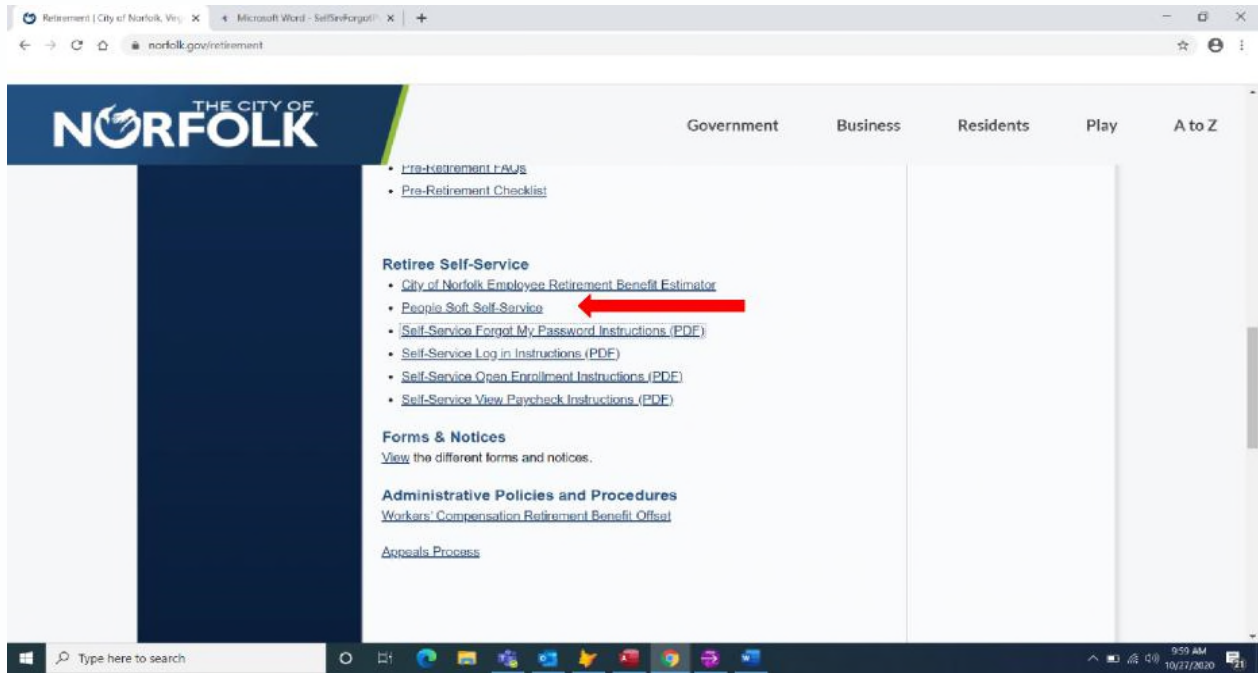


## Self-Service View Paycheck Instructions for Retirees

1. Go to the City of Norfolk's web site: <http://www.norfolk.gov/retirement>
2. Click on "PeopleSoft Self-Service" hyperlink at the bottom of the page.



3. Enter your User ID (retiree's employee id) and Password. Then, click Sign In. (Your password must be at least seven characters and include one capital letter, one number, and one special character.)

Note: If this is your first time logging into PeopleSoft Self-Service, please refer to the Self-Service Log-in Instructions under Retiree Self-Service (see above). If you have signed in once and forgot your password, please refer to the Self-Service Forgot My Password Instructions, also under Retiree Self-Service (see above).



