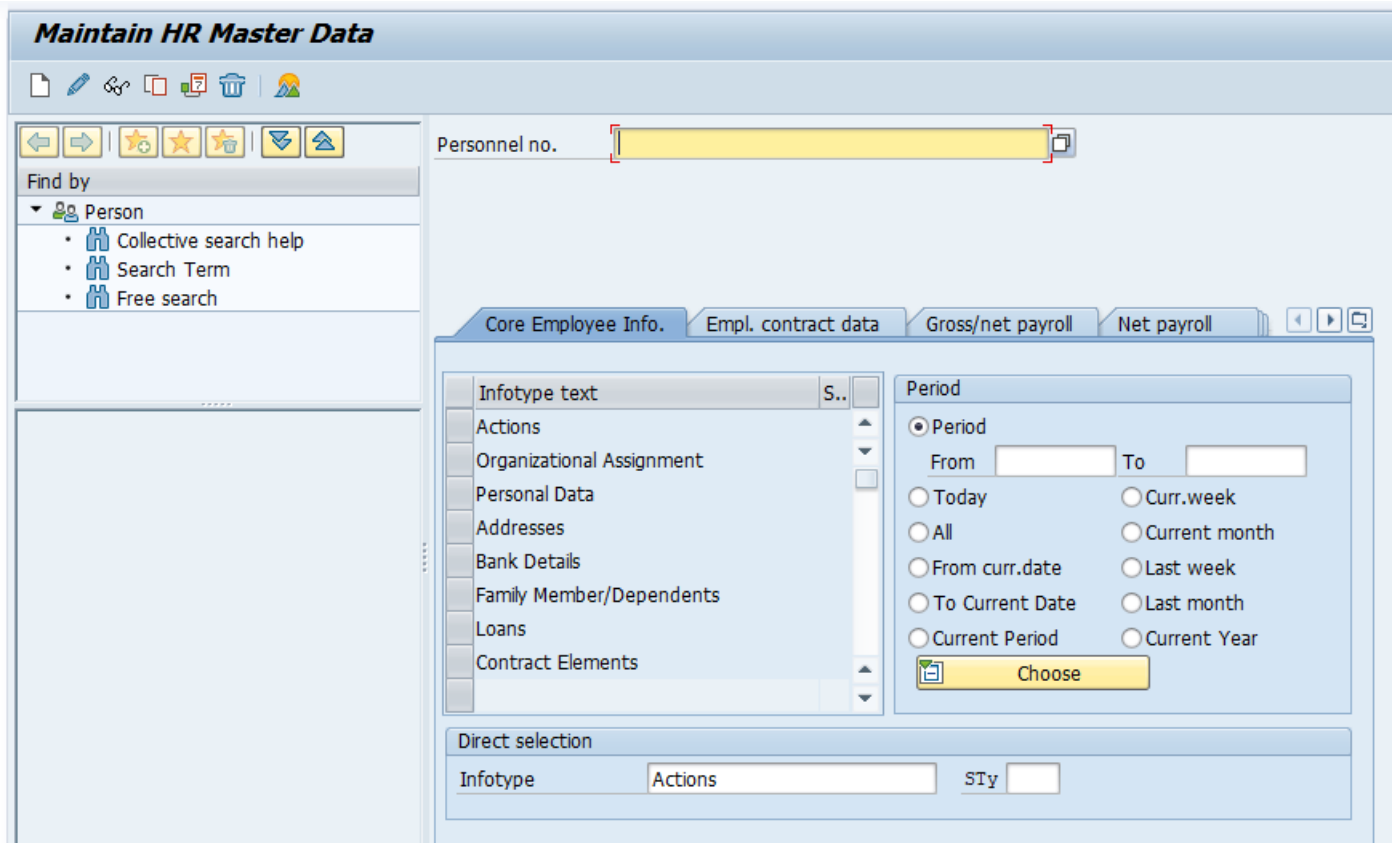


# SAP HR – What is an Infotype Menu (Define Infotype Menus)

## What is an Infotype Menu?

Grouping of relevant infotypes under a single tab in the master data screen is called as an infotype menu. With the help of Infotype menu in SAP, you can easily maintain master data of employees.

