USA Staffing

Production Release Notes

Release 14.5

August 3, 2022

OPM HR SOLUTIONS
by government, for government

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing 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 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 and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. 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 a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

Contents

Staffing Functionality

System

- ✅ Completed the following login updates:
    - o Removed the option to log in via username and password. Users will receive an activation link to register their Smart Card or reactivate their account as appropriate.
    - o Implemented Login.gov as the alternate login method for users with a PIV exception. Users who do not have a Smart Card or have a temporary one can request a PIV exception by submitting a ticket to the USA Staffing Help Desk. **Note:** The Login.gov account must include the user's federal email address to access the system with the appropriate roles and permissions.
    https://help.usastaffing.gov/USAS/index.php?title=Login
    https://help.usastaffing.gov/USAS/index.php?title=Registering_your_Smart_Card

Dashboards

- Sorting applied to the Tasks and New Hires Dashboard will be retained when a user navigates away then back to the dashboard.
https://help.usastaffing.gov/USAS/index.php?title=Sorting_tasks

Announcement

- Added a *History* entry to capture when an announcement sub-template (Summary & Duties, Agency Marketing, or Requirements) is selected or updated on the Announcement Text page.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Assessment Package

Assessment Questionnaire

- Added a *Standardized* indicator to the Assessment Information page of an Assessment Questionnaire that will appear in line with the *Rating* toggle when scores will be standardized because of multiple rated assessments being used to determine applicant final scores (e.g., having an Assessment Questionnaire plus USA Hire).
https://help.usastaffing.gov/USAS/index.php/Assessment_Information

Applicant Lists

- Updated the styling and made usability improvements to the *Rating Details*, which is accessible from an applicant's record or from an applicant list.
https://help.usastaffing.gov/USAS/index.php?title=Overriding_an_applicant_rating

- Added a *Pinned* toggle indicator to applicant records to identify applicants for different agency business processes. This *Pinned* toggle functions the same way as the *Reviewed* and *Flagged* toggles:
    - o It can be enabled/disabled for each applicant by a user with the *Update Applicant Indicator* permission from the Applicant Overview tab, an individual applicant record, an assignment, or from a Saved List.
    - o Added the ability to filter applicants by their *Pinned* or *Not Pinned* status from the Applicant Overview, Manage Assignments, or from a Saved List.
    - o When multiple applicants are selected from a Saved List, the *Pinned* or *Not Pinned* status can be applied to them for up to 1,000 applicants at a time.
    https://help.usastaffing.gov/USAS/index.php?title=Overview
    https://help.usastaffing.gov/USAS/index.php?title=Create_List

Certificates

- Updated the styling and made usability improvements to the Certificate Information page within a certificate.
  https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information

- Added an informational banner to Onboarding Notifications when they are sent from a certificate and include attachments which lets the User know the attachments will not actually be included with the sent notification.
  https://help.usastaffing.gov/USAS/index.php?title=Sending_multiple_new_hires_the_same_notification_from_a_certificate

- Updated the *Onboarding* tab, which appears under an expanded applicant record in a certificate to keep it available and allow the HR user to navigate to the New Hire record even after the applicant audit is updated to cancel the new hire process (e.g., from Selected/Hired to Declined Position/Unavailable).
  https://help.usastaffing.gov/USAS/index.php?title=Cancelling_a_new_hire_record_when_selected_from_a_certificate

New Hire

- The following forms have been added in USA Staffing:
  - ARC MOU DISABILITIES   Conditions of Employment for Individuals with Disabilities
  - ARC MOU GMA   Geographic Mobility Agreement
  - ARC MOU TLP   MOU for Time-Limited Promotions
  - ARC MOU VCLG   MOU for Voluntary Change to Lower Grade
  - ARC MOU VRA   Veterans Recruitment Appointment Employee Agreement
  - DFAS CSWF MOU   Cybersecurity Workforce Memo
  - FS Policy 302-2   Weapons Policy
  - NSA P2270   Enhanced Annual Leave (EAL)
  - NSA P2271   Statement of Conditions of Employment-Candidate
  - OFI 86C   Special Agreement Checks (SAC)

Hiring Manager Functionality

- The *Customer* will no longer be defaulted when a Hiring Manager user has more than one option available when creating a Hiring Action. Hiring Managers with a single *Customer* option will continue to see that option defaulted.
  https://help.usastaffing.gov/HiringManager/index.php?title=Creating_a_request_hiring_action

Administrative Functionality

Announcement Default Settings

- Renamed the *Standard Announcement Questions* section to *Default Announcement Questionnaire Sections* on the Announcement Default Settings page.
  - Existing announcement default questions were moved under a new section titled *Preferences*.
  - Added the ability to create a *Custom* default section with related questions and screen-outs for Multiple Choice-Single Select questions that will automatically default in the Announcement Questionnaire when the Announcement is created. All updates will be captured in History.
    https://help.usastaffing.gov/USAS/index.php?title=Manage_Announcement_Default_Settings
    https://help.usastaffing.gov/USAS/index.php?title=Adding_an_announcement_default_question_section

Competency Network Library

- Added a new Competencies page under *Manage Competency Networks* to allow users to search for competencies without building an assessment first or searching through individual competency networks.
  - The search filters on this page include *Status*, *Series*, *Grade*, *Owning Office*, *Type*, *Source*, *Competency ID*, *Title*, and *Tags*.
  - The search results display the *Competency ID*, *Title*, *Competency Type*, *Principal Source*, *Definition*, and *Status*.
  - Each competency in the search results can be expanded to display the competency networks where this competency is included, with the following information presented for each network: *Competency Network Name* (hyperlinked to allow the user to navigate to that competency network), *Pay Plan*, *Series*, *Grade*, *Owning Office*, and *Tags*.
    https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network_-_Competencies

Notification Templates

- Updated the confirmation message displayed when an HR user deletes a Staffing notification template that is not tied to a Vacancy Default Setting to clarify the notification template will be deleted from the system.
  https://help.usastaffing.gov/USAS/index.php?title=Retiring_a_notification_template

Workflows

- Added *History* entries that capture when changes are made to the task rules within a Workflow, the date/time, and user's name.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Classification Functionality

- No updates.

USA Hire Functionality

- No updates.

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.