



USA Staffing®
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USA Staffing

Stage Release Notes

Release 10.0

December 21, 2018

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415


Introduction

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

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. 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 Resource Center](#).

Staffing Functionality

- Updated the filtering capability on the Task Dashboard.
 - Users can now clearly see which filters are being applied and the selected values or if filters have not been applied. Users can also now add, modify, or clear existing filters by clicking *Modify Filters* on the Task Dashboard. The following filtering criteria can be applied: 
 - Office
 -  Owner
 -  Status
 -  Type
 -  Favorites Only
 - The system will no longer automatically return results as a Request Number or Vacancy Number is typed in the search box. Users can now perform a partial search for tasks by entering the information and clicking *Search*.
- Updated the filtering capability on the New Hire Dashboard.
 - Users can now clearly see I can see which filters are being applied and the selected values or if filters have not been applied. Users can also now add, modify, or clear existing filters by clicking *Modify Filters* on the New Hire Dashboard. The following filtering criteria can be applied:
 -  Office
 -  Customer
 -  Owner
 -  Status
 - The system will no longer automatically return results as a Name or Request Number is typed in the search box. Users can now perform a partial search for a new hire record by entering the information and clicking *Search*.

- Users will no longer see the month and day of birth fields when creating an Onboard New Hire request. **Note:** This change aligns with the authentication requirements used when registering an account through Login.gov/USAJOBS.
- Added a new option titled *Exclude Land Management Workforce Flexibility Act Eligibles* under the Vacancy Settings page Age Screening section.
 - When this option is checked, applicants with a claimed or positively adjudicated Land Management eligibility will not be automatically screened out when they apply.
 - You must have a Land Management eligibility applied in your vacancy for this enhancement to work. **Note:** Land Management is an existing eligibility type.
 - When a claimed Land Management eligibility is adjudicated as Ineligible, the system will recalculate the applicant's age based on the Date of Birth indicated in the application and qualifying experience (if applicable). Upon recalculation, applicants who are outside the valid age window will be rated ineligible and assigned the appropriate NOR code.
 - The *Exclude Land Management Workforce Flexibility Act Eligibles* checkbox cannot be edited after the announcement has been released and opened on USAJOBS.
- Updated the logic for applying *Max Age* restrictions when screening out applicants. The system will now exclude applicants already within the maximum age indicated from the eligible group.
 - For example, if the *Max Age* is 40, applicants who are 40 years old will be rated ineligible. Previously, applicants would not have been considered ineligible until they exceeded the Max Age.
- Added the ability to set a character limit for Narrative and Short Answer items within an Assessment Questionnaire.
 - When the *Limit Response Character Count* option is set to Yes, users will be able to enter a *Response Character Limit* between 1 and 20,000.
- Added the ability to embed videos within USAJOBS announcements. The new *Marketing Video Link* field is located in the Agency Marketing section of the Announcement Text page within Announcements.
 - For USAJOBS to properly display the video in embedded form, the URL should be modified to the appropriate format. For example, YouTube video URLs should be changed by replacing the **watch?v=** section with **embed/** This changes the URL from: <https://www.youtube.com/watch?v=7Ub90TTkiYw> to: <https://www.youtube.com/embed/7Ub90TTkiYw>. This will display the video embedded within the text when applicants view the announcement on USAJOBS. USAJOBS does not yet have this functionality available in their announcement preview, so you will not currently be able to see the embedded video from the *Preview Announcement Text* option in USA Staffing.
 - **Note:** URLs from other websites will have specific instructions for conversion into video embedding format. We advise users to research embedding rules for non-YouTube sites, and test the link in the Stage environment before releasing the announcement to USAJOBS from Production.
- Updated the following ineligible NOR message:
 - IAMP: “You were not considered because your application does not show that you are eligible to apply under merit promotion procedures. You are not a current or former Federal employee with status in the Competitive service at a lower grade level than the position being announced, nor are you eligible under the Veterans Employment Opportunity Act (VEOA).”

