

## Performing an Advanced Employee Search

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

Step	Task
1.	Access <b>PARIS</b> at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a> .
2.	Log in to <b>PARIS</b> .
3.	Click <b>EMPLOYEE SEARCH</b> .
4.	Enter search criteria in the known fields: <b>UIN</b> <b>LAST NAME</b> <b>FIRST NAME</b> <b>USERID</b>  <b>NOTE:</b> The percent sign (%) can be used as a wildcard at the end of a text entry. Example: <b>LAST NAME:</b> Roosev% <b>FIRST NAME:</b> T%
5.	Review, select or modify the search criteria from the following drop down menus: <ul style="list-style-type: none"> <li>• <b>COA</b></li> <li>• <b>COLLEGE</b></li> <li>• <b>DEPARTMENT</b></li> <li>• <b>ORGANIZATION</b></li> <li>• <b>CAMPUS</b></li> <li>• <b>EMPLOYEE GROUP</b></li> </ul>
6.	Check <b>INCLUDE TERMINATED EMPLOYEES</b> to include terminated employees in the search.
7.	Click the <b>Search</b> 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 <b>Select</b> button. The <b>Payroll Record View (PRV)</b> opens for the employee.