



# pay schedule

## exempt employees

## salaried non-exempt employees

### reference this guide if ...

You will be an **Exempt employee** on January 1, 2026.

This means you will be paid on a salary basis, semi-monthly schedule and *will not* be eligible for overtime.

You will be a **Salaried Non-Exempt employee** on January 1, 2026.

This means you will be paid on a salaried basis, semi-monthly schedule and *will be* eligible for overtime.

**Exempt** and **non-exempt** are terms often used at Chevron with respect to payroll and time coding topics and are a reference to pay classifications identified in labor laws.



### your pay schedule will change

Effective January 1, 2026, your pay schedule will change to mirror Chevron's pay schedule, which is *different* from your current pay schedule. **This guide covers what you need to know and do to prepare.**



### you'll be paid on the 7th and 22nd of each month\*

- Chevron's pay cycle is **semi-monthly**. Your current Hess pay cycle is bi-weekly.
- There are **24 pay periods** per year with this pay cycle arrangement.
- Your annual salary will be divided by 24 pay periods instead of 26. This will generally result in a larger salary installment amount in each paycheck.



### reporting your time

You'll learn more about time reporting separately, including opportunities to attend training sessions and office hours. Watch for more information in November.

\* When a regular payday falls on a Saturday or Sunday, or on a Monday that is a company-recognized holiday, payday is the preceding Friday. When a regular payday falls on a Tuesday through Friday that is a company-recognized holiday, payday is the preceding calendar day.

# important!



## why this change matters

The timing of your paychecks in January 2026 will adjust to accommodate the *initial* shift from Hess to Chevron pay dates. You should budget ahead for both the transition period and the ongoing new pay dates. Don't forget to review automatic deductions that are taken from your bank account — such as utilities, mortgage, insurance, or credit cards — and make adjustments, if necessary, to align with your new pay dates.



## your tax elections *do not* transition to chevron

Your tax elections (Federal Form W-4 and any state equivalent withholding certificates) **will not** be converted from the Hess payroll system (UKG) to Chevron's payroll system (Workday).

### You must take action to enter your tax elections in Workday!

To ensure your tax elections are updated for your *first* Chevron paycheck, you must enter them in Workday between January 1, 2026 and January 15, 2026. **If you don't complete this action, your federal and state withholding will follow the applicable default rules until you update your elections in Workday.**



## review payment elections

Your payment elections, such as direct deposit, will be converted and transitioned from UKG to Workday, but they should be reviewed. Starting January 1, 2026, review your converted payment elections for accuracy and update or enter new elections in Workday.



## watch for instructions in january

You will receive a link to Workday and instructions for using the system via email on **January 1**. This information will also be posted to [hr2.chevron.com/hess](https://hr2.chevron.com/hess). Please note you must access Workday from the Chevron intranet.

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# pay details during the transition



**december 26, 2025**

paycheck for december 8 – december 21 pay period dates

- This is your regularly scheduled paycheck from the Hess payroll system. It is the last **full installment** (pay period 26 of 26) for your 2025 annual salary and is based on your Hess rate of pay.
- **Overtime** for salaried non-exempt employees (if any) occurring December 8 – December 21 will be included and is based on your Hess rate of pay.

## health & protection benefit deductions

- Final payroll contributions for your Hess health and protection benefits will be taken as applicable.
- If enrolled, **December 16** is the last day to change your **Health Savings Account (HSA)** payroll contribution with Empyrean.

## 401(k) deductions

**December 18** at 3 p.m. Central time is the deadline to change your employee contribution percentage with **Fidelity** to be effective with this paycheck.

The following will be applied to your **Hess Employee Savings Plan (Hess Savings Plan) account** and will apply to your **2025** plan year IRS limits.

- **Hess Savings Plan** employee payroll contribution deduction.
- **Hess Savings Plan** company matching contribution.
- **Loan payment deductions**, if any.



**january 8, 2026**

paycheck for december 22 – december 31 pay period dates

- This will be your **final paycheck** from the Hess payroll system.
- This is your regularly scheduled paycheck, but **it will be prorated** for the pay period of December 22 – December 31. This is pay period 1 of 24 for 2026 and is based on your Hess rate of pay.
- **Overtime** for salaried non-exempt employees (if any) occurring December 22 – December 31 will be included and is based on your Hess rate of pay.

## health & protection benefit deductions

- No deductions.

## 401(k) deductions

Due to 401(k) transition activities, employee contributions and any company matching contributions will follow the *rules* of the Hess Savings Plan but will be *deposited* into the **Chevron 401(k) plan – Employee Savings Investment Plan (ESIP)**.

- **Hess Savings Plan** employee contribution deduction.
- **Hess Savings Plan** company matching contribution.
- **No loan payment deduction**, if any. Loan payments will be re-amortized and will resume in late January or early February 2026.
- **These deductions will apply to your 2026 plan year IRS limits.** Include this pay period in your planning for 2026 401(k) contributions to ensure you don't exceed the 2026 IRS contribution limits.



**January 22, 2026**

paycheck for January 1 – January 15 pay period dates

- This will be your first paycheck from the Chevron payroll system, **Workday**, on Chevron's semi-monthly pay cycle timing.
- This will be the first **full installment** of your 2026 Chevron annual salary, as indicated in your notification letter. (This is pay period 2 of 24 for 2026.)
- This paycheck includes applicable **vacation, holidays** or **other time off** not previously paid to you, if requested in Workday *and* taken January 1 – January 15, 2026.
- **Overtime** for salaried non-exempt employees (if any) occurring January 1 – January 15 will be paid based on your Chevron rate of pay.

### health & protection benefit deductions

- Payroll contributions for your Chevron health and protection benefits will be taken from this paycheck, including flexible spending accounts or the health savings account, as applicable.
- Enrollment elections on the BenefitConnect website between December 8 and December 19, 2025, are used to determine your contributions.

### 401(k) deductions

The following will be applied to your **Chevron ESIP account**.

- **Chevron ESIP** employee payroll contribution deduction.
- **Chevron ESIP** company matching contribution.
- **Loan payments**, if any, will likely not be deducted. Loans will be re-amortized and payments are expected to resume in late January or early February 2026.
- **These deductions apply to your 2026 plan year IRS contribution limits.**

**The transition to Chevron's semi-monthly pay schedule is now complete.  
Your next regularly scheduled paycheck will be February 6.**