



# confirm you can access chevron's HR platforms and verify your information (you should do this as soon as possible)

Chevron utilizes these core systems or platforms for HR-related information and services. Try clicking the links below to confirm you're able to access each without any issues.



confirm you have access to **workday** ›

## what is workday?

Workday is Chevron's HR system of record (like at REG).

### when to use workday

This is where you should go any time you have to:

- Update your home address, phone number and emergency contacts or next of kin
- Access Performance Management resources and provide feedback
- Access Workday Learning courses

**confirm your personal data the first time you login to workday!**

Confirm your personal data is correct, and [refer to this quick reference guide for assistance](#) if you need to make changes.



confirm you have access to **My HR** ›

## what is My HR?

The My HR portal is your first stop for HR services.

### when to use My HR

Use My HR to access information about globally applicable programs and resources, including:

- [Career development](#) ›
- [Learning & development](#) ›
- [Recognition & Awards](#) ›
- [U.S. HR information](#) ›



confirm you have access to **SAP HR** ›

## what is SAP HR?

SAP HR is Chevron's payroll and time system.

### when to use SAP HR

You should use SAP HR to verify, update or review:

- Chevron pay statements (starting January 6, 2023)
- Time balances, time sheets and time statements
- Direct deposit preferences
- Federal and state tax withholdings
- W-2 online elections

If you have **trouble accessing Workday or the My HR portal**, you should first contact your HR business partner.

If you **experience issues accessing SAP HR**, please submit an [SAP IT ticket for support using this form](#).