

CUSTOMIZING USER SCREENS IN SAP HR

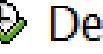
The sample training project performed using
tutorial from the SAP community.

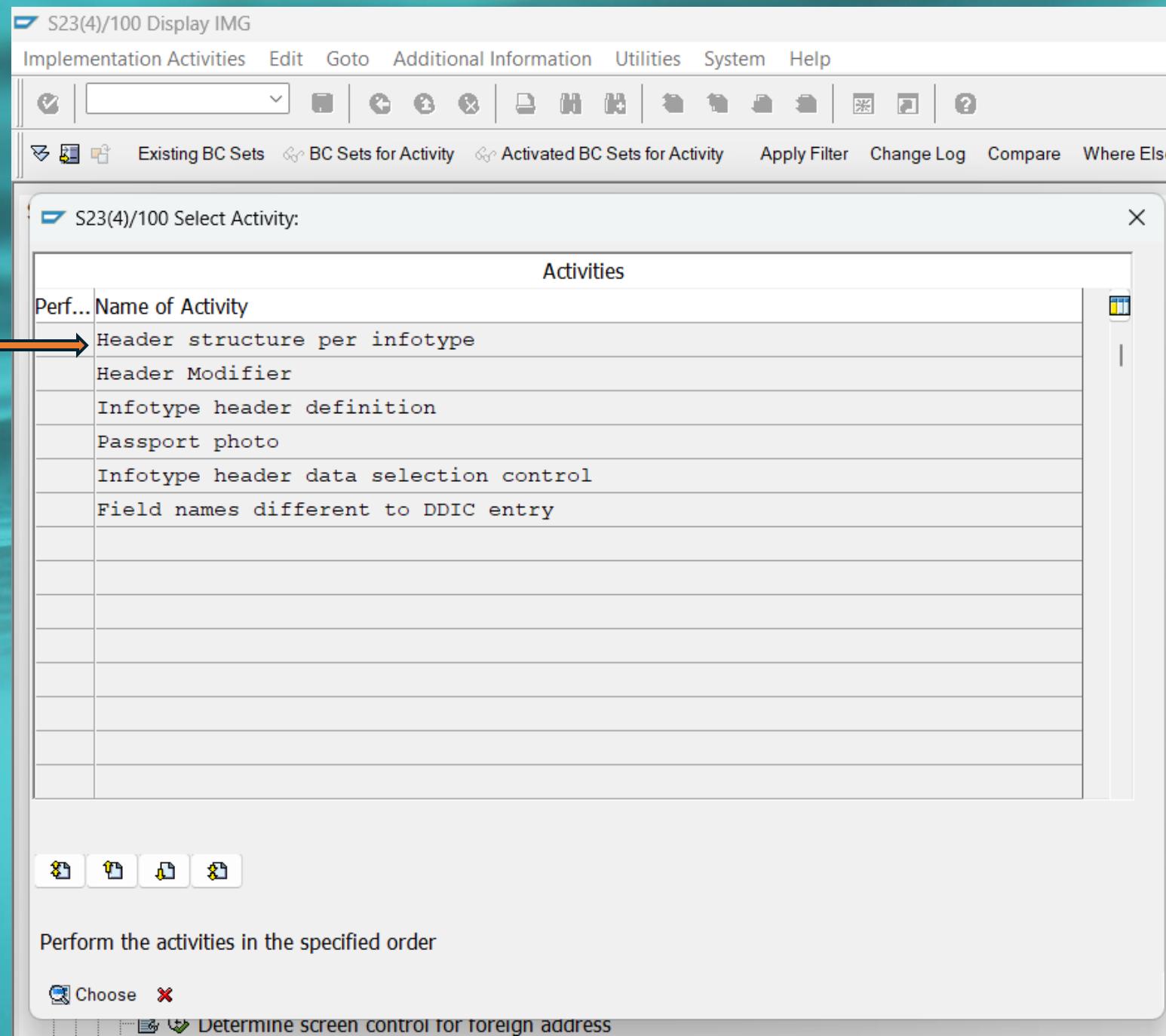
<https://community.sap.com/t5/enterprise-resource-planning-blog-posts-by-members/customizing-user-screens-in-sap-hr/ba-p/13251331>

