1. Go to the City of Norfolk’s web site: [http://www.norfolk.gov/retirement](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.

5. Click “Paychecks” tile.
6. Select and click a Check Date that you would like to review.

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