

Self-Service View Paycheck Instructions For Retirees

1. Go to City of Norfolk's web site: www.norfolk.gov/retirement
2. Click on PeopleSoft Self-Service hyperlink.

Home > Departments > Finance > Retirement

Retirement

Retirement Bureau
The bureau maintains information necessary to administer benefit payments to members, performs accounting and payroll tasks according to federal and state regulations pertaining to qualified pension funds, and provides retirement and death benefits to the system membership in accordance with Chapter 37 of the Norfolk City Code.

Pay Advices No Longer Printed/Mailed
Beginning March 31, 2015, pay advices will no longer be printed and mailed to retirees. Instead, retirees will be able to view their pay advices (both past and current) online using PeopleSoft Self-Service. This service is available any day of the week and any time of the day. Detailed below are step by step instructions on how to access and view pay advices online. Current pay advices can be viewed two to three days in advance of the payday, but the funds will not be deposited into your account until the actual payday. For additional assistance, please call Norfolk's IMPACT Call Center at 664-6510, Monday through Friday, 7 am to 6 pm.

Retiree Self-Service

- [PeopleSoft Self-Service](#)
- [Self-Service Log in Instructions](#)
- [Self-Service Forgot My Password Instructions](#)
- [Self-Service Open Enrollment Instructions](#)
- [Self-Service View Paycheck Instructions](#)

Forms

- [Change of Address](#)
- [Direct Deposit](#)
- [IRS W-4P](#)
- [Virginia Form VA-4P](#)

Reports

- [Retirement System CAFR](#)

CONTACT US
Ron Fritch
Acting Director of Retirement
[Email](#)

810 Union Street
Room 309
Norfolk, VA 23510
PH: 757-664-4738
FX: 757-664-4098

QUICK LINKS

- Norfolk City Code Chapter 37
- Norfolk Retired Employees Association
- ICMA Retirement Corporation
- Social Security Administration
- Virginia Retirement System

[VIEW ALL](#)

NOTE: *If you have not signed on before please review the Self-Service Log in Instructions before continuing with these instructions.*

- 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. If you are having a problem with your password, please contact the City of Norfolk IMPACT Care Center at 757-664-6510 for assistance Monday through Friday between 7:00 am and 6:00 pm.)*

ORACLE
PEOPLESOFT ENTERPRISE

<p>User ID <input type="text" value="01234R"/></p> <p>Password <input type="password" value="*****"/></p> <p style="text-align: center;">Sign In</p>	<p>Select a Language</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Română</td> <td>Suomi</td> </tr> <tr> <td>Svenska</td> <td>Türkçe</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Română	Suomi	Svenska	Türkçe	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
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- Click on the Main Menu tab at the top of the page.

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

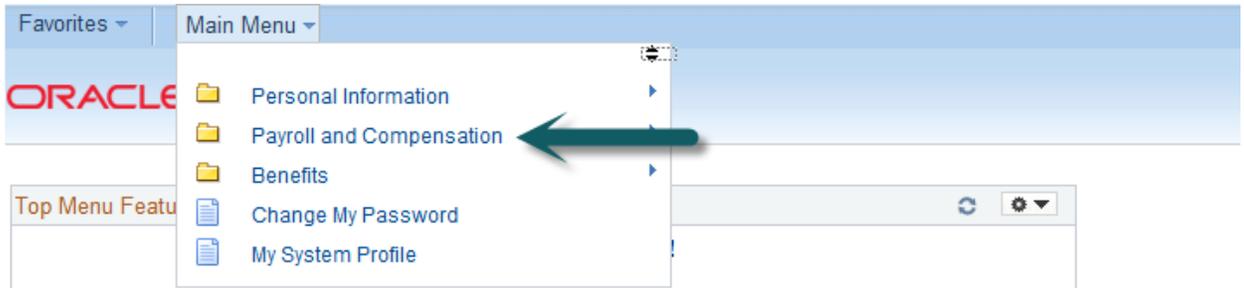
Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

5. Click on Payroll and Compensation.



The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.



Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.



Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.