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



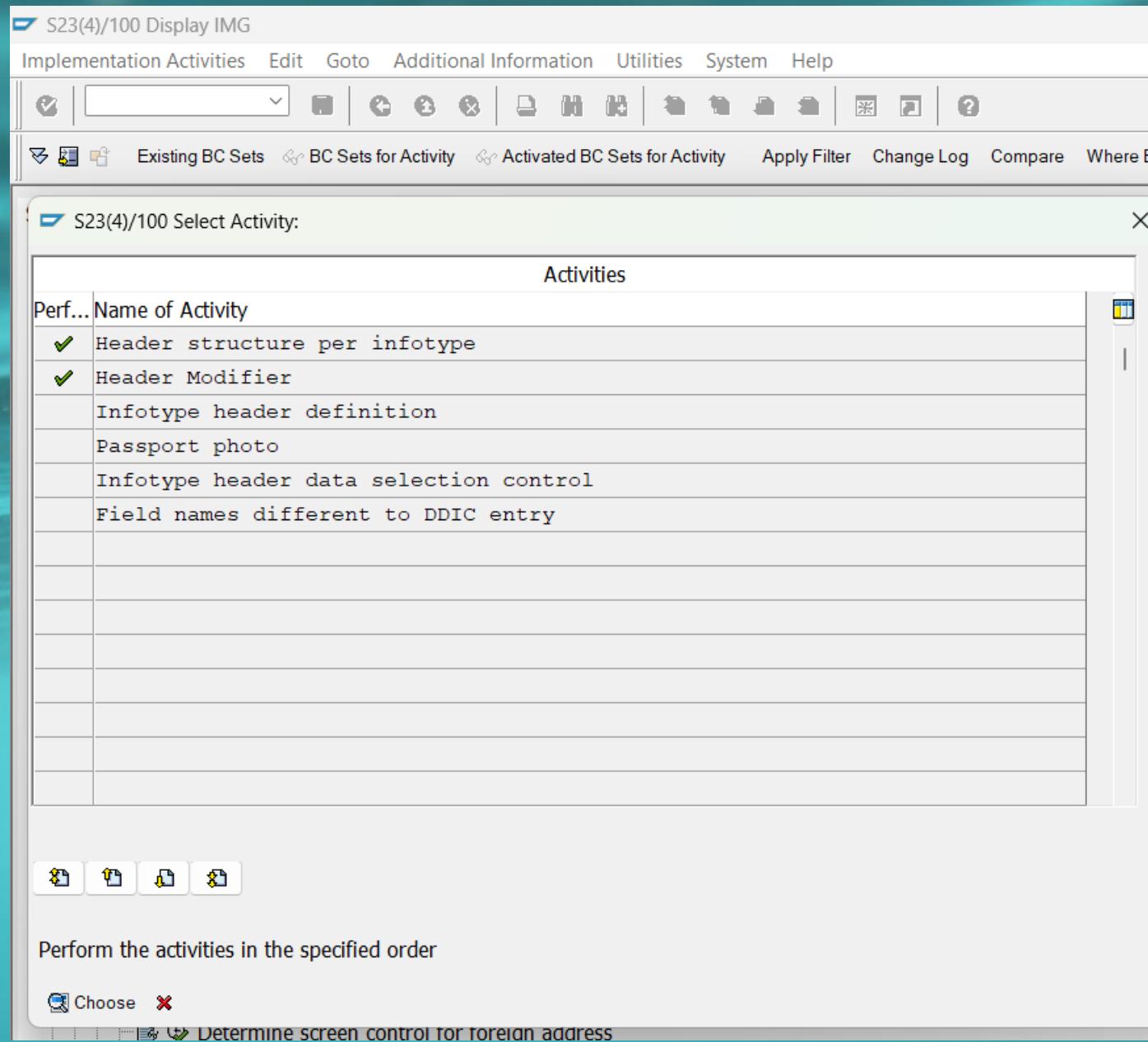
- In the view *Header Structure per Infotype* (V_582A_B), a header has been assigned to every infotype. It is also determined whether the data is valid from the system date or on the record's validity start date (FROM SAP HELP)
- Under the 'header structure per infotype', assign the screen modifier to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

