



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Upgrade

Release Notes

Release 8.6

October 14, 2017

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415


Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Upgrade Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.


To learn more about features that already exist in USA Staffing Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).

Staffing Functionality

- Removed the ability for users without proper permissions to edit competencies in a Vacancy when they have been pulled into the vacancy from the Competency Library.
<https://help.usastaffing.gov/USAS/index.php?title=Competencies>
- Fixed a bug where switching between Weight Based and Job Element rating methods after assessment content had already been added would cause errors in the assessment. Users can now switch between the rating methods without causing assessment errors.
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Information
- Updated the "Assign Categories Based on Augmented Rating" option for the Assessment Package's Category Settings section to limit rating scores to 70, 80, 90, or 100. Scores are rounded down to the 70, 80, or 90 with veterans' points assigned when appropriate to produce the augmented rating/final rating. The use of this category settings option aligns with the STLR Demo Project scoring rules and should only be used by agencies authorized to score applicants in this manner. <https://help.usastaffing.gov/USAS/index.php?title=Categories>
- Updated the display of applicant notifications in the Application Status page so that when applicant's review the notifications, the "From" column only references USA Staffing and not the user that sent the custom notification.
https://help.usastaffing.gov/USAS/index.php?title=Applicant_Information

https://help.usastaffing.gov/Apply/index.php?title=Viewing_agency_notifications  Added an option to the gear icon in an Applicant's record that allows a re-order of an external assessment when external assessments are assigned to the vacancy. https://help.usastaffing.gov/USAS/index.php?title=Re-ordering_external_assessments

- Added the following ineligible NOR message:
 - IQTR: "You are ineligible to proceed in the hiring process because you did not attain the overall minimum score on the required assessments for this position."
https://help.usastaffing.gov/ResourceCenter/images/3/3f/USA_Staffing_Updated_NOR_Message_Codes_March_2017.pdf
- Added an applicant name search field to the Applicant List subpage of the certificate. Users may now search for an individual applicant by name on a certificate rather than having to click through multiple pages to locate the correct applicant.
https://help.usastaffing.gov/USAS/index.php?title=Applicant_List
- Added the "Announcement Questionnaire" Display Preference on the Certificate Information page of the certificate. The preference, which is enabled for all certificate types, triggers the display of applicant's responses to the Announcement Questionnaire items in the Preferences and Customized sections to Hiring Managers in Applicant List reviews.
https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information
- Ensured that newly created applicant lists will have "Any" defaulted for the Record Status Code (RSC) filter.
https://help.usastaffing.gov/USAS/index.php?title=Create_List

Onboarding Functionality

- Updated the CC field when sending notifications to new hires, so that inactive users can be copied on the email. The field previously only allowed active users to be copied.
https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire
- Fixed a bug where Onboarding users could not search for new hires using Advanced Search.
https://help.usastaffing.gov/USAS/index.php?title=Basic_and_Advanced_Search
- Added the following forms for use in USA Staffing:
 - State tax forms for the District of Columbia (Non-resident) and Connecticut
 - USAS ELI-1, HHS Pathways Recent Graduate, HHS Pathways Internship , HHS Pathways Internship NTE, DON EMPO 1.10
- Updated the following existing forms for use in USA Staffing:

- TSP 1, SF 256, DD 1172-2, OS 1, OS 8, OS 10, OS 11

Hiring Manager Functionality

- Added the display of an applicant's contact information including email, phone number, and address for all applicants in an Applicant List review.
https://help.usastaffing.gov/HiringManager/index.php?title=Viewing_an_applicant%27s_contact_information
- Added the display of an applicant's responses to the Preferences and Custom section Announcement Items in the Announcement Questionnaire in an Applicant List review. This section will only appear if Announcement Questionnaire is selected in the Certificate's Display Preferences.
https://help.usastaffing.gov/HiringManager/index.php?title=Viewing_an_applicant%27s_questionnaire_responses
- Added the display of the Category Rating column an Applicant List review. This column will only appear if Category Rating is selected in the Certificate's Display Preferences.
https://help.usastaffing.gov/HiringManager/index.php?title=Applicant_List_Detail
- Added the ability to provide a numerical order for selection when marking applicants as an Alternate Selection in an Applicant List review.
https://help.usastaffing.gov/HiringManager/index.php?title=Designating_an_alternate_selection
- Enabled the ability for Hiring Managers to delete requests in an Incomplete status when that request is created in error. Once a request has been submitted to HR, it can no longer be deleted.
https://help.usastaffing.gov/HiringManager/index.php?title=Deleting_an_incomplete_hiring_action

Administrative Functionality

- Updated system login to allow users to access expired user accounts with a PIV/ CAC smartcard. Users accessing their accounts with a user name and password will still need to reset their password if their user account has expired. Users attempting to log in to a disabled account following multiple failed login attempts are still required to reset their password regardless of their use of a PIV/ CAC smartcard or username and password.
<https://help.usastaffing.gov/USAS/index.php?title>Login>
- Removed the "Applicant" section from the Hiring Manager User permission profiles. The Applicant section previously determined the user's access to applicant documents but that access is now provided in the individual user permissions on each review.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

- Removed the option to attach USA Hire external assessments to Assessment Package Templates. USA Hire external assessments must be assigned directly to an assessment package already established as part of an individual vacancy.
<https://help.usastaffing.gov/USAS/index.php?title=Assessment Package Template> <https://help.usastaffing.gov/USAS/index.php?title=Assessment Package Template - Create Template> [Create Template](#)

Reporting and Analytics

Staffing Reports Package

- Reports:
 - Added the “Vacancy Case File Documents Audit” report to the Vacancy folder.
<https://help.usastaffing.gov/USAS/index.php?title=Team Content>
- Data:
 - Added the “Application Notes” query subject to the Applications namespace.
 - Added the “Eligible Series” query item to the Certificates namespace.
 - Modified the “Assessment Name” data element in all relevant namespaces to use the assessment battery name in lieu of the assessment name when reporting on USA Hire assessments.
<https://help.usastaffing.gov/USAS/index.php?title=Team Content> Staffing Administration Package
- Reports:
 - Added the “Cognos Report Author List” report.
 - Added the “Customer List by Office” report.
<https://help.usastaffing.gov/USAS/index.php?title=Cognos>