above entries, the required customization will come into effect. This can be checked via PA20 screen.

S23(6)/100 Display Contract Elements

Infotype Edit Goto Extras System Help

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

Start 01/09/2026 to 12/31/9999 Chng 01/10/2026 STUDENT067

Contractual regulations

Contract Type Permanent

☐ Competition clause

Before
our customizing

Mar... / MarSt

0	Single
1	Marr.
2	Wid.
3	Div.
4	NM
5	Sep.
6	Unkwn
9	RegCou
A	RescRP

After our customizing(marital status code added)

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

☐ Competition clause