

# *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 maked 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 the required changes. 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 Ronnov

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

**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	Time Zone	21:36:48

Number of Failed Password Logon Attempts: 0

**SAP data**

**Repository data**

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

**SAP System data**

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

**Host data**

Operating system	Linux	Server name	mmc-s4sap06_S23_00
Machine type	x86_64	Platform ID	390

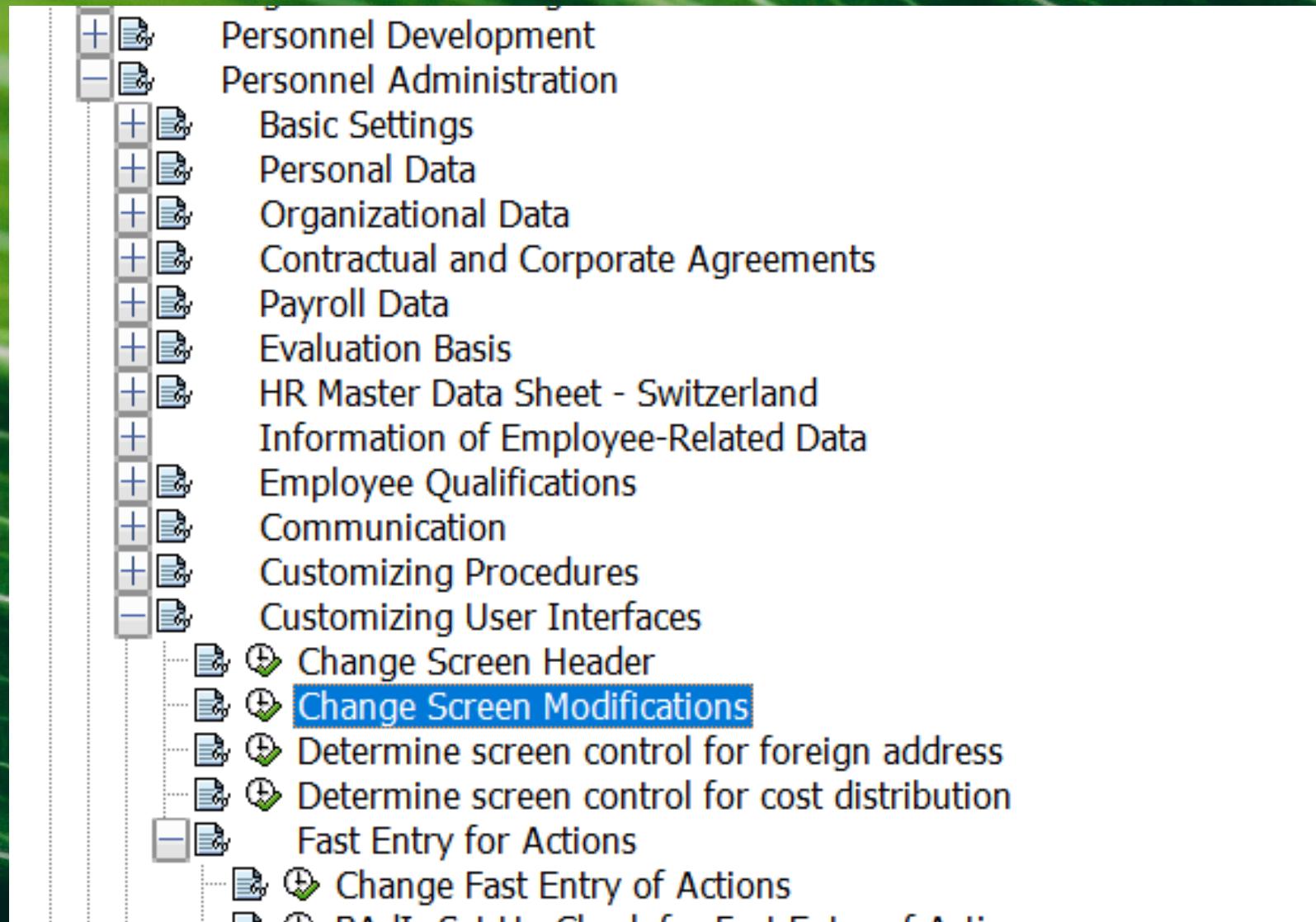
**Database data**

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

Navigate

- 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.

