

welcome to workday

test your access and verify your information

Workday is Chevron's HR, payroll and time reporting system.
Follow the instructions below to confirm you're able to access the system without any issues.



things you should do in workday as soon as possible:

- Verify home address, phone number, emergency contacts
- View your Chevron employee ID number
- Verify your Federal tax withholding election
- Update your state tax withholding election (if any)*
- Verify direct deposit preferences
- Update W-2 online elections

Over the next few weeks, we'll talk about additional features and functions in Workday – such as time reporting and payslips – but for now, the tasks above should be your **priority** as we prepare for your first Chevron paycheck later this month.

** By default, Workday calculates Colorado withholding based on your IRS Form W-4. However, if you previously had a Colorado withholding election on file in ADP, these elections will **not** be converted to Workday. Starting January 1, 2025 you should update your withholding elections in Workday if a [DR 0004 Certificate](#) or a [DR 1059 Exemption](#) applies to you (both forms are optional).*



access workday here ›

- **Navigating Workday:** [Video](#) | [Quick Reference Guide \(QRG\)](#)
- **Pay & Tax Elections:** [View QRG](#)
- **Verify/Update Personal Data:** [View QRG](#)
- **View your Chevron employee ID number:**

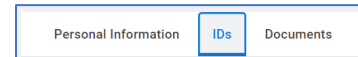
– Click the **Person** then **View Profile**



– Click **Personal**



– Click **IDs**



need help?

- For **Workday Support**, contact **HR Shared Services** via [Live chat](#) or by phone at **1-888-825-5247 [U.S. Payroll menu (2) then Talk to HR Shared Services (4)]**
- For **Payroll Support**, fill out the [Payroll General Inquiry form](#).