

HOW TO OBTAIN YOUR PAYSリップ


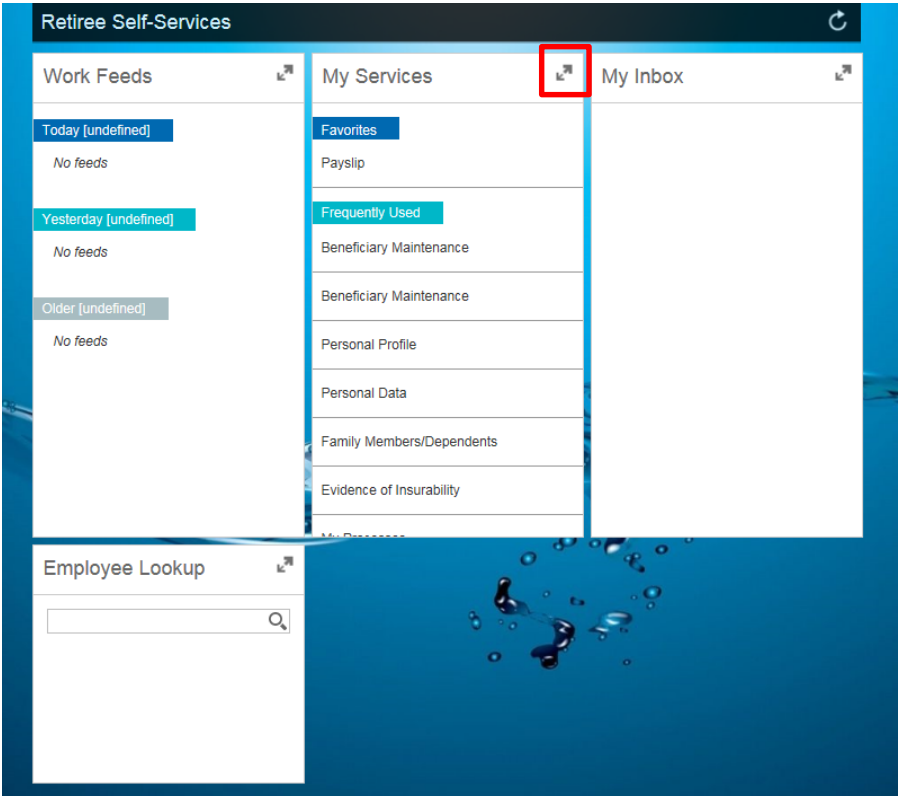

IDB RETIREE SELF-SERVICES

Objective


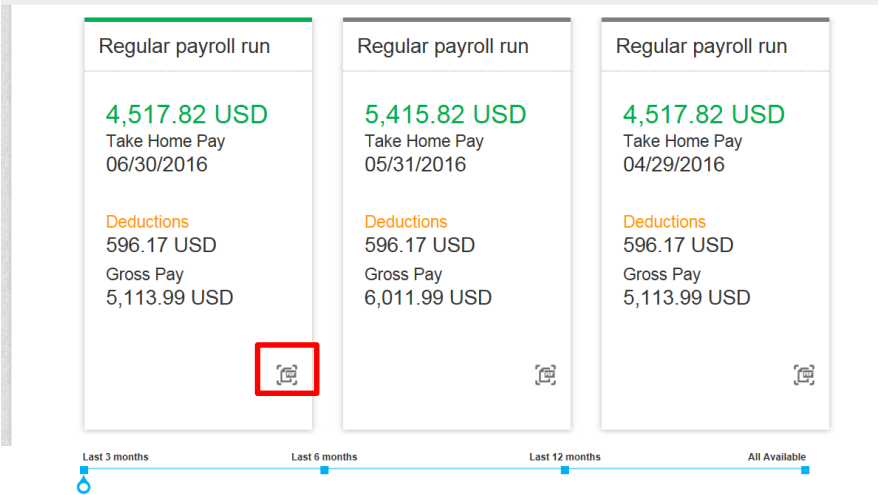
- ✓ View
- ✓ Save
- ✓ Print

Your monthly payment receipt and your previous payslips through the Retiree Self-Services.