In transaction code PA30 (Maintain HR Master Data), different infotypes are maintained under each tab. You can maintain maximum 10 infotype menus in the master data for a specific user group.



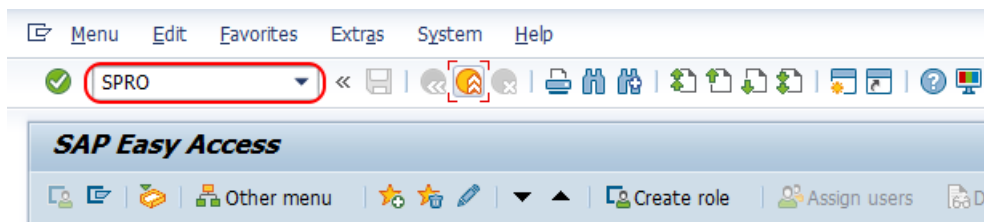
### How to define Infotype menu in SAP

Refer below step by step procedure of configuring new infotype menus in SAP.

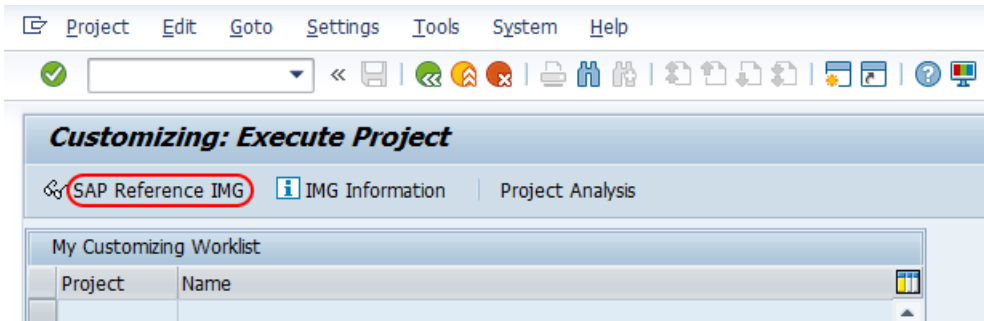
#### Navigation

SAP R/3 Role Menu	Define Infotype menu
Transaction Code	SPRO
SAP Path	SPRO => IMG > Personnel Management (PM) => Personnel Administration (PA) -> Customizing Procedures -> Infotype Menus > Info type menu

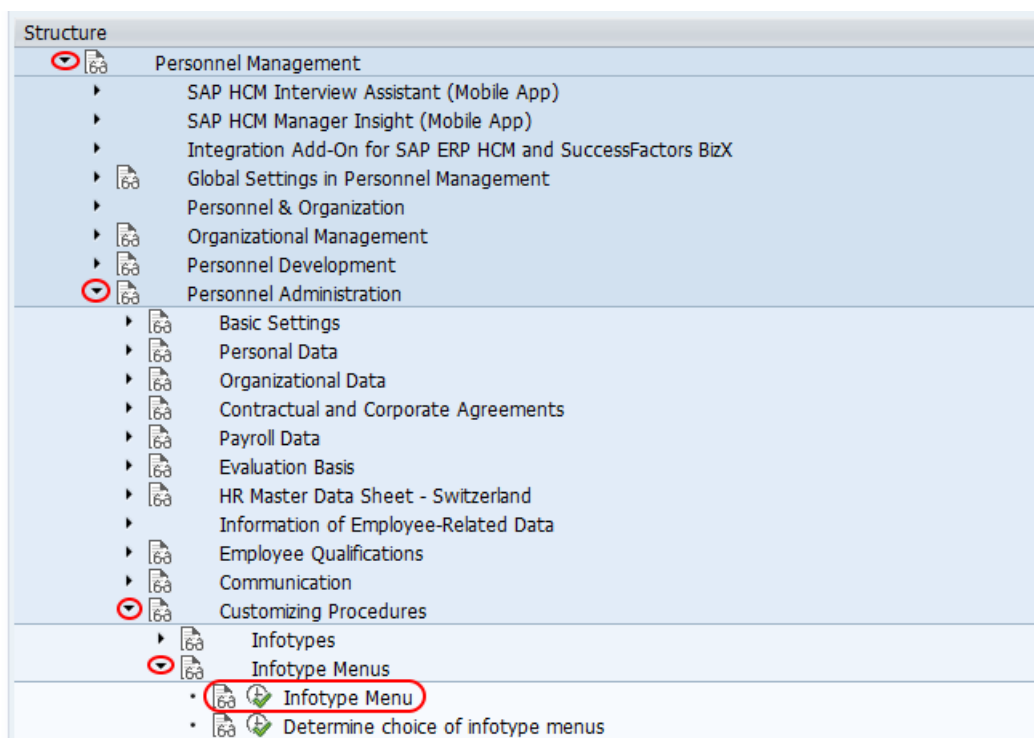
**Step 1 :-** Execute tcode “SPRO” from command field.



