

**Payroll Information –California Strike October 2025**

**Induction Pay**

- There will be both a Virtual Induction and an in-person Induction. Healthcare Professionals that complete the Virtual Induction will receive 1 hour of pay at the rate of \$25, time to complete will not exceed 1 hour.
- 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 station.
- All Healthcare Professionals that attend the in-person Induction will be paid at a rate of \$18.07 per hour for time spent at in-person Induction. This will be processed on the first payroll, scheduled for a check date of 10/30/2025.

**Orientation, Daily Scanning, and 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 week's payroll.**

Electronic Time Sheet link: <https://kiosk.usnursing.com/L10Gv9u9/timesheet>. This link is specific to this assignment. You will also receive a Timesheet Tracker guide which explains how to submit your timesheets.

- 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.

**Orientation, Daily Scanning, and Time Entry – FINDD Testing**

- All Healthcare Professionals will be asked to test the new time keeping system, Findd, on this strike.
- Healthcare Professionals will receive their login information and be set up to use the Findd app during in-person induction.
- Healthcare Professionals will be asked to submit their start and end time and any meals/rest periods they take during their Orientation and all shifts, and to submit the time sheet through the Findd app.
- Healthcare Professionals that are on-call are also asked to track their on-call and any call back time using the Findd app as well.
- A technology reimbursement of \$5 will be processed on the 11/03/2025 payroll for assisting with the testing of this new time tracking app.
- **This information will not be used for processing pay during this strike, we will use time tracker data to process for pay.**

**Pay & Per Diem**

- You will be paid all wages and reimbursements for this strike via PreferPay daily, beginning on the first day of the strike, 10/30/2025. 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.
- **You will not receive a PreferPay link until the first pay day, and it will be sent after 2pm PST but before 12am (Midnight) PST each day.**
- You will receive a travel day per diem of \$25 for your travel day to, this is the day you arrive in California. You will receive a daily per diem of \$50 per day for all days on site, and an additional \$25 for the day you travel home. Per diem will be processed with your other pay.
- The initial payroll for this strike will be processed with a check date of 10/30/2025 and will include Induction, Orientation (with a submitted time sheet), your per diem and your estimate for the shift on 10/30/2025.
- Any hours worked over 12 on 10/30/2025 will be paid, with a submitted time sheet, on 10/31/2025.
- A payroll will be processed on Monday 11/03/2025 that will include any late time sheets, missed meal premiums in accordance with the Strike Agreement Letter and your signed Meal Waiver, Guarantee and any charge pay.
- If needed, a final payroll will be processed on 11/07/2025 and will include any corrections, reimbursements and true-ups for late submitted time sheets.
- If the strike commences on 10/30/2025 as scheduled, Healthcare Professionals 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.
- Luggage reimbursements will be in the amount of \$35 each way (\$70 round trip) and will be processed automatically on your final payroll (11/03/2025) for those who indicated being a flyer at the time of accepting the offer and completing the travel survey.
- 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 735 miles one way (1470 miles round trip). There is no reimbursement for less than 50 miles (100 miles round trip). **The IRS rate for 2025 is \$0.70 per mile.** Reimbursements will be processed on your final payroll (11/03/2025).
- For additional information please refer to your Strike Agreement Letter.

**Guarantee:**

- There is a 36-hour Guarantee for this strike, once this strike commences, and is **inclusive** of time spent at 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](mailto: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 and Meal Waivers**

- All employees must complete a Federal W-4 and a CA DE-4 state form. This document will be emailed to you via DocuSign for your submittal.
- Invalid tax documents will be marked as default (Single with no deductions/exemptions) until a valid form is received, these forms will not be back dated. **For state taxes (if applicable) instructions are provided, it is the responsibility of the Healthcare Professional to read those instructions and consult a tax professional should you feel you need to. It is not the responsibility of the USN Payroll team to alert the Healthcare Professional if a form is invalid.**
- **All payroll documents received prior to the end of Induction will be processed immediately. Any W-4s received after the first day of the strike will be updated in accordance with IRS guidelines, within 30 days of receipt.**
- If a Healthcare professional provides a tax document that has been completed incorrectly as outlined by the IRS, USN is mandated to withhold at the highest possible rate until such time as a revised and valid form is provided and processed. USN has up to thirty (30) days to process the revised form which could be after the conclusion of the assignment. It is extremely important that all tax documents are completed correctly for the first submission as USN will not be able to provide a refund or tax reimbursement in these situations and the Healthcare professional must collect any withholdings owed back at the time the annual tax return is filed. Updated and new forms cannot be backdated, per the IRS, and US Nursing cannot accept them.
- **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 your Federal W-4 states "Single" and no deductions, the maximum amount of taxes will be withheld from your pay.
- If you would like to change your federal filing status you MUST complete a new W-4 form, email [usnpayroll@usnursing.com](mailto:usnpayroll@usnursing.com) to submit a new W-4.
- All Healthcare Professionals have been sent three Meal Waivers: Non-Clinical Shift, Clinical Shift and On Duty Meal Period Agreement. All forms should be read carefully and signed prior to start of strike, any forms not received will be defaulted to "declined to waive."
- Meal premiums will be paid in accordance with those three forms; no pay will be processed for Healthcare Professionals who voluntarily choose not to take a meal period or takes one later than the times set forth in the policy.

**Viewing Your Pay Stub**

- You may view your paystubs by logging into the Ingenovis Health app and selecting Payroll & Timesheets
  - 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](mailto:passwordreset@fastaff.com)**

**Payroll Contact Information**

For all payroll related questions, contact us at:

- Email: [usnpayroll@usnursing.com](mailto:usnpayroll@usnursing.com)
- Phone: 800-726-8773, Opt 3
  - We have extended phone hours for this strike (all times are Mountain time zone)
    - Phones will be open from 8am to 12pm on Sunday 10/26/2025
    - Beginning on Monday 10/27/2025 and through Thursday 10/30/2025 phones will be open from 8am to 8pm
    - Friday 10/31/2025 phones will go back to normal hours 8am to 5pm M-F

**If you believe you have been paid incorrectly, it is your responsibility to contact the USN Payroll department immediately at [usnpayroll@usnursing.com](mailto: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.***