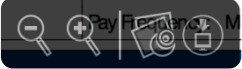


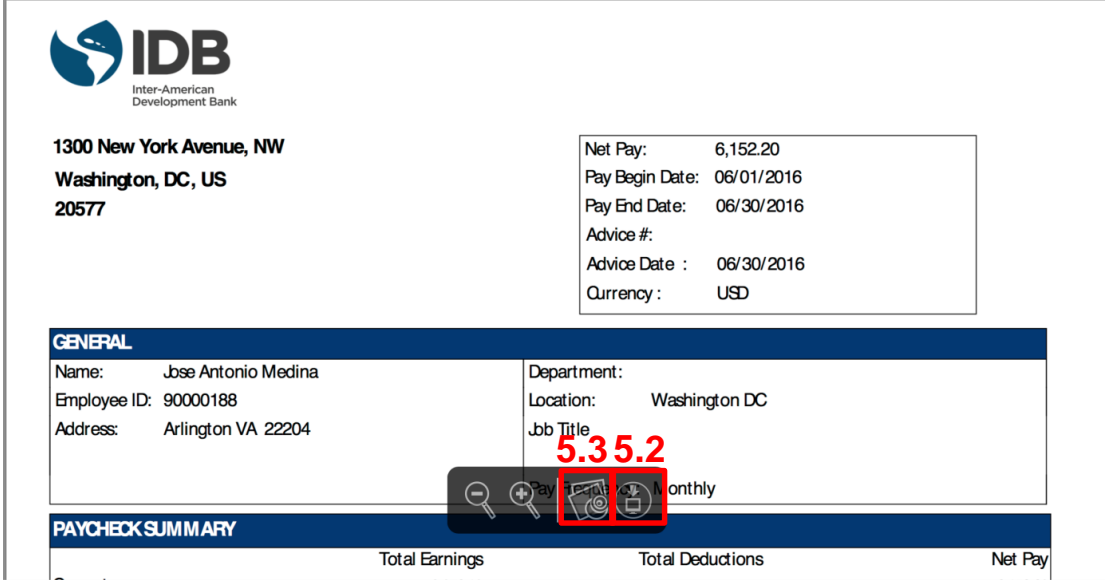
OBTAINING PAYSリップ

Instruction	View
<p>1) Go to My Services and click  .</p>	
<p>2) Click Benefits and Payment .</p>	

OBTAINING PAYSリップ

Instruction	View
<p>3) Go to Payment and click Payslip.</p> <p><i>(You can also click on the star ★ to add “Payslip” to your Favorites, which can be found on the first page of your Retiree Self-Service, under “My Services”)</i></p>	<p>Payment</p> <p>.....</p> <div> <div>Payslip ★</div> <div>Pension Verification ★</div> </div>
<p>4) On this page, you can access a summary of your monthly payment. Click  to display a PDF with details of your receipt of payment.</p>	 <p>The screenshot displays three 'Regular payroll run' summaries. Each summary shows the net pay (4,517.82 USD), take-home pay date, deductions (596.17 USD), and gross pay (5,113.99 USD). The first summary is for 06/30/2016, the second for 05/31/2016, and the third for 04/29/2016. A red box highlights the PDF icon at the bottom of the first summary. A timeline at the bottom indicates 'Last 3 months', 'Last 6 months', 'Last 12 months', and 'All Available'.</p>

OBTAINING PAYSLIP

Instruction	View
<p>5.1) You can view the PDF of your receipt. Bring your cursor to the top of the document to display this menu:</p> 	
<p>5.2) Select  to save the document in your computer.</p>	
<p>5.3) Select  to print the document.</p> <p>*If you would like to download Adobe, please click on the URL: https://get.adobe.com/reader/.</p>	

