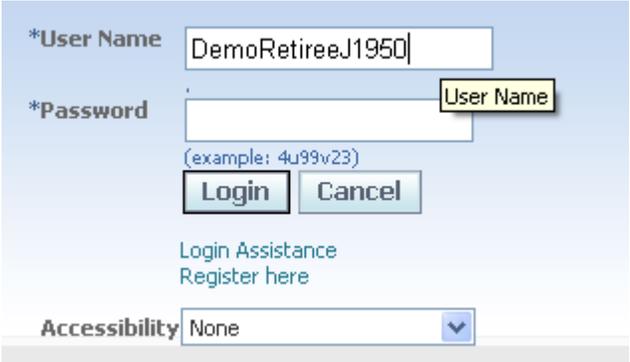


## RAPIDS Retiree Self Service Step-By-Step Instructions: *How to View and Print Your Payslip*

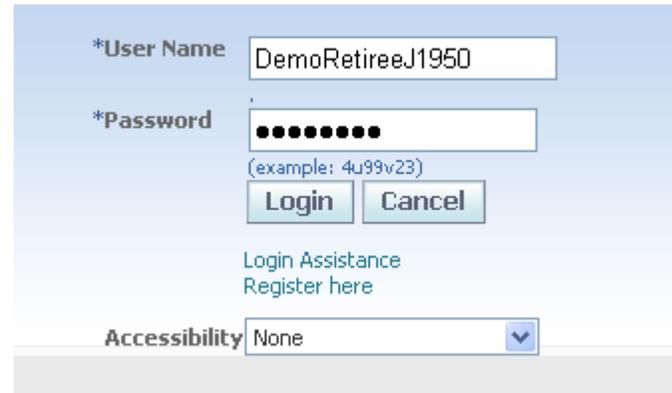
Please turn on your computer, and go to [www.richmondgov.com/retirement](http://www.richmondgov.com/retirement):

| STEP                 | WRITTEN DIRECTIONS  | PHOTO   |
|----------------------|---|---|
| <p><i>Step 1</i></p> | <p>On the Richmond Retirement System website, click <i>Login</i>.</p> <p>The web address is <a href="http://www.richmondgov.com/retirement">www.richmondgov.com/retirement</a>.</p>   |   |
| <p><i>Step 2</i></p> | <p>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.</p> <p>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.</p> |  |

*Step 3*

Next, enter the password that you created.

If you forget your password; click *Login Assistance*.



A screenshot of a login form with a light blue background. At the top, there is a label '\*User Name' followed by a text input field containing 'DemoRetireeJ1950'. Below that is a label '\*Password' followed by a password input field with ten black dots. Under the password field, there is a small text example '(example: 4u99v23)'. To the right of the password field are two buttons: 'Login' and 'Cancel'. Below the buttons, there are two links: 'Login Assistance' and 'Register here'. At the bottom, there is a label 'Accessibility' followed by a dropdown menu showing 'None' and a downward arrow.

*Step 4*

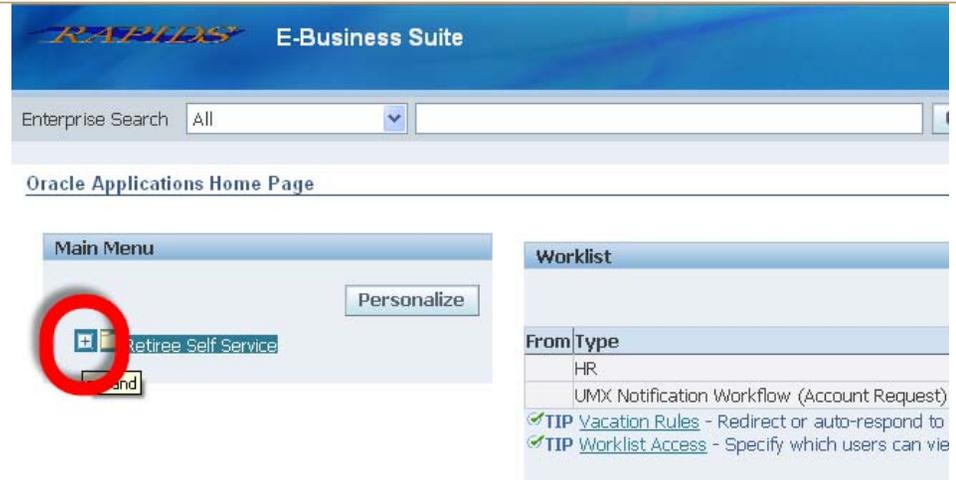
Click *Login*.



A screenshot of the same login form as in Step 3. The 'Login' button is circled in red. The text in the input fields and the links below are the same as in the previous screenshot.

