



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

A screenshot of a web form titled "US Nursing Corporation Timesheets". The form contains two input fields: "Date Of Birth *" with a placeholder "MM-DD-YYYY" and "Last 4 Digits OF SSN *" with a placeholder "####". A red box highlights these two fields and a "NEXT" button below them. A red asterisk and the word "Required" are positioned above the first field.

US Nursing Corporation Timesheets

* Required

Date Of Birth *

MM-DD-YYYY

Last 4 Digits OF SSN *

####

NEXT



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

Welcome

Please update your timesheets by adding or editing shifts.

Day	Facility	Start	End	
Tue 09-15	On Call -	07:00 am	09:00 am	COMPLETED
Tue 09-01	On Call -	07:00 am		EDIT

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



3) Complete any missing information.

Date *
09-02-2020

Work Start *
07:00 AM

Work End *
07:00 PM

Meal Period One Start
--:--

Meal Period One End
--:--

Meal Period Two Start
(*Complete this section only if you took a second off duty meal period during your shift)
--:--

Meal Period Two End
--:--

Comment
(*include meal break info)

Acknowledgment *

By submitting this timesheet, I certify that: (1) the time recorded on this timesheet accurately reflects all hours that I worked during this period; (2) I did not perform any 'off-the-clock' work that is not recorded on this timesheet; and (3) during this pay period I was provided with the opportunity to take all meal and rest breaks to which I am entitled under the company policy and applicable state law, unless I have specified otherwise in the 'comments' box located on this timesheet, and provided supporting details.

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.

Please fill out the On Call/Call Back Time Record.

* Required

Date *
09-29-2021

On Call Start *
07:00 PM

On Call End *
07:00 AM

+ ADD CALLBACK

First Call Back Start
--:--

First Call Back End
--:--

+ 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.