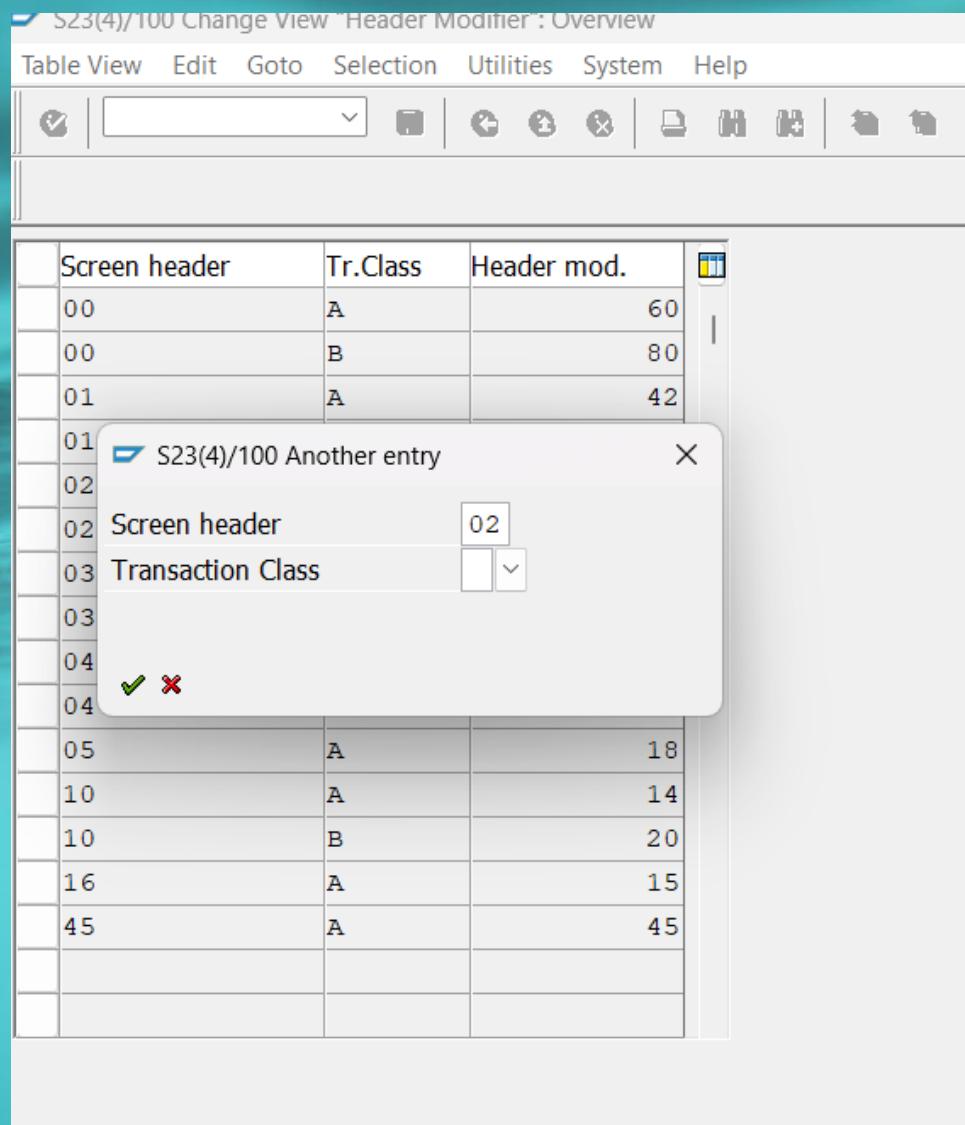


- SAP provides us with the option to decide the class for which we may want to change the header, i.e, whether we want to change the screen header for master & time data (tr class A) or we want to change the data for applicant class (Tr Class B). For our example, we will make the entries for Tr.Class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