- Updated the VH Pay Plan to allow grades 30-45 for all tenants.
- Added the *Application Date* to the Applicant Overview > Merged Applicants sub-page to assist users when reviewing potentially matching applicants. This field displays the date and time the application was last submitted.
- Changed the way U.S. Nationals are rated upon application. Applicants who claim citizenship in Samoa, will no longer be rated ineligible (IOIZ). Furthermore, the system will now consider citizenship responses at each individual application's level (vs. at the Applicant Record) to determine if an applicant meets the Vacancyspecific citizenship requirements. This ensures each applicant's citizenship status is rated based on their application responses for each Vacancy.
- Changes to the USA Hire Applicant Hold status will now be tracked in History. This will help users better understand when applicants were placed and removed from hold. Also, Open/Close Assessment Dates will be tracked in History to keep a record of when assessment window periods are modified.
- Updated the Certificates PDF to include each applicants' email address. Also, for interdisciplinary positions, the eligible series are now displayed in printed certificates.

- Updated the amend certificate functionality to prevent users from removing applicants with a Hired or Vetting *Return Status*.
- Modified the functionality that previously auto-completed an audit when all Audit Codes and Return Statuses had been entered. Users will now be actively prompted to confirm if they would like to complete the certificate audit.
 - If the user confirms they would like to complete the audit, they system will then mark the certificate audit complete.
 - If the user indicates they would not like to complete the audit, the system will not mark the certificate audit complete, and users will retain he ability to amend the certificate if necessary.
- Added the ability to copy reviews. Users with Create Reviews permission will see the *Copy Review* option listed under the gear icon within existing, saved reviews. ✔
 - Users can specify the number of copies they would like to create (maximum of 10 copies at once) and the content they want to copy.
 - The following content will be copied into new review(s) created using this option:
 - ✦ Review Type
 - ✦ Review Name (The system will automatically copy the Review Name with a Date-# prefix, which can be edited within the copy popup before completing action.)
 - ✦ Owner (Can be edited within copy popup before completing action.)
 - ✦ Due Date (Can be edited within copy popup before completing action.)
 - ✦ Recall Date (If applicable, can be edited within copy popup before completing action.) ✦
 - Instructions
 - ✦ If selected, attachments (Assessments, Announcement Text/Questionnaire, Applicant Lists, Certificates) ✦ If selected, Requests
 - The Reviewers and Followers will not be copied as it is unlikely an identical review will be sent to the same user(s) as a previously sent review.
 - Added the following search criteria for selecting Followers within a Review:
 - Follower Last Name
 - Follower First Name
 - Follower Email
 - User Type:
 - ✦ HR User (default selection)
 - ✦ Hiring Manager
 - ✦ Onboarding User
 - ✦ General Contacts
- Updated version of the editing tool (CK Editor) used on textboxes throughout the system. This new version lets users expand textboxes to allow for a larger editing area. Also, the various paste options (Paste, Paste as plain text, and Paste from Word) have been removed as they are not supported by the Edge or Chrome browsers.



Onboarding Functionality


- Added the following forms for use in USA Staffing:
 - NCUA CCRR-1, HHS ROB-SPATC, FMCS Travel Application, FMCS Mass Transit Benefits
- Updated the following forms currently in use in USA Staffing: ○ C 1, C 2, C 3, C 4, C 5, C 6, C 7, C 8, C 9, HHS 745

Updated the way Request Numbers for Tasks associated with a New Hire are handled when an applicant is audited with an Audit Code of Selected and a Return Status of Hired, and all other fields in audit window have been completed and saved. This ensures that tasks are appropriately linked to the Request Number associated with the applicant during the certificate audit process.

- When the system reactivates a new hire record that was Cancelled, all tasks associated with the new hire that are not flagged as deleted will be:
 - ✦ Reactivated to their previous status.
 - ✦ Associated with the Request Number selected in the audit.
- When the system updates a new hire record that is Active or Inactive, all tasks associated with the new hire that are not flagged as deleted will be associated with the Request Number selected in the audit.
- Restricted batch printing ability from the New Hire Dashboard based on user's permission. ○ Users with View Forms permission to a certain form category can select a form associated with that form category to batch print.
 - Users who do not have View Forms permission for a specific form category will not have the option to select a form associated with that form category to batch print.
- Updated the criteria required for a New Hire record to be marked as Complete. The New Hire Record will auto complete when the following occur:
 - New Hire record has a Request Number associated with it. (Audited on certificate with a Return Status of Vetting)
 - All HR tasks have a Status of Complete.
- Added an error message when users attempt to cancel a new hire record when the EOD has been confirmed and the Verify the New Hire Arrived for their First Day of Duty task is marked Complete indicating the record cannot be cancelled once a new hire has arrived for their first day of work.
 - When the Verify the New Hire Arrived for their First Day of Duty task is not in Complete status, users are now prompted to confirm the action and proceed to cancel the onboarding process for that new hire.
- Added the *Scheduled Transmit Date* to the Forms and Documents sub-pages within a New Hire record so users can see exactly when the form is scheduled to be transmitted to eOPF.
- - When the Transmission Status for a Form or Document is 'Queued', the Transmit Date sent to the eOPF Transmission service will be displayed in the 'Scheduled Transmit Date' column.

