USA Staffing

Stage Release Notes

Release 15.0

November 28, 2022

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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

Vacancy

- Updated the History entry on the Vacancy Case File page when the vacancy *Expiration Date* is extended based on a user issuing a new certificate to better reflect this system-initiated action.

Announcement

- Added the following system validation "*Open period must be at least 14 calendar days for ES, SL, or ST pay plans.*" in alignment with USAJOBS update for SES positions per [5 CFR 317.501(b)(2)](#).

Applicant Overview

Applicant Record

- Added the ability to view notifications in HTML (in addition to PDF) in the Notification History page within an applicant record. The *HTML* link under the *View Content* column (formerly titled *Body*) will open a new tab where users can view the full content of a sent notification without any hidden HTML.

- Added the ability to view *Custom* onboarding notifications sent to the new hire to the Notification History page within an applicant record.

Applicant List

- Added the ability to configure pagination for saved lists, stored lists, assignments, and certificates. The default of 25 applicants per page can now be changed to 50 or 100. Also, the pagination bar will now remain at the bottom of the screen to facilitate navigation to other pages.

- Added a prompt for the *Export Stored List* option from the gear menu on a Stored List that allows an HR user to include additional data in the export file for *USAJOBS Applicant GUID*, *Email Address*, and/or *Phone Numbers*. When one or more of these options are selected, the export file will include additional columns with the corresponding information for each applicant on the stored list. Also, renamed the *Minimum Qualifications Rating* column to *NOR Code* and the *Assessment Rating* column to *Final Rating* in the export file to clarify what the data in these two columns represents.

New Hire

- Added a validation that will present a warning message to a new hire if they enter a date of birth less than 14 years ago or over 100 years ago when responding to the *Date of Birth* question in the Biographic Identify questionnaire.

- Updated the task name for the *Set Onboarding Document Type for Application Documents* system task. This task will now be assigned to the new hire record whenever a document without a set document type is present in the new hire record. The task will complete automatically when an onboarding document type has been set for all documents in the new hire record.

- The following forms have been updated in USA Staffing:
  - DFAS PPF-1
  - IHS 306AD

Hiring Manager Functionality

- Removed timed re-direction pages during the transition to the new Hiring Manager dashboard. Hiring Manager users will be immediately directed to the dashboard upon logging in or switching user types.

Administrative Functionality

- No updates.

Classification Functionality

- No updates.

USA Hire Functionality

- Added an indicator to the Assessment Package Settings page to help identify the *USA Hire Assessment Window*:
  - *Default Assessment Window* – Indicates that the assessment start/end dates are based on the announcement open date and announcement close date + 2 days respectively.
    - **Note:** A default assessment window will be automatically updated if the announcement open/close dates are modified when the HR user updates the announcement to USAJOBS. This action will also trigger new USA Hire notifications to be sent to all applicants with the updated deadline.
  - *Custom Assessment Window* – Indicates that an HR user has saved either a dynamic window or custom assessment start/end dates for the vacancy.
    - **Note:** A custom assessment window will not be updated if the announcement open/close dates are modified and will not trigger new USA Hire notifications to be sent if the announcement is updated to USAJOBS. However, modifying a custom assessment window by changing the start/end dates or changing the number of days for a dynamic window will automatically send updated USA Hire notifications with the updated deadline to all applicants.

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.