

USA Staffing[®]


Production Release Notes

Release 16.4

February 2, 2024

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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 Program Roadmap. 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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Staffing Functionality

Dashboard

Tasks and New Hires

Added the ability to search *Task Owner* by email on the Tasks Dashboard and *Onboard Process Owner* by email on the New Hires Dashboard.

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

Request

Removed *Request Locations* from the Request Information page for approved and cancelled requests. This information can be reviewed or updated as needed on the *Location Information* tab.

https://help.usastaffing.gov/USAS/index.php?title=Request_Information

Applicant Overview

Applicant Record

The following NOR message codes have been added:

Code	Definition	Message
IOEP	Exceeds page limit	You were not considered for this position because your Executive Core Qualifications (ECQ) and/or Mandatory Technical Qualifications (MTQ) exceeded the page limit specified in the job announcement.
ELSP	Referred to panel for qualifications determination	Your application has been submitted to the Executive Resources Board (ERB) or executive panel to determine your qualifications.

[https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_\(NOR\)_Message_Codes](https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes)

New Hire

Modified the timing of when the *Transmit Forms to eOPF* and *Transmit Documents to eOPF* tasks are assigned a due date. Once the new hire has been verified as arriving on duty, the due date of these tasks is set to 90 days after the new hire's start date. This helps ensure a due date for these tasks is not assigned prematurely for new hires with EOD dates well into the future.

https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

Enabled users with *Delete Notes* permission to delete notes added by any user in the new hire record. **Note:** Previously, users were only able to delete their own notes. This permission is now consistent with how it works in the Vacancy/Applicant areas.

https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_new_hire_note

Added the ability to search and assign task owners by email on the New Hire Manage Tasks page.

https://help.usastaffing.gov/USAS/index.php?title=Assigning_an_owner_to_a_new_hire_task

Added the ability to search by email in the *Contacts* section of New Hire record.

https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

Modified the various Country drop-down lists to display United States as the first option for improved usability for both HR/Onboarding users and New Hires.

The following forms have been updated in USA Staffing:

- Tax AZ
- Tax CT
- Tax GA
- Tax IA
- Tax IL
- Tax IN
- Tax KY
- Tax MN
- Tax MT
- Tax NY
- Tax WI
- Tax WV

Hiring Manager Functionality

No updates.

Administrative Functionality

Customers

Added the ability for users with *Add Customer to Office* or *Create/Edit Customer* permission to edit multiple customers at once. Users can export a Customer Maintenance File by selecting the checkbox next to each Customer Internal Name as appropriate (up to 500 customers) and clicking the *Export Selected Customers* button. The Customer Maintenance File includes editable fields and required validations. Users can then upload the file by selecting the *Import Customers* option from the gear icon.

https://help.usastaffing.gov/USAS/index.php?title=Manage_Existing_Customers

https://help.usastaffing.gov/USAS/index.php?title=Exporting_customer_data_to_an_Excel_file

https://help.usastaffing.gov/USAS/index.php?title=Importing_customer_data_information

USA Hire Functionality

Modified the on-screen application submission message applicants receive when assessments are required to improve usability by providing concise instructions regarding next steps, a button to continue to their USA Hire assessments, and a link to a centralized applicant help center. Also, modified the assessments required email and

reminder notifications to improve the applicant experience when attempting to access and authenticate into USA Hire from these emails.

Modified the on-screen application submission message and email applicants receive when encountering assessment score reuse and assessments are complete to improve the user experience.

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](#).