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Reporting and Analytics Release Notes

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Reporting and Analytics

Hiring Data Warehouse

New hire data has been added to the Hiring Data Warehouse! A new main folder, sub-folders, and query subjects were added to the Hiring Data Warehouse to enable reporting on details about new hires, including the office and organization managing the staffing process, job offers, onboarding invitations, forms, and onboarding documents. Also included in the New Hires main folder is a New Hire Request Information sub-folder, which contains the New Hire Request query subject.

When creating a report that contains new hire data, if request information is needed then query items from the New Hire Request query subject should be used rather than data from the main Requests folder in the Hiring Data Warehouse. This will ensure that all new hires (even those that have not yet been assigned a request number, for instance new hires in a Vetting status) will appear in the report. The New Hire Request Information sub-folder currently only contains query items relating to characteristics of a request; additional query subjects will be added in the future to enable reporting on data such as request locations, request work schedules, etc.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire query subject
 - 'Actual Start Date': The actual first duty day/start date of the new hire, based on completion of the Verify New Hire Arrived for First Day of Duty task.
 - 'Effective Date of Appointment': The effective date of appointment of a new hire as shown on the SF-50.
 - 'New Hire Creation Date': The date the new hire record was created.
 - 'New Hire Email': The email address for the new hire.
 - 'New Hire First Logged In Date': The earliest date a new hire logged into the system.
 - 'New Hire First Name': The first name of the new hire, as provided during the onboarding process.
 - 'New Hire Hyperlink': A hyperlink to the New Hire Overview page in USA Staffing.
 - 'New Hire Last Logged In Date': The most recent date a new hire logged into the system.
 - 'New Hire Last Name': The last name of the new hire, as provided during the onboarding process.
 - 'New Hire Last Updated Date/Time': The date/time a new hire record was last modified.
 - 'New Hire Middle Name': The middle name of the new hire, as provided during the onboarding process.
 - 'New Hire Name': The full name of the new hire, as provided during the onboarding process.
 - 'New Hire Number': The unique identifying number associated with the new hire.
 - 'New Hire Staffing Customer': The hiring entity on whose behalf a position is being filled.
 - 'New Hire Status': The status of the new hire record (e.g., Active, Complete, Inactive, Cancelled).
 - 'New Hire Suffix': The suffix of the name of the new hire (e.g., Jr., III), as provided during the onboarding process.
 - 'Onboarding Process Owner': The name of the user responsible for the onboarding process.
 - 'Onboarding Process Owner Email': The email address of the user responsible for the onboarding process.
 - 'PCS Eligible?': Flag indicating if a new hire has been approved for permanent change of station (PCS) costs.

- 'Projected Start Date': The proposed entry-on-duty date for the new hire.
 - 'Prolonged Start Date Reason': The reason for a prolonged delay (i.e., if more than 60 days after the official offer acceptance) in the proposed entry-on-duty date for the new hire.
- New Hire Offices query subject
 - 'New Hire Staffing Office Code': The code associated with the office managing the staffing process.
 - 'New Hire Staffing Office Name': The name of the office managing the staffing process.
- New Hire Organizations query subject
 - 'New Hire Staffing Organization Code': The code associated with the organization managing the staffing process.
 - 'New Hire Staffing Organization Name': The name of the organization managing the staffing process.
 - 'New Hire Staffing Tenant Code': The tenant associated with the data.
 - 'New Hire Staffing Tenant Name': The name of the tenant associated with the data.
- New Hire Phone Numbers query subject
 - 'New Hire Phone Number': The phone number provided by the new hire.
 - 'New Hire Phone Type': The type of phone number (e.g., day, evening, mobile) provided by the new hire.
- New Hire Notifications sub-folder
 - Job Offers query subject
 - 'Declination Audit Code': The audit code associated with the declination reason chosen by a selectee that declined a job offer.
 - 'Declination Audit Description': The text description of the audit code associated with the declination reason chosen by a selectee when declining a job offer.
 - 'Job Offer Response': The selectee's response (e.g., accept, decline, need more information) to a job offer.
 - 'Job Offer Response Date/Time': The date/time of the selectee's response to a job offer.
 - 'Job Offer Sent By': The name of the individual that sent a job offer to a selectee.
 - 'Job Offer Sent By Email': The email address of the individual that sent a job offer to a selectee.
 - 'Job Offer Sent Date/Time': The date/time a job offer was sent to a selectee.
 - 'Job Offer Type': The type of job offer (e.g., tentative, official) made to a selectee.
 - Onboarding Invitations query subject
 - 'Discontinue Reason': The reason provided by a new hire for discontinuing the onboarding process.
 - 'Invitation Response': The new hire's response (e.g., continue, discontinue) to an invitation to the onboarding process.
 - 'Invitation Response Date/Time': The date/time the new hire responded to the onboarding invitation.
 - 'Invitation Sent By': The name of the individual that sent an onboarding invitation to a new hire.
 - 'Invitation Sent By Email': The email address of the individual that sent the onboarding invitation to a new hire.
 - 'Invitation Sent Date/Time': The date/time the onboarding invitation was sent to a new hire.
- New Hire Request Information sub-folder
 - New Hire Request query subject
 - 'New Hire Request Approval Date/Time': The date/time that a request associated with a new hire was approved.