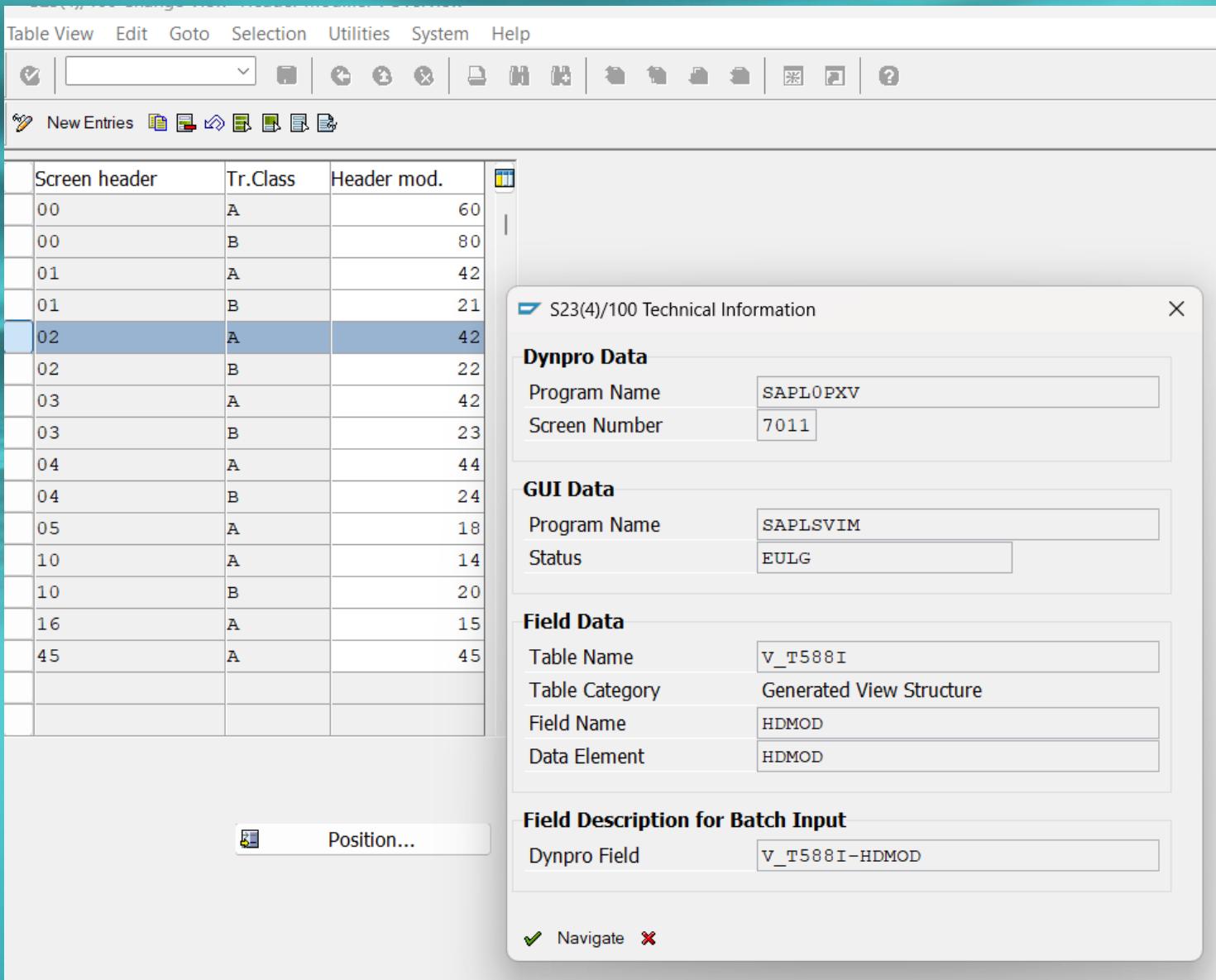
Depending on the transaction class (A = Personnel Administration, B = Recruitment) and the country grouping, a header modifier is assigned to this infotype header in the Header Modification view (V_TF88I).