- Added the following confirmation message when users choose to delete a document upload task for which the new hire has already uploaded documents and those documents have not yet been transmitted to eOPF: *"You have chosen to delete tasks to which the new hire has uploaded documents. Documents will be deleted from the new hire record if you take this step. This action cannot be undone and the deleted documents cannot be recovered. Are you sure you want to delete these documents?"* Users will have the option to proceed or cancel the action at that point.
 - When users choose to delete a document upload task for which the new hire has already uploaded documents and those documents have been transmitted to eOPF, users will see the following message indicating that action is no longer possible: *"You have chosen to delete tasks to which the new hire has uploaded documents. You may not delete this task because the document(s) have been transmitted to eOPF."*

Hiring Manager Functionality

- Added functionality to allow Hiring Managers to return individual selections to HR. The new *Return Individual Selections* is found within Applicant List Reviews. This Review-specific option is disabled by default, and can be granted in addition to *Make Selection Decisions* but not by itself. **Note:** Upcoming functionality will allow Office Administrators to set the default value (enabled or disabled) for this option when new Applicant List Reviews are created.
 - Users with this option enabled, will now be prompted to indicate if they would like to notify HR to begin the onboarding process for each applicant for which they enter a *Decision Code* of Selected.
 - If they indicate yes, the HR user who owns the review will be notified via email. Added the ability for Hiring Managers to view USAJOBS announcements associated with a Request.
 - Each Request can be expanded to display a section titled *Announcements*. Only announcements that have been released to USAJOBS will show in this section in opening date order starting with the most recent at the top. The following information will display for each announcement listed:
 - ✦ Position Title
 - ✦ Open Date ✦ Close Date
 - ✦ USAJOBS Control Number
 - ✦ Announcement Number
 - ✦ Pay Plan-Grade(s)
 - ✦ Location(s)
 - ✦ Days to Close (Only for open announcements.)
- HM Users can view the USAJOBS Announcement by clicking the *Open*  button for each announcement listed.

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Administrative Functionality

- Added the new Marketing Video Link field, cited in the Staffing section, to the Agency Marketing section of the Announcement Template. **Note:** Please refer to the Staffing section above for tips on how to format URLs for embedding purposes.
- Created a new Announcement Default on the Manage Announcement Default Settings page titled *Standard Announcement Questions*. Users can view and add announcement items from the library, which are tagged with the selected office (or organization) selected on the Announcement Default Settings.
 - When an announcement is created for a vacancy in the assigned office, the default questions will automatically be assigned to the Preferences section of the announcement questionnaire:
 - ✦ These questions will be loaded in the order that they are listed in the default page. However; they can be reordered, edited, or deleted at any time until the announcement is released and open.
 - If a tag is removed from a question in the library taking away access to the assigned organization or office, the question will remain in the announcement default and will be assigned once new announcements are created until the question is removed from the default assignment.
 - If an item assigned as a default is deleted from the library, the item will also be deleted in the default settings.
- Added the ability for users with the *Retire Notification Templates* permission to retire Notification Templates. This permission replaces the *Delete Notification Templates* permission. The *Delete* button within Notification Templates has been renamed *Retire*.
 - When users click the *Retire* button, the system will determine if the notification has been assigned to an item in the Vacancy Default Settings or Vacancy Settings sub-pages.
 - ✦ If it has not been assigned in either, it will be permanently deleted.
 - ✦ If it has been assigned to one or both, it will be flagged as Retired, but the notification will not be deleted from the system.
 - Retired notifications cannot be attached to Vacancy Defaults Settings, Vacancy Settings, or when sending Applicant Notifications. **Note:** If a retired Notification Template is assigned in Vacancy Settings or Vacancy Default Settings at the time it is retired, the template will remain selected. Once that selection is changed and saved, the retired template will no longer be available for selection.
 - Retired notifications can be viewed in the Notification Templates library by selecting the *Show Retired Templates* checkbox. Clicking this checkbox will show the Notification Templates in the list with the *Is Retired* column populated.
 - Notification Templates become read only once they are retired. Users with *Retire Notification Templates* permission can reactivate a retired notification at any time by clicking the *Reactivate* button within a template. These changes are captured in the *History* section for each template.
- Updated Federal Wage Grade PDs to include the ability to create PDs and classify Supervisory Federal Wage System positions. This new functionality is found in the Factors and Evaluation sub-pages of PDs with the

Federal Wage System Classification Standard and Supervisory Status indicated on the Position Information sub-page within a Position Description.

