

## 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 *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 account.

**Role:** Employee or Business Officer

**Frequency:** As needed

### STEPS

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

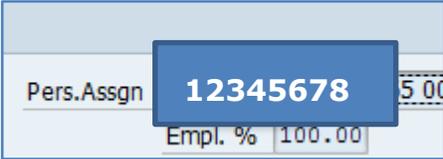
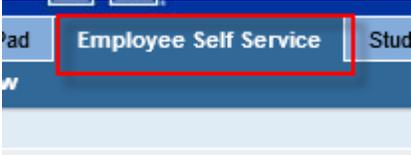
Your Email Address:\*

Employee Name:\*

Employee PERNER Number:\*

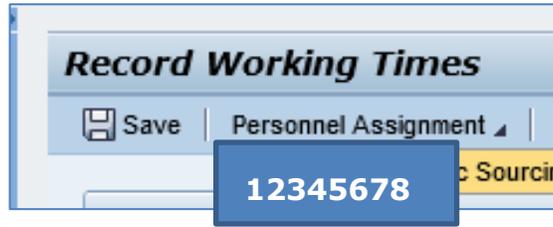
SUBMIT

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<p>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.</p>	
<p>2b. 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>	
<p>iii.) Under Time Recording, select Record Working Time</p>	

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



3. Complete and submit the web form

Your Email Address:\*

Employee Name:\*

Employee PERNER Number:\*