



## USA Staffing Upgrade

# Production Release 6.6

March 24, 2016

Completed Release Plan Items are designated with a green check and the month they were projected (i.e. ✓ April)

### SYSTEM

- ✓ April - Added spellcheck in text boxes system-wide that highlights misspelled words and offers suggested spelling.
- Added a filter to the document viewer/upload pop-up to allow filtering of document name. This is available in the vacancy case file, position descriptions, assessment package templates and applicant supporting documents.  
[https://help.usastaffing.gov/USAS/index.php?title=Filtering\\_a\\_document\\_by\\_document\\_name](https://help.usastaffing.gov/USAS/index.php?title=Filtering_a_document_by_document_name)

### REQUEST

- ✓ January - Created four end-states for requests where a selection isn't made. The statuses are manually set and correspond to when a request is cancelled, when no suitable applicants are recruited, when there are suitable applicants but the manager doesn't want to make a selection, and when a request is filled from outside the system. Moving to an end-state for requests will close certain request tasks and affect the vacancy status.  
[https://help.usastaffing.gov/USAS/index.php?title=Request\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Request_Information)

### VACANCY

- ✓ January - Modified vacancy status to include an in-progress state and two end states. One end state is cancelled, for when a vacancy cannot be used. The other is expired. Expired state will later be set by configuration. In this initial setting, the user can manually mark a vacancy as expired when the case can no longer be used to make new selections. This should be determined by the agency policy on making subsequent selections. <https://help.usastaffing.gov/USAS/index.php?title=Vacancy>
- When a vacancy is cancelled, the system will unrelease announcements, update USAJOBS status rounds and applicant statuses in the application to reflect the new status.  
[https://help.usastaffing.gov/USAS/index.php?title=Cancelling\\_a\\_vacancy](https://help.usastaffing.gov/USAS/index.php?title=Cancelling_a_vacancy)



## ANNOUNCEMENT

- Changed the way USAJOBS status rounds are sent to better align with the new functionality on the Applicant Overview page. Applicants' USAJOBS statuses update as notifications are sent so that the two are always aligned.


<https://help.usastaffing.gov/USAS/index.php?title=Overview>

## ASSESSMENT PACKAGE

- Enhanced Assessment Questionnaire 'Copy from File' functionality so that rating scales and competencies may be imported along with assessment content. A template and sample import file are available in online help.

[https://help.usastaffing.gov/USAS/index.php?title=Copy\\_from\\_File\\_Import\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Copy_from_File_Import_Template)


## APPLICANT LIST/CERTIFICATE

-  July - HR and Hiring Manager users may add notes to multiple applicants at once on lists and certificates.

[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_note\\_to\\_multiple\\_applicants\\_on\\_a\\_certificate](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_note_to_multiple_applicants_on_a_certificate)

## ONBOARDING/NEW HIRE

- Added a 'required' indicator to questions in the questionnaires presented to HR and the new hire.  
[https://help.usastaffing.gov/USAS/index.php?title=Position\\_Information\\_Questionnaire](https://help.usastaffing.gov/USAS/index.php?title=Position_Information_Questionnaire)
- Implemented topic completion indicators for required questions within a particular questionnaire topic.  
[https://help.usastaffing.gov/USAS/index.php?title=Position\\_Information\\_Questionnaire](https://help.usastaffing.gov/USAS/index.php?title=Position_Information_Questionnaire)
- Implemented permissions on form actions (View, Sign, Accept, Transmit, etc.) using nine different form categories.  
[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_permission\\_profile](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_permission_profile)
- Automated the completion of the 'Receive Tentative Offer Response' and 'Receive Formal Offer Response' tasks, if assigned.
- Update the onboarding status of a new hire record to 'Complete' when all HR owned tasks are complete.  
[https://help.usastaffing.gov/USAS/index.php?title=New\\_Hires](https://help.usastaffing.gov/USAS/index.php?title=New_Hires)
- New Hires are returned to the last page they accessed in a previous login.
- Added a 'Recipient' column to the notification history in a new hire record, so that HR can see who was CC'd on the notification.  
[https://help.usastaffing.gov/USAS/index.php?title=Notification\\_History](https://help.usastaffing.gov/USAS/index.php?title=Notification_History)

-  April - HR Users can batch multiple new hire forms into a single PDF for easy printing and saving. [https://help.usastaffing.gov/USAS/index.php?title=Batch printing multiple forms for a new hire record](https://help.usastaffing.gov/USAS/index.php?title=Batch_printing_multiple_forms_for_a_new_hire_record)
- Published the newest version of the TSP 1-C form.
- Published agency specific forms: CD 525, NADP 01, NADP 02, NCUA DIS-1, NCUA EEOPS-1, HHS 476, C 1, C 2, C3, C4, C 5, C 6, C 7, C 8, C 9, OS 1, OS 2, OS 3, OS 4, OS 6, OS 8, OS 9, OS 10, OS 11, OS 12, SOU 1, SOU 2, SOU 4, SOU 6, SOU 10, DD 1617, DD 1618, DD 2365, 2760, DD 2807-1, DD 2888, DD 2889, AFRC IMT 151, CES 1, CES 2, CES 3, CES 4, CES 5, CES 6, CES 7, CES 8, CES 9, CES 10, DLA 1892, DLA CEW1, DLA FFRA, DLA PaCE COE w MOB, DL PaCE COE wo MOB, and DLA SMS 1.

## ADMINISTRATION

- Changed the display of the data inserts for Pay Plan-Series-Grade Range to better handle vacancies with multiple position descriptions. [https://help.usastaffing.gov/USAS/index.php?title=Create Announcement Template](https://help.usastaffing.gov/USAS/index.php?title=Create_Announcement_Template)
- Added office tags to permission profiles so that profiles are limited by the offices they are tagged with. [https://help.usastaffing.gov/USAS/index.php?title=Create Permission Profile](https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile)

## REPORTS

- Created a new hire DSS report. <https://help.usastaffing.gov/USAS/index.php?title=Cognos>
- Created the following reports: Announcement Log with Applicant Totals, Request Vacancy Numbers, and Vacancy Log with Applicant Totals. <https://help.usastaffing.gov/USAS/index.php?title=Cognos>

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