



**USA Staffing**<sup>®</sup>  
*Great Government Starts Here*<sup>®</sup>

# **USA Staffing**

# **Production Release Notes**

**Release 15.1**


**January 20, 2023**

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*by government, for government*

# Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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### Dashboards

#### Welcome/Vacancies

- Added the user email address associated with a user account to the *Internal Contact* drop-down list to help users differentiate between accounts with the same name. Users can see this information by hovering over the username on the *Announcements Closing Tile* on the Welcome Dashboard and *Advanced Filters* on the Vacancies Dashboard. **Note:** This information will be added to other areas where the contact information is used in future development efforts.

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

#### New Hires

- Updated the *Show Only Favorites* filter from a checkbox to a toggle. When enabled, new hires marked as a favorite via the star icon will display.

[https://help.usastaffing.gov/USAS/index.php?title=New\\_Hires](https://help.usastaffing.gov/USAS/index.php?title=New_Hires)

### Vacancy

- Added three system-level Mission Critical Occupation (MCO) tags titled *CHIPS Act*, *Inflation Act*, and *TechToGov*. These tags can be added on the Vacancy Settings page to facilitate job searches in USAJOBS and help ensure consistent reporting within and across agencies. **Note:** These tags can be added to both new and existing vacancies. Users must remember to update their announcements on USAJOBS when making any changes to an existing vacancy.

[https://help.usastaffing.gov/USAS/index.php?title=Available\\_Tags](https://help.usastaffing.gov/USAS/index.php?title=Available_Tags)

### Assessment Package

#### Assessment Questionnaire

- Enhanced usability by enabling the *Save* button to persist on the page allowing users to save at any time while working on lengthier assessment questionnaires.

[https://help.usastaffing.gov/USAS/index.php/Assessment\\_Questionnaire](https://help.usastaffing.gov/USAS/index.php/Assessment_Questionnaire)

### Applicant Overview

#### Applicant Record

- Added the ability to navigate directly to a linked application from the *Qualification History* section within the applicant record. Clicking the vacancy number link will take users to that application granted they have permission to access it.

[https://help.usastaffing.gov/USAS/index.php?title=Applicant\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Applicant_Information)

### Applicant List

- Enabled users to select Applicant List filters by clicking anywhere over the description text, rather than having to click the checkbox.

[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

- Modified the process for adjudicating eligibilities within an Applicant List or Assignment to be consistent with the Eligibilities and Ratings page in the applicant record. When users adjudicate an applicant as ineligible for a claimed eligibility, the eligibility will display with the X shield icon and will no longer be removed.

[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

### New Hire

- Added the ability to see when draft notifications exist when sending a notification from a new hire record. A column titled *Saved Draft* displays a *View Draft* link when a draft notification exists for the template, which

allows users to preview and further edit the saved draft. Users can filter the list to view only notifications with drafts by enabling the *Show Only Saved Drafts* toggle.

[https://help.usastaffing.gov/USAS/index.php?title=Opening\\_a\\_draft\\_notification](https://help.usastaffing.gov/USAS/index.php?title=Opening_a_draft_notification)

- Added additional content to the HR Activity Summary emails to include sections for *New Hire Process Owner Assignment*, *New Hire Forms*, and *eOPF Transmission Errors*.
    - The *New Hire Process Owner* section of the email will display a list of up to five active new hires for which the user is assigned as the *Process Owner*. New hires most recently assigned to the user will display first in the list.
    - The *New Hire Forms* section of the email has two subsections. The first subsection will display a list of up to five active new hires who have submitted forms that are *Awaiting HR Action* for which the user is assigned as the *Process Owner*. New hires that most recently submitted forms *Awaiting HR Action* will display first in the list. The second subsection will display a list of up to five new hires (any status) with files (forms and/or documents) that have an eOPF transmission error, given the user is the one who added the files to the eOPF queue. New hires with the oldest outstanding errors will display first in the list.
- [https://help.usastaffing.gov/USAS/index.php?title=User\\_Preferences](https://help.usastaffing.gov/USAS/index.php?title=User_Preferences)
- The following forms have been added in USA Staffing:
    - GAO 202 – Educational and Professional Certification Information
    - IRS LC – Lautenberg Certification
  - The following form has been updated in USA Staffing:
    - USSC FS
    - W-4

## Hiring Manager Functionality

- When an Applicant List Review is returned or automatically recalled, an email is sent to all assigned Hiring Manager reviewers with a link to the Chief Human Capital Officer Council (CHCO) survey. This automatic email also includes relevant review and selection information
  - Added the ability for Hiring Manager users to designate a request as a *Remote Job* when creating or editing a request.
- [https://help.usastaffing.gov/HiringManager/index.php?title=Request\\_To\\_Fill\\_Position](https://help.usastaffing.gov/HiringManager/index.php?title=Request_To_Fill_Position)

## Administrative Functionality

- No updates.

## Classification Functionality

- Updated the *Functional Classification Code* menu to include the two-digit code along with the explanation. Classifiers may search by either the code or explanation.
- [https://help.usastaffing.gov/USAS/index.php?title=Position\\_Description-Settings](https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Settings)

## USA Hire Functionality

- Granted users the option to revert to the *Default Assessment Window* after saving a *Defined Window (Set Dates)*. This ensures the USA Hire assessment open window updates appropriately if the announcement open/close dates change.  
[https://help.usastaffing.gov/USAS/index.php?title=Set\\_USA\\_Hire\\_Assessment\\_Window](https://help.usastaffing.gov/USAS/index.php?title=Set_USA_Hire_Assessment_Window)

## 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](#).