

Register for Employee Reimbursements and Locate Employee Personnel Number

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.

The form is located on the Purchasing Division [website](#). Reimbursements are deposited directly into the employee's personal banking account.

Role: Employee or Business Officer

Frequency: As needed

STEPS

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



EMPLOYEES ONLY

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

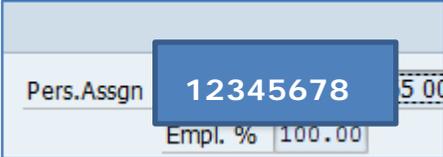
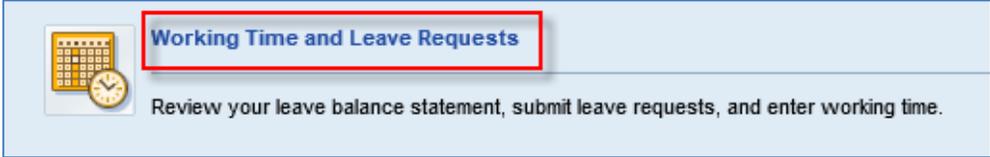
This form should be used by UK employees who need to be added to the university's vendor database for reimbursements, etc. Please provide your name and perner number and forward to the Purchasing office at the address below.

If you are not sure how to find your perner number, there are instructions at this link http://www.uky.edu/Purchasing/docs/qrc_perner.pdf.

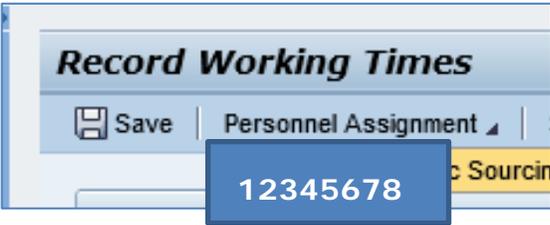
Printed Name:

UK Personnel # / Pers-Assgn:

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<p>2. 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.</p>	 <p>Printed Name: <input type="text"/></p> <p>UK Personnel # / Pers-Assgn: <input type="text"/></p>
<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>Pers.Assgn 12345678 5 00 Empl. % 100.00</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>Employee Self Service</p>
<p>ii.) Select Working Time and Leave Requests</p>	 <p>Working Time and Leave Requests</p> <p>Review your leave balance statement, submit leave requests, and enter working time.</p>

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<p>iii.) Under Time Recording, select Record Working Time</p>	 <p>The screenshot shows a 'Time Recording' window with a 'Record Working Time' button highlighted by a red box. Below the button, it says 'You can record your working time here. In the'.</p>
<p>iv.) Click the arrow on the right end of Personnel Assignment button. The dropdown will reflect the employee's PERNER.</p>	 <p>The screenshot shows a 'Record Working Times' window. The 'Personnel Assignment' dropdown menu is open, showing the value '12345678'.</p>
<p>3. Return form to the Purchasing Office via fax or email</p>	<p>Return form in one of the following ways:</p> <p>E-mail: jreed@uky.edu</p> <p>Fax: 859-257-1951</p> <p>Campus Mail: Purchasing Division 322 Peterson Service Bldg. ATTN: J. Reed Campus 0005</p>