

Employee Vendor Number Overview

This Quick Reference Card provides a one-stop source for information relating to Employee Vendor Numbers.

In order to receive a personal reimbursement of any type, any person that is an active employee through Human Resources who is seeking reimbursement must have an 8nnnnn Employee Vendor Number. Since the majority of employee reimbursements are travel-related, the 8nnnnn number is created automatically for any employee for whom a Travel Reimbursement has been requested through the TRIP system. The form is not needed in any relation to University travel requests.

Requirement for completion of the vendor form is only needed for employees requesting non-travel reimbursements and that do not already have an 8nnnnn number.

The Employee Vendor Number is designed to deliver all reimbursements, travel-related or otherwise, to the employee's personal bank account via direct deposit.

The following persons are not subject to the requirement and will continue to be processed as a standard vendor:

1. An employee who serves in a business Custodian role for their department or unit, managing imprest (petty) cash transactions
2. Students receiving payments who are not active employees through Human Resources

To request an 8nnnnn for an employee reimbursement, use the updated Vendor Form on the Purchasing [website](#) or the UK Forms page. Please note:

- Previous versions of the vendor form, W-9s, or email requests cannot be accepted to establish the Employee Vendor Number. Any submissions will be rejected.
- Please delete any previous versions (dated prior to May 2017) of the University Vendor Form that may be present on your desktop or locally. A previous version of the Vendor Form utilized to request setup of an Employee Vendor Number will be returned. Entry of any employee must be on the new form.

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- Before submitting the form, please verify through a vendor search that the employee does not already have an 8nnnnn number in the University vendor file. The best search format is to enter all portions of the name with asterisks (*) on both ends and between search terms. Example: *John*Smith*
- Please be sure to check the Yes/No box at the top of the form.
- Address changes are handled by the employee directly within their Employee Self-Service (ESS) tab within myUK. Please do not use the form or email requests for employee address changes. Remember, the employee receives all reimbursements directly to their personal banking account via direct deposit rather than a mailed check.

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.

Frequently Asked Questions (FAQs) Regarding Employee Vendor Numbers

Question: What is the relationship between the TRIP travel system and employees receiving reimbursement for a separate transaction?

Answer: Since the majority of employee reimbursements are travel-related, TRIP is the lead system for all personal reimbursements. The 8nnnnn number is created automatically for any employee for whom a Travel Reimbursement Request has been processed through the TRIP system. Only a small portion of employee reimbursements are non-travel related. The form is only used for an employee seeking a non-travel related reimbursement and who does not previously have an 8nnnnn within TRIP.

If you are processing a non-travel reimbursement and the employee has an 8nnnnn number from TRIP, use this number as the vendor ID on the personal reimbursement.

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Question: I have an employee with an upcoming travel event. Do I need to submit the Employee Vendor Form for them relating to the travel request?

Answer: No - For travel processing within TRIP, the system will automatically create the 8nnnnn number for a first-time employee traveler.

Question: What is the "PERNER" and how do I find it?

Answer: For an employee seeking non-travel reimbursement and not previously registered within TRIP, follow the steps in the next section on how to request entry and provide their PERNER number.

Question: Can I just email the employer PERNER number to Purchasing for the person to be setup with an 8nnnnn number?

Answer: No - The information must be on the revised Vendor Form.

Question: Do I need to provide the form for all my employees so they can get setup with an 8nnnnn number in case they have reimbursements at some point?

Answer: No – The form only needs completed for an employee seeking an actual non-travel reimbursement at hand and that does not already have an 8nnnnn number within the TRIP system.

Question: Can I use the new form for both Employee Vendor Number requests and standard business vendors?

Answer: Yes – The updated form has a consolidated design. Use it for employees requesting setup of an 8nnnnn number as well as any standard business vendor or outside individual.

Question: One of my employees has a new address. Do we need to send a new completed form?

Answer: No – Address changes are managed by the employee through their Employee Self Service (ESS) tab within my myUK. Remember, all reimbursements are deposited directly into the employee's bank account; they will not receive a mailed check at their home address.

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Question: Can the employee just provide their Social Security Number (SSN) or UK ID number on the form?

Answer: Unfortunately no – the PERNER number has more system implications as it ties to personnel assignments within myUK. It is the only identification number that can be used.

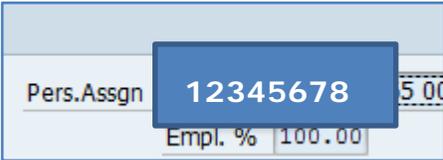
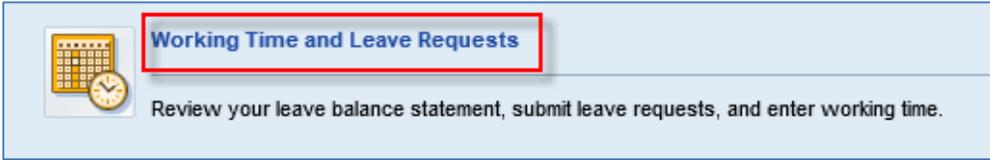
STEPS

1. Locate the form on the Purchasing [website](#)

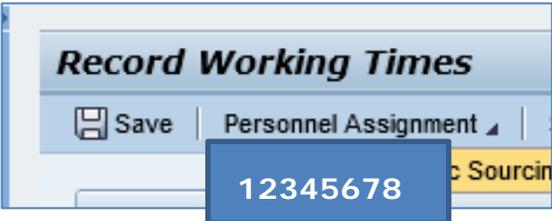
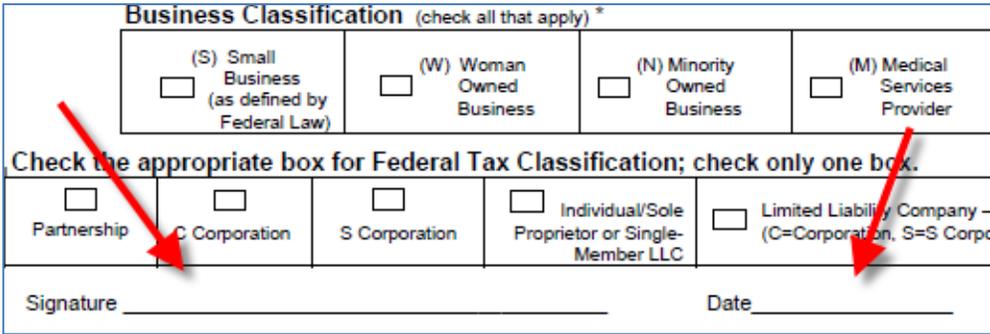
2. If University employee, check the Yes box.

3. 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.

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| <p>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.</p> |  |
| <p>b. The employee can find their own PERNER within their myUK ESS tab.</p> |  |
| <p>i.) Access your Employee Self-Service tab within myUK.</p> |  |
| <p>ii.) Select Working Time and Leave Requests</p> |  |

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| <p>iv.) Click the arrow on the right end of Personnel Assignment button. The dropdown will reflect the employee's PERNER.</p> |  |
| <p>4. Sign and date the form</p> |  |
| <p>5. Return form to the Purchasing Office via fax or email</p> | <div data-bbox="729 1100 1295 1308"><p>Return to the UK Purchasing Office: FAX: Vendor File @ 859-257-1951 E-mail: jreed@uky.edu</p></div> |