

# Chevron HR transition roadmap

## For legacy PDCE U.S.- payroll employees

### june - august



#### HR Transition Roadmap

HR transition **milestones** and **activities** for your Chevron career, benefits, compensation and payroll, time reporting, HR systems, training, enrollment and more.



#### July PM Mid-year Review

Follow guidance to complete Performance Management (PM) mid-year review by **July 31**.



#### August Transition To-Do List

A list of things you can do *now* to plan and **prepare for a smooth transition** to Chevron benefits and pay.

### september & october



#### September Your Chevron Total Rewards

A comprehensive collection of **transition guides, personalized letters, and on-demand videos** to help you understand, make decisions and prepare for your 2025 Chevron pay and benefits.



#### Educational Information

Health, time away, protection, pension, 401(k), work and life, compensation, and payroll information.



#### Pay Letter

Confirms basic details such as your compensation grade, base pay, target bonus range, and LTIP eligibility status.



#### Service Letter

How your PDCE service has been mapped to the employment service dates used for certain Chevron benefits.



#### Ask Questions

Attend live “office hours” to **ask clarifying questions** after reviewing the Total Rewards information you received in early September.

### november



#### PM Year-End Review

Close out the Performance Management process for the 2024 performance year.



#### Enrollment Guide

The how, when and where of making your **2025 Chevron health and protection benefit elections** in December.



#### Transition To-Do List

Final reminders for **actions you must complete** before the last steps of the benefits and payroll transition in December.

### december & january



#### December 9 – December 20 Chevron Benefits Enrollment

**Action Required:** This is your **opportunity to enroll** in Chevron’s health, protection and work & life benefits for 2025. Use the enrollment instructions you received in November to make your elections from work, home, or anywhere with internet or phone access.



#### Go-Live: January 2025 Benefits, payroll, time and more

**Action Required:** Watch for instructions, on-demand training and live “office hours” throughout the first few weeks in January to help you access HR services and resources as a **fully transitioned Chevron employee**.



#### Benefits

Your eligibility for Chevron benefits and programs starts January 1. Benefits you elected in December take effect.



#### Pay

The details in your pay letter take effect. You’ll also start receiving your pay from Chevron’s system and schedule.



#### HR Systems

Chevron HR systems – like My Chevron and Workday – and processes – like time recording – take effect.



#### Looking ahead ...

During the first quarter of 2025, you’ll complete a **new to Chevron onboarding** course and have access to resources that will help you **build your career** at Chevron.

**We'll communicate with you in multiple ways so that you have the important information when and where you need it.**



### **email newsletters**

You'll receive emails from **HR Communication Group** or **Your Chevron U.S. Benefits**



### **on-demand educational videos**

A series of education and instructional videos will be available online that describe key basics about Chevron benefits, pay and HR systems.



### **transition guides**

Pay and benefit transition guides provide information *unique* to legacy PDCE employees. These PDF guides will be posted online, sent via email, and sometimes mailed home.



### **live virtual office hours**

Office hours are your opportunity to ask general, clarifying questions about HR topics.

*Note:* Other resources will be available to address the specifics of your personal situation.



### **websites**

The Welcome Center and other external benefit websites will be your first stop for up-to-date transition information and details.