# Self-Service Update Direct Deposit For Retirees

1. Go to City of Norfolk's web site: www.norfolk.gov/retirement

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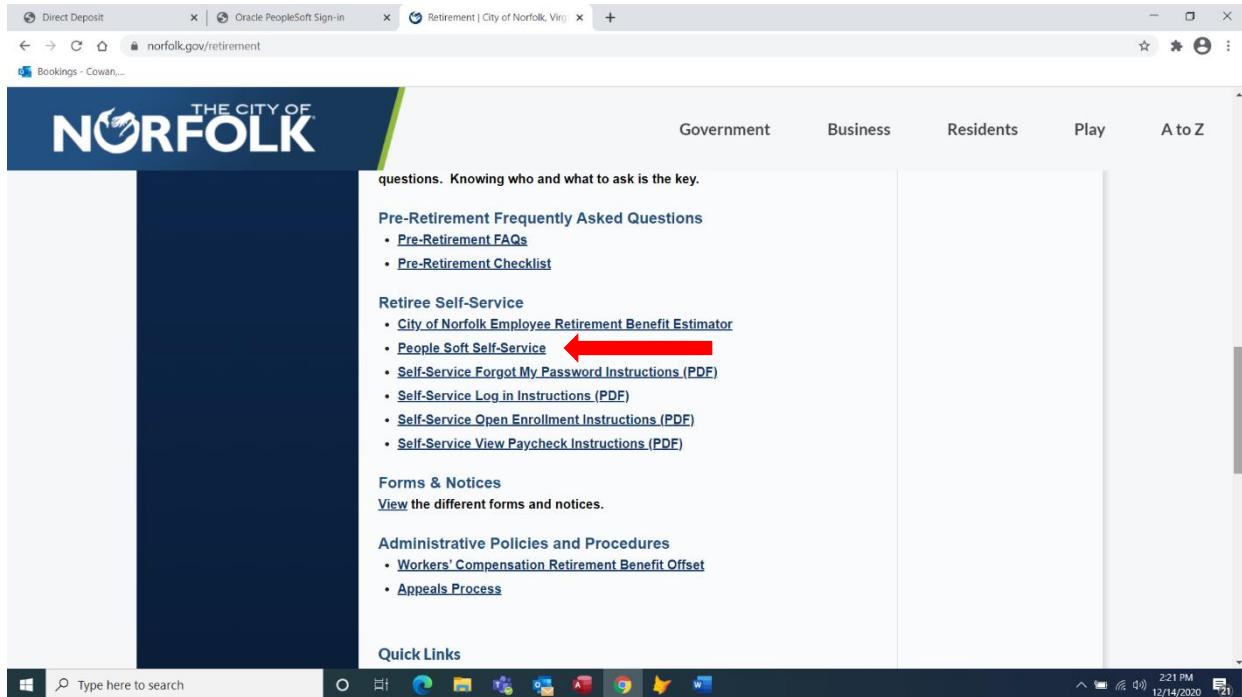
NOTE: *If you have not signed on before please review the Self-Service Log in Instructions before continuing with these instructions.*

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 on the Main Menu tab at the top of the page.
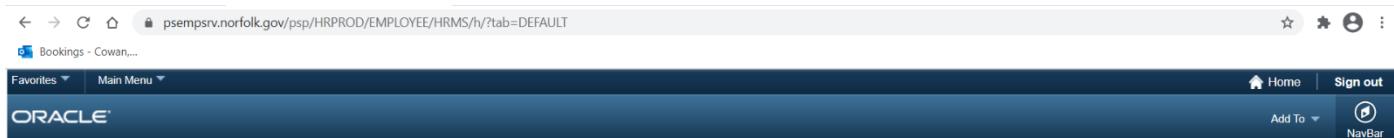
5. Click on Self-Service.

