

quick start guide:
how to code time in SAPHR
for salaried U.S.-payroll employees



This Quick Start Guide includes instructions for accessing **Chevron's SAPHR online time and pay system** to record time off on your time sheet. This guide applies to *salaried* U.S.-payroll employees.

when you should use SAPHR

You will use SAPHR to enter your **exception time** – for example time off for vacation, illness or overtime – on your online time sheet.

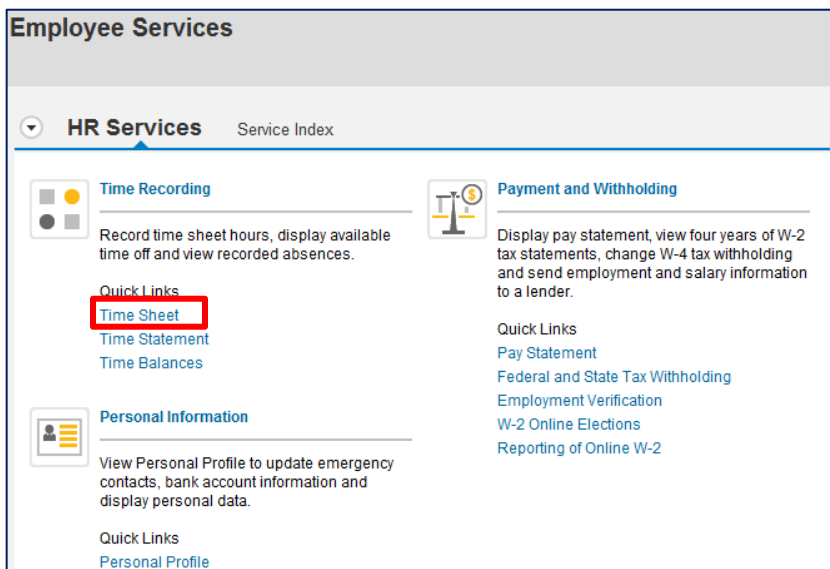
where to access SAPHR

The time and pay system is only available on the Chevron intranet. You can access the system in any of these ways:

- By typing in this link: go.chevron.com/timeandpayUS
- By clicking the applicable tool in the utility bar on the [U.S. HR website](#)
- By clicking the applicable tile on the [My HR portal](#).
- By clicking the applicable link under **Quick Links** on the U.S. Benefits website at hr2.chevron.com.

home screen

From the **home screen**, choose **Time Sheet** to view your time sheets and enter your exception time, like vacation, sick or other time off.



completing your time sheet

You are responsible to report your time away from work. The company expects you to record your time away from work accurately. You are also expected to record time off as soon as you return or, if possible, before you leave. As always, you must tell your supervisor, as far in advance as possible, when you expect to be away from work. Once you've entered the time off on your time sheet, your supervisor will approve your record separately in the time sheet system.

You have a **Time Administrator (TA)** who is assigned as a resource to help you if you have questions about your time sheet or need assistance correcting an error on your time sheet.



Remember, you must follow the [Chevron Disability Management](#) process if you're ill or disabled for more than five consecutive work days, or you're absent for any length of time that may fall under the Family and Medical Leave Act of 1993 (FMLA) or a related state leave law, and for other specific types of absences.

time sheet tips

- **You do not need to enter company holidays or your scheduled off day** if you are on a compressed workweek schedule. The system automatically enters this time for you.
- **You can enter time away on your time sheet in advance;** you don't have to wait until you return.
- Your TA will code your exception time if you're **sick or injured for an extended period of time.**

Time Sheet Entry									
Save and Release									
Time Sheet									
Go to: 10/01/2021									
Delete	Att./abs. type	Description	Total	SA, 11/16	SU, 11/17	MO, 11/18	TU, 11/19	WE, 11/20	TH, 11/21
			42.00	0.00	0.00	0.00	0.00	8.00	9.00
	Holiday Off with Pay		18.00						
	Vacation		15.00					8.00	
	Holiday - Personal Choice		9.00						9.00

