Viewing Transaction History

Keep track of payroll adjustments that have been submitted for an employee through ***PARIS*** in **Transaction History**. You can view transactions, the status of the transactions, and a detailed **Audit Trail** for each component of the transaction.

Step	Task
1.	Access ***PARIS*** at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/.
2.	Log in to ***PARIS****.*
3.	Enter employee's UIN in the **QUICK SEARCH** field. **OR** Click **EMPLOYEE SEARCH** and select the criteria. **NOTE:** See the Performing an Advanced Employee Search Job Aid for help.
4.	Click the **Search** button. *The **Payroll Record View (PRV)** opens.*
5.	Select **Transaction History** under the **TRANSACTIONS** menu.
6.	Click the **Select** button for the adjustment transaction you want to view. **NOTE:** Use the information in the **Trans Type** and **Pay Event Info** columns to determine your selection if multiple transactions appear.
7.	Click the **Select** button under **Component History** for the component you want to view. The **Audit Trail** displays the details of the transaction component in the following columns: • **Action** – short description of the action or change • **Action Timestamp** – date and time the action was performed • **Stop** – route stop to which the transaction progressed and the action taken at that stop (e.g. ORG:Default:Review – department review) • **Owner** – individual that performed the action or change • **Owner Cam COA:Org** – the owner's campus and home org. • **Accordion/Screen** – data set containing action or change • **Changes/Notes** – short description of the action or change • **User/System Change** – indicator of whether the action or change was performed by the system or a user