6. Click on Payroll and Compensation.
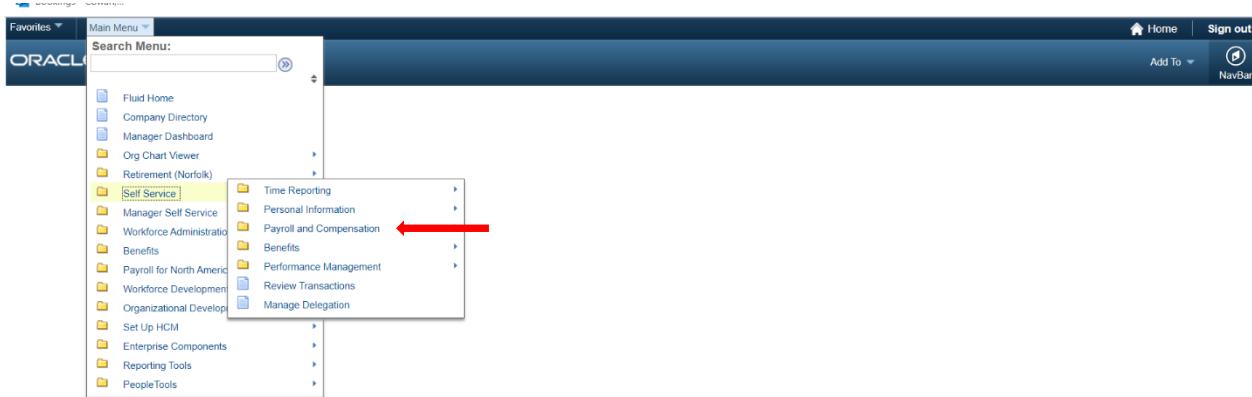
7. Next, click on Direct Deposit.
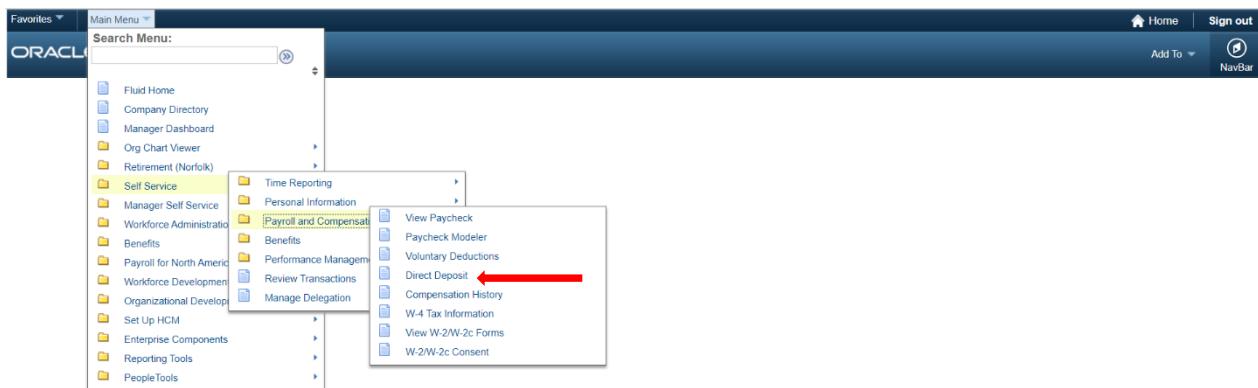
8. Once opened, you will see your account information. To Edit, click on the Pencil icon.

Attention New Retirees: Your direct deposit information on file as an active employee, does not automatically transfer to the Retirement System. You are required to file your Direct Deposit information with the Retirement System at the time of your retirement.

Thank you for your adherence to the direct deposit policies and for your service to the City of Norfolk.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking			Balance of Net Pay		999	🖉	🗑

Add Account

9. Type in your new account and routing number. Ensure the Account Type is listed as either Checking or Savings. Deposit Type should always say Balance of Net Pay. If you would like only a portion entered into your new account then you would type in your percentage or

amount in the appropriate box. Deposit order should always read "999". Once completed ensure you hit Submit.

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| Favorites ▾ | Main Menu ▾ | > | Self Service ▾ | > | Payroll and Compensation ▾ | > | Direct Deposit |

ORACLE

Direct Deposit
Change Direct Deposit

Your Bank Information

Routing Number   ←   **Bank of America N.A.**
                                                              View Check Example

Distribution Instructions

Account Number   ←

Retype Account Number

*Account Type Checking   ▾   ←

*Deposit Type Balance of Net Pay   ▾

Amount or Percent   ←

*Deposit Order 999   (Example: 1 = First Account Processed)

By clicking the Submit button below, you are confirming that you have read and understand the following statement:

I hereby authorize the City of Norfolk to deposit my net pay to the financial institution listed above. In the event funds to which I am not entitled are deposited to my account, I hereby authorize the City of Norfolk to direct the bank to return said funds.

                                                        Submit   ←

* Required Field
Return to Direct Deposit

10. Once completed Sign Out by clicking on Sign Out in upper left-hand corner.

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