- 'New Hire Request Approver Email': The email address of the individual that approved a request associated with a new hire.
- 'New Hire Request Approver Name': The name of the individual that approved a request associated with a new hire.
- 'New Hire Request Approver Phone Number': The phone number of the individual that approved a request associated with a new hire.
- 'New Hire Request Bargaining Unit Position?': Flag indicating if the position is covered by a bargaining unit.
- 'New Hire Request Cancellation Date': The date that a request associated with a new hire was cancelled.
- 'New Hire Request Cancellation Reason': The reason that a request associated with a new hire was cancelled.
- 'New Hire Request Creation Date/Time': The date/time a request associated with a new hire is created.
- 'New Hire Request Customer Address City': The city of a customer's address.
- 'New Hire Request Customer Address Country': The country of a customer's address.
- 'New Hire Request Customer Address Line 1': The first line of the street address (house number and street) of a customer.
- 'New Hire Request Customer Address Line 2': The second line of the street address (apartment, unit number, etc.) of a customer.
- 'New Hire Request Customer Address Line 3': The third line of the street address (apartment, unit number, etc.) of a customer.
- 'New Hire Request Customer Address State': The state of a customer's address.
- 'New Hire Request Customer Address State Abbreviation': The abbreviation of the state of a customer's address.
- 'New Hire Request Customer Address Zip Code': The zip code a customer's address.
- 'New Hire Request Customer Agency Code': The code for the CPDF agency associated with the request's customer.
- 'New Hire Request Customer Agency Name': The CPDF agency associated with the request's customer.
- 'New Hire Request Customer External Name': The external name of the hiring entity for which the staffing process is being carried out.
- 'New Hire Request Customer Name': The name of the customer or hiring entity for which the staffing process is being carried out.
- 'New Hire Request Customer Phone Number': The phone number of a customer or hiring entity.
- 'New Hire Request Drug Testing Required?': Flag indicating if the position requires drug testing.
- 'New Hire Request Financial Disclosure Required?': Flag indicating if the position requires a financial disclosure.
- 'New Hire Request Hiring Organization Name': The name of the organization in which a vacancy is being filled.
- 'New Hire Request Hiring Validation Date': The date an agency validated the hiring need.
- 'New Hire Request Last Modified Date/Time': The date/time the request associated with a new hire was last modified.
- 'New Hire Request Number': The unique identifying number associated with a request associated with a new hire.
- 'New Hire Request Pay Plan-Series-Grade': The concatenated pay plan, series, and grade(s) associated with a request associated with a new hire.
- 'New Hire Request Personnel Action Date': The date an agency determines the need to make a hire and executes a Request Personnel Action.

