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Payroll Information –Massachusetts Strike July 2026

Induction Pay

- For in-person Induction, time begins when you check into the kiosk at the induction event on-site. Your time at induction will end when a USN Representative at the housing station “clocks” you out once you have completed the housing station.
- Healthcare Professionals that attend Induction on 7/4/2026 will receive time and a half (Holiday pay) and will show with the earn code XI2 (Induction OT).
- All Healthcare Professionals will be paid at a rate of \$15.00 per hour for time spent in induction. This will be processed on the first payroll, scheduled for a check date of 7/9/2026.

Module/Pre-Learning Pay

- All Healthcare Professionals are required to complete pre-orientation curriculum via online learning prior to the in-person orientation on-site.
- Each module has a set estimated completion time. These estimates are based on the course length and the average time previous HCPs have needed to complete.
- Time spent beyond the pre-determined estimates will not be paid without the prior express written authorization of USN. HCPs who anticipate needing additional time must contact USN before exceeding the estimated time. HCPs requiring additional time as a disability-related accommodation must notify USN before beginning the curriculum so that USN can engage in the interactive process and provide the appropriate accommodations.
- HCPs will be paid \$50 per hour for completion of the assigned pre-orientation curriculum. This applies to all specialties.

Orientation & Time Entry

- The recording of your time spent at orientation on-site will be captured via electronic scanning (time tracker) into the system by a USN Representative. Once the strike commences, you will be scanned upon your arrival and departure to/from the facility to capture time worked during your shift.
 - **Scanning is the record of time that creates a time sheet that must be reviewed and approved by you to be paid for hours worked. You cannot self-edit the scanned time. (If you notice a discrepancy, please contact a USN Representative on-site to update the incorrect time)**
 - **If you have an issue, or believe your time has been captured incorrectly, it is your responsibility to contact the on-site USN Representative for resolution.**
- When you log into your electronic timesheet each day, you will see the scanned time populated for orientation and each day of the strike (once the strike commences). Select the edit button, enter your mealtime(s), hit save, and submit.
 - Additional details can be found in the Time Sheet Tracker Guide located on the Go Page.
- **Your timesheet should be submitted no later than 30 minutes after the end of your shift each day. A text reminder will be sent out daily and a final reminder will be sent out as well prior to processing payroll.**
- **Timesheets that are not received will be processed on a subsequent payroll.**

Electronic Time Sheet link: <https://kiosk.usnursing.com/gyCMEtao/timesheet>. This link is specific to this assignment. You will also receive a Timesheet Tracker guide which explains how to submit your time sheets.

- Log In with **Date of Birth** and **Last 4 Digits** of your Social Security number.
- Please refer to the Time Sheet Tracker Guide for more detailed information on entering your time.

Meal & Rest Breaks

- Massachusetts law requires that you take at least one 30-minute meal period during a shift that is 6 hours or longer.
- USN automatically deducts that 30-minute meal period from your time tracker for each shift, unless a Missed Meal form has been submitted.
- If you are not provided with a meal break, or your meal break was shorter than 30 minutes, you must inform us at the end of your shift so that we can ensure we do not deduct a 30 minute meal break from your time card by completing the Meal Break Correction form (located on the go page and linked to the Strike Agreement Letter) and upload the signed document using the link on the go page.
- The form must be completed and submitted using the link on the go page within 24 hours of your completed shift, must have an authorized signature and only one form per shift.
- **We do not know if you have missed or had a short meal break unless you tell us.**

Pay & Per Diem

- You will be paid all wages and eligible/approved reimbursements on a weekly basis, on Mondays, for this strike via PreferPay, with your first check date of 7/9/2026. A PreferPay Portal Guide and FAQ document are available on the Go Page, please read those over before your first payday so you are familiar with the details. The workweek is Wednesday to Tuesday.
- **You will not receive a PreferPay link until the first pay day. Pay is processed and paid on the same day, and links will be sent after 2pm PST and before 12am (Midnight) PST each day.**
- You will receive a travel day per diem of \$25 for your travel day too, this is the day you arrive in Massachusetts. You will receive a daily per diem of \$45 per day for all days on site, and an additional \$25 for the day you travel home. Per diem will be processed along with your regular pay.
- The initial payroll for this strike will be processed with a check date of 7/9/2026 and will include Induction, Orientation (with a submitted time sheet), Modules/Pre-Learning (if complete) your per diem (travel day to and days onsite up to 7/7/2026).
- On 7/16/2026 you will receive your second check, this will include all hours worked from 7/8-7/12/2026 with a submitted time sheet, Guarantee, travel (if updated), per diem, tech reimbursement and charge if it has been updated in the system.
- Final payroll will be processed on 7/23/2026 and will include any late time sheets, corrections, reimbursements.
- If the strike commences on 7/8/2026 as scheduled, Healthcare Professionals that are prepared to accept a shift assignment each day of the strike, meet all USN employment & file requirements will be paid in accordance with the Strike Agreement Letter.