Choose Screen header appropriated

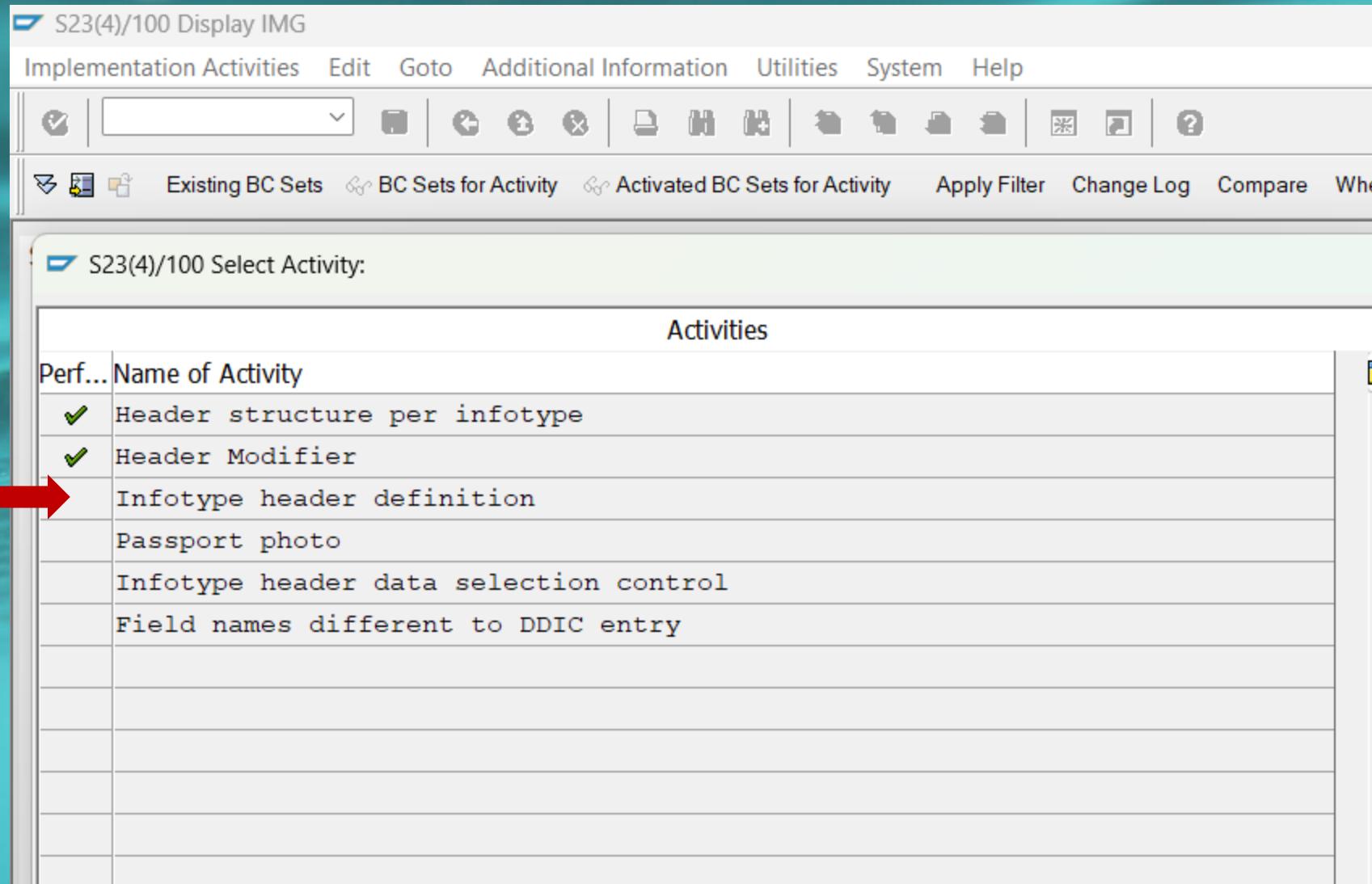


- **Header Modification** (From SPROAssistant)

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).



