

# Employee PERNER Form



## UK EMPLOYEE PERNER FORM – [FOR UK EMPLOYEES ONLY](#)

This form should be used by UK employees who need to be added to the University's vendor database for reimbursements, etc. Please provide your name and PERNER number and forward to the Purchasing office at the email below.

If you are not sure how to find your PERNER number, there are instructions below beginning on the second page.

**Name:** \_\_\_\_\_

**UK Personnel # / Pers-Assgn:** \_\_\_\_\_

**Return Form to E-mail:** [vendorhelp@l.uky.edu](mailto:vendorhelp@l.uky.edu)

Note: For SRM Shopping Cart/PRD transactions, once the 8XXXXX number is established, there is typically a refresh period (~3 hrs.) before it is available for use.

An employee must have a travel vendor number (8nnnn) in order to receive reimbursements. Any employee seeking non-travel reimbursement (by PRD) who has not previously completed travel reimbursement on SAP's TRIP system must first register for a vendor number by using the University's standard Vendor Form. The employee completes the top portion only of the form, signs, and returns to the Purchasing Division as indicated. Registration requires knowledge of the employee's Personnel Number, also known as the "PERNER". The PERNER can be found by the departmental or unit Business Officer within SAP or by the employee through their *myUK* Employee Self-Service (ESS) tab. An employee's SSN or UK ID number cannot be used in lieu of the PERNER.

Reimbursements are deposited directly into the employee's personal banking account.

**Role:** Employee or Business Officer

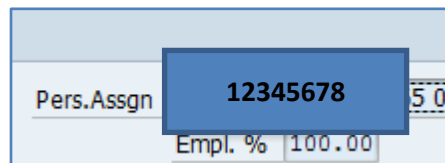
**Frequency:** As needed

## STEPS

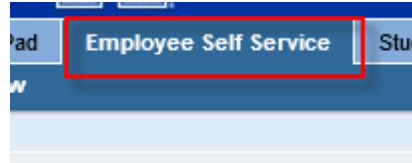
1. Complete your name and UK Personnel Number (PERNER). This can be located within SAP by the departmental Business Officer or within *myUK* ESS by the employee.

Printed Name: _____
UK Personnel # / Pers-Assgn: _____

a. SAP – The Business Officer can locate an employee's PERNER using SAP T-code PA20 for HR Master Data. The PERNER is the first 8 digits of the employee's Personnel Assignment.

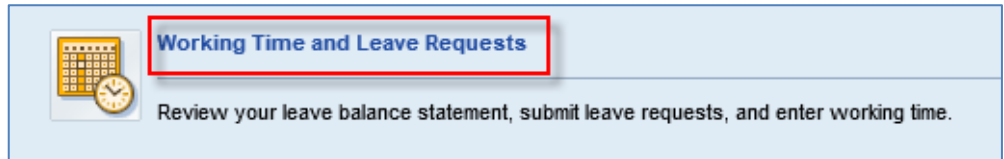


b. The employee can find their own PERNER within their myUK ESS tab.

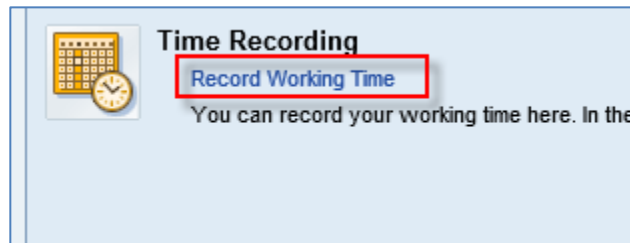


i.) Access your Employee Self-Service tab within myUK.

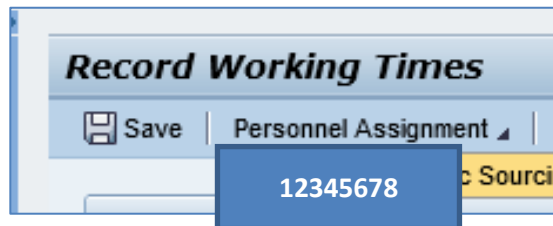
ii.) Select Working Time and Leave Requests



iii.) Under Time Recording, select Record Working Time



iv.) Click the arrow on the right end of Personnel Assignment button. The dropdown will reflect the employee's PERNER.



2. Once completed, return form to the Purchasing Office via the email provided

Return Form to E-mail: [vendorhelp@l.uky.edu](mailto:vendorhelp@l.uky.edu)