

your wealth

transition to chevron's payroll schedule and system

for pasadena refinery represented employees

Effective January 1, 2023, you will change to Chevron's payroll system. You'll need to access a new system for your paychecks, direct deposit and tax withholding. You'll also transition to Chevron's pay schedule, which is the *same* as your current pay schedule. You will continue to be paid *bi-weekly* every other Friday* (26 pay periods per year).

This change will occur automatically. Here's what you need to know to prepare.



pay schedule transition

last ADP system paycheck december 23, 2022

This will be your **final paycheck** from the PRSI payroll system (ADP). This is your regularly scheduled paycheck (pay period 26) and will include the following, *where applicable*:

- Payout of any **accrued/banked vacation hours** according to the option you selected earlier this year. Vacation payouts are considered supplemental pay and subject to tax withholding and are not benefits bearing.
- Applicable **federal** and/or **state tax** withholdings.

first chevron paycheck january 6, 2023

This will be your **first paycheck** from the Chevron payroll system (SAP HR). This will be the first installment (pay period 1 of 26) under Chevron's pay schedule.

This paycheck will include the following, *where applicable*:

- If you enrolled in Chevron health and protection benefits, most of your **Chevron benefit deductions** will begin as early as this first paycheck.
- Applicable **federal** and/or **state tax** withholdings.



Your Chevron paycheck will look different due to the transition from ADP to SAP HR. Be sure to look at your pay statement beginning in January to familiarize yourself with the new format. Payroll-related questions can be sent to pasadenatime@chevron.com. You can also contact your HR business partner if you have any questions.

* When a regular payday falls on a company-recognized holiday, payday is the preceding calendar day.

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direct deposit, tax withholding and more

Your pay preferences in effect in ADP as of November 21, 2022, will be used in the transition to Chevron's payroll system. Be sure to access [ADP](#) prior to November 21 to verify your information is accurate and make any updates as needed.



You should continue to make updates to these preferences during 2022, if necessary, in the [ADP system](#) through December 31, 2022. However, be aware that any changes made on or after November 22 will need to be re-entered in Chevron's pay system, SAP HR, when the transition is complete. More instructions for using Chevron's system will be provided in December as the transition approaches.

After the transition to Chevron payroll is complete, you'll have the opportunity to access Chevron's payroll system, SAP HR, to verify your direct deposit banking, pay statement, and tax withholding preferences are set up as expected and make any necessary changes at that time. More instructions will be provided in December as the transition approaches.

direct deposit

Your current direct deposit preferences, including bank accounts will be automatically transferred, if applicable.

- Chevron allows you to deposit your pay in up to three bank accounts.
- If you have a portion of your pay deposited to multiple accounts, these deposits will continue in the same allocations, to the same banks.

pay statements

- If you currently use direct deposit, your **Chevron pay statements** will be available for review from Chevron's payroll system, SAP HR, effective with your first Chevron paycheck in January. You *will not* automatically receive a paper pay statement. Please note that you must be connected to the Chevron intranet to access SAP HR to view your Chevron pay statements; this means you cannot access SAP HR from your phone as you access ADP currently.
- If you do not currently use direct deposit, **paper paychecks** will be mailed to your home address.
- Your **PRSI pay statements** and **W-2 forms** will be available for review from the [ADP system](#) for up to **3 years**. If you need to download and save any of these statements – for example if you're in the process of obtaining a home or other loan – be sure to complete this task while you still have access to the system. Your PRSI pay statements will *not* be transferred to Chevron.
- There are also two additional Chevron pay statement delivery settings, **e-mail delivery** or **paper statements** mailed to your home. Chevron cannot mail or deliver paper statements to your worksite. After the transition is complete, you'll have the opportunity to adjust your pay statement delivery settings as desired. If you sign up for e-mail delivery, you will receive a notification from scv-paystub@chevron.com prior to each payday.

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tax withholding

Your current federal and state (if applicable) withholding elections will automatically be transferred.

- If your current federal and/or state withholding election the **ADP system** is *older* than 2020, be sure to update your election by **November 21, 2022**, to ensure the system records a recent effective date. If your elections don't have an effective date on or after January 1, 2020, they will not be moved to the Chevron SAP HR system and your withholding will be set to Single and 0 until you have access to Chevron's system and make an update to your election. **This means your net pay could be affected when you transition to Chevron's payroll system.**

garnishments

Your current garnishments, if any, will be automatically transferred. There is an administrative fee assessed by Chevron for garnishments.