**Step 2 :** – Choose “Display SAP Reference IMG”



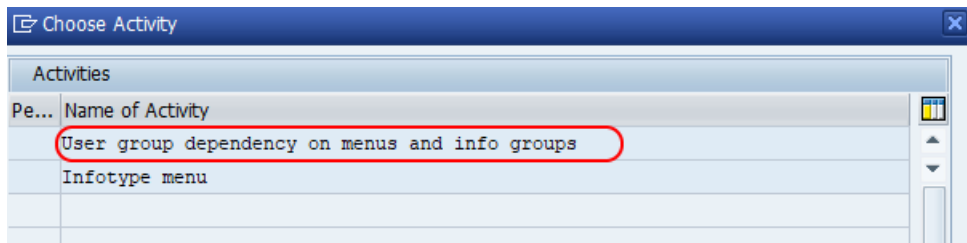
**Step 3 :** – Follow the navigation as PM – PA – Customizing procedures – Infotype menus and click on IMG activity “Infotype Menu.”



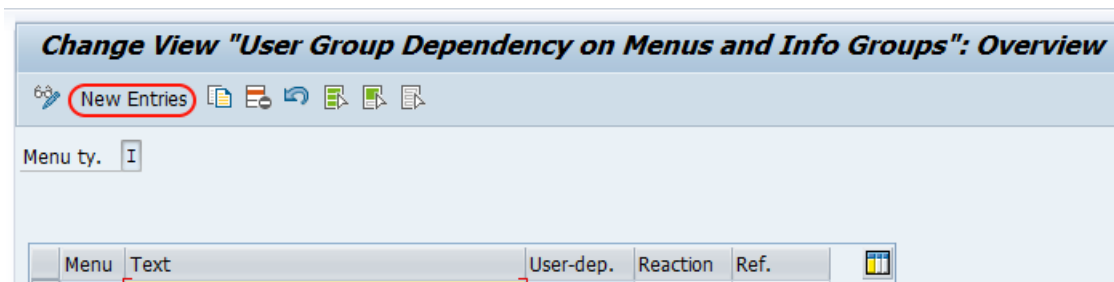
**Step 4 :** – In next screen choose activities, it displays with two options. i.e.

