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Payroll Information – California Strike Triad October 2026

At a Glance

- **First payday:** October 27, 2026, through PreferPay.
- **Timesheet deadline:** Submit within 30 minutes after each shift ends.
- **Assignment-specific timesheet:** Open your electronic timesheet. Log in with your date of birth and the last four digits of your Social Security number.
- **Scanned-time corrections:** Contact an on-site USN representative. You cannot change scanned arrival or departure times yourself.
- **Payroll help:** usnpayroll@usnursing.com or 800-726-8773, option 3. See Payroll Contact Information for phone hours.

Induction Pay

- For in-person induction, your paid time begins when you check in at the on-site kiosk. It ends when a USN representative clocks you out after you complete the housing station.
- All Healthcare Professionals (HCPs) will receive $25.00 per hour for induction time. This payment will be included in the first payroll, with a check date of October 27, 2026.

Module and Pre-Learning Pay

- All HCPs must complete the required online pre-orientation curriculum before attending on-site orientation.
- Epic training is required if you have not completed Epic training for this client within the last 12 months.
- Each module has an estimated completion time based on role/specialty.
- Time beyond the predetermined estimates will not be paid without USN's prior express written authorization. If you anticipate needing additional time, contact USN before exceeding the estimate. HCPs requiring additional time as a disability-related accommodation must notify USN before beginning the curriculum so USN can engage in the interactive process and provide appropriate accommodations.
- HCPs in all specialties will receive $50 per hour for completing the assigned pre-orientation curriculum and any required Epic training.

Orientation and Time Entry

- A USN representative will record your on-site orientation time using electronic scanning (Time Tracker). Once the strike begins, representatives will scan your arrival at and departure from the facility to record your shift time.
    - Scanned time creates your timesheet, which you must review and approve to be paid for hours worked. **You cannot edit scanned arrival or departure times yourself.** If a scanned time is incorrect, contact an on-site USN representative to correct it.
    - You are responsible for reporting time-capture issues to the on-site USN representative for resolution.
- Complete these steps each day for orientation and, once the strike begins, each strike shift:
    1. Log in to your electronic timesheet and review the populated scanned time.
    2. Save and submit your timesheet.
    - For detailed instructions, see the Time Sheet Tracker Guide on the Go Page.
- **Submit your timesheet no later than 30 minutes after your shift ends each day.** A text reminder will be sent daily, with a final reminder before payroll processing.
- **Late timesheets will be held for the final payroll on November 2, 2026.**

Electronic timesheet: https://kiosk.usnursing.com/5VJ557ST/timesheet. This link is specific to this assignment. You will also receive the Time Sheet Tracker Guide, which explains how to submit your timesheets.

- Log in with your **date of birth** and the **last four digits of your Social Security number**.

- Refer to the Time Sheet Tracker Guide for detailed time-entry instructions.

Meal and Rest Breaks

- Review and sign three documents in person at induction:
  1. California Meal Waiver (Clinical Shifts)
  2. Non-Clinical Meal Waiver (for non-clinical shifts)
  3. Meal and Rest Break Policy
- California law requires that you take two 30-minute meal periods during a 12-hour clinical shift, unless you waive one of those meal periods, and one 30-minute meal period during a non-clinical shift.
- The facility will provide your daily schedule, including rest and meal breaks. USN will automatically deduct the appropriate meal breaks from your clinical or non-clinical shift based on your Meal Waiver response.
- **If you are not provided a meal break or take less than 30 minutes, report it at the end of your shift** so USN can ensure a 30-minute meal break is not deducted from your timecard:
  1. Complete the Meal and Rest Break Correction form, available on the Go Page and linked to the Strike Agreement Letter.
  2. Sign the form.
  3. Upload the signed form using the link on the Go Page.
- USN relies on your report to identify missed or shortened meal breaks.
- You may change your CA Meal Waiver selections at any time. Request a new form using the link on the Go Page.

Payment Method and Timing

- All wages and eligible, approved reimbursements for this strike will be paid through PreferPay daily, beginning October 27, 2026. Review the PreferPay Portal Guide and FAQ on the Go Page before your first payday. The workweek for this assignment is Tuesday through Monday.
- You will receive your first PreferPay link on the first payday—not before. Pay is processed and paid on the same day. Links will be sent after 2 p.m. and before midnight each payday, Pacific Time (PT), including daylight saving time when applicable.
- **Per diem:** You will receive $20 for your travel day to California (the day you arrive), $20 per day for on-site days before the strike begins (October 25–26), $40 per day for all three strike days, and $20 for your travel day home. Per diem will be processed with your regular pay.

Payroll Schedule

Daily pay and true-ups: Daily pay assumes each HCP works 12 hours. Hours worked beyond 12 are paid the following day when the timesheet is submitted on time. Late timesheets are held for the final payroll November 2, 2026.

