

Time Sheet Tracker California April 2024 Strike

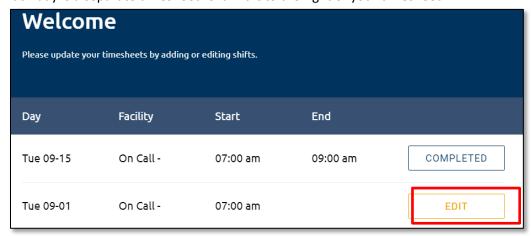
Timesheet Tracker link for this strike:

https://kiosk.usnursing.com/qfP0p9Gd/timesheet

1) Log In with Date of Birth and Last 4 Digits of your Social Security Number

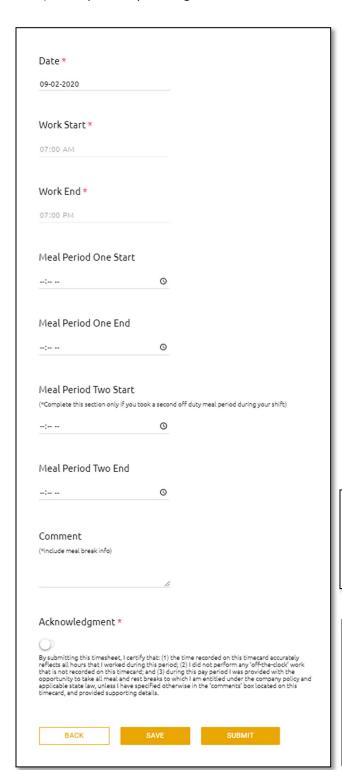


2) Each day is a separate timesheet. Click **Edit** to the right of your timesheet.



Note: Shift start and end time is automatically added as you are scanned by a USN representative.

3) Complete any missing information.



Note:

 Enter the start and end time for your meal periods. Do not enter times for breaks less than 20 minutes.

Note:

 If no regular breaks were taken, you will be required to write comments on why this occurred.

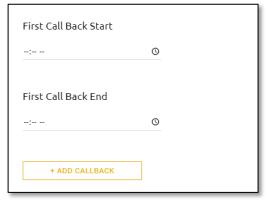
Note:

- If you SAVE, your times can still be edited
- If you SUBMIT, the time can only be edited from a representative from Payroll
- Your time must be SUBMITTED, in order to get paid

4) On Call and Call Back Timesheets

If you have an On Call shift, an On Call timesheet will be created once you are scanned in by a USN representative. If you are called in, you will enter your time in the Call Back Start and Call Back End fields on your timesheet by clicking ADD CALLBACK.





You will be able to submit your timesheet after you scan out of your On Call shift.

5) Once you have submitted a timesheet, it will show as "Completed" in your timesheet list.