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
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

- As can be seen from the below screenshot, the current fields right now are marked as 'Std' or Standard.
- Go to appropriated FEATURE :**

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

Table View Edit Goto Selection Utilities System Help

New Entries

Module Pool	MP001600	variable key	
Standard Dynpro	2000	Feature	P0016
Alternative screen	2000	Feature	
Next screen			

Scrn control

Grp	Field name	Field text	Std	RF	OF	Outp	Hide	Init	
001	P0016-NBTGK	Sideline Job	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
002	P0016-WTTKL	Competition Clause	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
003	P0016-LFZFR	Period of Continued Pay (Number)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
005	P0016-KGZFR	Sick Pay Supplement Period (Numb	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
005	Q0016-KGZZH	Time/Measurement Unit Text							
007	P0016-KDGFR	Dismissals Notice Period for Emp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
009	P0016-PRBZT	Probationary Period (Number)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
009	Q0016-PRBEH	Time/Measurement Unit Text							
010	P0016-ARBER	Expiration Date of Work Permit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
014	P0016-EINDT	Initial Entry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
015	P0016-KONDT	Date of Entry into Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
016	Q0016-KONSL	Corporation name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
017	P0016-KDGF2	Dismissals Notice Period for Emp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
018	P0016-LFZSO	Special Rule for Continued Pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
019	P0016-CTTYP	Contract Type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
020	P0016-CTEDT	Contract End Date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
041	FRAME1	Vertragliche Regelungen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
042	FRAME2	Zahlungsdauer ab Krankheitsbegin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
043	FRAME3	Fristen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
044	FRAME4	Eintritt	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Feature

P0016

Contract Elements Infotype (0016): Screen Control

### Subobjects

- Decision tree
- Attributes
- Documentation

 Display

 Change

Variable key for USA HCM  
localization is 10

P0016 Contract Elements Infotype (0016): Screen Control

TCLAS Transaction Class for Data Retention

A Master Data and Time Data

MOLGA HCM Localization

-  01 Germany
-  04 Spain (SPAIN)
-  06 France
-  07 Canada (CANADA)
-  08 Great Britain (GB)
-  10 USA (USA)

10

-  12 Belgium (BELGIUM)
-  22 Japan (JAPAN)
-  27 Hong Kong (HONG KONG)
-  29 Argentina (ARGENTINA)
-  33 Russia
-  37 Brazil (BRAZIL)
-  40 India (INDIA)
-  41 South Korea (KOREA)
-  43 New Zealand (NEW ZEALAND)
-  99 Other Countries
-  KW Kuwait
-  KZ Kazakhstan
-  OM Oman
-  QA Qatar
-  UN Non-Profit Organizations
-  otherwise

B Applicant Data

Go to appropriated line in infotype screen control screen:

The screenshot shows the SAP Infotype Screen Control Overview screen. The title bar reads "S23(1)/100 Change View "Infotype Screen Control": Overview". The menu bar includes "Table View", "Edit", "Goto", "Selection", "Utilities", "System", and "Help". Below the menu is a toolbar with various icons for navigation and data manipulation. A secondary toolbar below it contains icons for "New Entries" and other functions. The main area is a table with the following columns: Mod. Pool, Screen, Feature, Variable key, Alt. screen, and Next screen. The table lists ten rows of data, with the last row (row 10) highlighted in blue, indicating it is the current selection.

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

To hide these data fields, we need to mark them as 'hide'.

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

Table View Edit Goto Selection Utilities System Help

New Entries

Module Pool MP001600 Variable key 10  
Standard Dynpro 2000 Feature  
Alternative screen 2000 Feature  
Next screen

Scrn control								
Grp	Field name	Field text	Std	RF	OF	Outp	Hide	Init
001	P0016-NBTGK	Sideline Job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
002	P0016-WTTKL	Competition Clause	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
003	P0016-LFZFR	Period of Continued Pay (Number)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
003	Q0016-LFZZH	Time/Measurement Unit Text						
005	P0016-KGZFR	Sick Pay Supplement Period (Numb	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
005	Q0016-KGZZH	Time/Measurement Unit Text						
007	P0016-KDGFR	Dismissals Notice Period for Emp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
009	P0016-PRBZT	Probationary Period (Number)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
009	Q0016-PRBEH	Time/Measurement Unit Text						
010	P0016-ARBER	Expiration Date of Work Permit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
014	P0016-EINDT	Initial Entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
015	P0016-KOND	Date of Entry into Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
016	Q0016-KONSL	Corporation name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
017	P0016-KDGF2	Dismissals Notice Period for Emp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
018	P0016-LFZSO	Special Rule for Continued Pay	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
019	P0016-CTTYP	Contract Type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
020	P0016-CTEDT	Contract End Date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
041	FRAME1	Vertragliche Regelungen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
042	FRAME2	Zahlungsdauer ab Krankheitsbegin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
043	FRAME3	Fristen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
044	FRAME4	Eintritt	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 Ronrov

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



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
<b>Contractual regulations</b>			
Contract Type	Permanent		
<input type="checkbox"/> Competition clause			
<b>Payment period from beginning of illness</b>			
Continued Pay	42	Days	Special Rule 0
Sick Pay Supplement	6	Months	
<b>Periods</b>			
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
EE subgroup	DE	Industrial trainee	1010 Region 1010 (DE)
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
Cost Ctr			Bus. Area
Location 1	1010	Business area 0001	
<b>Personnel structure</b>			
EE group	1	Employee	Payr.area
EE subgroup	DE	Industrial trainee	99 Non-payroll-relevant
Contract			
<b>Organizational plan</b>			
Percentage	100.00	<b>Administrator</b>	
Group	1010		

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>			
Percentage	100.00	<b>Administrator</b>	
		Group	1010