



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Production Release Notes

Release 12.3

November 13, 2020

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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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 the [USA Staffing Resource Center](#).

Completed System Functionality

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

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Staffing Functionality

System

- Added a unique color bar and label to the Stage environment login page so users can quickly and easily distinguish each site when logged into the Stage or Production environments.

Navigation

- New Hire records will be included in the recently accessed history (carat) regardless of the sub-page from which the New Hire record was accessed (e.g., Overview vs. Assignments).
https://help.usastaffing.gov/USAS/index.php?title=Browsing_History

Dashboard

Vacancy

- Added two new search fields for *Certificate Number* and *Position Description Number*. Users can access these two search fields by clicking the *Add Filters* button on the Vacancies Dashboard. These search fields require an exact match for results to be returned.
https://help.usastaffing.gov/USAS/index.php?title=Filtering_vacancies

New Hires

- Included additional details for each New Hire record listed in the Dashboard. When users place their cursor over the Customer name, a modal appears displaying the following information:
 - Request Number
 - Position Title
 - Certificate Numberhttps://help.usastaffing.gov/USAS/index.php?title=New_Hires
- HR and Onboarding users will no longer see Hiring Manager listed as a filter option in the Owner field of the Task Overview pop-up within the New Hires Dashboard.
https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Assessment Package

- HR Users with Create Assessment permission will see a new *Choose Assessment Path* pop-up window upon navigating to the Assessment Plan sub-page in a Vacancy that does not yet have any Assessment Package content and is not in a *No Assessments Required* complete status. This window will display the following three options:
 - *Select Template* – Search the Assessment Package Template Library for a suitable template to use or modify for this recruitment. Selecting this option will present the *Choose Template* popup.
 - *Create Assessment* – Build a new assessment for this recruitment. Selecting this option will create a new assessment for the user to complete.
 - *No Assessments Required* – There are no assessments needed for this recruitment. Selecting this option will check the *No Assessments Required* checkbox and mark the *Assessment Package Complete*.
https://help.usastaffing.gov/USAS/index.php?title=Creating_an_assessment

Applicant List

- Added the NOR code to the Rating column when the Assessment Package has no assessments required, the Certificate Type filter is selected and the Rank By options are either Rating or Raw Score. If an applicant has both eligible and ineligible NOR codes, the first eligible NOR code will be displayed. If an applicant has only ineligible NOR codes, the first ineligible NOR code will be displayed.
https://help.usastaffing.gov/USAS/index.php?title=Create_List

- Added a toggle option titled Do not apply “To” filter to 10-pt Vets. This toggle option will be displayed when one of the following *Application Date* filters are selected: Latest Application Submission, Original Application Submission, or USA Hire Completion Date.
 - When this filter is toggled off, the cutoff date applies to all applicants (current functionality).
 - When this filter is toggled on, 10-point Veterans (CP, CPS, XP, XP) will not be restricted by the cutoff date entered in the *To*: field.
 - https://help.usastaffing.gov/USAS/index.php?title=Create_List
 - https://help.usastaffing.gov/USAS/index.php?title=Generating_a_certificate_by_application_date
- Made the following usability improvements to applicants lists:
 - Updated the *Vet Pref* column to display the applicant's code (e.g., NV, CPS, TP, etc.) as a hyperlink, rather than a button.
 - Expanded the area displaying the current *Eligibility* adjudication value (i.e., Claimed, Eligible, or Ineligible).
 - Replaced the + button to add eligibilities with an *Add Eligibility* button.
 - https://help.usastaffing.gov/USAS/index.php?title=Create_List

Reviews

- Added the option for HR users to enable Hiring Managers to batch print Assessment Questionnaires when sending Panel Reviews and Applicant List Reviews. The new *Print Assessment Questionnaire* checkbox in the Review Assignments sub-page allows HR users to enable/disable this functionality for each Hiring Manager. As a default, this option will be turned off for each Hiring Manager added to the review.
 - https://help.usastaffing.gov/USAS/index.php?title=Review_Assignments
 - https://help.usastaffing.gov/USAS/index.php?title=Adding_assignments_to_a_review

