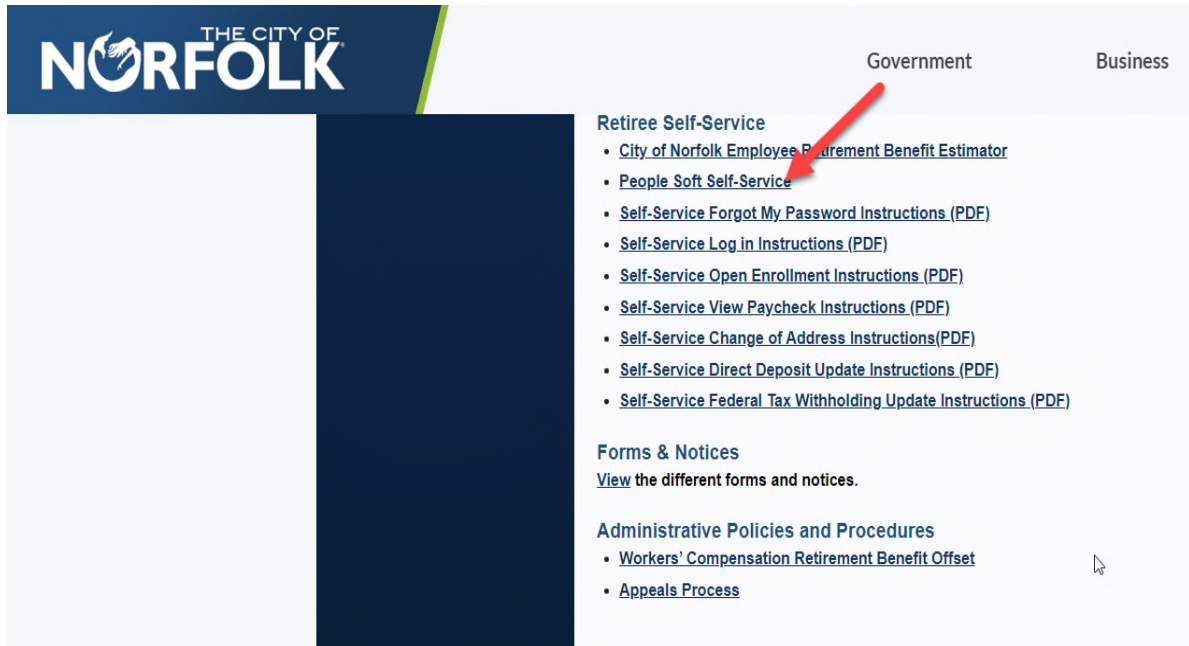


Self-Service Address Change for Retirees

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.



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

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. 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.).



4. Click "Personal Details" tile.

Employee Self Service

Open Enrollment

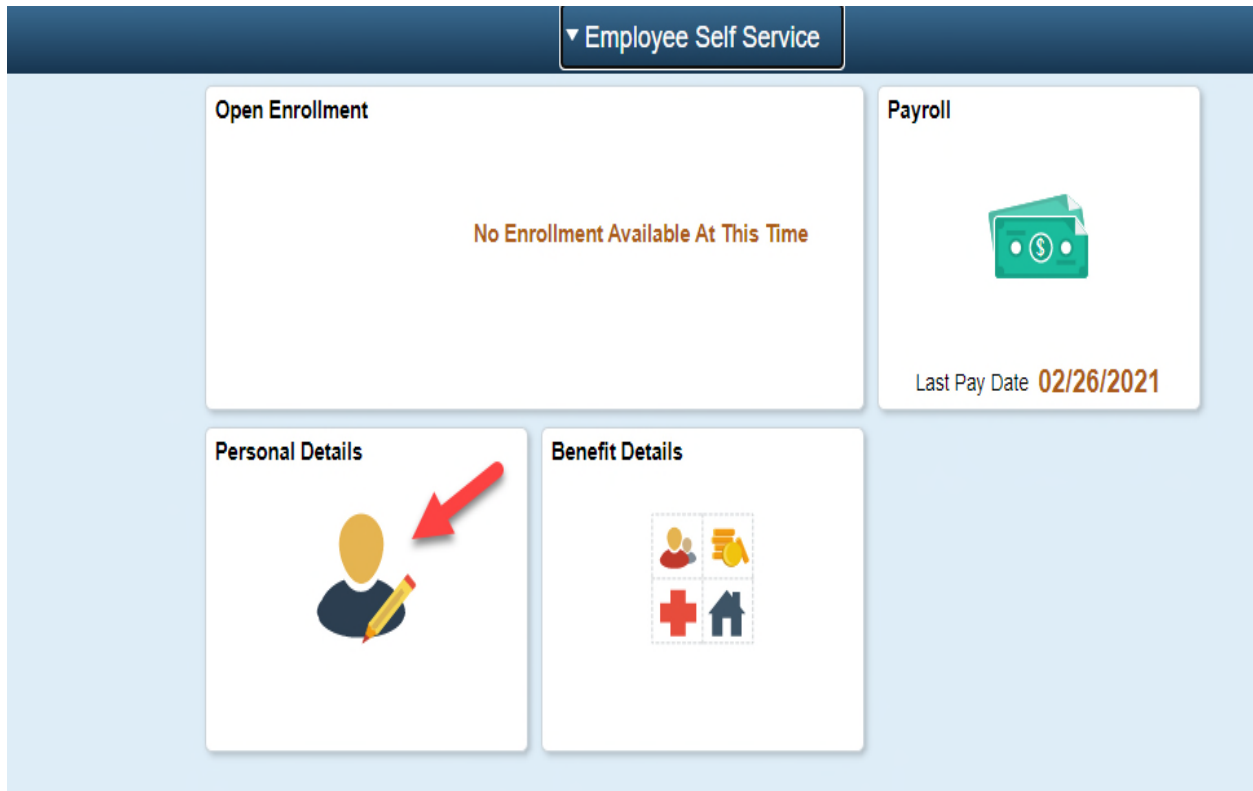
No Enrollment Available At This Time

Payroll

Last Pay Date 02/26/2021

Personal Details

Benefit Details



5. Click "Addresses" tile.

Personal Details

Addresses

Pending Approval

Contact Details

4 Details

Emergency Contacts

1 Contact

Marital Status

Updated 03/16/2021

Name

Pending Approval

Ethnic Groups

1 Ethnic Group

Additional Information



6. You will see your address on this page. To Edit, select and click the address you want to change.

Personal Details

Carolyn Hadden
Retired

Addresses

Home Address			
1234 MAIN STREET NORFOLK, VA 23510	Current		>
1243 Sams Way Goodview, VA 24095 Bedford	As of 09/30/2014	Submitted for Approval	

Mailing Address

12345 Main Street Norfolk, VA 23510	As of 04/15/2021	Submitted for Approval	
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7. Type in your new address and make sure you Save.

Cancel Address Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 04/15/2021

Address Type Home

Country United States

Address 1 1234 MAIN STREET

Address 2

Address 3

City NORFOLK

State Virginia

*Postal 23510

County

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

