Quick Reference Card Employee PERNER Number Overview

An employee must have an employee vendor number (8XXXXX) in order to receive reimbursements. The employee (or other authorized departmental staff member) completes and submits the PERNER number web form which is available on the Purchasing website to establish an employee vendor number.

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 *my*UK 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 account.

Role: Employee or Business Officer

Frequency: As needed

STEPS	
1. Locate the form on the Purchasing website	Your Email Address:*
	Employee Name:*
	Employee PERNER Number:* SUBMIT

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2a. 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.	Pers.Assgn 12345678 5.00 Empl. % 100.00
2b. The employee can find their own PERNER within their <i>my</i> UK ESS tab.	Pad Employee Self Service Stud
i.) Access your Employee Self- Service tab within <i>m</i> yUK.	
ii.) Select Working Time and Leave Requests	Working Time and Leave Requests Review your leave balance statement, submit leave requests, and enter working time.
iii.) Under Time Recording, select Record Working Time	Time Recording Record Working Time You can record your working time here. In the

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iv.) Click the arrow on the right end of Personnel Assignment button. The dropdown will reflect the employee's PERNER.	Record Working Times Save Personnel Assignment _ 12345678 Sourcin
3. Complete and submit the web form	Your Email Address:* johndoe@uky.edu Employee Name:* William Smith Employee PERNER Number:* XXXXXXXX SUBMIT