USA Staffing

Stage Release Notes

Release 15.3

February 24, 2023

OPM HR SOLUTIONS
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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The ✅ icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Contents

Staffing Functionality

System Navigation

Search

- Added the ability for HR users and Onboarding users to quickly search for a New Hire record by entering a partial or full *New Hire Number* in the *Go To* field. Selecting a specific *New Hire Number* from the list of results takes the user directly to the Manage Tasks page within the New Hire record.

Dashboards

Welcome

- Added the option for Human Resources users to include the Position Description *Review Type* in the *Reviews Due* tile. Clicking the review *Title* will take the user to the Review Information page within the selected review.

New Hires and Tasks

- Updated the *Process Owner* filter list to include both active and inactive HR and Onboarding users.

- Added the user email address associated with a user account to dropdown lists on the New Hires and Tasks Dashboard to help users differentiate between accounts with the same name. Users can see this information by hovering over the username in the *Process Owner* dropdown list on the New Hires dashboard and over the username in the *Owner* dropdown list on the Tasks dashboard.

Request

- Added a *History* entry when the *Request Status* is updated to Complete, including the user's name and date/time the request was completed.

Vacancy

- Added an *Appointing Authority* tag titled *STEM 10-year Term*. Agencies can use this tag to identify STEM-related term appointments in the system in alignment with OPM's regulation, which allow agencies to set term appointments for STEM-related positions for up to 10 years.

Announcement

- Added a specific message that alerts the HR user when the application preview is not available if the announcement has not been released or opened yet to USAJOBS.

Applicant Overview

Applicant Record

- The following NOR message code has been added:

Code	Definition	Message
ELNS3	Eligible, discontinued consideration after following "Rule of Three" procedures	Your certified application has received three official considerations under "Rule of Three" procedures; therefore, you will no longer be considered for this position.

Applicant List

- Modified navigation to retain the current page being worked on upon return when users are reviewing an Applicant List and click away from the list; for example, to open an individual applicant record.

New Hire

- Added the user email address associated with a user account to drop-down lists in the New Hire record to help users differentiate between accounts with the same name. Users can see this information by hovering over the username in the *Onboarding Process Owner* and *Supervisor/Manager* dropdown lists on the New Hire Overview tab and over the username in the *Owner* dropdown list on the Manage tasks page.

- The following forms have been added in USA Staffing:
    - AF 1745 – Address Change Form
    - DOJ OIG 1811-1 – Lautenberg Amendment Certification
    - G 1239 – Supervisory/Managerial Probationary Period Agreement
    - FRTIB DDA – Direct Deposit Agreement
    - GAO 297 – Military Status Questionnaire
    - CFPB MS – Employee Marital Status Form

- The following form has been updated in USA Staffing:
    - DOJ 54

Hiring Manager Functionality

- Added a footer to Hiring Manager pages including direct links to newly established pages for the following information:
    - Terms of Use
    - Privacy Policy
    - Vulnerability Disclosure Policy

Administrative Functionality

Applicant List Default Settings

- Added a setting for *CTAP/ICTAP Well Qualified Score* under a new section titled *Applicant List Defaults* that allows users with the *Edit Default Settings* permission to enter a value between 70 and 100. When creating an applicant list with a *Certificate Type*, the value specified for the office's *CTAP/ICTAP Well Qualified Score* default setting will populate.

Competency Networks

- Redesigned the *Competencies* and *Items* import function, including a new *Import from File* template with added validations to ensure data accuracy. Competencies and items are imported separately from the same workbook with greatly improved overall efficiency and performance, allowing users to import up to 500 records at a time in just a few seconds.

Notification Templates

- Added a *Security Clearance* data insert to Onboarding notifications under the available data inserts Position section.

Classification Functionality

- No updates.

USA Hire Functionality

- Updated the *Edit Window* title to *Edit USA Hire Testing Window*. Also, for clarity, updated the message to "Indicate the time period to complete assessments. If custom values are not manually entered, the system will assign assessment dates that start on the announcement open date and end 2 days after the announcement close date." and the *Save and Close* button to *Save Custom Window*.

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.