4. Click "Payroll" tile.

Employee Self Service

Open Enrollment


No Enrollment Available At This Time

Payroll




Last Pay Date 02/26/2021

Personal Details



Benefit Details



5. Click "Paychecks" tile.

Payroll

Paychecks



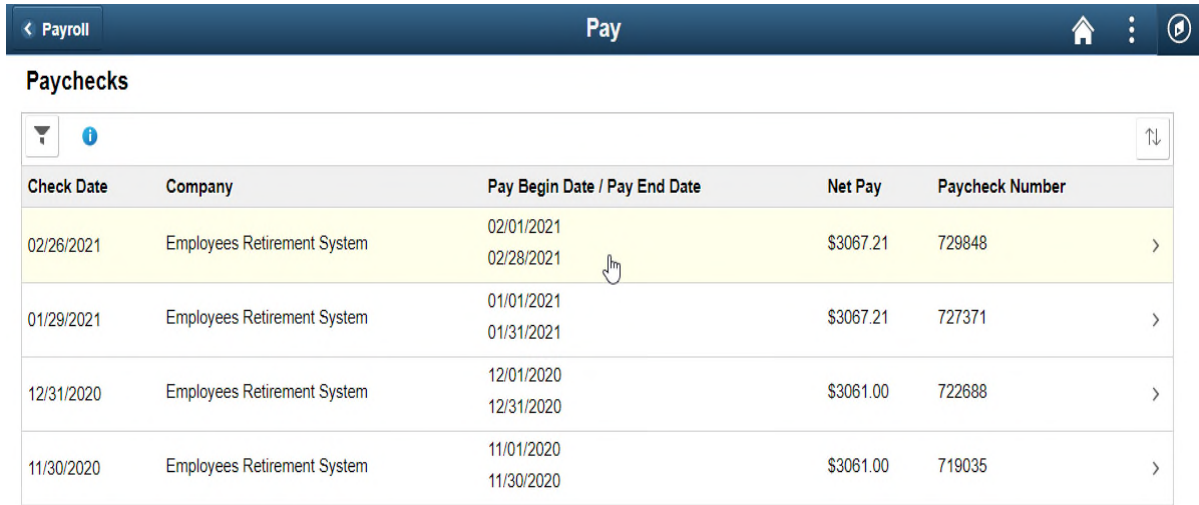
Pay Date	02/26/2021
Net Pay	\$3,067.21
Taxes	\$660.16
Deductions	\$0.00
Total Gross	\$3,727.37

Direct Deposit

1  
Account

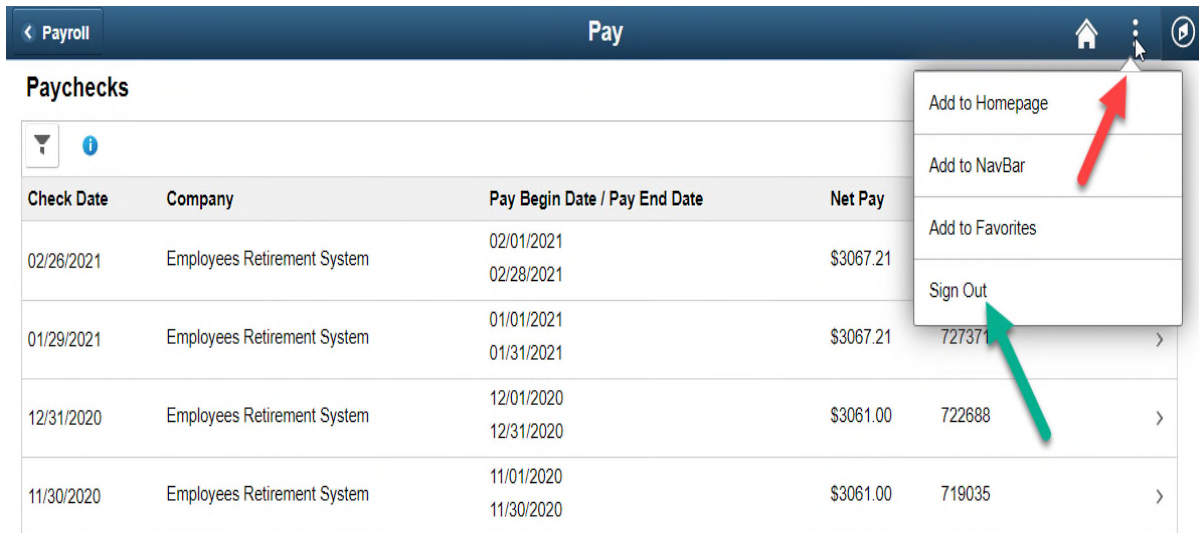
Updated 10/31/2018

**6. Select and click a Check Date that you would like to review.**



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/26/2021	Employees Retirement System	02/01/2021 02/28/2021	\$3067.21	729848
01/29/2021	Employees Retirement System	01/01/2021 01/31/2021	\$3067.21	727371
12/31/2020	Employees Retirement System	12/01/2020 12/31/2020	\$3061.00	722688
11/30/2020	Employees Retirement System	11/01/2020 11/30/2020	\$3061.00	719035

**7. To exit PeopleSoft, click the vertical ellipsis, and select "Sign Out" from the drop list.**



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/26/2021	Employees Retirement System	02/01/2021 02/28/2021	\$3067.21	
01/29/2021	Employees Retirement System	01/01/2021 01/31/2021	\$3067.21	727371
12/31/2020	Employees Retirement System	12/01/2020 12/31/2020	\$3061.00	722688
11/30/2020	Employees Retirement System	11/01/2020 11/30/2020	\$3061.00	719035

- Add to Homepage
- Add to NavBar
- Add to Favorites
- Sign Out