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- Updated the following fields in the Position Information sub-page within the PD Library:
 - Removed the Pay Plan descriptions from the dropdown.
 - Added the following new fields:

- ✦ Functional Classification
 - ✦ Competitive Level Code
 - ✦ Cybersecurity Codes
 - ✦ Acquisition Position
 - ✦ Acquisition Level
 - ✦ Physical Ability/Medical Requirements
 - ✦ Firearm Required
- Added the following warning message to let users know that if they change the Interdisciplinary designation within a Position Description, they will lose some of their existing PD information: *“Changing the Interdisciplinary designation will remove the current Series and Specialties. Are you sure you want to proceed?”*
 - Added a permission under the View Assessment Package and View Assessment Package Templates sections titled *Assign Applicants to Categories based on Augmented Rating*.
 - Users with this permission enabled will be able to check/uncheck the *Assign Applicants to Categories based on Augmented Rating* checkbox on the Assessment Package (Template) Categories sub-page.
 - Users without this permission disabled will not see this option in the Categories sub-page within Assessment Packages or Assessment Package Templates. This new permission will be automatically defaulted as enabled for the Office Administrator profile. All Custom permission profiles will have this permission set as disabled by default.
 - Onboarding Users can now edit their contact information within their Profile.

Reporting and Analytics

Reports

- The eOPF Transmission Report was modified to utilize the recently released New Hire (End of Day) data package. This change was made to improve performance of the report.
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire
- The New Hire Detail report was modified to utilize the recently released New Hire (End of Day) data package. This change was made to improve performance of the report.
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire
- The Vacancy Log with Applicant Totals report was modified to include the vacancy description so that the report includes data about the pay plan, series, and grade(s) of the vacancy. Sorting was also added to the report prompts and within the report.
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application
- The Assign Categories Based on Augmented Rating Category Setting Usage report was created. This report provides a list of vacancies where the following Category Setting was selected in the Assessment: Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating). This category setting is only allowed for Demo Projects in some circumstances and misuse can result in errors in Applicant Rating. This report allows users to identify vacancies where this setting may have been used in error so that corrections can be made.

- Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Assessment
- The Standard USA Hire Usage report was created. This report provides a list of vacancies that have standard USA Hire assessments available and identifies the assessment(s) used. The report is intended to identify opportunities for the use of USA Hire standard assessments to evaluate applicants.
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > USA Hire
- The Areas of Waste report was modified to include a number of other fields to identify potential areas of waste in the hiring process, including the number of opened and released vacancies that had 0 applicants, the number of announcements opened but never released, and the number of certificates issued but not sent for a review.
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other

Staffing Reports Package

- Applications namespace ○ Added new query items to enhance reporting on announcement contacts. ✦ Announcement Detail folder > Announcement query subject
- ‘Announcement External Contact Email’: The email address of the point of contact responsible for answering questions about the announcement outside the organization.
- ‘Announcement External Contact ID’: The unique identifier assigned to the point of contact responsible for answering questions about the announcement outside the organization.
- ‘Announcement Internal Contact Email’: The email address of the point of contact responsible for answering questions about the announcement inside the organization.
- ‘Announcement Internal Contact ID’: The unique identifier assigned to the point of contact responsible for answering questions about the announcement inside the organization.
- Added a new query item to enable reporting on the expiration date of a vacancy. ✦
 Vacancy Detail folder > Vacancy query subject
 - ‘Vacancy Expiration Date’: The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user. • Assessment Packages namespace ○ Added a new query item to enable reporting on the expiration date of a vacancy. ✦ Assessment Vacancy Detail folder > Assessment Vacancy query subject
 - ‘Assessment Vacancy Expiration Date’: The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user. • Certificates namespace ○ Added a new query item to enable reporting on the expiration date of a vacancy. ✦ Certificate