Go Back and Choose Infotype Header Definition



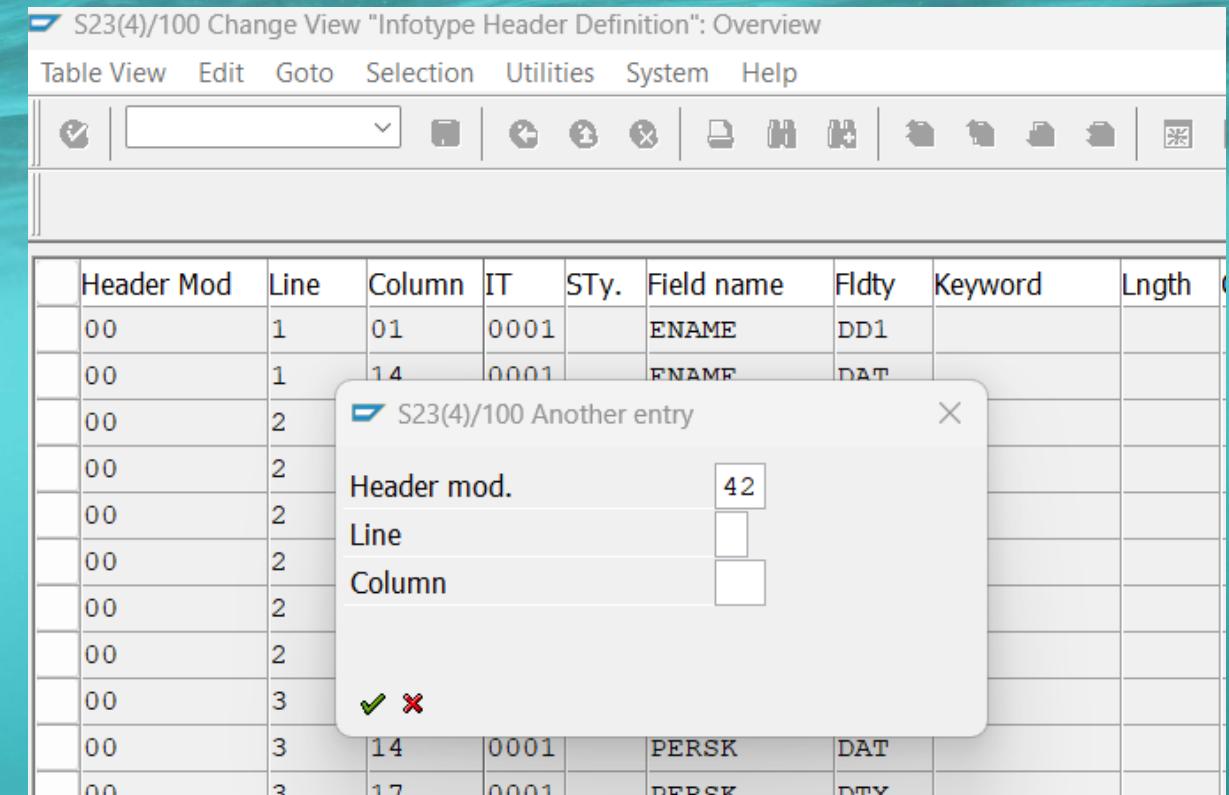
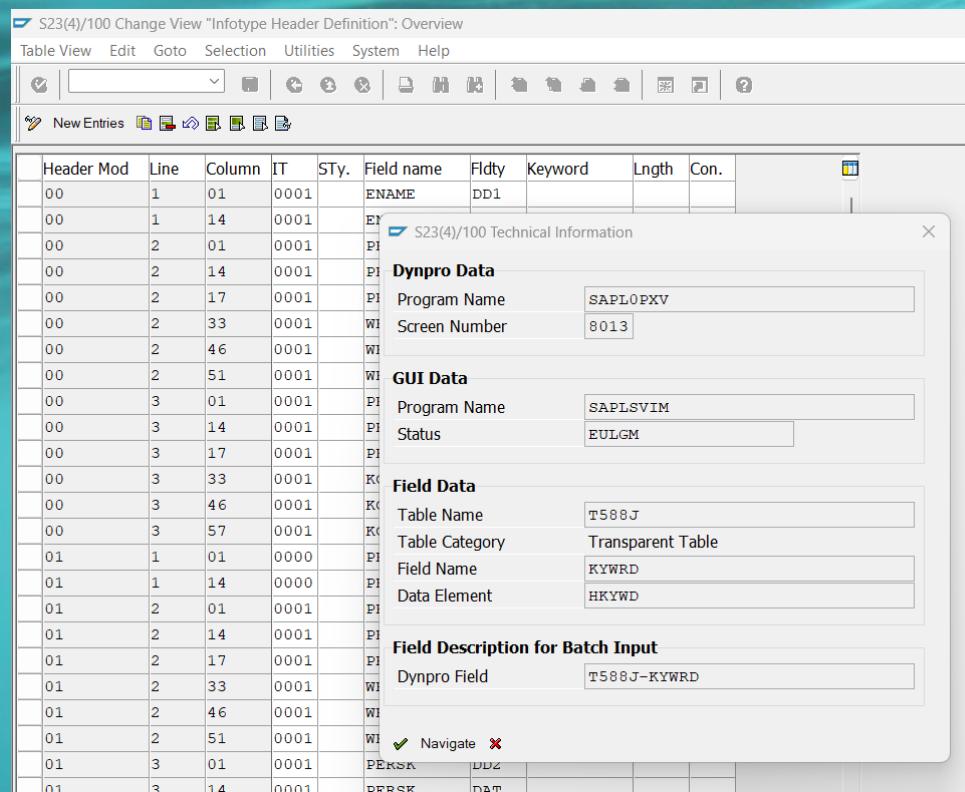
Define entries against the header modifier number created in the above step.

