USA Staffing

Production Release Notes

Release 11.4 March 6, 2020

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.

Table of Contents

Staffing Functionality

Dashboard

Welcome

- Added a new tile titled *Docs & Forms Ready to Transmit to eOPF*. When added to the Welcome Dashboard, this tile displays up to ten New Hires with Documents or Forms ready for transmission to eOPF status for which the logged in user is the Process Owner. Users can click the new hire name to navigate directly to the Manage Tasks page in the New Hire Record for action. This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
    - Tile Name – Users can change the tile name. This field has a 40-character limit. o Process Owner – Users can change this value from the default All Users to a specific user.
    - Delete – Selecting this option will delete this tile.

- Added a new tile titled *Documents & Forms in Transit to eOPF*. When added to the Welcome Dashboard, this tile displays up to ten New Hires with Documents or Forms currently in transmission to eOPF status for which the logged in user is the Process Owner. Users can click the new hire name to navigate directly to the Manage Tasks page in the New Hire Record for action. This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
    - Tile Name – Users can change the tile name. This field has a 40-character limit. o Process Owner – Users can change this value from the default All Users to a specific user.
    - Delete – Selecting this option will delete this tile.

- Added a new tile titled *New Hires without Process Owner*. When added to the Welcome Dashboard, this tile displays up to ten New Hires without an assigned Process Owner. Users can click the new hire name to navigate directly to the Overview tab in the New Hire Record for action. This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides the following additional options:
    - Tile Name – Users can change the tile name. This field has a 40-character limit. o Process Owner – Users can change this value from the default Unassigned to a specific user. o Status – Defaults to Active new hires.
    - Delete – Selecting this option will delete this tile.
      https://help.usastaffing.gov/USAS/index.php?title=Welcome New

Hires

- Added an advanced filtering option titled Forms. This new option allows HR or Onboarding users to filter new hires based on the following *Forms* statuses.
    - Pending Initial HR Data Entry o Pending HR Data Entry o Pending Acceptance o Pending Return for Signature o Pending Authorization o Pending Fund Certification o Pending Approval o Pending Release o Released
      https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Applicant List

• Added the ability to amend Stored Lists. ○ An edit icon next to each applicant opens a window where users can select to add one applicant at a time from a list of available applicants. Users can choose to add the applicant above or below the selected applicant within the list. Applicants added to a list will be identified with an icon. ○ Users can remove applicant(s) from a list by selecting each record and clicking Remove. ○ History will be captured for all applicants added or removed from a Stored List.

> https://help.usastaffing.gov/USAS/index.php?title=Adding_an_applicant_to_a_stored_list
>
> https://help.usastaffing.gov/USAS/index.php?title=Removing_an_applicant_from_a_stored__list

Certificates

• Added an *Expiration Date* field for each certificate. ○ Certificates issued in an office where a default expiration date is set in the Applicant List Default Settings page, the certificate expiration date will be calculated based on date the certificate is issued plus the number of days set until expiration (e.g., if a certificate is issued on July 1 and the default expiration days for the office and certificate type is 30, then the expiration date should be July 31.)

  ✦ If a certificate is issued in an office where a default expiration date is not set, the expiration date will be blank unless a user manually enters a date.

  ✦ **Note:** Changes made to the *Certificate Expiration* section of the Applicant List Default Settings will affect certificates issued after the change is made. Changes are not retroactively applied to previously issued certificates. ○ Users with *Issue Certificates* permission can edit a certificates expiration date.

  ○ Changes made to the *Expiration Date* are tracked in History.

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

• The Certificate and Certificates list pages will display an *Expired* label for any certificate that has reached its designated *Expiration Date*. The following business rules apply to expired certificates:

  ○ Expired certificates cannot be sent in new or existing reviews.

  ○ Selections cannot be made from expired certificates.

    ✦ If a certificate expires while it is included in an active review, the Hiring Manager user will be presented with an error message when marking any applicant as Selected.

    ✦ HR users will be presented with an error message when attempting to audit an applicant with a Return Status of either Hired or Vetting.

  ○ Applicants cannot be amended (i.e., added, removed, or reordered) within an expired certificate.

  ○ The Certificate Information cannot be changed within an expired certificate.

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

Onboarding Functionality

New Hire

- Added a *Reason* field to the Invitation field on the Overview page within a New Hire record. This field displays the reason entered by the new hire when withdrawing from consideration or declining an invitation. https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

- Added the ability for HR users to see task details in the Assignments > Manage Tasks subpage. Users can click each task to see the following detailed information: ○ Task Name ○ Task Instructions ○ Task Due Date ○ Activating Task (when applicable) ○ Active Date ○ Completion Date ○ History

  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

  ### Forms

- Updated the following forms currently in USA Staffing: ○ I-9, SECNAV 5512-1, Tax HI, Tax CT, Tax ME, Tax MO, Tax RI, Tax IN, Tax MD

Hiring Manager Functionality

- Updated the *Returned* filter on the Reviews page to include reviews in Returned or Auto Recalled status. **Note:** Reviews that have been manually recalled by an HR user are not identified as Returned. https://help.usastaffing.gov/HiringManager/index.php?title=Filtering_reviews

Administrative Functionality

Permission Profiles

- Added the ability to retire permission profiles. ○ If a permission profile is retired and has never been assigned to a user, it will be deleted from the system. ○ If a permission profile is retired and has been assigned to a user, it will be flagged as retired and can be reactivated at any time if needed.

  - ○ If a permission profile is retired and is currently assigned to a user, a warning message will display indicating the permission profile cannot be retired.

  - ○ **Note:** Retired permission profiles cannot be assigned within a user. https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles https://help.usastaffing.gov/USAS/index.php?title=Retiring_a_permission_profile https://help.usastaffing.gov/USAS/index.php?title=Reactivating_a_permission_profile

Default Settings

- Added an Applicant List subpage to the Default Settings section in Administration where HR users have the option to set *Certificate Expiration* values.
  - o Users can set the number of days after issuance when each of the following certificate types should expire:
    - ✦ Ranking Lists
    - ✦ Category Rating Certificates
    - ✦ Rule of Three Certificates
    - ✦ Competitive Merit Promotion Lists
    - ✦ Merit Referral Lists o If no value is entered, certificates will not expire.
  - o All changes made to these default settings are captured in History.

    https://help.usastaffing.gov/USAS/index.php?title=Manage_Applicant_List_Default_Settings
    https://help.usastaffing.gov/USAS/index.php?title=Setting_applicant_list_default_settings

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.