Chevron Payroll

From the HR Site: <u>http://hr.chevron.com/northamerica/us/</u> (Chevron Employees go to SAP Time Sheet Page)

1) Go to My Personal Information, Click on "Time Sheet"

menu		∖ U.S. hu	Iman resources			Q search
about	diversity & inclusion	health & wellness	career & development	ombuds	news	local HR
U.: pay & compensat benefits policies & program emergency event expatriate inform jobs	S. ion + ms + tation trice			U.S Access this site to find ir U.S. pay, benefits, jobs,	5. HR Iformation and resou HR policies and prog	rces on Irams.
HR busines find Locate the HR bu for your organiza	as partner ler usiness partner ution.	K my HR >	timesheet vacation balance	paychecks >	holidays >	>

2) Under the "Personal Information" section choose "Personal Profile"

3) Change Bank Details Type to "Other Bank"

M Ti Si	y Portal SAP HR (US) CNAEP Management Cockpit BPS AF Ime Application Bank Career Education Emerger heet Status Update Search Update Contact	PPS SAP Upstream ncy Employment En t Opportunities V	nployment Pass erification Rese	word Paycheci t Inquiry	k Self Tax ID Withholding	∣Time Time Balance Stat
Ti	me Sheet > Bank Update				Histor	y <mark>⊿ <u>Back</u> Forwa</mark>
					C	UICKHELP
	Bank Details Type Other bank -					
	Bank Information: Overview					
	Effective Date First Check Date Valid Until F	Payee	Bank Name E	Bank Account	Payment Method	
	O7/16/2007 08/07/2007 - O8/07/2007 O8/07/2007 O8/07/2007 O				Bank transfer	
	Select one of the following transactions.	(New Cha	ange Del	lete Display	

4) To create a New Payroll Deduction, click the NEW button (see next page)

To Change the amount of your Current Deduction, click the CHANGE button (see next page)

To Set Up New Payroll Deduction

My Por	tal SAP HR (US) CNAEP Manage	ent Cockpit BPS APPS SAP Upstream				
Time Sheet	Application Bank Career Status Update Search Agent	Education Emergency Employment Employment Password Paycheck Self Tax Time Time Update Contact Opportunities Verification Reset Inquiry ID Withholding Balance Statem				
Time Sh	eet > Bank Update	History Back Forward				
		QUICKHELP				
-						
		-				
	Other bank - Create	Request				
	Effective Check Date	08/07/2007 -				
	Bank country	USA				
	Bank ABA number	• • • • • • • • • • • • • • • • • • •				
	Bank account					
	Account Type	Checking account O Savings account				
	Payment method	Bank transfer				
	Deduction amount	United States Dollar (per pay period)				
	To search for a bank ABA number, click the $^{igodoldsymbol{R}}$ icon next to the bank ABA number input field.					
	To proviow chapges and vorify	he hank information, click the "Verify" butten				

For a New Deduction you need:

CUSA FCU Bank ABA Routing Number 265075401 and Your Account Number Make sure to VERIFY information is correct

To Change Amount of Existing Payroll Deduction:

		QUENTEL
Other bank - Cha	nge Request	
Effective Check Date	03/22/2005 -	
Bank country	United States	
Bank ABA number	265075401 🔍 CUSA FCU	
Bank account	Concept to	
Account Type	C Checking account © Savings account	
Payment method	Bank transfer	
Deduction amount	Jnited States Dollar (per pay period)	
To search for a bank ABA	number click the 🔍 icon next to the bank ABA number input field	

Enter the new amount you want deducted from each paycheck. Make sure to VERIFY information is correct