•Infotype Header Definition (FFrom 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.



find entries against the header apropiated 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	Lngth	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	22	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	Gender
Date of Birth	01/12/2000	
Language	English	
Nationality	American GU	
Marital status	Single	

S23(2)/100 Maintain Documentation

Data Element

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

Header	Line	Column	IT	STY.	Field name	Fldty	Keyword	Lngth	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			
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

Header Mod Line Column IT STy. Field name Fldty Keyword Lngth Con.

42 3 45 0002

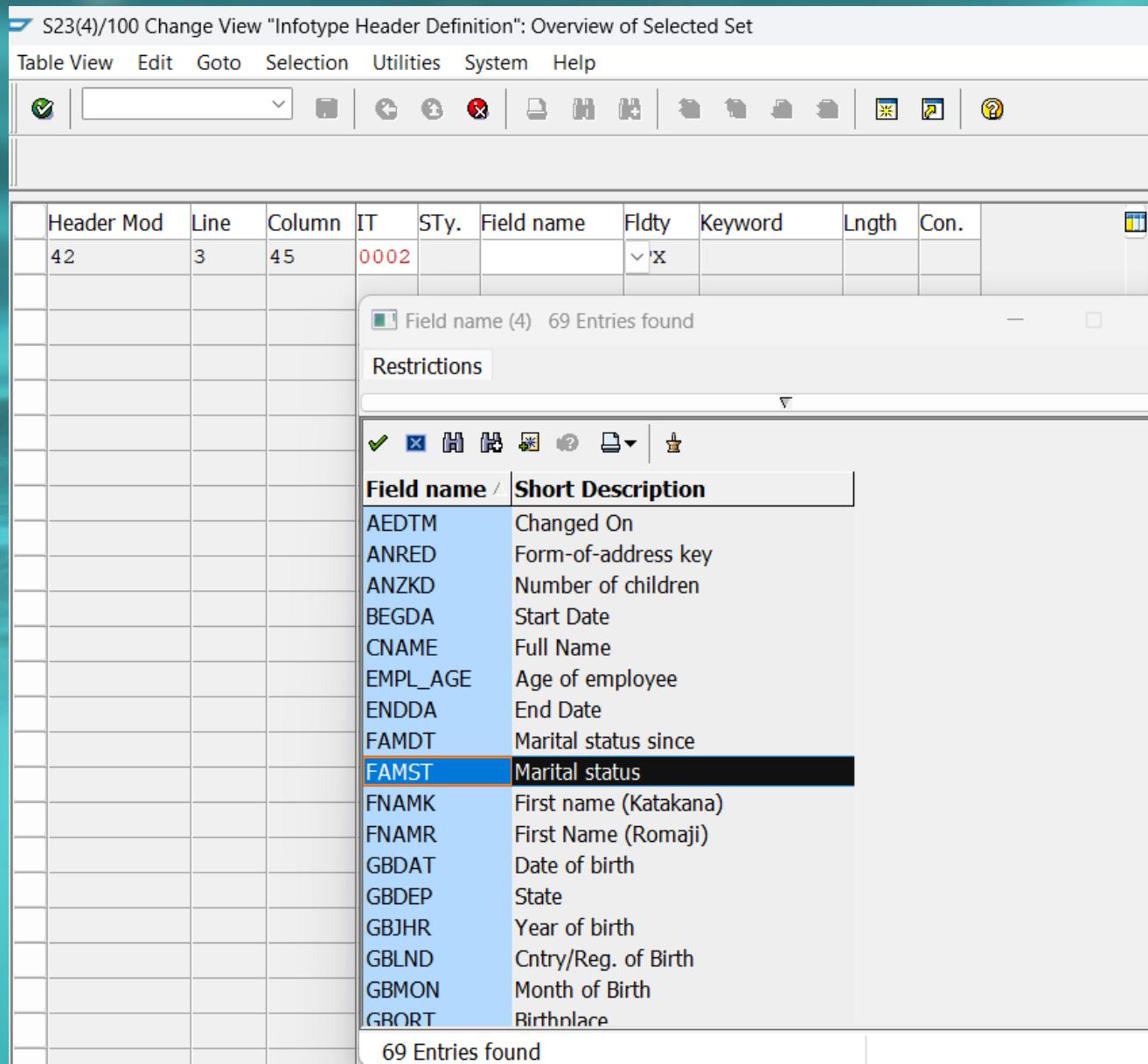
Field name (4) 69 Entries found

Restrictions

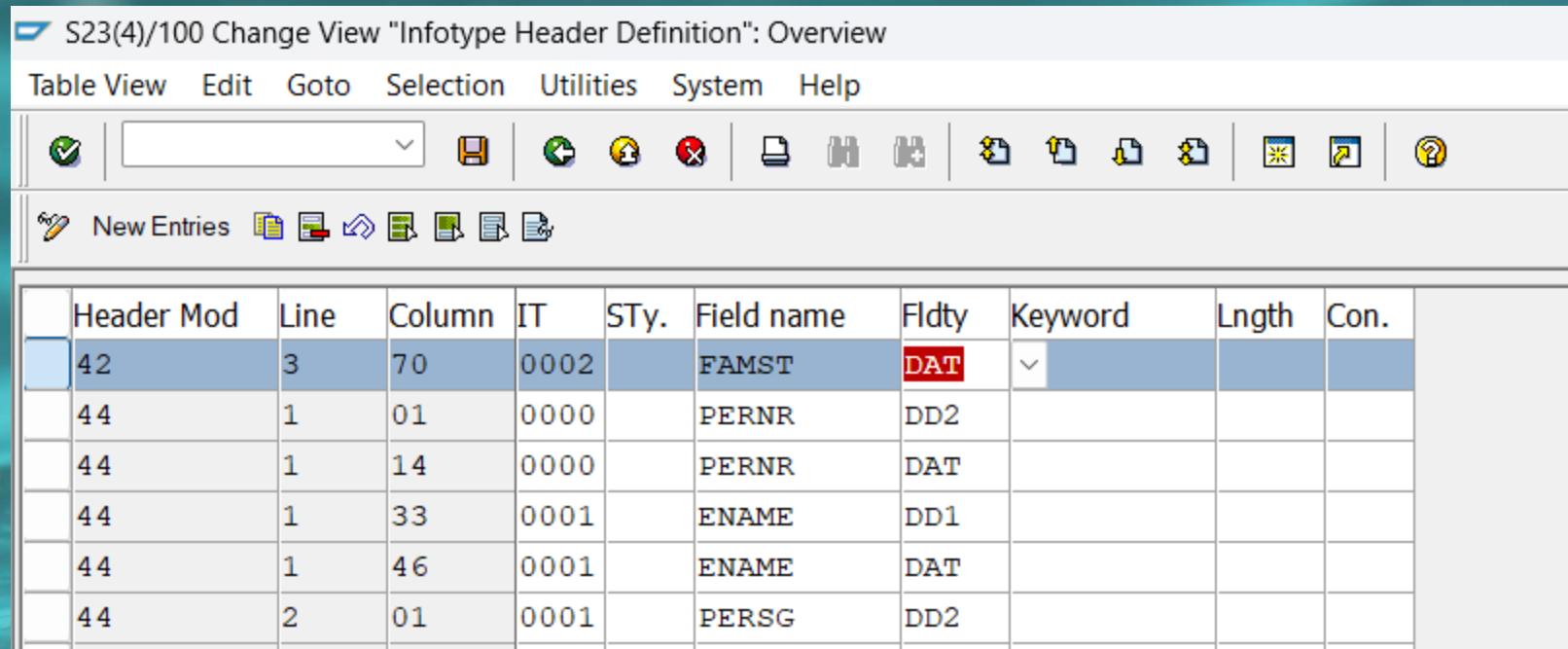
Field name / Short Description

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
GRORT	Birthplace

69 Entries found



Save changes:



