

chevron pay and benefits transition guide series
for legacy PDC energy U.S.-payroll employees



pay schedule

exempt employees salaried non-exempt employees

Effective January 1, 2025, your pay schedule will change to mirror Chevron's pay schedule, which is *different* from your current pay schedule. **Here's what you need to know and do to prepare.**



read this guide if ...

You will be an Exempt employee on January 1, 2025.

This means you will be paid on a salary basis, semi-monthly schedule and *will not* be eligible for overtime.

You will be a Salaried Non-Exempt employee on January 1, 2025.

This means you will be paid on a salaried basis, semi-monthly schedule and *will be* eligible for overtime.

Exempt and *non-exempt* are terms often used at Chevron with respect to payroll and time coding topics and are a reference to pay classifications identified in labor laws.

your pay schedule will change

why this matters



The timing of your paychecks in January 2025 will adjust to accommodate the *initial* shift from PDCE to Chevron pay dates. You should budget ahead for both the transition period and the ongoing new pay dates. Don't forget to review automatic deductions that are taken from your bank account — such as utilities, mortgage, insurance, or credit cards — and make adjustments, if necessary, to align with your new pay dates.



you'll be paid on the 7th and 22nd of each month*

- Chevron's pay cycle is **semi-monthly**. Your current PDCE pay cycle is bi-weekly.
- There are **24 pay periods** per year with this pay cycle arrangement.
- Your annual salary will be divided by 24 pay periods instead of 26. This will generally result in a larger salary installment amount in each paycheck.

* When a regular payday falls on a Saturday or Sunday, or on a Monday that is a company-recognized holiday, payday is the preceding Friday. When a regular payday falls on a Tuesday through Friday that is a company-recognized holiday, payday is the preceding calendar day.

transition pay schedule details



december 27, 2024

paycheck for december 7 – december 20 pay period dates

- This is your regularly scheduled paycheck from the PDCE payroll system, ADP. It is the last *full* installment (pay period 26 of 26) for your 2024 annual salary and is based on your PDCE rate of pay.
- Overtime for salaried non-exempt employees (if any) occurring December 7 – December 20 will be included and is based on your PDCE rate of pay.
- This paycheck includes applicable vacation, holidays or other time off not previously paid to you, if requested in **ADP** and taken *on or before* December 20.

benefit deductions

Health & Protection

- Final payroll contributions for your PDC Energy health and protection benefits (as applicable) will be taken from this paycheck, as expected.
- If enrolled, **December 20** is the last day to change your **Fidelity health savings account (HSA)** payroll contribution **in ADP**.

401(k)

The following will be applied to your **PDC Energy 401(k) account**. The deductions will apply to your **2024** plan year IRS limits.

- **PDC Energy 401(k)** employee payroll contribution deduction.
- **PDC Energy 401(k)** company matching contribution.
- **Loan payment deductions**, if any.

December 20 at 4 p.m. Eastern time is the deadline to change your employee contribution percentage with **Fidelity** to be effective with this paycheck.

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January 10, 2025

paycheck for December 21 – December 31 pay period dates

- This will be your *final* paycheck from the PDCE payroll system, ADP.
- This is your regularly scheduled paycheck, but it will be **prorated** for the pay period of December 21 – December 31. This is pay period 1 of 24 for 2025 and is based on your PDCE rate of pay.
- Overtime for salaried non-exempt employees (if any) occurring December 21 – December 31 will be included and is based on your PDCE rate of pay.
- This paycheck includes applicable vacation, holidays or other time off not previously paid to you, if requested in **ADP** and taken *on or before* December 31.

benefit deductions

Health & Protection: No deductions

401(k)

Due to 401(k) transition activities, employee contributions and any company matching contributions will follow the *rules* of the PDC Energy 401(k) Plan but will be *deposited* into the **Chevron 401(k) plan – Employee Savings Investment Plan (ESIP)**.

- **PDC Energy 401(k)** employee contribution deduction.
- **PDC Energy 401(k)** company matching contribution.
- **No loan payment deduction**, if any. Loan payments will be re-amortized and will resume in late January or early February 2025.
- The deductions will apply to your **2025 plan year IRS limits**. Include this pay period in your planning for 2025 401(k) contributions to ensure you don't exceed the 2025 IRS contribution limits.



January 10, 2025

PTO payout

- Payout **separate from** your January 10 paycheck.
- Payout of all accrued and unused PDC Energy PTO hours as of December 31, 2024.
- Paid out based on your base pay as of December 31, 2024, and is subject to applicable taxes at the supplemental rate.
- To prepare for this payout, continue to timely use and record your PTO and, when possible, request future PTO that will occur between now and December 31, 2024, **in the ADP system** as soon as you *know about it*.

benefit deductions

Health & Protection: No deductions

401(k): 401(k) deductions *will* be taken on this payout, in the same manner as your PDC Energy January 10 paycheck. See January 10 paycheck above for the details.

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January 22, 2025

paycheck for January 1 – January 15 pay period dates

- This will be your first paycheck from the Chevron payroll system, **Workday**, on Chevron's semi-monthly pay cycle timing.
- This will be the first **full installment** of your 2025 Chevron annual salary, as indicated on your personalized pay letter. (This is pay period 2 of 24 for 2025.)
- This paycheck includes applicable vacation, holidays or other time off not previously paid to you, if requested in Workday *and* taken January 1 – January 15, 2025.
- Overtime for salaried non-exempt employees (if any) occurring January 1 – January 15 will be paid based on your Chevron rate of pay.

benefit deductions

Health & Protection

- Payroll contributions for your Chevron health and protection benefits will be taken from this paycheck, including flexible spending accounts or the HSA (as applicable). The enrollment elections you made on the BenefitConnect website between December 9 and December 20, 2024 will be used to determine your contributions.

401(k)

The following will be applied to your **Chevron ESIP account**. The deductions will apply to your **2025** plan year IRS contribution limits.

- **Chevron ESIP** employee payroll contribution deduction.
- **Chevron ESIP** company matching contribution.
- **Loan payments**, if any, will likely not be deducted. Loans will be re-amortized and payments are expected to resume in late January or early February 2025.

**The transition to Chevron's semi-monthly pay schedule is now complete.
Your next regularly scheduled paycheck will be February 7.**