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- Luggage reimbursements will be in the amount of \$35 each way (\$70 round trip) and will be processed **automatically** on your final payroll for those who indicated being a flyer at the time of accepting the offer and completing the travel survey. USN does not need a copy of your receipt to be emailed in, we will not reimburse you for additional or heavy luggage.
- For Healthcare Professionals who opt to drive, mileage reimbursements will be calculated based on the zip code provided when your travel arrangements were confirmed. Zip code changes will not be accepted. Mileage is paid at the IRS rate per mile with a maximum reimbursement of 725 miles one way (1450 miles round trip). There is no reimbursement for less than 50 miles (100 miles round trip). **The IRS rate for 2026 is \$0.725 per mile.** Reimbursements will be processed on your final payroll.
- For additional information please refer to your Strike Agreement Letter.

Guarantee:

- There is a 60 hour guarantee **inclusive** of time spent in Orientation.

Reimbursements:

- In order to receive a reimbursement for an eligible reimbursement, please complete the reimbursement form: [Reimbursement Form](#).
- Attach all receipts associated with the form to the document and ensure that the details of the form match the receipts. Reimbursement will be processed for the amount listed on the form, if the receipts are more than what is on the cover sheet a correction will not be processed.
- Reimbursement form and receipts should be sent to USNReimbursements@usnursing.com.
- Reimbursements should be submitted **no later than seven days from the last day of strike**, to be processed on the final payroll. Any receipt received after that time will be processed within 4-6 weeks.

Payroll Documents – Tax forms

- All employees must complete a Federal W-4 and a Massachusetts state form. These documents have been sent to you through OTP (Onboarding Talent Platform) along with the Intro to PreferPay and Permanent Address and Tax Location policies.
- Once you arrive onsite, if you need to update your tax withholdings, please utilize the link on the go page to request new forms, the new forms will be sent through OTP and added as a task to complete.
- If tax documents are not received prior to start of strike, or the forms are invalid requiring a new form to be completed, the Healthcare Professional will be marked as default (Single with no deductions/exemptions), until a valid form is received, these forms will not be back dated.
- **Once Federal and/or State withholdings are processed, the funds withheld from checks are immediately sent to the tax agency and are no longer in USN's hands. As such, any over withholding would be subject to settlement when the annual tax return is filed with the agency. If it is determined that the over withholding was a USN payroll clerical error, USN payroll will make a one-time refund at USN's expense.**
- If you would like to change your state or federal filing status you MUST complete a new W-4 form, you can request a new form by utilizing the link on the go page.
- All requested forms after start of strike will be entered in accordance with IRS guidelines within 30 days of receipt.

Viewing Your Pay Stub

- You may view your paystubs by logging into the Ingenovis Health app and selecting Payroll & Time sheets
 - Click on View Paystub
 - This will take you to register with ADP
 - There are detailed instructions on the GO Page with screen shots included.
 - **If you need your password reset on the ADP website, please reach out to passwordreset@fastaff.com**

Payroll Contact Information

For all payroll related questions, contact us at:

- Email: usnpayroll@usnursing.com
- Phone: 800-726-8773, Opt 3
 - We have extended phone hours for this strike (all times are Mountain time zone)
 - Beginning on Saturday 7/4/2026 through Sunday 7/5/2026 phones will be open from 9am until 3pm
 - Beginning on Monday 7/6/2026 through Sunday 7/12/2026 phones will be open from 7am until 7pm
 - Regular hours will begin again on 7/13/2026 8am to 5pm Monday through Friday

If you believe you have been paid incorrectly, it is your responsibility to contact the USN Payroll department immediately at usnpayroll@usnursing.com. Failure to do so may result in USN's inability to timely correct payment at no fault of the USN.

This information will also be available via the GO Page, a resource website that provides payroll, bus loading, and other important information for this strike assignment. Instructions to access the GO Page will be made available to you at Induction.