Pay date	What is included	Conditions and notes
October 27, 2026	Induction, orientation, modules, per diem for travel to California and on-site days through October 27, and the October 27 12-hour estimate.	Orientation requires a submitted timesheet. Modules must be complete.
October 28, 2026	October 28 12-hour estimate, October 27 shift true-up, and daily per diem.	True-up covers hours worked over 12 in the shift, with a submitted timesheet.
October 29, 2026	October 29 12-hour estimate, October 28 shift true-up, and daily per diem.	True-up covers hours worked over 12 in the shift, with a submitted timesheet.
October 30, 2026	Final payroll: October 29 hours worked over 12, late-timesheet true-ups, guarantee, charge pay, tech reimbursements, travel reimbursements (mileage/luggage), any travel-day per diem, and other true-up payments.	Payment for hours worked requires a submitted timesheet. Travel reimbursement data must be updated in the system. Corrections for missing data may be processed on November 2.
November 2, 2026	Corrections for missing data from the October 30 final payroll, if needed.	Correction payroll only, if needed; final payroll is October 30.

Employment status after the assignment

When you successfully complete this strike assignment, you do not lose your employment relationship with the company. Rather, you simply remain in an inactive status until you agree to work another strike. During the period of inactive status, you are free from the direction and control of the company and are not paid for any activities. If you no longer want to be employed with the company following a strike, you must let us know.

Assignment eligibility

If the strike begins on October 27, 2026, as scheduled, HCPs who are prepared to accept a shift each day of the strike and meet all USN employment and file requirements will be paid in accordance with the Strike Agreement Letter.

Assignment Guarantee

There is a 36-hour guarantee in addition to time spent in orientation, pre-learning, and Epic training.

Reimbursements

Travel reimbursements

- **Luggage:** Reimbursement is $35 each way ($70 round trip), processed automatically on final payroll on October 30 for HCPs who indicated they were flying when accepting the offer and completing the travel survey, no submitted receipts are required to receive this reimbursement. Corrections for missing data may be processed on November 2.
- **Luggage costs over $70:** To request reimbursement, follow the reimbursement submission process below. Instructions and the submission link are available on the Go Page. Do not submit a luggage receipt if the cost is below $70.
- **Mileage:** For HCPs who drive, reimbursement is calculated using the ZIP code provided when travel arrangements were confirmed. ZIP code changes are not accepted. Mileage is paid at the 2026 IRS rate per mile, up to 725 miles one way (1,450 miles round trip). There is no reimbursement for less than 50 miles (100 miles round trip). Reimbursements are processed on final payroll on October 30. Corrections for missing data may be processed on November 2.
- For additional information, refer to your Strike Agreement Letter.

Reimbursement submission process

- To request an eligible reimbursement, complete the reimbursement form on the Go Page.
- Submit one receipt per submission.
- Provide all details requested in the form.
- **Do not submit mileage, standard luggage reimbursement, certifications or licenses through this process.** Mileage and standard luggage reimbursement are processed automatically; USN Licensing handles licensing. For luggage costs over $70, use this reimbursement process and follow the instructions and submission link on the Go Page.

Payroll Documents and Tax Forms

- **Initial forms**
  All employees must complete a Federal W-4 and a California state form. These forms were sent through the Onboarding Talent Platform (OTP), along with the Intro to PreferPay and Permanent Address and Tax Location policies.
- **Requesting changes**
  Once you arrive on-site, request new tax-withholding or Meal Waiver forms using the link on the Go Page. Use a federal W-4 for federal withholding changes and a California state form for California state withholding changes. The forms will be sent through OTP and added as a task to complete.
- **Missing or invalid forms**
  If tax documents are not received before the strike begins, or are invalid and require replacement, the HCP will be assigned the default withholding status (Single with no deductions/exemptions) until a valid form is received. Forms will not be backdated.

- **Withholding and corrections**
  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. Any over withholding is therefore subject to settlement when the annual tax return is filed with the agency. If the over withholding is determined to be a USN Payroll clerical error, USN Payroll will make a one-time refund at USN's expense.
- **Processing timeframe**
  All forms requested after the strike begins will be entered in accordance with IRS guidelines within 30 days of receipt.

Viewing Your Pay Stub

- Log in to the Ingenovis Health app and select **Payroll & Time sheets**.
  - Select **View Paystub**.
  - Follow the link to register with ADP.
  - Detailed instructions with screenshots are available on the Go Page.
  - For an ADP website password reset, contact passwordreset@fastaff.com.

Payroll Contact Information

For payroll-related questions, contact USN Payroll:

- Email: usnpayroll@usnursing.com
- Phone: 800-726-8773, option 3.
- All phone hours are Mountain Time (MT).
  - Extended strike hours begin Saturday, October 24, 2026: 8 a.m.–8 p.m., seven days a week through Friday, October 30, 2026
  - Phones will be closed that weekend but will reopen normal business hours 8 a.m.–5 p.m., Monday–Friday

Report payment concerns immediately. If you believe you were paid incorrectly, you are responsible for contacting USN Payroll immediately at usnpayroll@usnursing.com. Failure to report a concern may prevent USN from correcting payment promptly, through no fault of USN.

This information is also available on the Go Page, a resource website with payroll, bus-loading, and other important information for this strike assignment. Instructions for accessing the Go Page will be provided at induction.