

RAPIDS Retiree Self Service Step-By-Step Instructions: How to View and Print Your Payslip

Please turn on your computer, and go to www.richmondgov.com/retirment:

STEP	WRITTEN DIRECTIONS	РНОТО
Step 1	On the Richmond Retirement System website, click <i>Login</i> . The web address is www.richmondgov.com/retirement.	New! RAPIDS Detiree Self Service Login View Video Tutorials and FAOs
Step 2	On the RAPIDS Retiree Self Service login page, enter your user name. This is your last name, first initial, and the four digit year that you were born. If this is your first time using RAPIDS Retiree Self Service, please see the How to Register for the First Time YouTube video or step-by-step instructions.	*User Name DemoRetireeJ1950 *Password (example: 4u99v23) Login Cancel Login Assistance Register here Accessibility None

Step 3	Next, enter the password that you created.	*User Name DemoRetireeJ1950 *Password (example: 4u99v23) Login Cancel
	If you forget your password; click <i>Login</i> Assistance.	Login Assistance Register here Accessibility None
Step 4		*User Name DemoRetiree (1950
	Click Login.	*Password Under Cancel Login Assistance Register here
		Accessibility None

Step 5	Once logged in, on the left hand side of your screen, click the + sign next to <i>Retiree Self Service</i> .	Restrictions Enterprise Search All Oracle Applications Home Page Main Menu Personalize From Tr From Tr From Tr	list Ype IR IMX Notification Workflow (Account Request) Vacation Rules - Redirect or auto-respond to Worklist Access - Specify which users can vie
Step 6	Next, click <i>Payslip</i> .	Cracle Applications Home Page Main Menu Personalize Retiree Self Service RRS Web Site	rklist Iype HR UMX Notification Workflow (Account Request) Vacation Rules - Redirect or auto-respond to Worklist Access - Specify which users can vie

Step 7	In the drop down menu, select the pay period you wish to view. All pension payments on or after August 31, 2012 should be stored in RAPIDS Retiree Self Service. Next, click <i>Go</i> .	Payslip - Windows Internet Explorer Image: Source State	augicA HTML (PF spHruchon Jd- MALKer HT Service This Se	121808resp.JS-508108resp.Js Convert • Convert • Scott Scott Day Begin Date D1-Aug-2012	ppl.JH=0008security.group.JH=00 Select • Select • Navigator Retiree Type (Pay basis Frage Sun Grade Employer Address Pay End D 31-Aug-201	ara, cod=-USRparame=Uerint2.2 Retries/Survicer Nar Business G Business G B	Act A Construction of the second seco	Syn In 4 - Syn In 4 - Meride Control (1997) out Preferences Help Int System Annual Salary 0.00
Step 8	Scroll to see your gross and net amounts. The first is your RRS pension payment, and the second is the amount that you receive after the RRS makes payments on your behalf to the IRS, Virginia Department of Taxation, CIGNA, Delta Dental or others.	Paystip Windows Internet Laplor Paystip Windows Internet Laplor Paystip Windows Internet Laplor Paystip Paystip Windows Internet Laplor Paystip P	er ond vau(KA) HTMLBF jup/function ju p MARA 012 NAY k Lane Payment Date 11-Lup-2012	d-121802erep_d-500109erep_d e	seld, 3-b000security, group, 34-b01e Select Employer Address Pay End Dat Pre-Tas 0.00 Current Hours	9,006039pwws-Lanks20.bt v 0 E Broad St chronod 2219 e Taxes 26.67 26.67 26.67	Pay Rate 0.00 Deductions 251.00 251.00 VID Hours	C Syn In Syn In Pope Toole Annual Solary 0.0 Net Pay 721.55 721.55 YUD Amount

Step 9		Hours and Earnings					
		Description Start Date Regular Pension	End Date	Current Hours	Current Amount 1000.00	YTD Hours	VID Amount 1000.00
	Detailed information about your deductions, are shown in 3 separate boxes; (1) the Pre-Tax Deductions box, (2) the Taxes box, and (3) the After-Tax	Pre-Tax Deductions		Taxes			
		Description No results found.	Current	VID Description VA State Tax		Current 26.67	VTD 26.67
		After-Tax Deductions					
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		Health Plan	226.32	226.32			
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	Deductions box.	Check/Deposit Number 1996	Bank Name	Account Type	Account Number		Amount 721.35
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	Printing payslips will be different from computer to computer.Many people will be able to click File on the top left corner of their screen, scrolling down to print.Others may be able to use their keyboard and press CTRL and P at the same time.		New Windo	ow Ctrl+N	E .		
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Step 11					
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If you have any additional questions, please call the DIT Help Desk to speak with a RAPIDS specialist. The phone number is (804) 646-6367, and select option 2.

For retirement-related questions, or if you have questions about your payslip, please call the RRS at (804) 646-5958.