

quick start guide:
**viewing time and pay
information in SAPHR**
for U.S.-payroll employees



This Quick Start Guide includes instructions for accessing **Chevron's SAPHR online time and pay system** to access your time and pay information.

what you can do in SAPHR

You will use the Chevron's SAPHR online time and pay system to:

- Manage **direct deposit, tax withholding**, and other **paycheck-related preferences**.
- **View your Chevron paychecks online.**
- **View your current vacation balance.**
- **View your sick, bonding or family care benefit balances.**

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

All the tools and features available from the pay and time system are available from the **home screen**.

- **Time Sheet** View your time sheet, including exception time, like vacation or sick time.
- **Time Statement** View a summary of your exception time, such as vacation, sick time and holidays.
- **Time Balance** View your vacation, sick, bonding or family care balances.
- **Personal Profile** Change or update your direct deposit bank(s) preferences.
- **Pay Statement** View your paychecks and change your pay advice delivery preferences.
- **Federal and State Tax Withholding** View or update your federal withholding preferences.
- **W-2 online elections** Choosing to receive your Form W-2 Wage and Tax Statement electronically instead of by mail provides a secure method of delivery and eliminates the risk that your statement could get lost, stolen or delayed. If you would like to receive your Chevron Form W-2 online, you must make an election.

Employee Services

HR Services Service Index

Time Recording
Record time sheet hours, display available time off and view recorded absences.
Quick Links
[Time Sheet](#)
[Time Statement](#)
[Time Balances](#)

Payment and Withholding
Display pay statement, view four years of W-2 tax statements, change W-4 tax withholding and send employment and salary information to a lender.
Quick Links
[Pay Statement](#)
[Federal and State Tax Withholding](#)
[Employment Verification](#)
[W-2 Online Elections](#)
[Reporting of Online W-2](#)

Personal Information
View Personal Profile to update emergency contacts, bank account information and display personal data.
Quick Links
[Personal Profile](#)

time balance

This page displays how much time you have available for vacation, bonding, family care and the time you have available under certain disability and leave programs.

- The **Vacation** field displays your *earned* vacation hours as of the *current* pay period.
- **Short-Term Disability FP** and **Short-Term Disability HP** fields refer to the benefits available under the Short-Term Disability Plan. “FP” and “HP” refer to “full pay” and “half pay” benefits under the plan.
- **Industrial Injury FP** and **Industrial Injury HP** fields refer to work-related injuries (workers’ compensation). “FP” and “HP” refer to “full pay” and “half pay” benefits. This bank is not used for illness or non-work related injuries.
- **Family Care** field displays the time allowed under the family care benefit that can be used to care for an eligible family member for preventive care or medical care due to a serious health condition.
- **Extended Family Care** field displays the time allowed under the family care benefit that can be used to care for an eligible family member with a serious health condition. You cannot code your own time for this benefit; if approved by Chevron’s absence management partner, U.S. Payroll Operations or your time administrator will record your absence on your time sheet for you.
- **Bonding** field displays the time allowed off for mothers and fathers to bond with their child within one year of the birth, adoption or placement for adoption or foster care. Your Bonding Benefit balance will reflect the full Chevron entitlement *minus* any time taken (if applicable).

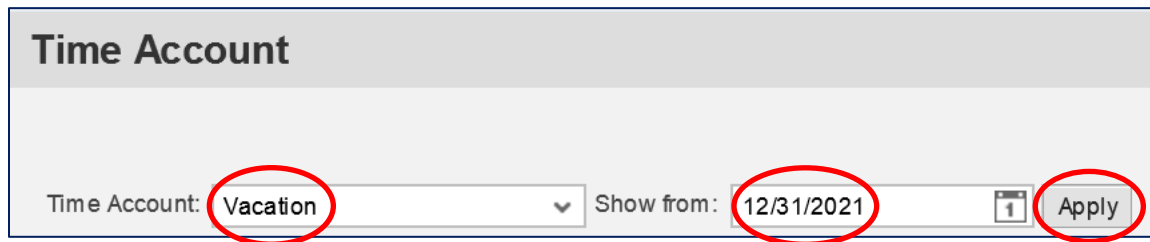
Time Account	
Time Account: <input type="text" value="All Types"/>	Show from: <input type="text" value="12/12/2019"/> <input type="button" value="Apply"/>
Time Balances	Available Balances
Vacation	67.09 Hours
Short Term Disability-FP	1,040.00 Hours
Short Term Disability-HP	1,040.00 Hours
Industrial Injury-FP	1,040.00 Hours
Industrial Injury-HP	1,040.00 Hours
Family Care	40.00 Hours
Bonding	320.00 Hours

time balance – vacation projection

Your vacation balance shows your earned vacation hours as of the current date as a default. Did you know that you can also view your earned vacation hours as of any future date? Here's how to view a future date.

Remember: You'll still be able to take your full annual vacation allotment at any time during the year, even if there aren't enough hours displayed in your bank. If you take more vacation than you have earned, your vacation balance will show a negative amount until your accrual catches up. Visit hr2.chevron.com to see examples of how vacation is earned and can be taken.

- Go to the **Time Balances** screen.
- To view your vacation balance for a *future* date, select **Vacation** from the **Time Account** dropdown list, and then choose a date in the **Show from** field. Then click **Apply**. This shows what your balance will be on a given date, minus any time already taken and any time you pre-entered on your time sheet.
- To see your **annual vacation balance**, minus any time already taken or pre-entered, choose 12/31 of the current year.



The screenshot shows a web interface titled "Time Account". Below the title, there is a form with three main elements: a dropdown menu labeled "Time Account:" with "Vacation" selected, a date field labeled "Show from:" with "12/31/2021" entered, and an "Apply" button. Red circles are drawn around the "Vacation" dropdown, the "12/31/2021" date, and the "Apply" button to highlight them.

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.
Employee Services Landing Page	Quick help for navigating the SAP HR Employee Services screen.

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.