Vacancy Detail folder > Certificate Vacancy query subject

- 'Certificate Vacancy Expiration Date': The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user. • New Hires namespace
- Added a new query item to enable reporting on the expiration date of a vacancy. ✦ New Hire Vacancy

Detail folder > New Hire Vacancy query subject

- 'New Hire Vacancy Expiration Date': The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user. • Reviews namespace
- Added a new query item to enable reporting on the expiration date of a vacancy. ✦ Review Vacancy Detail folder > Review Vacancy query subject

- 'Review Vacancy Expiration Date': The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user. • Tasks namespace
- Added a new query item to enable reporting on the expiration date of a vacancy. ✦ Task Vacancy Detail folder > Task Vacancy query subject

- 'Task Vacancy Expiration Date': The date a vacancy expires. This date is either 365 days after the last certificate was issued or may be manually entered by the user.

Staffing Reports (End of Day) Package

A new data package, Staffing Reports (End of Day), was created as the first step in building out a new data warehouse. At maturity, the data warehouse will contain much of the same data available through the Staffing Reports data package, however the data will be structured differently and loaded on a nightly basis rather than near real-time. Primary differences in the structure of the data warehouse are in the underlying tables, which will be optimized for metrics and improved performance over the Staffing Reports data package. Additionally, our goal is to have data contained within a single namespace to eliminate the need for joins to include data from different stages in the selection and onboarding process. For ease in locating data necessary for reports, query subjects and items will be organized into folders and sub-folders within the single namespace.

This first release of the Staffing Reports (End of Day) package focuses on providing foundational data from the selection process, including:

- Vacancies folder > Vacancy Information sub-folder ○
Organization and Office query subject
 - ✦ 'Staffing Office Name': The name of the office managing the staffing process.
 - ✦ 'Staffing Office Phone Number': The phone number of the office managing the staffing process.
 - ✦ 'Staffing Organization Code': The code associated with the organization managing the staffing process.
 - ✦ 'Staffing Organization Name': The name of the organization managing the staffing process.

- ✦ 'Staffing Tenant As of Date': The date/time that the data for the tenant was refreshed. ✦
- 'Staffing Tenant Code': The tenant associated with the data.

- Vacancy query subject

- ✦ 'ACWA Position?': Flag indicating if a vacancy is an Administrative Careers with America (ACWA) position.
- ✦ 'Age Formula Used?': Flag indicating if an age formula should be applied to a vacancy.
- ✦ 'Age Screening Applied?': Flag indicating if the "Screen applicants based on age" radio button is selected on the vacancy settings page.
- ✦ 'Applicant Response Update Restricted': Flag indicating if an applicant can update assessment responses after submitting an application.
- ✦ 'Apply Online Enabled?': Flag indicating if the announcement on USAJOBS includes an 'Apply Online' button.
- ✦ 'Citizenship Screening Applied?': Flag indicating if the vacancy requires citizenship screening.
- ✦ 'Maximum Age': The maximum age of applicants allowed for a vacancy.
- ✦ 'Maximum Age Set?': Flag indicating if a maximum age should be applied to applicants for a vacancy.
- ✦ 'Minimum Age': The minimum age of applicants allowed for a vacancy.
- ✦ 'Minimum Age Set?': Flag indicating if a minimum age should be applied to applicants for a vacancy.
- ✦ 'Period of Eligibility': The number of months an application is eligible based on the date an application was submitted.
- ✦ 'RNO Data Collected?': Flag indicating if the race, national origin, and other demographics data is requested from applicants to the vacancy.
- ✦ 'Under Litigation?': Flag indicating if a vacancy is under litigation (and should not be archived).
- ✦ 'Vacancy Creation Date': The date the vacancy was created.
- ✦ 'Vacancy Number': The unique identifying number associated with a vacancy.
- ✦ 'Vacancy Pay Plan-Series-Grade': The concatenated pay plan, series, and grade(s) associated with a vacancy.
- ✦ 'Vacancy Relocation Authorized?': Flag indicating if payment of relocation costs have been approved for the vacancy.
- ✦ 'Vacancy Security Clearance Required': The security clearance required for the vacancy.
- ✦ 'Vacancy Supervisory Position?': Flag indicating if the position is supervisory.
- ✦ 'Vacancy Travel Required': The travel requirement for the vacancy.