

Payroll Information –Oregon Strike January 2025 - Portland

Induction Pay

- 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 payroll station “clocks” you out once you have completed the payroll station.
- All Healthcare Professionals will be paid at a rate of \$15.95 per hour for time spent at induction. This will be processed on the first payroll, scheduled for a check date of 01/16/2025.

Pre-Orientation Curriculum (Modules), Orientation, Daily Scanning, and Time Entry

- You will be required to complete web-based modules prior to your orientation on-site. The information to access these modules will be sent via email upon acceptance of the offer for this strike assignment. There are two pay rates for Modules; nursing will receive a rate of \$50 per hour, all other specialties will earn \$35 per hour. Please refer to your Strike Agreement Letter where there is a list of specialties and the rate they will receive.
- The estimated time to complete the web-based modules will vary based on the assigned position for this strike assignment. The estimated length of time will be included in the email providing you with the link to take these modules. Spending more time on the web-based pre-orientation work than the estimated time indicated **will not be paid without the express authorization of USN**. You will be directed to sign an Attestation of Completion upon completion of the modules. An Attestation of Completion is required to be paid for completing the web-based modules.
- The recording of your time spent for the in-person orientation on-site will be captured via electronic scanning 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 or your hotel lead 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/3hZpdD L/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.

Pay & Per Diem

- You will be paid all wages and reimbursements for this strike via PreferPay on a weekly basis and pay dates will be every Thursday.
- You will receive a travel day per diem of \$20 for your travel day to and from this assignment. Your travel day is the day you arrive in Oregon or the day you leave Oregon.
- You will receive a daily per diem of \$40 per day for all days leading up to your first day working the strike including Orientation. Once the strike commences, you will receive \$40 per day for all worked days and any days you are flexed or call in sick. You will not receive per diem for days scheduled off or requested off.
- Per diem will be processed weekly with your other pay.
- The initial payroll for this strike will be processed with a check date of 01/16/2025 and will include Induction, Modules, Orientation (with a submitted time sheet) and your per diem.
- The work week begins on Friday and the initial paid work week will begin on 01/10/2025 with the first check date Thursday 01/23/2025, therefore the pay period is Friday to Thursday each week.
- If you arrived after the first work week of the strike, your first check will include Induction and Modules. If you attend Orientation during that same pay period as your first week working the strike, those hours will also be included with any worked shifts.
- All pay days are on Thursday and will include any hours worked from the previous pay period.
- If you are sick or make yourself unavailable per the terms of the Strike Agreement Letter you will void your Guarantee.
- Oregon sick time accrues at a rate of 1 hour for every 30 hours worked and Healthcare Professionals accrue a maximum of 40 hours in a year. Accrual begins on your first day, however you are not eligible to use it until you have worked 90 days. If you have worked a travel assignment in Oregon with Fastaff and have accrued sick time and have worked 90 days you, will be eligible to use your accrued sick time.
- If the strike commences on 01/10/2025 as scheduled, Healthcare Professionals prepared to accept a shift assignment each day of the strike, meet all US Nursing 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 for those who indicated being a flyer at the time of accepting the offer and completing the travel survey. **Unless the airline does not charge for baggage then there will be no reimbursement (ie. Southwest Airlines, etc.).**
- 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.
- For additional information please refer to your Strike Agreement Letter.

Guarantee:

- There is a 60-hour Guarantee for the candidate's first week of the strike, inclusive of Orientation and Modules.
- For all remaining weeks of the strike, there is a 48-hour Guarantee.
- Hours worked will be paid for any Healthcare Professionals that begins work mid-week, meaning the start day is on any day other than Friday.
- All Guarantee eligibility details can be found in your Strike Agreement Letter.

Reimbursements:

- In order to receive a reimbursement for an eligible reimbursement, please complete the reimbursement form: [Reimbursement Form](#)
- Attach all receipts associate 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.

Taxes

- All employees must complete a Federal W-4. 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 call a tax professional the instructions are unclear, or the Healthcare Professional is unsure how to complete the form. Therefore, it is not the responsibility of the payroll team to alert the Healthcare Professional if a form is invalid.
- **W-4s received prior 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 our 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 to submit a new W-4.

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**

Payroll Contact Information

For all payroll related questions, contact us at:

- Email: usnpayroll@usnursing.com
- Phone: 800-726-8773
 - We have extended phone hours for this strike (all times are Mountain time zone)
 - Beginning on 01/06/2025 phones will be open from 8am to 8pm all days of the week

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.