

human resources

chevron time reporting overview for salaried 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 **salaried exempt (not eligible for overtime pay)** and **salaried non-exempt (eligible for overtime pay)** employees.

- ✔ **Are you a part-time employee?** Your time administrator will contact you separately regarding the process to report both time worked and time off. You will not record your time in SAP HR, but you can still use the system to view time balances and manage all other aspects of your pay preferences.
- ✔ **Are you an O&M hourly employee?** Follow the procedures to report time worked and time off previously discussed at your location. You will not record your time in SAP HR, but you can still use the system to view time balances and manage all other aspects of your pay preferences.

do you have december time off not previously entered into REG workday?



Thank you for precoding any known upcoming time off in the REG Workday system (or through your normal process) by December 1, 2022. **If you have any remaining December time off that was *not* previously recorded on the REG Workday system, 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 coded in Chevron's SAP HR system.

where to go for help

This overview and the instructions linked here are the basics to get you started. You're encouraged to review this information and access the system to orient yourself. 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.](#)

(continued next page)



chevron time reporting basics



SAP HR is chevron's time reporting 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.

You should use SAP HR to verify, update or review not only your **time sheets**, but also:

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



you'll only report *exception time* on your SAP HR time sheet

Salaried employees, even those who are eligible for overtime, do not currently “clock in and out” as you did previously. You'll only need to complete your SAP HR time sheet when you have exception time to report. **Exception time** is just that, time that is an exception to your regular work schedule.

- Exception time can be **time off of work**, for example when you take vacation, attend a preventive care appointment, take family care, or have been sick.
 - If you're a salaried non-exempt employee, exception time is also when your hours worked are different from your normal work schedule. The most common example of this is **working overtime**.
 - You don't need to code **holidays** or **scheduled days off** (if on a compressed 9/80 schedule) as the system will automatically populate this for you.
-



you *must* discuss any exception time with your supervisor *before* entering it on your SAP HR time sheet

Your REG Workday system included an automated workflow for requesting and approving exception time. SAP HR does not have this functionality. **For this reason, all salaried employees must have a verbal or written discussion with their supervisor** regarding planned exception time — whether that's time away or overtime — and you should inform your supervisor immediately of any unexpected time away, such as when you are sick or injured. You should preferably have this discussion prior to or in conjunction with recording the time on your time sheet.



SAP HR doesn't calculate overtime for you

If you're a salaried non-exempt employee, the rules for when you are eligible for overtime haven't changed, but now you must *manually* code any overtime into SAP HR for which you're eligible. If you're newly eligible for overtime, or just need help understanding when and how to code your overtime, you're encouraged to attend one of the upcoming time entry office hours, or send an email to REG-Time@chevron.com for help.

(continued next page)



get started

quick start guide: how to code exception time

Open our **quick start guide** and follow along the first time you need to code your exception time. The guide provides important details, including which absence reason to select on your time sheet for the most common types of time off.

- [Salaried Quick Start Guide: How to Code Time](#)
- [Go to SAP HR now](#)
- If you experience issues accessing SAP HR, please submit an [SAP IT ticket for support using this form](#).

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

- [How to view time and pay info in SAP HR](#)
- [Go to SAP HR now](#)
- 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](#)
- [Salaried Vacation Examples](#)