



USA Staffing[®]
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USA Staffing

Stage Release Notes

Release 13.8

December 27, 2021

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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



[USA Staffing Resource Center](#).

Contents

- Introduction 2
- Completed System Functionality 2
- Staffing Functionality 3
 - Dashboard 3
 - New Hire 3
 - Requests 3
 - Announcement 3
 - Assessment Package 3
 - Assessment Questionnaire 3
 - Certificates 3
- Onboarding Functionality 3
 - New Hire 3
- Hiring Manager Functionality 4
- Administrative Functionality 4
 - Announcement Templates 4
- Classification Functionality 4
- USA Hire Functionality 4
- Reporting and Analytics 4

Staffing Functionality

Dashboard

New Hire

- Added the option to search New Hire records by *New Hire Number* in addition to *Name* or *Start Date* on the New Hires Dashboard search field. The full New Hire Number must be entered before clicking *Search*. **Note:** The search action is applied to records displayed in the list based on filters set.

Requests

- Added the *Edit Request Dates After Approval* permission to the Onboarding User Permission Profile type. Administrators can now grant Onboarding User types the ability to update the Hiring Need Validated Date and Request Personnel Action Date after a Request is approved. This permission is toggled off as a default for all system level onboarding profiles and custom profiles created prior to this release.

Announcement

- Updated the buttons to copy content from a vacancy or announcement sub-template on the Announcement Text page to align with the [announcement sub-template updates](#) in Administration:
 - Renamed the *Copy Duties* button to *Copy Summary & Duties*.
 - Moved the *Copy Summary & Duties* button to the Summary section from the Duties section.
 - Users can select the *Copy Summary & Duties* button to copy *Summary, Responsibilities, and Duties* from a vacancy or from the *Summary & Duties* sub-template to the announcement.
 - Renamed the *Copy Position Requirements* button to *Copy Requirements*.
 - Users can select the *Copy Requirements* button to copy *Requirements, Conditions Of Employment, Qualifications, Education, Display Default Accredited Education Text, Additional Information, Benefits Link, and Display Default Benefits Text* from a vacancy or from the *Requirements* sub-template to the announcement.

Assessment Package

Assessment Questionnaire

- The system will allow users to click a checkbox in the Add Questionnaire Item popup that will select all of an item's responses. Users will then be able to delete responses in mass as needed.

Certificates

- When an HR user elects to send a batch of New Hire email notifications from a certificate, the Notification Preview Screen will be replaced by a banner message to the HR user informing them that sending of New Hire notifications has been initiated. When all notifications have been sent, the system will display a user alert and send an email to the HR User who sent the notifications. The email will include the vacancy number, job title, certificate number, the count of New Hire notifications sent successfully, and the name(s) of the New Hires with failed notifications.

Onboarding Functionality

New Hire

- Users can now update the Task Owner for the system-level task titled *Complete Human Resources Questionnaire* from the Manage Tasks subtab in the New Hire record.
- Added the following forms in USA Staffing:
 - CC 6026-30 - OCC Business Travel Accident Insurance Beneficiary Form
 - CC 6026-31 - OCC 24 Hour Personal Accident Insurance Beneficiary Form

- o CC 6026-46 - OCC Group Life Insurance Beneficiary Form
- o SBA ODA HR-003 - Cadre Employment Agreement
- Updated the following forms in USA Staffing:
 - o FRTIB FCRA – Release - Fair Credit Reporting Act of 1970
 - o OPNAV 5239/14 - Navy System Authorization Access Request (SAAR-N)

Hiring Manager Functionality

- No updates.

Administrative Functionality

Announcement Templates

- Updated the following Announcement sub-templates:
 - o Renamed the *Duties* sub-template to *Summary & Duties*.
 - o Renamed the *Position Requirements* sub-template to *Requirements*.
 - o Added the *Conditions Of Employment*, *Additional Information*, *Benefits Link*, and *Display Default Benefits Text* fields to the *Requirements* sub-template.
- **Note:** Users should consider updating their current Announcement Sub-Templates in the following circumstances:
 - o Transfer content from the remaining *Conditions Of Employment* sub-templates to the *Requirements* sub-template. *Conditions Of Employment* sub-templates will be removed from the system in the next development cycle.
 - o Transfer *Benefits Link* and *Display Default Benefits Text* content from the *Agency Marketing* sub-template to the *Requirements* sub-template. The *Benefits Link* and *Display Benefits Text* fields will be removed from the *Agency Marketing* sub-template in the next development cycle.

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](#).