OBTAINING PAYSLIP

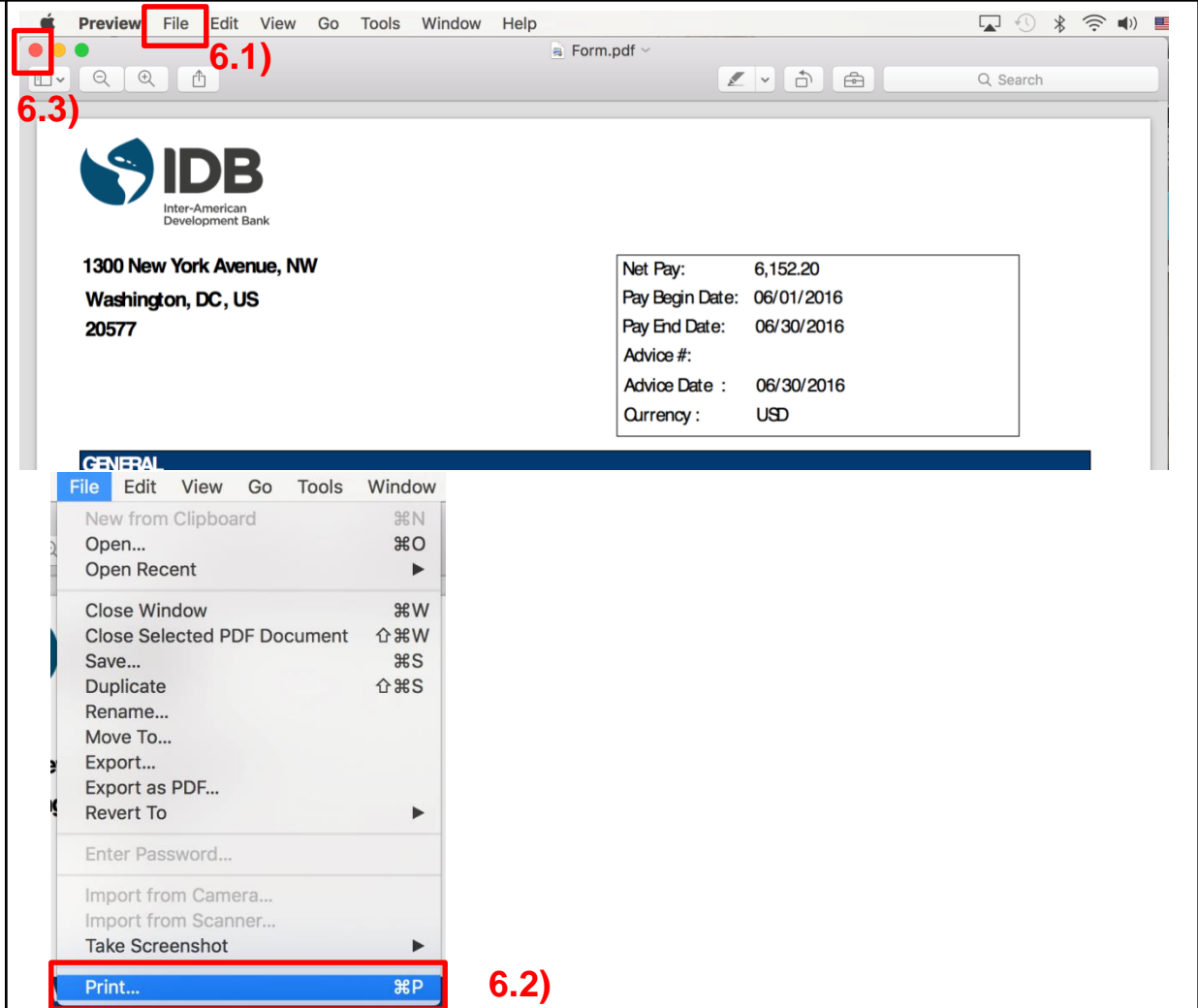
Instruction

6.1) A separate Preview window will appear, displaying the PDF. Click on **File**.


6.2) Select **Print...**

6.3) When you are done, please exit of the window by clicking on the red button on the upper left corner of the screen.

View



OBTAINING PAYSリップ

Instruction	View
7) It is also possible for you to view your previous monthly payments, by clicking on “Last 3 Months”, “Last 6 Months”, “Last 12 Months” and “All Available”.	<div><div><div>Regular payroll run</div><div>4,517.82 USD</div><div>Take Home Pay 06/30/2016</div><div>Deductions 596.17 USD</div><div>Gross Pay 5,113.99 USD</div><div></div></div><div><div>Regular payroll run</div><div>5,415.82 USD</div><div>Take Home Pay 05/31/2016</div><div>Deductions 596.17 USD</div><div>Gross Pay 6,011.99 USD</div><div></div></div><div><div>Regular payroll run</div><div>4,517.82 USD</div><div>Take Home Pay 04/29/2016</div><div>Deductions 596.17 USD</div><div>Gross Pay 5,113.99 USD</div><div></div></div><div><div>Last 3 months</div><div>Last 6 months</div><div>Last 12 months</div><div>All Available</div></div></div>
8) To go back to the main menu, exit out of the window by clicking on the  icon.	<div><div><div><div></div><div></div><div></div></div><div><div>SAP</div><div>Salary Statement</div></div><div><div><div></div></div><div><div></div></div></div></div></div>

Need help on how to access
or navigate your Retiree Self-Services?

More user guides and video tutorials at:

www.iadb.org/RetireeSelfServices

Recommended browsers:

Internet Explorer for PC/Windows

Safari for Mac/Apple

