human resources
chevron time reporting
overview for hourly O&M employees
legacy REG U.S.-payroll employees

Chevron's time reporting processes became effective January 1, 2023.

This quick overview provides information about time reporting basics at Chevron and applies to **hourly O&M** employees.

> ### do you have december time off not previously reported?
> **If you have any remaining December time off that was *not* previously reported, send an email to REG-Time@chevron.com as soon as possible to have your records — and subsequently your Chevron time off balances — corrected.** This includes time off for vacation, parental leave and sick time. January time off should be reported according to Chevron's time reporting process.

where to go for help
This overview and the instructions linked here are the basics to get you started. If you have additional questions or need help, you're strongly encouraged to attend one of the upcoming time entry office hours or send an email to REG-Time@chevron.com for help. Get the schedule.

my access to SAP HR doesn't work
If you experience issues accessing SAP HR, please submit an SAP IT ticket for support using this form.

SAP HR is chevron's time system

At REG, Workaday was the primary HR system used for time reporting, pay, benefits and learning. At Chevron, these HR functions are divided among a few different platforms and systems. **SAP HR is Chevron's time reporting system.** You must be on a Chevron worksite computer to access the system. While salaried employees will use SAP HR to complete their time sheets, hourly O&M employees will follow a different time reporting process, as explained later in this document. However, O&M employees should still use SAP HR for the following:

- Time balances and time statements
- Chevron pay statements
- Direct deposit preferences
- Federal tax withholding
- Federal W-2 online elections

get started

verify your pay preference settings

Your pay preferences in effect on the REG Workday system as of November 17, 2022, have been automatically transitioned to SAP HR. The preferences in effect in SAP HR as of December 29 were used to generate your first Chevron paycheck on January 6, 2022. **You should verify that your preferences are accurate and make any updates, as needed.** If you made updates to REG Workday after November 17, you'll need to re-enter those edits in Chevron's SAP HR system.

- **How to view time and pay info in SAP HR**
- **Go to SAP HR now**

Note: Iowa state withholding *will not* display in SAP HR. Your state withholding preferences in REG Workday were automatically transferred to Chevron. If you want to update your state withholding preferences or aren't sure that you've completed the most recent Iowa form, **download the form here**, complete it and send it to **payroll@chevron.com** to have your payroll record updated.

how to review time off balances in SAP HR

The **Time Balances** page in SAP HR displays how much time off you have available under the various Chevron time off benefits and programs, including **Vacation**, **Short-Term Disability**, **Industrial Injury** (Workers' Compensation), **Family Care**, **Extended Family Care** and **Bonding**.

As of January 1, an initial load of your applicable time off balances from the REG Workday system was performed. **Please allow the transition team until mid-January to complete additional corrections to your balances as a result of late December time off changes, updates, and reconciliations.** If after this time you still feel your time off balances may not be accurate, send an email to **REG-Time@chevron.com**

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- As a reminder, your vacation balance *only* displays your vacation earned and not taken as of the most current pay period. **Use our instructions** to learn how to project how many hours will be in your vacation balance at any point in time during the year.

Other resources:
- **Read Time Off Benefit Guide**
- **O&M Vacation Accrual Amounts**
- **O&M Vacation Examples**

time entry for O&M employees

regular vs. exception time guidance

- <u>*No action is required*</u> *by employees following their* **regular work schedule** *(all pre-defined work hours, including scheduled overtime hours).*
- <u>*Action is required*</u> *if you have* **exception time**, *such as* **unscheduled overtime or absences**, *and must be reported to your Supervisor by the pay period submit date. See below.*
- *Note that each plant has its own unique time entry processes and deadlines. Your Supervisor will provide information about the specific processes and deadlines you should follow.*

Exception Time	Exception Types	Action Required

This is any time that deviates from your regular work schedule, such as *unscheduled* overtime and absences.

- Unscheduled Overtime
- Call-Out
- Tardy
- Shift Swap (***NOTE* must be done within the same pay period.**)

Report exception time directly to your Supervisor