



USA Staffing®
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USA Staffing Upgrade

Stage Release Notes

Release 9.2 March 19, 2018

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OPM HR SOLUTIONS
by government, for government

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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade 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 Upgrade 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 Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. 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 feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).

Staffing Functionality

- Discontinued the PDF conversion of documents uploaded to Requests, Vacancies, Reviews, Assessment Package Templates, Competency Networks, and Position Descriptions. Documents will now be uploaded and stored in their original file type (DOC, DOCX, JPEG, TXT, etc). Uploads will still be limited to the file types currently accepted by USA Staffing. Documents tied to Applicant and New Hire records will continue to go through the standard PDF conversion process.
- Added an option to accept all document on the Vacancy's Supporting Documents sub-page. This will allow the HR user a simple, one click, acceptance of all supporting documents to a Vacancy without having to select each supporting document individually.
- Added the System level Appointing Authority tag "Shared Recruitment." This tag may be used to identify which Vacancies are global recruitment efforts so that users can identify these vacancies through Cognos reports.
- Updated the Announcement Release section to display an error message when applying the incorrect Hiring Path for a Senior Executive position. USAJOBS mandates that the "Senior executive – SES Only" hiring path be used when the announced Pay Plan is ES. When the Pay Plan is not ES but the position is at the Senior Executive level, USAJOBS only allows the use of the "Senior executive – Other" hiring path.
- Removed the required status from the Benefits Link field in the Announcement Text page. USAJOBS now mandates that either a Benefits Link or the Default Benefits Text must be displayed in the announcement. As a result, USA Staffing now allows an announcement to be released if there is either a valid Benefits Link or if the "Display Default Benefits Text" field is enabled. If neither is added, the Announcement Release screen will display an error message on the Release window explaining that one must be added in order to release.
- Added the following ineligible NOR messages:

- IFLM: “You will not be considered because you did not provide sufficient documentation to support your claimed eligibility under the Land Management Workforce Flexibility Act.”
 - IOAL: “You will not be considered because your application was received after the application limit was reached for this job announcement.”
 - IQEC: “You will not be considered because your application does not demonstrate that you meet the Executive Core Qualifications (ECQs) and/or Technical Qualifications (TQs) as required for this position.”
 - ELOC: “You do not appear to meet the first area of consideration specified in the job announcement. However, we have accepted your application and may review it if a selection is not made from the first area of consideration. If upon later review we find that you are eligible and referred or ineligible, we will notify you.”
 - IFLS: “You were not considered for this position because either you certified that you do not possess the required Basic Life Support and/or Advanced Cardiac Life Support certification; or you failed to submit sufficient documentation demonstrating you possess the required certification.”
 - IQRP: “You were not considered for this position because your education could not be used for qualification purposes as it was not earned through a program recognized by the accrediting agency as specified in the vacancy announcement.”
 - IOLV: “You were not considered because selection consideration for this occupation is restricted by law to veterans. You either indicated that you are not a veteran or you did not submit appropriate supporting documentation.”
 - IOMH: “You were not considered because selection consideration for this occupation is restricted by law to veterans who have spent a minimum of one year in personal recovery from a mental health condition, per Section 405 of Public Law 110-387, as codified in 38 USC 7402(b)(13). Your application indicated that you do not meet this requirement.”
 - IQEE: “You are ineligible for this position because either you indicated you do not possess an ecclesiastical endorsement dated within the past year; or you did not submit sufficient supporting documentation.”
 - IQCP: “You are ineligible for this position because either you indicated you do not possess the Clinical Pastoral Education (CPE); you do not possess equivalent training as described in the vacancy announcement; or you failed to submit sufficient supporting documentation.”
 - IFLE: “You were not considered for this position because you did not provide sufficient documentation to support that you have a National Park Service (or equivalent) Law Enforcement commission.”
- Changed the way that updated Applications are processed in USA Staffing. When an updated application is submitted by an applicant from the Online Application, USA Staffing will remove the following HR user inputs from the existing applicant record so that the applicant’s latest applicant can be reconsidered. HR users will need to requalify and adjudicate the applicant based on the latest version of the application. Users will still

receive an alert if the application was updated after it had been marked as Reviewed. This change applies to both standing register and case file vacancies. ○ Overridden values to the Final Grade ○ Overridden values to the Minimum Qualifications Ratings ○ Veterans' Preference adjudications ○ Eligibility adjudications ○ Reviewed, Follow Up, and Starred toggles

- The Applicant's History record has likewise been updated to show exactly what changes were made to the updated application so that HR users can easily determine what original values should be re-applied to the application and what values should be changed based on the updates to the application.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - DA 5434, MCC PIRF 1
- Updated the following forms for continued use in USA Staffing: ○ W-4
 - State tax forms for Arizona, California, Connecticut, Hawaii, Illinois, Iowa, Maryland, Minnesota, and New York.
- Updated the eOPF transmission process to allow the manual entry of a New Hire's Social Security Number if a New Hire was never required to complete the Social Security Number question directly in their New Hire record. This capability will now allow the use of the eOPF transmission process (which requires SSN) even when New Hire's onboarding process occurred completely outside of USA Staffing.
- Added logic to recalculate the displayed Due Date for onboarding tasks that are activated as a result of the "Activate Task when another task is complete" rule set. When a user completes a task, the system will find all successor tasks linked to it and update the displayed Due Date by adding the "Expected Days to Complete" number for that onboarding task to the Completion Date of the just completed task. This change will make the Due Date more meaningful when managing your workload, as Active onboarding tasks will always have a due date equal to the current date or a future date and users will still have the same expected time to complete the task regardless if the predecessor task was completed early or late. *NOTE: This change does not impact tasks assigned prior to this release. It will take some time for the tasks with older due dates to be cleared out and, in return, demonstrate a positive overall effect of this change on the Task Dashboard.*

Hiring Manager Functionality

- Added a check on an Applicant List Review that will warn a Reviewer if changes have been made to the Review by a fellow reviewer during their session that affects their ability to save a selection decision.