After you choose **Time Sheet** from the **Home Screen**:

- The time sheet for the current pay period will automatically display. Verify the **entry period** dates correspond to the date you were away. If necessary, use the arrow buttons to scroll to the previous or next pay period.
- Select the reason for your absence using the drop down menu under **Att./abs.type**. Select only one absence reason per row. For example, all vacation time would be entered on one row and all sick time would be entered on another row. A description of the **Att./abs.type** options are included on page 4.
- **Enter the number of hours you were away under the appropriate date.** The number of hours you are scheduled to work each day in the pay period will automatically display on your time sheet in the row called **Target Times**. If you took a full day of vacation, then you'd enter your Target Time. For example, if you were scheduled to work eight hours, the system automatically displays eight hours directly under the date in the Target Time row. You would enter eight hours of vacation, for this example.

Time Sheet Entry

Save and Release

Time Sheet

< Previous Period Next Period > **Go to** 11/16/2019 Favorites Insert Row Check Entries

Delete	Att./abs. type	Description	Total	SA, 11/16	SU, 11/17	MO, 11/18	TU, 11/19	WE, 11/20	TH, 11/21
			42.00	0.00	0.00	0.00	0.00	8.00	9.00
	Holiday Off with Pay		18.00						
	Vacation		15.00					8.00	
	Holiday - Personal Choice		9.00						9.00

- Once you have finished entering your time away, you must click the **SAVE and RELEASE** button at the top of your screen before closing your time sheet. If you do not click **SAVE and RELEASE** your entry will not be saved in the system.
- You can add time off to future pay periods. If you know you'll be taking time off, it's a good idea to enter the time before you leave to avoid missing the deadline. To enter future time away, enter a date in the **GOTO** field and click the **GOTO** button to make an entry on the corresponding time sheet.
- **You should make every effort to submit your time promptly and accurately.** However, you may return to your time sheet and make additional entries or change entries at any time, for any pay period. Use the arrow buttons on your time sheet to scroll to the appropriate date to make the adjustment and **SAVE**. If you have trouble making the correction, contact your Time Administrator.

att./abs.type descriptions

The time sheet system will display all the absence or attendance reasons that apply to all types of employees; some of these reasons may not apply to you. For example, the **Overtime** reasons only apply to nonexempt salaried employees but not to exempt salaried employees. The **QUICKHELP** screen references a document, *Attendance and Absence Types*, that describes all of the absence and attendance reasons, who is eligible to use each reason and when to use it. If you are still not sure about which reason to choose after reading the description, contact your Time Administrator or HR business partner for guidance. Some of the most common absence reasons you'll use are:

- **Vacation**
- **Holiday – Personal Choice**
- **Family Care**
- **Sick Full Pay**
- **Civic/Election/Jury Duty**
- **Sick Non Inj NCB Dr Appt** – Must have supervisor approval to use. Only use if less than half a day away from work due to personal illness, doctor or dentist appointment. Using this code will not impact any of your disability or leave banks.
- For time away to attend a funeral, use either **Personal Leave** or **Personal Leave w/o Pay**. Your supervisor will instruct you about which one to use based upon the circumstances.

resources

The following resources are available if you need help with SAP HR.

Resource	Description
SAP HR Frequently Asked Questions	Answers to common SAP HR questions for employees and supervisors.
SAP HR Technical Issues	Submit a ticket if you are having technical issues with your time sheet. Use this guide if you need help creating your ticket.
Employee Services Landing Page	Quick help for navigating the SAP HR Employee Services screen.
SAP HR Time Sheet	Quick help for accessing your time sheet to view and record time off.

You can also contact your time administrator for assistance

need help?

The **QUICKHELP** button on the upper right corner of each screen contains useful time sheet instructions and descriptions of the absence options available in the drop down.