- 'New Hire Request Relocation Authorized?': Flag indicating if payment of relocation costs have been approved.
- 'New Hire Request Security Clearance Required': The security clearance required.
- 'New Hire Request Source': Indicates whether the request associated with a new hire came through an interface or through manual entry.
- 'New Hire Request Status': The status of a request associated with a new hire, from submission to fulfilled.
- 'New Hire Request Submission Date/Time': The date/time the request associated with a new hire was submitted.
- 'New Hire Request Supervisory Position?': Flag indicating if the position is supervisory.
- 'New Hire Request Telework Eligible?': Flag indicating if the position is eligible for telework.
- 'New Hire Request Travel Required': The travel requirement for the vacancy.
- 'New Hire Request Type': The type of request (e.g., New Vacancy, Additional Selection, Onboard New Hire) associated with a new hire.
- 'New Hire Requester Email': The email address of the requester.
- 'New Hire Requester Name': The name of the requester.
- 'New Hire Requester Phone Number': The phone number of the requester.
- Onboarding Forms and Documents sub-folder
 - Forms query subject
 - 'Form Accepted By': The name of the individual that most recently accepted the form.
 - 'Form Accepted By Email': The email address of the individual that most recently accepted the form.
 - 'Form Accepted Date/Time': The date/time the form was most recently accepted.
 - 'Form Agency Next Action': The next action on the form to be taken by the agency in the onboarding process.
 - 'Form Name': The name of the form to be completed as part of the onboarding process.
 - 'Form New Hire Next Action': The next action on the form to be taken by the new hire in the onboarding process.
 - 'Form Number': The number of the form to be completed as part of the onboarding process.
 - 'Form Originally Submitted Date/Time': The date/time the form was first submitted by the new hire.
 - 'Form Scheduled Transmit Date': The date the form is scheduled to be transmitted to the eOPF.
 - 'Form Transmission Date/Time': The date/time of form transmission to the eOPF.
 - 'Form Transmission Error Code': The error code associated with a form transmission issue.
 - 'Form Transmission Error Description': The description of the error code associated with a form transmission issue.
 - 'Form Transmission Status': The current status of the form's transmission to the eOPF (e.g., Ready to Transmit, Ineligible for Transmission, Confirmed).
 - 'Form Transmission Status Date/Time': The date/time of the form's current transmission status to the eOPF.
 - 'Form Transmission Task Owner': The name of the individual responsible for the transmission of the form to the eOPF.
 - Onboarding Documents query subject
 - 'Onboarding Document Name': The name of the document uploaded during the application or onboarding process.
 - 'Onboarding Document Received Date/Time': The date/time the document was uploaded during the application or onboarding process.

- 'Onboarding Document Scheduled Transmit Date': The date the document is scheduled to be transmitted to the eOPF.
- 'Onboarding Document Source': The source of the document (e.g., Human Resources, New Hire) uploaded during the application or onboarding process.
- 'Onboarding Document Transmission Date/Time': The date/time of document transmission to the eOPF.
- 'Onboarding Document Transmission Error Code': The error code associated with a document transmission issue.
- 'Onboarding Document Transmission Error Description': The description of the error code associated with a document transmission issue.
- 'Onboarding Document Transmission Status': The current status of the document's transmission to the eOPF (e.g., Ready to Transmit, Ineligible for Transmission, Confirmed).
- 'Onboarding Document Transmission Status Date/Time': The date/time of the document's current transmission status to the eOPF.
- 'Onboarding Document Transmission Task Owner': The name of the individual responsible for the transmission of the document to the eOPF.
- 'Onboarding Document Type': The type of document (e.g., OF 306, SF 15) uploaded during the application or onboarding process.

Time to Hire

- New Hire Information folder
 - New Hire Appointing Authorities query subject: a new query subject and associated query items were added to enable reporting on the appointing authority tags associated with a new hire record.
 - 'New Hire Appointing Authority': The name provided for a new hire tag that indicates the new hire appointing authority.
 - 'New Hire Appointing Authority Tag Level': Indicates whether the new hire appointing authority (tag) was created by a user (Custom) or available at a System level (System).
 - New Hire Mission Critical Occupations query subject: a new query subject and associated query items were added to enable reporting on the mission critical occupation tags associated with a new hire record.
 - 'New Hire Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
 - 'New Hire Mission Critical Occupation Tag Level': Indicates whether the new hire mission critical occupation (tag) was created by a user (Custom) or available at a System level (System).
- Request Information folder
 - Request query subject: new query items were added to enable reporting on additional attributes of a request.
 - 'Request Bargaining Unit Position': Flag indicating if the position in the request is covered by a bargaining unit.
 - 'Request Last Update Date/Time': The timestamp of the last time the request was modified.