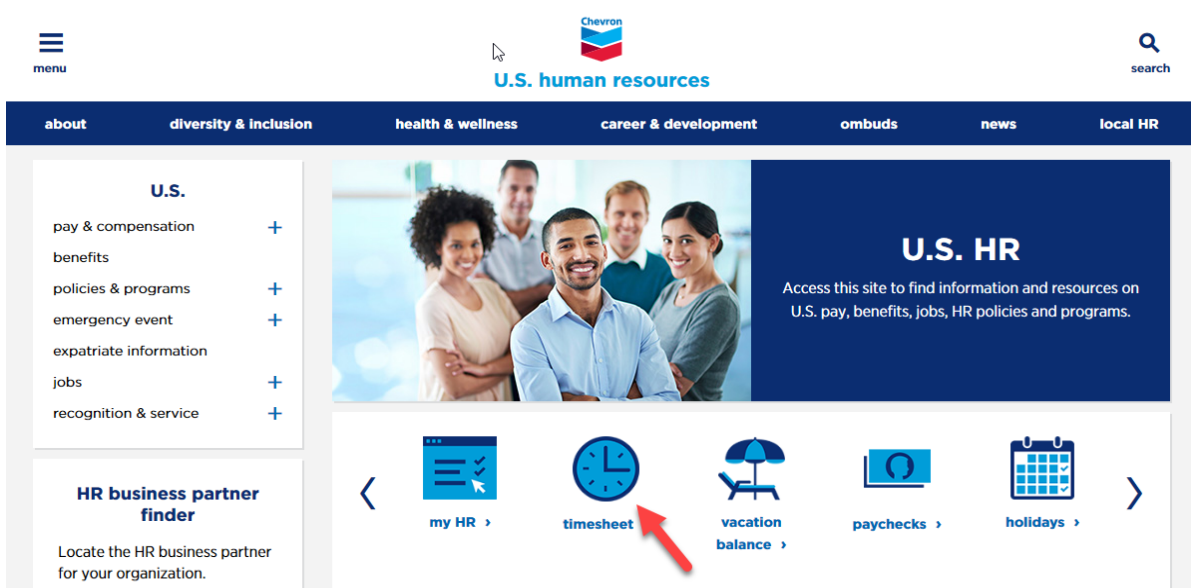


Chevron Payroll

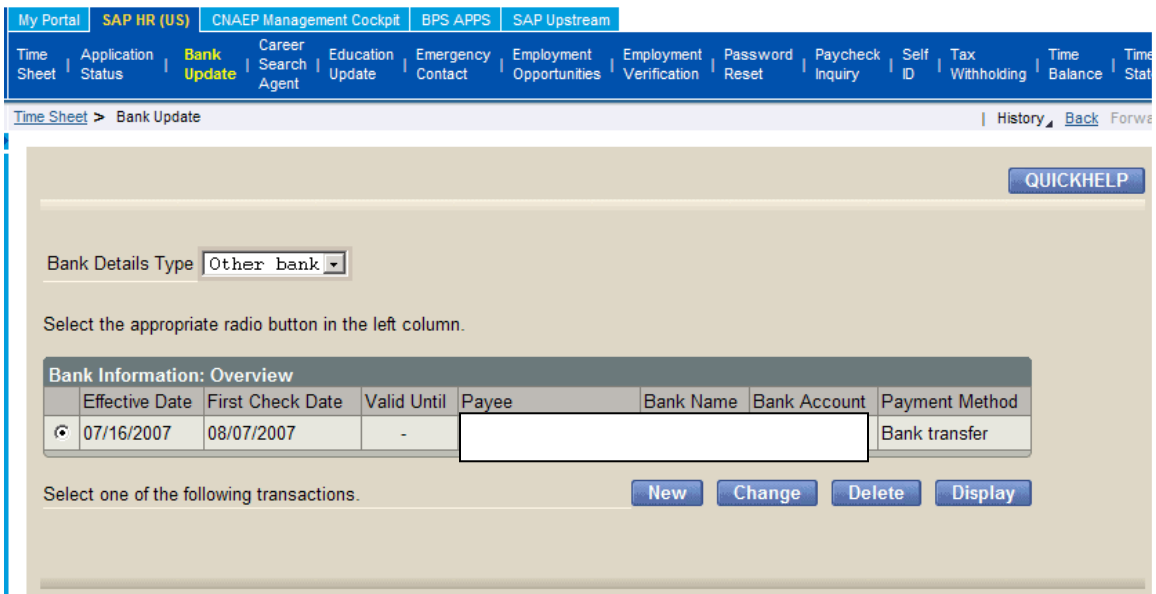
From the HR Site: <http://hr.chevron.com/northamerica/us/>
(Chevron Employees go to SAP Time Sheet Page)

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



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

3) Change Bank Details Type to “Other Bank”



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 portal interface with a navigation bar at the top. The main content area is titled "Other bank - Create Request". The form includes the following fields:

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

Below the form, there is a note: "To search for a bank ABA number, click the [search icon] 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 information is correct

To Change Amount of Existing Payroll Deduction:

The screenshot shows a web portal interface with a navigation bar at the top. The main content area is titled "Other bank - Change Request". The form includes the following fields:

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

Below the form, there is a note: "To search for a bank ABA number, click the [search icon] 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 information is correct