

january 2023

# time entry office hours and training sessions schedule

for legacy REG U.S.-payroll employees



Join experts from Chevron's Time Administration team to learn more about the time entry process that applies to you (it can differ depending on your job status). A series of office hours will be made available for employees while a set of training sessions are open to supervisors. Use this opportunity to ask questions, seek additional clarity and learn more about the resources that are available to you during this transition.

Click the desired session [time](#) below that's applicable to you to download a calendar invite that can be saved to your calendar.

EMPLOYEE TIME ENTRY OFFICE HOUR SESSIONS			
For O&M (or hourly) employees	January 9	<a href="#">4:30 p.m.</a>	Virtual
	January 10	<a href="#">7:30 a.m.</a>	Virtual
	January 17	<a href="#">7:30 a.m.</a>	Virtual
	January 18	<a href="#">4 p.m.</a>	Virtual
For salary exempt and salary non-exempt employees	January 10	<a href="#">2 p.m.</a>	Virtual
	January 11	<a href="#">7:30 a.m.</a>	Virtual

*Note: An **exempt** employee is someone who is not eligible for overtime pay. A **non-exempt** employee is someone who is eligible for overtime pay for all hours worked beyond 40 hours in a work week.*

SUPERVISOR TIME ENTRY TRAINING SESSIONS			
For supervisors of O&M (or hourly) employees	January 10	<a href="#">4 p.m.</a>	Virtual
	January 12	<a href="#">7:30 a.m.</a>	Virtual
	January 17	<a href="#">4 p.m.</a>	Virtual
	January 19	<a href="#">7:30 a.m.</a>	Virtual
For supervisors of salary exempt and salary non-exempt employees	January 17	<a href="#">2 p.m.</a>	Virtual
	January 18	<a href="#">7:30 a.m.</a>	Virtual