Performing an Advanced Employee Search

You can access an employee’s Payroll Record View (PRV) by using the EMPLOYEE SEARCH.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access PARIS at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>Log in to PARIS.</td>
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<tr>
<td>3.</td>
<td>Click EMPLOYEE SEARCH.</td>
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</tbody>
</table>
| 4.   | Enter search criteria in the known fields: UIN

LAST NAME
FIRST NAME
USERID

**NOTE:** The percent sign (%) can be used as a wildcard at the end of a text entry. Example: LAST NAME: Roosev%  FIRST NAME: T% |
| 5.   | Review, select or modify the search criteria from the following drop down menus:

- COA
- COLLEGE
- DEPARTMENT
- ORGANIZATION
- CAMPUS
- EMPLOYEE GROUP |
| 6.   | Check INCLUDE TERMINATED EMPLOYEES to include terminated employees in the search. |
| 7.   | Click the Search button.
The search results will display in the section below. |
| 8.   | Click the row for the appropriate employee to highlight your choice. |
| 9.   | Click the Select button.
The Payroll Record View (PRV) opens for the employee. |