The screenshot shows the SAP Infotype Header Definition screen with the title "S23(4)/100 Change View "Infotype Header Definition": Overview". The screen includes a toolbar with various icons for navigation and data manipulation. Below the toolbar is a menu bar with "Table View", "Edit", "Goto", "Selection", "Utilities", "System", and "Help". A secondary menu bar below the first one includes "New Entries" and several other icons. The main area is a table with the following data:

Header Mod	Line	Column	IT	STy.	Field name	Fldty	Keyword	Lngth	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.

Before
our customizing

S23(6)/100 Display Contract Elements

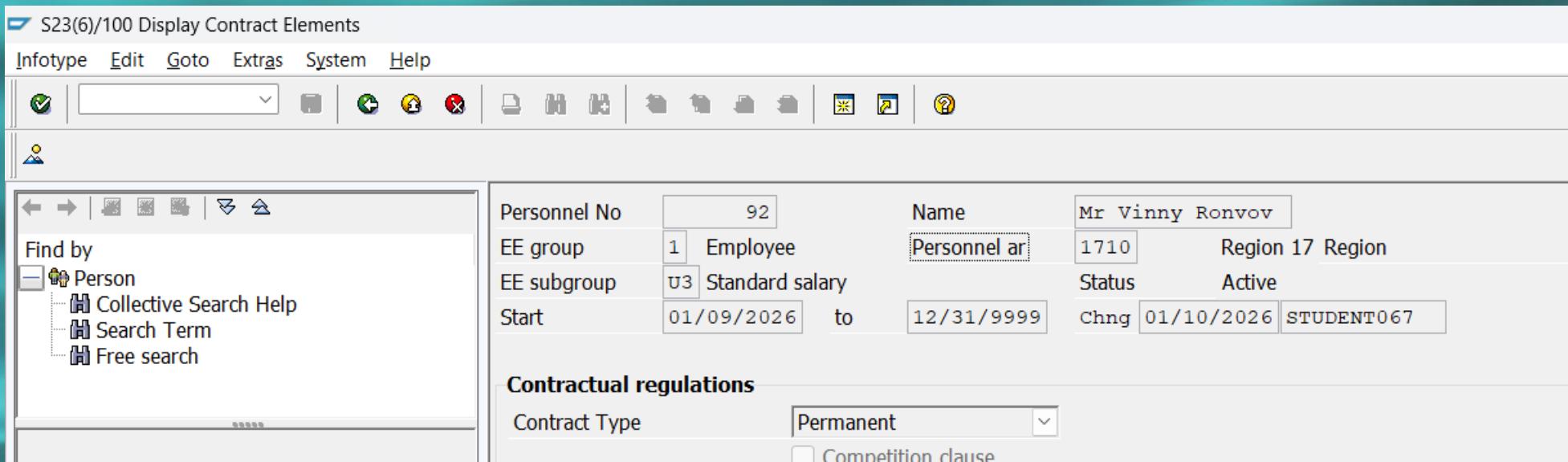
Infotype Edit Goto Extras System Help

Personnel No 92 Name Mr Vinny Ronnov
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

Find by Person Collective Search Help Search Term Free search



After our customizing(marital status code added)

Mar... / MarSt

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

Personnel No 92 Name Mr Vinny Ronnov
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

