

PeopleSoft Retiree Self-Service View Paycheck Instructions on Windows 10

1. At this time, we recommend using Mozilla Firefox (at least version 17) or Google Chrome (at least version 24) in order to view your paycheck within PeopleSoft. PeopleSoft currently is not certified with the new Windows 10 browser: Microsoft Edge. We also do not recommend using Internet Explorer on a Windows 10 machine at this time to view your paycheck.
2. If you currently do not have Firefox or Chrome on your Windows 10 machine, please download them from their respective sites:
 - Firefox: https://www.mozilla.org/en-US/firefox/new/?utm_source=firefox-com&utm_medium=referral
 - Chrome: <https://www.google.com/chrome/>

Please click the 'Free Download' (*Firefox*) or 'Download now' (*Chrome*) button and follow the steps in the wizard to download browser.

3. Once you have downloaded and opened either Firefox or Chrome using the icon(s) on your desktop.



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- Next, go to www.norfolk.gov/retirement and click on the PeopleSoft Self-Service link under Retiree Self-Service.

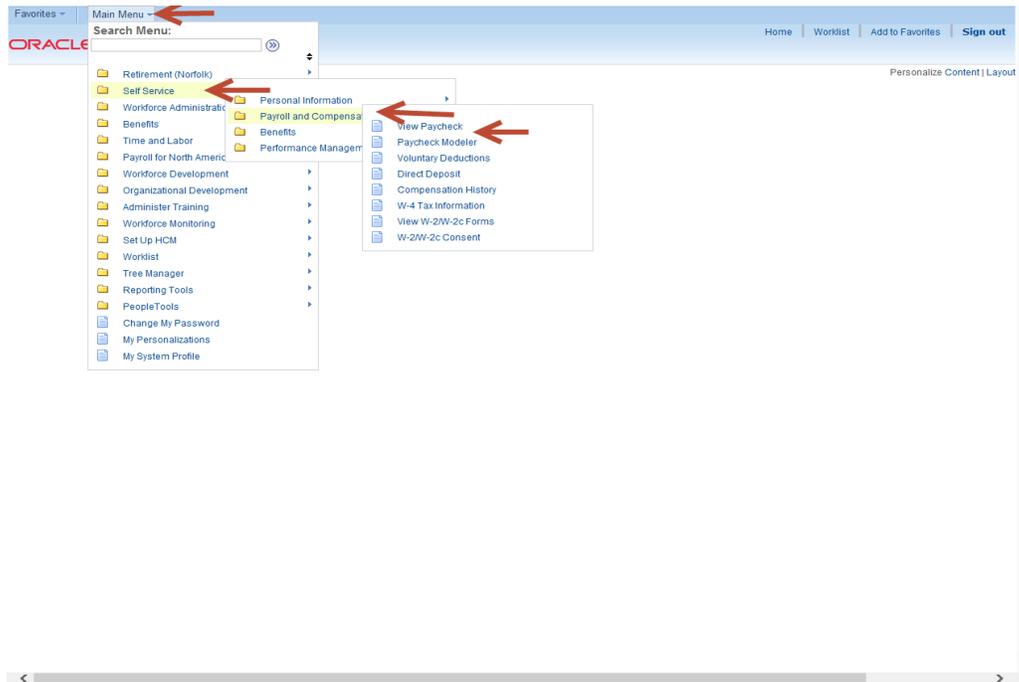
The screenshot shows the Norfolk Retirement Bureau website. The main content area is titled "Retirement" and includes sections for "Retirement Bureau", "News and Announcements", "Retiree Self-Service", "Forms", and "Reports". A red arrow points to the "PeopleSoft Self-Service" link in the "Retiree Self-Service" section. The "Retiree Self-Service" section also includes links for "Self-Service Log in Instructions", "Self-Service Forgot My Password Instructions", "Self-Service Open Enrollment Instructions", and "Self-Service View Paycheck Instructions".

- Enter in your User ID and Password for PeopleSoft at the following screen.