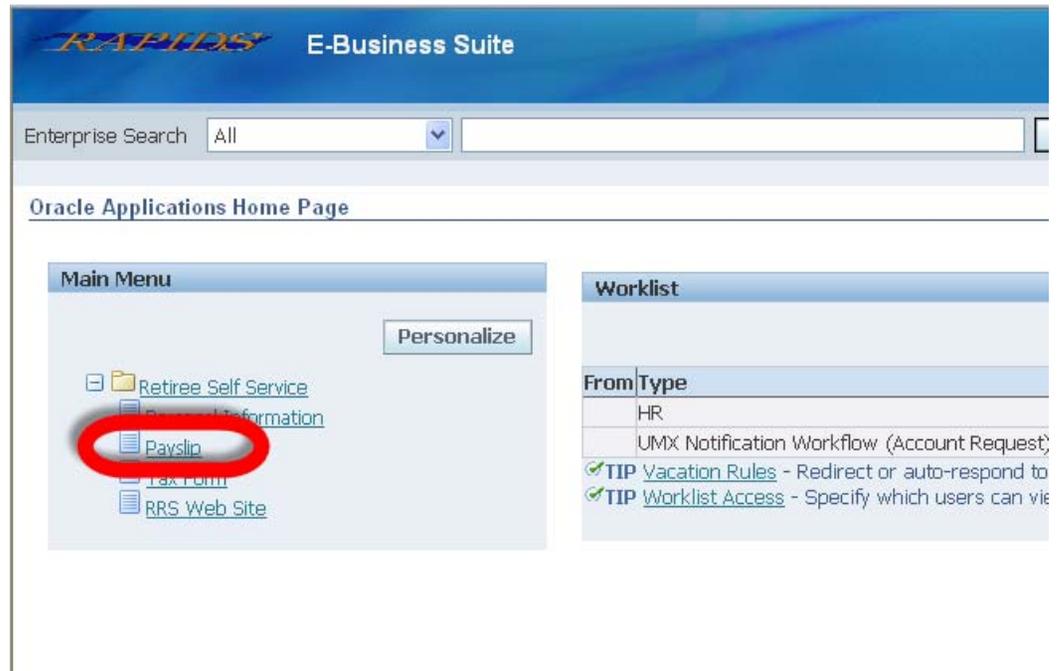
Step 5

Once logged in, on the left hand side of your screen, click the + sign next to *Retiree Self Service*.



Step 6

Next, click *Payslip*.

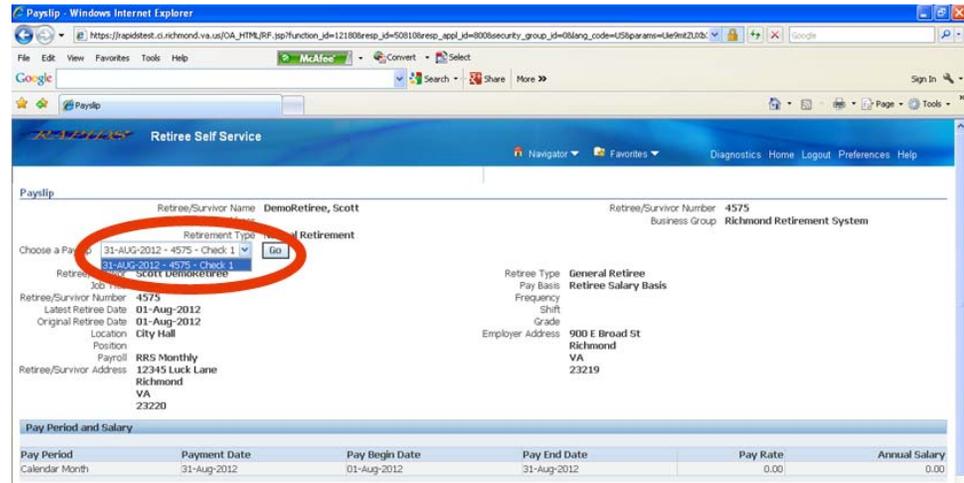


Step 7

In the drop down menu, select the pay period you wish to view.

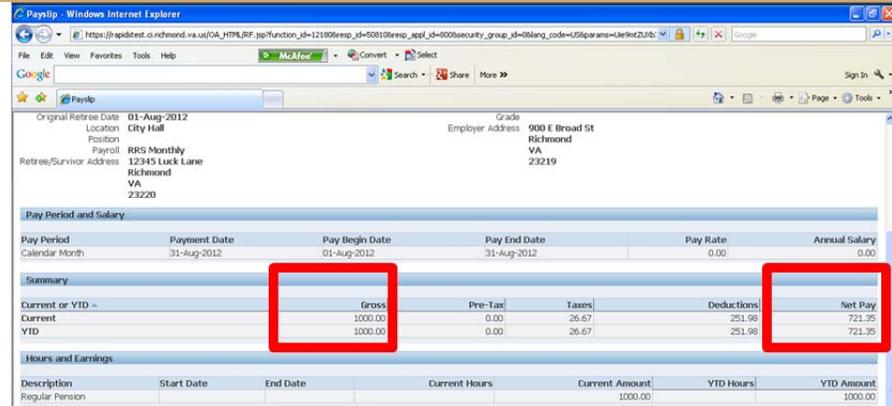
All pension payments on or after August 31, 2012 should be stored in RAPIDS Retiree Self Service.