1. User group dependency on menu and info groups
2. Infotype Menu.

Double click on the first option “User group dependency on menu and infogroup

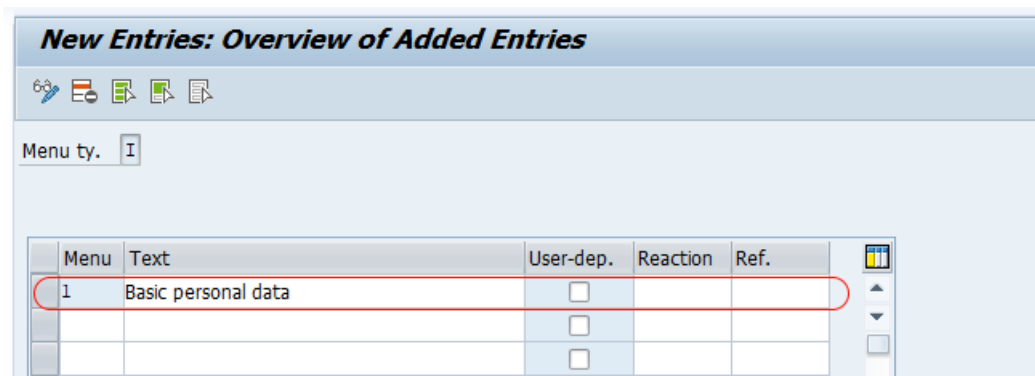


**Step 3 :** – On user group dependency on menu and infogroups screen, check the existing entries and use those menu as per your requirements. Choose new entries button to create new menu as per requirements of project.



**Step 4 :** – From new entries menu type screen, update

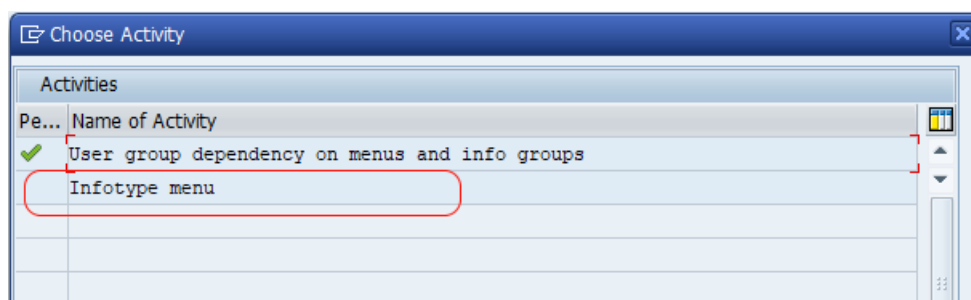
- **Menu :** – Enter the key defines as infotype menu in SAP.
- **Text :** – Enter the description of menu.



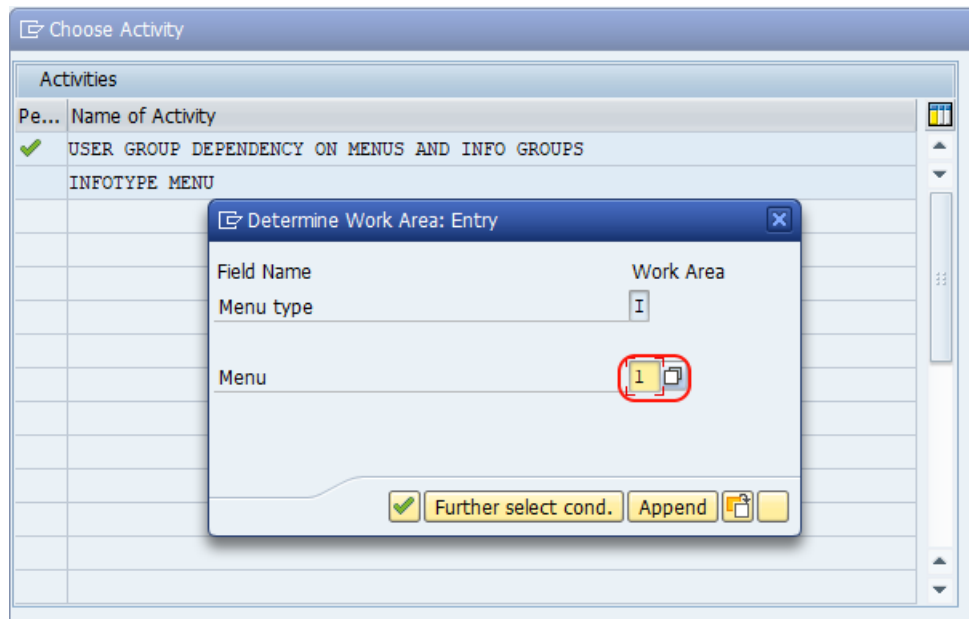
Press enter and choose save button and save the configuration.