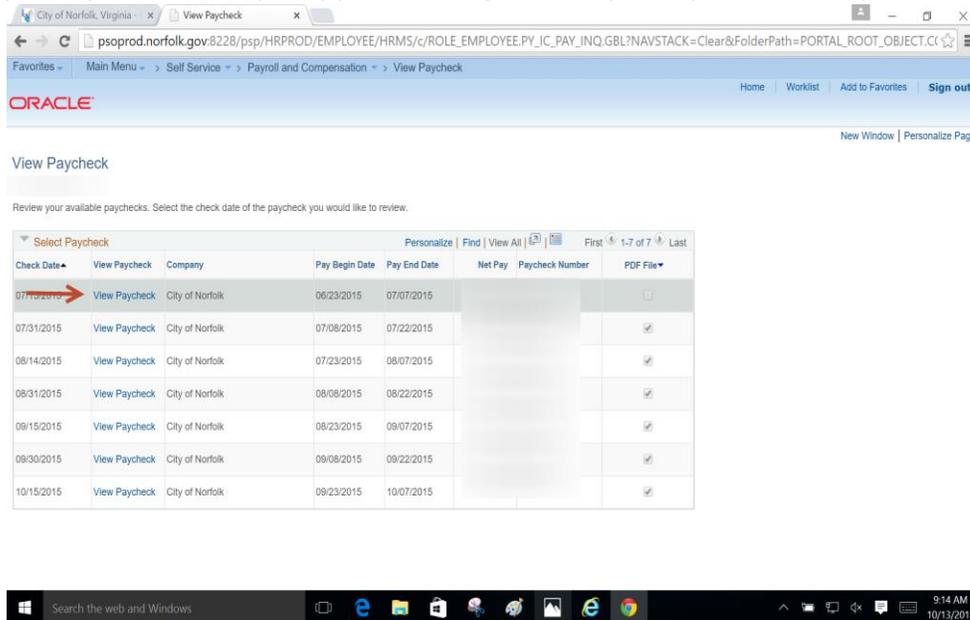
The screenshot shows the Oracle PeopleSoft Enterprise login screen. The "User ID" field contains "00159" and the "Password" field is empty. A "Sign In" button is visible below the password field. To the right, there is a "Select a Language" menu with the following options: English, Dansk, Français, Italiano, Nederlands, Polski, Română, Svenska, Čeština, 한국어, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Suomi, Türkçe, 日本語, Русский, 简体中文, العربية.

- Once you have logged into PeopleSoft, click on Main Menu at the top of the page. Click on Self-Service -> Payroll and Compensation -> View Paycheck.

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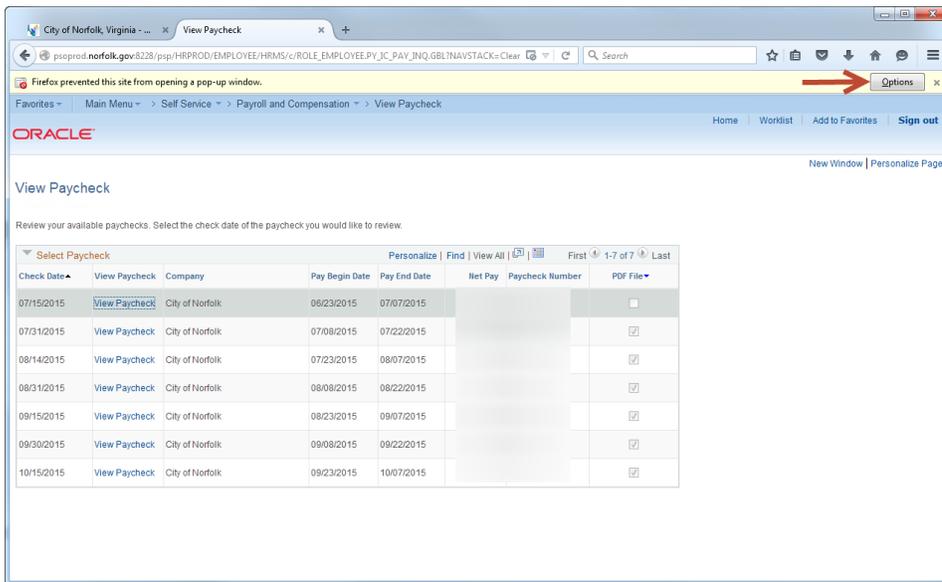
- Next, click View Paycheck link of the Check Date you are searching for. *(If you are using Firefox, please proceed to Step 9. If you are using Chrome, please proceed to Step 11.)*