Next, click *Go*.



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.



Step 9

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 Deductions box.

| Description     | Start Date | End Date | Current Hours | Current Amount | YTD Hours | YTD Amount |
|-----------------|------------|----------|---------------|----------------|-----------|------------|
| Regular Pension |            |          |               | 1000.00        |           | 1000.00    |

| Pre-Tax Deductions |         |     | Taxes        |         |       |
|--------------------|---------|-----|--------------|---------|-------|
| Description        | Current | YTD | Description  | Current | YTD   |
| No results found.  |         |     | VA State Tax | 26.67   | 26.67 |

| After-Tax Deductions |         |        |
|----------------------|---------|--------|
| Description          | Current | YTD    |
| Dental Plan          | 25.66   | 25.66  |
| Health Plan          | 228.32  | 228.32 |

| Type     | Marital Status | Exemptions | Additional Amount | Override Amount | Override Percentage |
|----------|----------------|------------|-------------------|-----------------|---------------------|
| Federal  | Single         | 3          | 0.00              | 0.00            | 0                   |
| Virginia | Not Used       | 0          | 0.00              | 0.00            | 0                   |

| Check/Deposit Number | Bank Name | Account Type | Account Number | Amount |
|----------------------|-----------|--------------|----------------|--------|
| 1996                 |           |              |                | 721.35 |

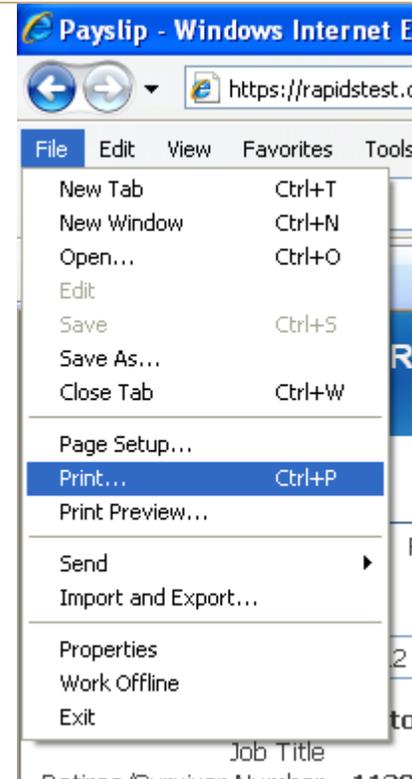
| Check/Deposit Number | Bank Name | Account Type | Account Number | Amount |
|----------------------|-----------|--------------|----------------|--------|
| No results found.    |           |              |                |        |

Step 10

Printing payslips will be different from computer to computer.

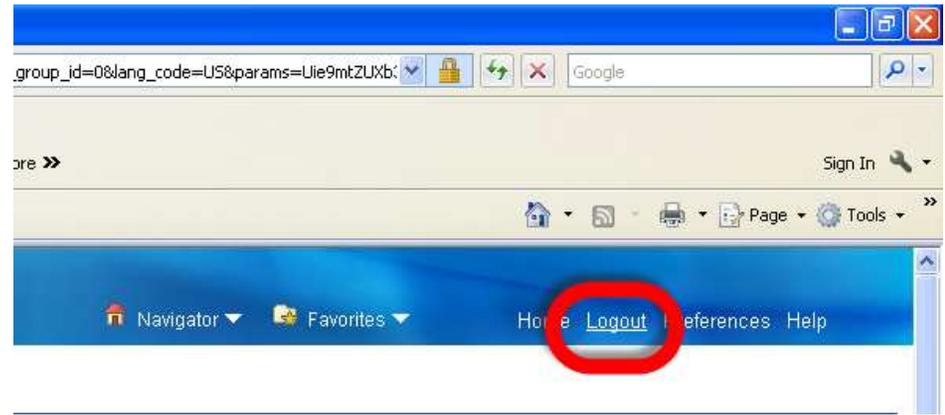
Many people will be able to click File on the top left corner of their screen, scrolling down to print.

Others may be able to use their keyboard and press CTRL and P at the same time.



### Step 11

Once you have finished viewing and printing your payslip, click *Logout* on the top right of your screen.



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.