

transition to chevron pay schedule for salaried employees

legacy noble U.S.-payroll employees

Effective October 4, 2021, your pay schedule will change to mirror Chevron's pay schedule. This change will occur automatically, and your current direct deposit (if applicable), tax withholding elections and any garnishments will be transferred. **However, the number of days in a pay period and your paycheck schedule will be different.**

what's changing

pay cycle

Effective October 4, 2021, you will be paid **semi-monthly** according to Chevron's pay cycle.

- You will be paid on the **7th** and **22nd*** of each month, with **24 pay periods** per year.
- Your first Chevron pay is on **October 22, 2021** for the time period of October 1 through October 15, 2021.
- See the **Transition Pay Schedule** on Page 2 to understand upcoming pay dates.

We encourage you 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 annual salary remains the same

The transition to Chevron's semi-monthly pay cycle means you'll receive one less paycheck in 2021. This may result in a shortfall of your annual salary during the last pay period of the year. If you are affected by this, you will receive an adjustment on your **December 22, 2021** paycheck to make up for the shortfall. To be eligible for the adjustment, which will be based on your annual base salary as of September 30, 2021, you must be an active employee on the Chevron semi-monthly payroll on **December 7, 2021**.

direct deposit

- **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.
 - The date of the deposits will change because your paycheck dates will be different under the Chevron payroll schedule.
 - Starting October 4, 2021, you can change your direct deposit information, if desired, from the Chevron HR U.S. website. For direct deposit changes to be effective with your first Chevron paycheck, you'll need to make the changes by October 15, 2021. More instructions will be provided in October when your transition to Chevron's payroll system is complete.
- **If you are currently using direct deposit, your pay will continue to be deposited electronically, but you will not automatically receive a paper pay statement.**
 - Your pay statements will be available for review from the Chevron HR U.S. website starting in mid-October. You will continue to have access to view your Noble pay statements in Oracle Cloud until early 2022.
 - There are also two additional pay statement delivery settings, e-mail delivery or paper statements mailed to your home. Note that Chevron cannot mail or deliver paper statements to your worksite. If you want to update your preference to either of these options, you can do that on the Chevron HR U.S. website starting October 4, 2021.
- **If you do not currently use direct deposit, you can set it up starting October 4, 2021.** Otherwise, paper paychecks will be mailed to your home address.



Instructions and links to manage your paycheck statements, direct deposit, tax withholding and other pay-related preferences on the Chevron HR U.S. website will be provided in October. If you have questions, please send an email to [Your Chevron U.S. Benefits](#).

what to expect with your final noble paychecks

Your final two paychecks from Noble will include payments and deductions for various benefit plans and programs.

september 24, 2021

This paycheck covers the period of **September 6–19, 2021**, and will include the following, if applicable:

- Remaining **Noble Vitality Wellness Credit** amount due to you in 2021.
- Noble [Gym Reimbursement Program](#) payments for requests submitted by the September 10 final deadline.
- Final interim **Recognition and Awards (R&A)** program payout.
- Deductions or contributions for your **Noble benefit coverage**.

october 8, 2021

This will be your final paycheck from Noble, covering the period of **September 20–October 3, 2021**. The last day to enter your final Noble timecard in Oracle is **September 29**. This paycheck will include the following, if applicable:

- Final deductions or contributions for your **Noble benefit coverage**. Deductions for Chevron benefits will begin on a subsequent payroll after you enroll.
- **Nights Out of Country Pay reimbursement** for requests submitted by the September 14 deadline.
- For employees on expatriate assignment: **Rest and Recreation (R&R) per diem**, **Extra Work Home**, **Extra Worked Host Location** and **Foreign Travel Pay** for requests submitted by the September 14 deadline.

Your first paycheck from Chevron will be paid on **October 22, 2021** for the period of October 1–15.



noble transition pay schedule semi-monthly

Pay period	Paycheck date*
October 1 to October 15, 2021	October 22, 2021
October 16 to October 31, 2021	November 5, 2021
November 1 to November 15, 2021	November 22, 2021
November 16 to November 30, 2021	December 7, 2021
December 1 to December 15, 2021	December 22, 2021

* 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.

