



your life

view your annual vacation allowance

human energy. yours.™

Your vacation bank balance shows your earned vacation hours as of the current day. Did you know that you can also view your earned vacation hours as of any future date? The default view is your earned balance as of the current day, but here's how to view a future date.

how to view your annual vacation allowance online

- Go to [Employee Services](#) from a computer on the Chevron network.
- Choose **Time Balances**.
This will show your available balances for the benefits for which you are eligible.

Employee Services

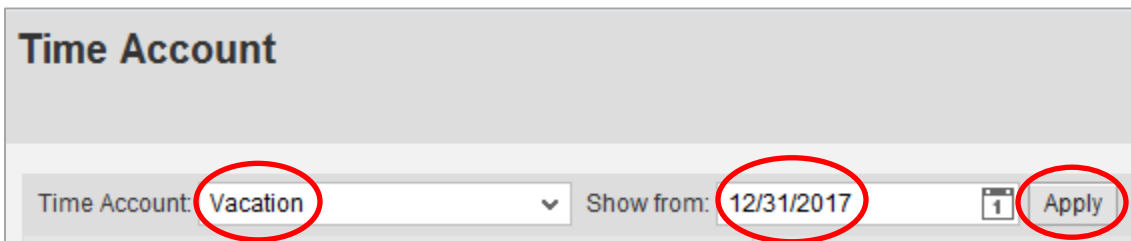
HR Services Service Index

Time Recording
Record time sheet hours, display available time off and view recorded absences.
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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.
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Personal Information
View Personal Profile to update emergency contacts, bank account information and display personal data.
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- 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 timesheet.
 - Tip: 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 section titled "Time Account". Below the title is a horizontal bar containing a dropdown menu labeled "Time Account" with "Vacation" selected, a "Show from:" field with "12/31/2017" entered, a small calendar icon, and an "Apply" button. Red circles are drawn around the "Vacation" dropdown, the "12/31/2017" date, and the "Apply" button.

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.

for more information

Refer to the [vacation policy](#).