



**USA Staffing®**  
Great Government Starts Here®

**USA Staffing Upgrade**

# **Stage Release Notes**

**Release 8.1**

**May 10, 2017**

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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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.


This USA Staffing Upgrade Stage Release Notes document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the [USA Staffing Upgrade Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage environment. 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 Planning" section of the Feature Planning & Glossary document found on the [USA Staffing Upgrade Resource Center](#).

### Staffing Functionality

- Added a "Recruit" navigation option for all HR Users. At this time, clicking the link will only navigate you to a blank tab while the USAJOBS team completes their final development steps. In the near future, clicking on this link will open a new browser tab and direct HR Users to the USAJOBS Agency Talent Portal (ATP). On the initial visit, ATP will establish an account with basic access to the USAJOBS Resume Mining capability. On future visits, HR Users will continue to access the account via single Sign On with their USA Staffing credentials. Should you wish to increase a HR User's access to ATP capabilities, a USAJOBS Administrator may update the permission profile within USAJOBS ATP. 
- Updated the business logic for auto-populating an Additional Selection request's "Validate Hiring Need" and "Request Personnel Action" dates when approving the request directly from a Certificate. The system now populates those dates in accordance with the date that particular request is approved and not in accordance with the dates captured in the approval of the original request.
- Allowed an HR User to set alternate open and close dates for an external assessment when applying the external assessment to a vacancy. The default setting for the external assessment open and close dates remains the announcement open date and two days beyond the announcement close date. An HR User only needs to modify these dates in the assessment package if using dates other than the default.

- Enabled an HR User to select the “Job Element” rating method when building an assessment for vacancies where the Pay Plan begins with the letter “K”. Previously this was reserved for Pay Plans beginning with the letter “W” only.
- Made performance enhancements when searching for competencies/competency items in an Assessment Package.
- Enabled the application of Instructional Templates to the Review Instructions section of a Review. To apply a template, choose the “Select Instructions” button from the gear Icon on the Review Information page. These Instruction Templates can be created in the Manage Instructional Templates page of Administration. Note that Instruction Templates are limited to 2,000 characters while Review Text can contain up to 5,000 characters. We intend to increase the character limit of Instruction Templates to 5,000 characters before our next release. ✓
- Added options for Category Settings within the Assessment Package where an HR User can elect to assign applicants to categories based on their Augmented Rating or based on their desired use of GS-9 and above Professional/Scientific rules. If neither option is selected, the Assessment Package will use standard category rating settings. Category settings may be selected both prior to and following the release of the announcement to USAJOBS. ✓
- Enhanced Reviews to allow the attachment of supporting documents. HR Users may now attach a document to a Review by either uploading a document directly into the Review or by adding a document already uploaded to the Vacancy Case File. All attached documents may be viewed by Hiring Manger (HM) Users once the review has been sent. HR Users will also be able to view and download documents uploaded by HM Users during their review.
- Updated validations on the Biographical Information page of the Online Application to ensure that at least one complete phone number and only USA Staffing accepted characters can be submitted as part of the application process.
- Added the ineligible rating code IOPE: “You were not considered because you do not meet the promotion eligibility requirement for this position.”
- Enabled the application of Instructional Templates to the Certificate Instructions section of a Certificate. To apply a template, choose the “Select Instructions” button from the gear Icon on the Certificate Information page. These Instruction Templates can be created in the Manage Instructional Templates page of Administration. ✓
- Fixed a bug in the applicant list where an error message improperly displayed when trying to use the mass assignment of ineligible rating codes for only a single applicant.
- Updated the business logic of the “Priority Referrals, Compensable Veterans” Priority Order on Ranking Lists certificate types to float CTAP and ICTAP eligible applicants to the top of the list when they also meet the criteria outlined in Refer Methods for that certificate.

## Onboarding Functionality

- Added the following forms for use in USA Staffing: ○ State Tax Forms: Arizona, Kansas, Maine ○ DD3032, DD3033, DD3034
- Fixed a bug where the Task Owner filter on the Task Dashboard would not return task owners with an Onboarding Only user type when logged in as an HR User.
- Addressed a bug where the Office field was not populating correctly when editing an Onboarding New Hire request with an Onboarding Only user type.
- Made response entries for multiple entry matrix questions viewable by the HR User when the question is readonly or locked to editing.
- Fixed a bug to ensure the workflow assigned to a form remains static to that form assignment even if the workflow configuration was changed at a later date.
- Updated the display of successful or failed onboarding document uploads to match those used in the Applicant Records area. HR and Onboarding Only Users with access to New Hire records will see a link if documents are processed successfully and a red “failed” message if the documents could not be uploaded successfully. New Hires will see a similar view in their screens as well.
- Enforced onboarding tasks to be given a completion date of either the present date or a date in the past so the system can successfully track when the task was completed, not when the task was marked completed in USA Staffing.

## Hiring Manager Functionality

- Completed updates to the Hiring Manager interface where Hiring Managers now have a more streamlined way of navigating through assigned Requests, JOA Reviews, and Applicant List Reviews. Agencies are urged to review the changes to the interface and update HM User instructions or previously developed resources and training materials as necessary. ✓
- HM Users may now view documents assigned to a review by the owning HR User. In addition, HM users may upload documents to a review for transmission back to HR.

## Administrative Functionality

- Added “Land Management” and “Indian Preference” to the list of Eligibility Types in the Eligibility Library.
- Made performance enhancements to the Competency Network Library.

## Reporting and Analytics

- Added Applicant Flow Data to the Staffing Analytics package in Cognos. ✓

- Added the “Who May Apply Override Text” query item to the Applications and Certificate namespaces under the Staffing Reports package in Cognos.
- Added the “Onboarding Process Tasks” and “Onboarding Process Owner” query items to the New Hire namespace under the Staffing Reports package in Cognos.
- Added the “Vacancy Staffing Hyperlink” query item to the Applications namespace under the Staffing Reports package in Cognos.
- Added four reports to the User Licenses folder in the Staffing Analytics package: ○ User License User Accounts Report by Customer ○ User Account by Customer Report ○ User License User Accounts Report ○ User License Office Totals Report
- Added a “Claimed Reasonable Accommodation” report to the Vacancy folder in the Staffing Reports package.