

Payroll Information – California Strike April 2024

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 \$17.75 per hour for time spent at induction. This will be processed on the first payroll, scheduled for a check date of 04/02/2024.

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. Professionals will be paid an hourly rate of \$50.00 to complete the web-based modules.
- The estimated time to complete the pre-orientation curriculum is 3 hours. The estimated time to complete the online learning is pre-determined and is based on the completion time of travelers who have previously completed the curriculum. Spending more time on the curriculum than the advised estimated time for your specialty will not be paid without the express authorization of USN.
- 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 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 prior to processing payroll.**
- **Timesheets that are not received will be processed on a following week payroll.**

Electronic Time Sheet link: <https://kiosk.usnursing.com/qfP0p9Gd/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

- You will be paid all wages and reimbursements for this strike via PreferPay. Details related to PreferPay and how to accept your funds have been provided to you via DocuSign and are available on the Go-page.
- The pay week begins on Tuesday 04/02/2024 and pay will be processed daily through 04/05/2024.
- Pay will be processed in accordance with California OT laws, so each day you will receive an estimate of 12 hours: 8 hours of straight pay and 4 hours of OT pay. The following day you will receive a “true-up” or a payment of any hours worked over 12, and these will be paid at the double time rate.
- Pay will be processed as follows:
 - Induction time, Modules (if eligible and complete) and Orientation hours (with a submitted time sheet) along with 12 hours of estimate for the 04/02/2024 shift, will be paid on 04/02/2024 (8 straight and 4 OT).
 - True ups from 04/02/2024 shift (with a submitted time sheet) and 12 hour estimate for 04/03/2024 shift will be paid on 04/03/2024 (8 straight and 4 OT),
 - True ups from 04/03/2024 shift (with a submitted time sheet) and 12 hour estimate for 04/04/2024 shift will be paid on 04/04/2024 (8 hours of straight and 4 hours of OT)
 - True ups from 04/04/2024 shift (with a submitted time sheet) will be paid on 04/05/2024.
 - Late time sheets for Orientation and shifts and Guarantee owed will be paid on 04/08/2024 along with travel/mileage reimbursements.
- If the strike commences on 04/02/2024 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.
- A technology reimbursement of \$5 will be processed on the final payroll.
- For Healthcare Professionals who opt to fly to the strike assignment an automatic reimbursement (unless the airline does not charge for bags) in the amount of \$30 each way (\$60 round trip), and will be processed on the final payroll with a check date of 04/08/2024 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 2024 is \$0.67 per mile.**

- Any additional payments (i.e. approved reimbursements and/or approved transportation expenditures) will be paid within 4-6 weeks.
- For additional information please refer to your strike agreement letter.

Guarantee:

- There is a 48-hour Guarantee for the strike, which is **inclusive** of time spent in Induction, Pre-Orientation Curriculum and Orientation.
- The work week starts on Tuesday 04/02/2024.

Per Diem:

- Per diem will be paid as follows: \$20 per day for two travel days and \$40 a day for all days on-site
- Per diem will be paid on each payroll day – 04/02/2024 (travel day one and days on-site through 04/02/2024), 04/03/2024, 04/04/2024 and 04/05/2024 (travel day).
- Arrival date will be based on when you arrive at the Induction hotel. If you are set to arrive on 3/30 you will receive \$20 for 3/30 and \$40 for every thereafter until you travel home.

Taxes

- All employees must complete a Federal W-4 and a CA DE-4 state tax form. These documents 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.
- **W-4s received prior to the first day of the strike 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 HCP 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 HCP 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 USNPAYROLL@usnursing.com and put ADP Password Reset in the Subject line so that it can be sent to the appropriate party to update.**

Payroll Contact Information

For all payroll related questions, contact us at:

- Email: usnpayroll@usnursing.com
- Phone: 800-726-8773
 - We will have extended hours for the duration of the strike beginning on Friday 3/29/2024.
 - Phones will be on from 8am Mountain to 8pm Mountain (7am Pacific to 7pm Pacific) daily.
 - Phone hours will end on 04/05/2024.
 - Phones will not be open the weekend of 04/06-04/07/2024 and will resume normal hours on 04/08/2024.
 - Normal phone hours:
 - Monday through Friday 8am Mountain to 5pm Mountain
 - Closed Saturday and Sunday

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.