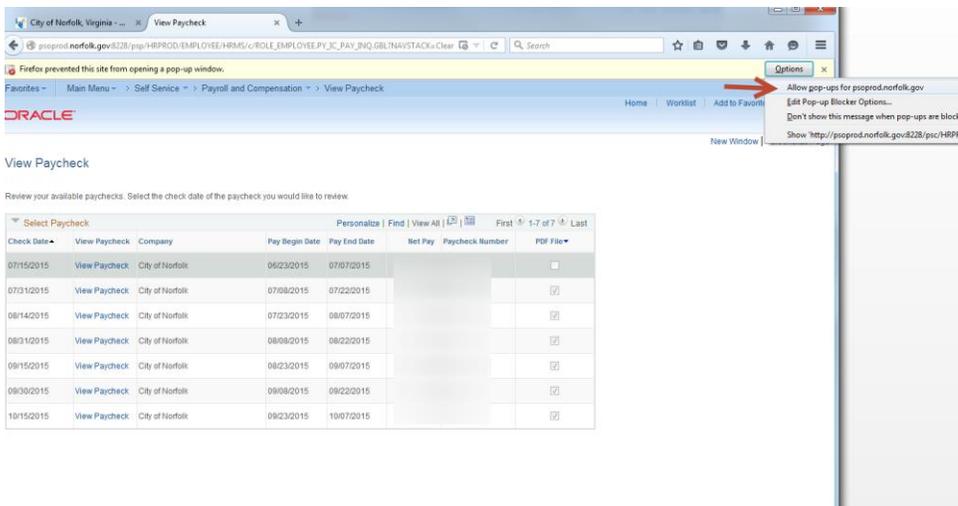
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For Firefox users

8. You will need to allow pop-ups in order to view your Paycheck in Firefox. Click on the Options button in the yellow box near the top of the page.



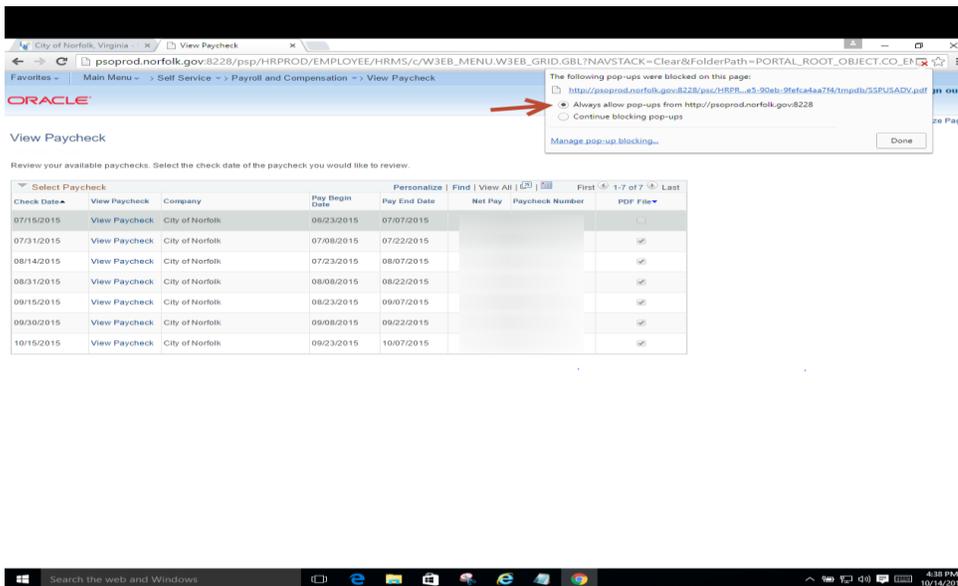
9. Click 'Allow pop-ups for...' Once you have allowed pop-ups, your Paycheck should automatically open.



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For Chrome users

10. You will need to allow pop-ups in order to view your Paycheck in Chrome. Click 'Always allow pop-ups...' in the box in the top-right corner.



11. A PDF version of your paycheck should now appear.