Onboarding Functionality

New Hire

- A *Set Document Type for Application Documents* task will be assigned to a New Hire record when the record is created from a certificate audit and the record has application documents that are marked as *NH Viewable*. This task will remain in Active status until all documents designated as *NH Viewable* have been assigned a *New Hire Document Type*. The *New Hire Document Type* can be assigned by clicking the gear icon for a document designated as *NH Viewable* in the Documents page within the applicant record, or from the Assignments > Manage Tasks > Documents page within a New Hire record.
 - https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks
 - https://help.usastaffing.gov/USAS/index.php?title=Designating_a_new_hire_document_type
- Added a *History* button when viewing the PDF version of a document, which allows HR/Onboarding users to view the visible audit history of actions associated with the document. The following events will be captured in History:
 - New Hire initiated:
 - Uploaded Document
 - Changed Document Type
 - HR user/USA Staffing/eOPF Transmission Service initiated:
 - Uploaded Document
 - Viewed Document
 - Changed Document Type
 - HR Elected to Not Transmit to eOPF
 - Added Document to eOPF Transmission Queue
 - Document Transmitted to eOPF

- Document Transmission Results Received - {Result}
 - Removed Document from eOPF Transmission Queue
- https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- Expanded the textbox area to include a larger vertical space when editing a notification template within a New Hire record, reducing the need to scroll and improving usability.
- https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire

Hiring Manager Functionality

-  Added the ability to batch print Assessment Questionnaire from Panel Reviews and Applicant List Reviews. HM Users can generate a batch print file by selecting one or more applicants from the list and choosing the Print Documents button. The following options will then be presented in the Choose Document Types pop-up box:
 - Select the document types that you want included
 - Assessment Questionnaire – Prints the application to include Position Information, Biographic Information, and Assessment Questionnaire; excluding the Announcement Questionnaire and Documents list.
 - Choose document order
 - Order by List Rank
 - Order by Last Name

https://help.usastaffing.gov/HiringManager/index.php?title=Printing_multiple_applications_in_a_single_PDF

Administrative Functionality

Competency Networks

- Created an HR Manager Competency Network titled *Grants Management*, that includes seven new HR manager system competencies, which are visible to all organizations and customers.

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

Notification Templates

- Added *Appointment Type* and *Not To Exceed* data inserts to Onboarding notifications under the Position available data inserts section. If the New Hire record was created as a result of a certificate audit, the New Hire questionnaire items will pre-populate with the same value from the New Hire's corresponding Announcement Information values for the *Appointment Type* and/or *Not To Exceed* fields. **Note:** If these fields have multiple values in the Announcement Information sub-page or if the New Hire record was manually created through an Onboard New Hire request, the new hire questionnaire item for Appointment Type and/or Not To Exceed will remain blank until manually set by HR.

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

Workflows

- Updated the Release Announcement task completion timeframe within the OPM 80-day system-level workflow from two to seven days. A. Given that I am viewing the workflow activities screen for the OPM 80-day system level workflow. When the OPM 80-day system level workflow is assigned to a request, the Release Announcement task due date is set to 7 days from request approval date.

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

Classification Functionality

- No updates.

USA Hire Functionality

- Added an *Order USA Hire Assessments* option, which replaces the "Edit External Assessment Dates and "Re-Order Assessment" options for clarification; however, the re-ordering functionality remain the same. Selecting this option will display a pop-up window with the following fields:
 - Order Type:
 - Existing (Retain Assessment Window)
 - New (Create Assessment Window)
 - Assessment Window:
 - Assessment Start Date
 - Assessment End Date

https://help.usastaffing.gov/USAS/index.php?title=Ordering_a_USA_Hire_Assessments
- Added the following banner message to the Applicant Overview page when a USA Hire hold is set: "USA Hire Hold is set. Applicants will not receive their USA Hire notifications until the hold is removed." This banner will display until the hold is removed in the Assessment Plan sub-page.

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

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](#).