

human resources

chevron time reporting overview for salaried employees

legacy Beyond6 U.S.-payroll employees

Chevron's time reporting processes became effective January 1, 2024.

This quick overview provides information about time reporting basics at Chevron and applies to **salaried exempt (not eligible for overtime pay)** and **salaried non-exempt (eligible for overtime pay)** employees.



do you have december time off not previously entered into timetastic?

Thank you for precoding any known upcoming time off in the timetastic system by December 20, 2023. **If you have any remaining December time off that was *not* previously recorded in Timetastic, send an email to your HR Business Partner as soon as possible.** This includes time off for vacation, parental leave and sick time. January time off should be coded in Chevron's SAP HR system, as covered later in this overview.



where to go for help

This overview and the instructions linked here are the basics to get you started. You're encouraged to review this information and access the system to orient yourself. If you have additional questions or need help, you're strongly encouraged to attend one of the upcoming office hours or send an email to your HR Business Partner for help.

my access to SAP HR doesn't work

If you experience issues accessing SAP HR, please submit an **SAP IT ticket for support**.

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chevron time reporting basics



SAP HR is chevron's time reporting system

SAP HR is Chevron's time reporting system. You must be on a Chevron worksite computer to access the system. (Note that Workday includes a link to time reporting, but that functionality is not yet available in Workday for U.S.-payroll employees at this time.)

You should use SAP HR to verify, update or review not only your **time sheets**, but also:

- Time balances and time statements
 - Chevron pay statements
 - Direct deposit preferences
 - Federal tax withholding
 - Federal W-2 online elections
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you'll only report *exception time* on your SAP HR time sheet

Salaried employees, even those who are eligible for overtime, do not currently "clock in and out". You'll only need to complete your SAP HR time sheet when you have exception time to report. **Exception time** is just that, time that is an exception to your regular work schedule.

- Exception time can be **time off of work**, for example when you take vacation, attend a preventive care appointment, take family care, or have been sick.
 - You don't need to code **holidays** or **scheduled days off** (if on a compressed 9/80 schedule) as the system will automatically populate this for you.
 - You should code any exception time in SAP HR that occurs on or after **January 1, 2024**.
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you *must* discuss any exception time with your supervisor *before* entering it on your SAP HR time sheet

All salaried employees must have a verbal or written discussion with their supervisor regarding planned exception time and you should inform your supervisor immediately of any unexpected time away, such as when you are sick or injured. You should preferably have this discussion prior to or in conjunction with recording the time on your time sheet.



SAP HR doesn't calculate overtime for you

If you're a salaried non-exempt employee and are eligible for overtime, the rules for when you are eligible for overtime haven't changed, but now you must *manually* code any overtime into SAP HR for which you're eligible. If you're newly eligible for overtime, or just need help understanding when and how to code your overtime, you're encouraged to attend one of the upcoming time entry office hours, or send an email to your HR Business Partner for help.

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get started

quick start guide: how to code exception time

Open our **quick start guide** and follow along the first time you need to code your exception time. The guide provides important details, including which absence reason to select on your time sheet for the most common types of time off.

- [Quick Start Guide: How to Code Time](#)
- [Go to SAP HR now](#)



can't access SAP HR?

If you experience issues accessing SAP HR, please submit an [SAP IT ticket for support](#).

how to review 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.

- [How to view time and pay info in SAP HR](#)
- [Go to SAP HR now](#)
- 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 during the year.

If you think your time off balances may not be accurate, send an email to your HR Business Partner for assistance.

Need a refresh? Read the [Time Away](#) benefits guide [here](#).