6. To review your current and prior paychecks (pay advice), click on View Paycheck.

7. Click the View Paycheck of the pay advice you would like to review.

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Select Paycheck		Personalize Find View All First 1-8 of 64 Last					
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
04/30/2015	View Paycheck	Employees Retirement System	04/01/2015	04/30/2015	\$558.45	457389	<input checked="" type="checkbox"/>
03/31/2015	View Paycheck	Employees Retirement System	03/01/2015	03/31/2015	\$558.45	453977	<input checked="" type="checkbox"/>
02/27/2015	View Paycheck	Employees Retirement System	02/01/2015	02/28/2015	\$558.45	450575	<input checked="" type="checkbox"/>
01/30/2015	View Paycheck	Employees Retirement System	01/01/2015	01/31/2015	\$558.45	447186	<input checked="" type="checkbox"/>
12/31/2014	View Paycheck	Employees Retirement System	12/01/2014	12/31/2014	\$558.03	443656	<input checked="" type="checkbox"/>
11/26/2014	View Paycheck	Employees Retirement System	11/01/2014	11/30/2014	\$558.03	440417	<input checked="" type="checkbox"/>
10/31/2014	View Paycheck	Employees Retirement System	10/01/2014	10/31/2014	\$558.03	437035	<input checked="" type="checkbox"/>
09/30/2014	View Paycheck	Employees Retirement System	09/01/2014	09/30/2014	\$558.03	433653	<input checked="" type="checkbox"/>

8. Below is an example of a pay advice

Employees Retirement System City Hall Building Room 309, 810 Union Street Norfolk, VA 23510-1531		Pay Group: RET-Retiree Pay Group Pay Begin Date: 01/01/2015 Pay End Date: 01/31/2015	Business Unit: STDBU Advice #: 000000000447186 Advice Date: 01/30/2015		
Employee ID: Department: 0099004050-Retirement Department Location: City Hall Building Job Title: Retired Pay Rate: \$587.45 Monthly		TAX DATA: Marital Status: Single Allowances: 0 Adtl. Pct: Adtl. Amt:	Federal Exempt VA State		
HOURS AND EARNINGS			TAXES		
<u>Description</u> RET-Pension Accumulation RET-Supplement Income	----- Current <u>Rate</u> ----- Hours ----- <u>Earnings</u> ----- YTD <u>Hours</u> ----- <u>Earnings</u> -----	----- Current ----- Hours ----- YTD -----	<u>Description</u> Fed Withholding VA Withholding	----- Current ----- YTD -----	
TOTAL:			TOTAL:		
0.00 599.20 176.00 599.20			40.75 40.75		
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
<u>Description</u> Current YTD	----- Current ----- YTD -----	<u>Description</u> Current YTD	----- Current ----- YTD -----	<u>Description</u> Current YTD	----- Current ----- YTD -----
TOTAL:		TOTAL:		*TAXABLE	
0.00 0.00		0.00 0.00			
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
TOTAL DEDUCTIONS		NET PAY			
Current YTD	599.20 599.20	599.20 599.20	40.75 40.75	0.00 0.00	558.45 558.45
LEAVE TYPE		BALANCE		NET PAY DISTRIBUTION	
				Advice #000000000447186 Checking \$558.45	
				TOTAL: \$558.45	
MESSAGE:					

NOTE: If you are not enrolled in direct deposit and receive only checks, your View Paycheck screen will look like the example below

View Paycheck

Company Employees Retirement System	Net Pay \$557.61
Address City Hall Building Room 309 810 Union Street Norfolk, VA 23510-1531	Pay Begin Date 12/01/2013 Pay End Date 12/31/2013 Check Date 12/31/2013

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

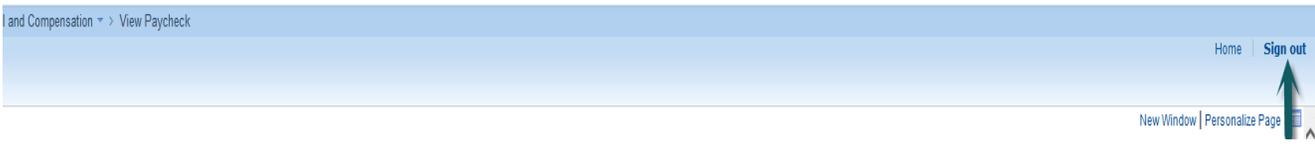
General	
Name	Business Unit STDBU
Employee ID	Pay Group Retiree Pay Group
Address	Department 0099004050 - Retirement Depart
	Location City Hall Building
	Job Title Retired
	Pay Rate \$587.45 Monthly

Tax Data	
Fed Marital Status Single	VA Marital Status Exempt
Fed Allowances 0	WH Allows 0
Fed Addl Percent 0.000	VA Addl Percent 0.000
Fed Addl Amount \$0.00	VA Addl Amount \$0.00

Paycheck Summary					
Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	599.20	599.20	41.59	0.00	557.61

Earnings				Taxes	
Description	Hours	Rate	Amount	Description	Amount
Pension			587.45	Fed Withholding	41.59
Supp Incom			11.75	VA Withholding	
Total:			599.20	Total:	41.59

9. To exit PeopleSoft, click Sign out in the upper top-right corner.



10. If you have any questions or concerns, please contact the City of Norfolk IMPACT Care Center at 757-664-6510 for assistance Monday through Friday between 7:00 am and 6:00 pm.