

Chevron Payroll

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

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

The screenshot shows the U.S. Human Resources website. The navigation bar includes links for 'U.S. HR Home', 'HR News & Communications', 'Employee Benefits', 'Pay & Compensation', 'HR Policies', 'Jobs & Job Resources', and 'Recognition & Service'. The 'My Personal Information' section is highlighted with a yellow arrow, and the 'Time Sheet' link is visible within this section.

2) Choose “Bank Update”

3) Change Bank Details Type to “Other Bank”

The screenshot shows the SAP HR (US) 'Bank Update' page. The 'Bank Details Type' is set to 'Other bank'. Below this, there is a table with the following data:

Effective Date	First Check Date	Valid Until	Payee	Bank Name	Bank Account	Payment Method
07/16/2007	08/07/2007	-				Bank transfer

Below the table, there are buttons for 'New', 'Change', 'Delete', and '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

The screenshot shows a web application interface with a navigation bar at the top containing links like 'My Portal', 'SAP HR (US)', 'CNAEP Management Cockpit', 'BPS APPS', and 'SAP Upstream'. Below this is a secondary navigation bar with various options such as 'Time Sheet', 'Application Status', 'Bank Update', 'Career Search Agent', 'Education Update', 'Emergency Contact', 'Employment Opportunities', 'Employment Verification', 'Password Reset', 'Paycheck Inquiry', 'Self ID', 'Tax Withholding', 'Time Balance', and 'Time Statement'. The main content area is titled 'Other bank - Create Request' and contains a form with the following fields:

Effective Check Date	08/07/2007
Bank country	USA
Bank ABA number	<input type="text"/>
Bank account	<input type="text"/>
Account Type	<input checked="" type="radio"/> Checking account <input type="radio"/> Savings account
Payment method	Bank transfer
Deduction amount	<input type="text"/> United States Dollar (per pay period)

Below the form, there is a note: 'To search for a bank ABA number, click the icon next to the bank ABA number input field.' At the bottom right, there is a 'Verify' button.

For a New Deduction you need:

CUSA FCU Bank ABA Routing Number 265075401 and
Your Account Number

Make sure to VERIFY

To Change Amount of Existing Payroll Deduction:

The screenshot shows a web application interface with a navigation bar at the top containing links like 'My Portal', 'SAP HR (US)', 'CNAEP Management Cockpit', 'BPS APPS', and 'SAP Upstream'. Below this is a secondary navigation bar with various options such as 'Time Sheet', 'Application Status', 'Bank Update', 'Career Search Agent', 'Education Update', 'Emergency Contact', 'Employment Opportunities', 'Employment Verification', 'Password Reset', 'Paycheck Inquiry', 'Self ID', 'Tax Withholding', 'Time Balance', and 'Time Statement'. The main content area is titled 'Other bank - Change Request' and contains a form with the following fields:

Effective Check Date	03/22/2005
Bank country	United States
Bank ABA number	265075401 CUSA FCU
Bank account	<input type="text"/>
Account Type	<input type="radio"/> Checking account <input checked="" type="radio"/> Savings account
Payment method	Bank transfer
Deduction amount	<input type="text"/> United States Dollar (per pay period)

Below the form, there is a note: 'To search for a bank ABA number, click the icon next to the bank ABA number input field.' At the bottom right, there is a 'Verify' button.

Enter the new amount you want deducted from each paycheck.

Make sure to VERIFY