




USA Staffing Upgrade

Production Release 6.5


February 27, 2016

Completed Release Plan Items are designated with a green check and the month they were projected (i.e.  January)

REQUEST

- When an applicant is selected from a certificate and a New Hire record is created, the New Hire section in Request Information will display information about the selected new hire.
https://help.usastaffing.gov/USAS/index.php?title=Request_Information

ANNOUNCEMENT

- The Announcement Text and Announcement Template pages have been redesigned for better system performance. These enhancements include character counters, usability improvements, spell check, and the ability to use data inserts in text fields within an announcement.
https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text
https://help.stage.usastaffing.gov/USAS/index.php?title=Create_Announcement_Template
- ‘Placeholder Text’ functionality has been added in Announcements and Announcement Templates. Office Admins can insert ‘Placeholder Text’ into Announcement Templates that displays **[in red brackets]** so HR users know that they need to insert custom text once the template has been pulled into a vacancy. Announcements cannot be released to USAJOBS until all placeholder text is removed from the announcement.
https://help.usastaffing.gov/USAS/index.php?title=Entering_placeholder_text
-  **July** – Allow an HR user to view previous versions of the announcement as it appeared on USAJOBS . When an announcement is released or updated, a preview of the version is now preserved in the release window. Users can view and print the previews to establish how announcement versions have changed.
<https://help.usastaffing.gov/USAS/index.php?title=Announcement>
- Data inserts have been added for Customer CPDF Agency and CPDF Organization and can be included in Announcements and Announcement Templates to automatically update based on vacancy information.



[https://help.usastaffing.gov/USAS/index.php?title=Adding available data insert\(s\) to an announcement template](https://help.usastaffing.gov/USAS/index.php?title=Adding_available_data_insert(s)_to_an_announcement_template)

- The system now warns users before releasing an announcement to USAJOBS without any Eligibilities. The warning displays in the 'Release' dropdown and does not prevent release.


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

ASSESSMENT PACKAGE

- A 'Save & New' option has been added to the Assessment Questionnaire so users can create new items without closing and re-triggering the item editor popup.

[https://help.usastaffing.gov/USAS/index.php?title=Add Questionnaire Items](https://help.usastaffing.gov/USAS/index.php?title=Add_Questionnaire_Items)

APPLICANT

-  **April** – The Applicant Overview page has been enhanced with improved filtering, Veterans' Preference and Eligibility counts, tracking of applicants who have received each touchpoint notification, and a tool for sending each touchpoint notification.

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

APPLICANT LIST/CERTIFICATE

- Batch printing has updated confirmation and completion alerts, as well as improved batch print pop-up layout.

[https://help.usastaffing.gov/USAS/index.php?title=Printing multiple applicant documents in a single PDF](https://help.usastaffing.gov/USAS/index.php?title=Printing_multiple_applicant_documents_in_a_single_PDF)


- The Agency Name and Agency Address fields now auto-populate with the USA Staffing Organization Name Customer addresses, respectively.

REVIEWS


- Reviewers can now designate a status for each of their Review assignments so HR users can quickly gauge their next steps when a Review is returned. Announcement/Assessment statuses include: Incomplete, Approved, Approved Pending Changes, and Rejected. Certificate statuses include: Incomplete, Selection Made, and No Selection Made. Each reviewer assigns a status for each of their assignments independently of the other reviewers. Reviewers are presented with a warning if they attempt to return a Review to HR while there are other reviewers with incomplete assignments. HR users may see real-time updates to assignment statuses from the Review > Overview page.

[https://help.usastaffing.gov/USAS/index.php?title=Hiring Manager - Overview](https://help.usastaffing.gov/USAS/index.php?title=Hiring_Manager_-_Overview)

ONBOARDING/NEW HIRE

-  **January** – Allow a new hire to accept or reject a position through a tentative offer letter. HR Users can send the 'Tentative Offer Letter' through notifications. Selectees can accept, reject or ask questions about an offer, which triggers a notification to the HR and hiring manager points of contact.

[https://help.usastaffing.gov/USAS/index.php?title=Sending a notification to a new hire](https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire)


-  **January** – Allow onboarding notifications to carbon copy (cc) additional recipients. HR can designate other HR, Hiring Manager, and Onboarding users to receive emails sent to new hires.

<https://help.usastaffing.gov/USAS/index.php?title=Sending a notification to a new hire>

- Added form-level permissions to Permission Profiles. Permissions are granted using form categories, configured by the USA Staffing Program Office, based on agency needs.
<https://help.usastaffing.gov/USAS/index.php?title=Manage Permission Profiles>
- Questionnaire items are now presented to new hires and HR in rich text formatting and with active hyperlinks.
- Updated the W-4 form to the 2016 version.

- Published agency specific forms: OPM DEC, OPM VSIP, DOJ 555, DOJ TLES-1, DOJ NNE-1, GPO PP-1, HHS-OCIO 2013-0035, HHS NCHS-61, HHS NONDISCL AFF, IHS 306AD, PS 181-E, PS 2181-A, and PS 2181-B.

ADMINISTRATION

-  **July** –Office Administrators are now able to copy Assessment Package Templates by clicking ‘Create Template’ on the Manage Assessment Package Template page. Once a new template is generated, select ‘Select Template’ from the gear icon, locate the template to be copied and enter the required information.
<https://help.usastaffing.gov/USAS/index.php?title=Assessment Package Template Create Template>
- A new eligibility tag for 'Current Agency Employees' has been added so that Administrators can link to custom eligibilities.
<https://help.usastaffing.gov/USAS/index.php?title=Creating an eligibility item>

REPORTS

- Created a Task report available for Data Self Service (DSS) reporting.
<https://help.usastaffing.gov/USAS/index.php?title=Public Folders>
- Created a volume statistics report.
<https://help.usastaffing.gov/USAS/index.php?title=Public Folders>

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