

updated: january 2022

pay and time transition to-do and how-to list

for legacy REG U.S.-payroll employees

deadline	task
As soon as possible	<p>Report December time off not previously entered in REG Workday</p> <p>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 <i>not</i> 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.</p>
January 6 paycheck	<p>Chevron benefit deductions begin</p> <p>If you enrolled in your Chevron health and protection benefits by December 22, many – but not all – of your Chevron benefit deductions will begin as early as this first paycheck. (It could take up to two pay periods for all deductions to begin, or longer if you enrolled after December 22.) For BenefitWallet HSA contributions, see this HSA tip sheet for additional timing information. If you were enrolled in the REG 401(k) as of December 2, 2022, this is also the first paycheck that contributions to your Chevron ESIP will also begin.</p> <ul style="list-style-type: none">• Payroll Transition: Salaried Employees• Payroll Transition: O&M Employees• Sample Pay Statement: Salaried O&M
As soon as possible	<p>Verify your access to Chevron’s HR Systems</p> <p>Chevron uses three core systems or platforms for personalized HR-related information and services – SAP HR, Workday, and My HR. Follow our instructions to confirm you’re able to access these systems without any issues.</p>
Effective January 1	<p>Start using Chevron time reporting processes and/or systems</p> <p>Chevron’s time reporting processes begin effective January 1, 2023.</p> <ul style="list-style-type: none">• Salaried Exempt and Non-Exempt Employees: Review the Chevron time reporting overview and instructions and start reporting your exception time (vacation, sick time, overtime, etc.) in SAP HR.• O&M Employees: Follow these procedures. You will <i>only</i> use SAP HR to <i>review</i> your time balances and manage all other aspects of your pay preferences.• 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. Review the schedule.

deadline

task

As soon as possible

Review your 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](#) | Access [SAP HR](#)
- 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 in the year.
- **Other resources:** [Read Time Off Benefit Guide](#) | [O&M Vacation Accrual Amounts](#)
Vacation Examples: [Salaried](#) | [O&M](#)

As soon as possible

Verify your pay preference settings in SAP HR

Your pay preferences in effect on the REG Workday system as of November 17, 2022, have now been automatically transitioned to Chevron's payroll system, **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 can now access SAP HR to verify 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. You must be logged in to the Chevron network to access your account.

[Open SAP HR](#) (choose the link in the Employee and Supervisors column) and choose from the following on the home screen to get started:

- **Personal Profile** – Change or update your direct deposit bank(s) preferences.
- **Pay Statement** – View your Chevron paycheck statements (starting January 6) and change your Chevron pay statement delivery preferences. You have been defaulted to electronic delivery (unless you currently do not use direct deposit for your pay.) Your historical REG pay statements will not be transferred to SAP HR.
- **Federal Tax Withholding** – View or update your federal withholding preferences.
- **W-2 online elections** – If you would like to receive your 2023 Chevron Form W-2 online, you must make an election here. Note that 2022 Form W-2 will not be available from SAP HR.

IMPORTANT

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 complete the most recent Iowa form, [download the form here](#), complete it, and send it to payroll@chevron.com to have your payroll record updated.

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