**Note :** – We have already configured one infotype menu “TH” when we are creating [infogroups in SAP](#). You can edit this info type menu or create new one.

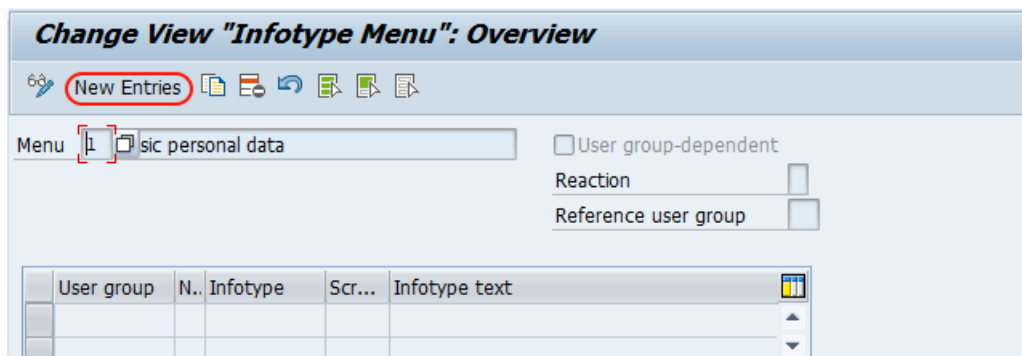
**Step 5 :** – Now click on back button or press function key F3 for choose activity screen. Click on infotype menu option to configure infotype menus in SAP as per client requirements.



On determine work area entry scree, enter menu key as “1”.



From change view infotype menu overview screen, click on new entries button to configure new infotype menu in SAP



On new entries menu (1 – basic personal data) screen, enter the required infotypes as per sequential order.

**New Entries: Overview of Added Entries**

Menu 1 Basic personal data ☐ User group-dependent

Reaction ☐

Reference user group ☐

	User group	No	Infotype	Scr...	Infotype text
		01	0000		Actions
		02	0001		Organizational Assignment
		03	0002		Personal Data
		04	0006		Addresses
		05	0009		Bank Details
		06	0040		Objects on Loan
		07	0021		Family Member/Dependents
		08	0022		Education
		09	0024		Qualifications
		10	0019		Monitoring of Tasks
		11	0041		Date Specifications
		12	0102		Grievances NA
		13	0105		Communication

Position... Entry 1 of 14

Click on save button and save the details.

Successfully we have defined new infotype menus in [SAP HR](#).

## SAP HR

» [Home - SAP HR Training Tutorial](#)

## SAP HR - Enterprise Structure

» [SAP HR - Company Code](#)

» [SAP HR - Personnel areas](#)

» [SAP HR - Personnel subareas](#)

» [SAP HR - Employee groups](#)

» [SAP HR - Employee Subgroups](#)

» [SAP HR - Assign Employee groups to Subgroups](#)

» [SAP HR - Assign Personnel areas to company code](#)

## SAP HR - Personnel Administration

» [SAP HR - User parameters](#)

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» [SAP HR - Infotypes](#)

- ▮ SAP HR - Infotype menus

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## SAP HR -Time Management

- ▮ SAP HR - Public holiday classes

- ▮ SAP HR - Personnel subarea groupings

- ▮ SAP HR - Daily work schedules

- ▮ SAP HR - Period work schedules

- ▮ SAP HR - Day types

- ▮ SAP HR - Group PS for Absences

- ▮ SAP HR - Absence types

- ▮ SAP HR - Counting class for PWS

- ▮ SAP HR - Settings group for time quotas

- ▮ SAP HR - Absence quota types

- ▮ SAP HR - Attendance quota types

- ▮ SAP HR - Define counting rules

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## SAP HR - Recruitment

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## SAP TCodes

- ▮ SAP TCodes