Administrative Functionality

- Added the "Display Default Benefits Text" and "Display Default Education Text" options from the Announcement Text page to the Announcement Templates. We have automatically enabled both fields for all current templates. If you are not interested in having one or both enabled, please update your templates accordingly.

- Addressed spacing issues when using Notification Templates or Announcement Templates that contain data inserts. When data inserts appear in a template and there is no corresponding data to display in the announcement or notification, the announcement and notification will no longer display extra blank spaces where that data insert would have displayed data.
- Added and implemented several new Permission options to Permission Profiles:
 - “View Documents without a Document Type” has been added to the New Hire section of the Human Resources and Onboarding User permission profiles. This permission will allow users to see documents in the New Hire’s record that have not yet been assigned a document type. This permission has been automatically enabled for all system and custom permission profiles, except View Only.
 - “Batch Print Forms” has been added to the New Hire section of the Human Resources and Onboarding User permission profiles. This permission will allow users to batch print forms for one or more New Hire records from the New Hire Dashboard. This permission has been automatically enabled for all system permission profiles but not for existing custom permission profiles. Newly created custom permission profiles will have this permission enabled automatically. Please update your custom permission profiles if necessary.
 - “Batch Verify New Hire Arrived for First Date of Duty” has been added to the New Hire section of the Human Resources and Onboarding User permission profiles. This permission will allow users to complete the Verify the New Hire Arrived for First Date of Duty task for one or more New Hire records from the New Hire Dashboard. This permission has been automatically enabled for all system permission profiles except View Only, but not for existing custom permission profiles. Newly created custom permission profiles will have this permission enabled automatically. Please update your custom permission profiles if necessary.
 - “Transmit Documents to eOPF” has been added to each of the form permission categories in the Onboarding Forms section of the Human Resources and Onboarding User permission profiles. This permission will allow users to transmit documents in that permission category to eOPF. This permission has been automatically enabled for all system permission profiles except View Only. Newly created custom permission profiles will have this permission enabled automatically. Please update your custom permission profiles if necessary.
 - “View Requests for Other Requesters” has been added to the Requests section of the Hiring Manager permission profiles. This permission will allow users to find all Hiring Actions for the USA Staffing Customers to which they are assigned permission profiles. Disabling this permission will limit the Hiring Manager user to only those Requests that they themselves own. This permission has been automatically enabled for all system permission profiles but not existing custom permission profiles. Newly created custom permission profiles will have this permission enabled automatically. Please update your custom permission profiles if necessary.

Reporting and Analytics

Staffing Reports Package

- Data ○ Application Namespace:

- ✦ Added a new query subject, 'Request Notes', within the Request Detail folder to enable reporting on notes entered for a request.
 - 'Request Note': The text of the note entered.
 - 'Request Note Created By': HR user name who input the note.
 - 'Request Note Created By User Type': Permission profile of the HR user who inserted the note.
 - 'Request Note Date/Time': The date/time the note was entered.
 - 'Request Note ID': The request note unique identifier.
 - 'Request Note Visible to Hiring Managers': Flag indicating if the request note is visible to all hiring managers.
- Certificates namespace:
 - ✦ Added new query items for Request Hiring Validation Date to identify the date in which an agency validates the hiring need.
 - Certificate Request Detail folder > Certificate Request query subject ○ 'Certificate Request Hiring Validation Date'
 - Certificate Selectee Request Detail folder > Certificate Selectee Request query subject ○ 'Certificate Selectee Request Hiring Validation Date'
- New Hire namespace:
 - ✦ Added a new query item to the New Hire Request query subject within the New Hire Request Detail folder to enable reporting on the hiring validation date.
 - 'New Hire Request Hiring Validation Date': The date in which an agency validates the hiring need.
- Reviews namespace:
 - ✦ Added a new query item to the Review Request query subject within the Review Request Detail folder to enable reporting on the hiring validation date.
 - 'Review Request Hiring Validation Date': The date in which an agency validates the hiring need.
- Tasks namespace:
 - ✦ Added a new query item to the Task Request query subject within the Task Request Detail folder to enable reporting on the hiring validation date.
 - 'Task Request Hiring Validation Date': The date in which an agency validates the hiring need.
 - Reports ○ Applicant Overrides Report: used to evaluate the Assessment Questionnaire Quality Review process. ✦ This new report can be used to evaluate

the impact of the quality review process by reviewing the number and percentage of overrides and score adjustments made by the HR Specialist.

- ✦ Location: USA Staffing Packages and Folders > Staffing Reports > Staffing > Assessment
- Closed Announcements Pending Certificates Report: meant to display announcements closed without having at least one certificate issued, by office, in a list format.
 - ✦ The report was modified to include Position Title in the report.
 - ✦ Location: USA Staffing Packages and Folders > Staffing Reports > Staffing > Announcement
- DEU Workload Report: summarizes the number of competitive selections made, veterans certified/selected, and certificates used/unused.
 - ✦ The report prompt page was updated to include FY 18 as an option for Fiscal Year.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other
- Selectee DSS Report: standard report for data self-service containing selectee data.
 - ✦ A join between queries underlying the report was modified to ensure all data is pulled appropriately.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Data Self Service
- Time to Hire Milestone Report: includes key Time to Hire metrics for active and completed requests.
 - ✦ The report was moved from the “Other” folder to the “Time to Hire” folder in Staffing Reports.
 - ✦ Location:
 - **Original:** Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other
 - **New:** Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire