



USA Staffing[®]
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USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

April 17, 2018



OPM HR SOLUTIONS
by government, for government

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

Agenda

- **Modifications to Reports/Data Models**
 - Applicant Flow Data (AFD) – Legacy
 - Interim Upgrade AFD
 - Staffing Reports
 - Staffing Analytics
 - Staffing Administration
- **Open Q&A/Demo**



Modifications to Reports/Data Models

Sprint 74 was deployed to Production on April 7

Sprint 75 is planned for deployment to Production on May 5



Applicant Flow Data (AFD) - Legacy

New Reports or Modifications

MD-715 Detail Reports – April 7

Added Sex to the Legacy MD-715 Detail reports

Team Content > Applicant Flow Data (AFD) > Applicant Flow Data (AFD) > MD-715 Detail Report and MD-715 Detail Report with Grade

MD-715 Detail Reports – May 5

Sorted the prompts alphabetically and made the Series prompt optional on the Legacy MD-715 Detail reports

Team Content > Applicant Flow Data (AFD) > Applicant Flow Data (AFD) > MD-715 Detail Report and MD-715 Detail Report with Grade



Interim Upgrade AFD

New Reports or Modifications

Upgrade Interim AFD MD-715 A7 Detail Report – **May 5**

Provides detailed application-level information responsive to the MD-715 A7 table for FY 2017

Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Interim Upgrade AFD



Staffing Reports

New Reports or Modifications

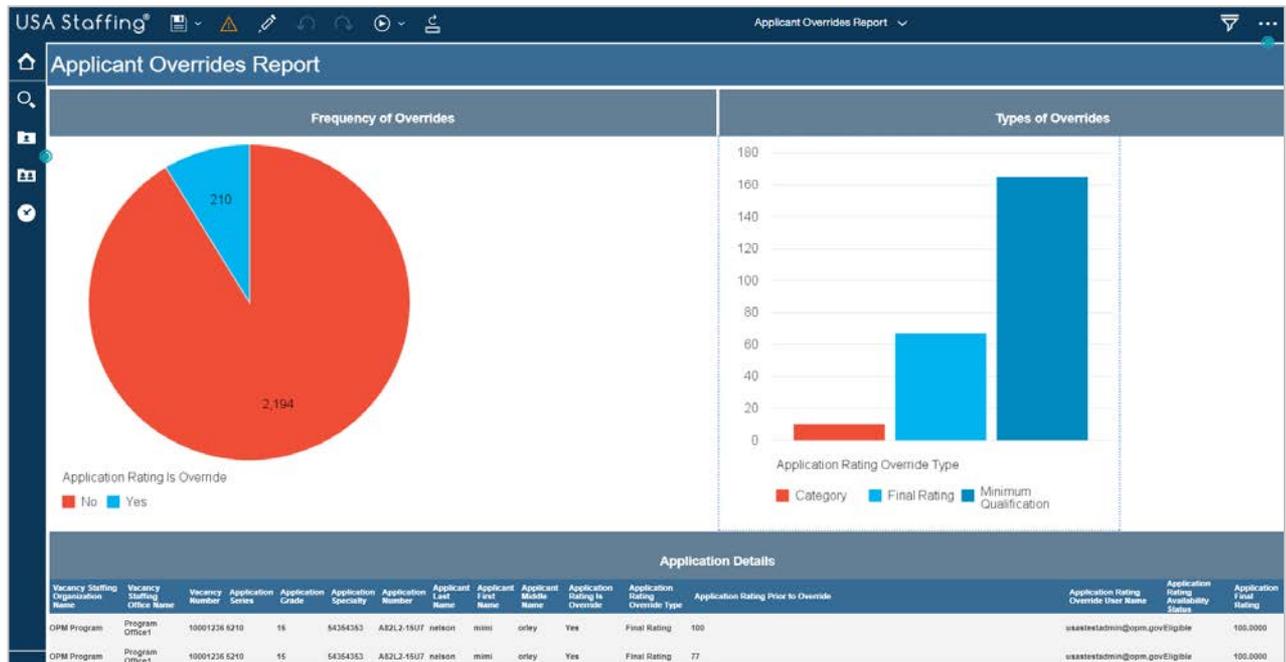
DEU Workload Report Modification – April 7

Added FY 2018 prompt option

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other > DEU Workload Report

Applicant Overrides Report – April 7

Report used as part of the Assessment questionnaire evaluation process
 Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Assessment



Staffing Reports

New Reports or Modifications

Closed Announcement Pending Certificates Report Change– April 7

Added Position Title to the report

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Announcement

Moved the Time to Hire Milestone Report– April 7

Moved the report to the Time to Hire folder

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire



Staffing Reports

Data Model Changes

Hiring Need Validated Date – April 7

Added the Hiring Need Validated Date to all Request Query Subjects

Team Content > USA Staffing Packages and Folders > Staffing Reports

[Certificates].[Certificate Request].[Certificate Request Hiring Validation Date]

[Certificates].[Certificate Selectee Request].[Certificate Selectee Request Hiring Validation Date]

[New Hires].[New Hire Request].[New Hire Request Hiring Validation Date]

[Reviews].[Review Request].[Review Request Hiring Validation Date]

[Tasks].[Task Request].[Task Request Hiring Validation Date]

Hiring Need Validated Date is the first milestone tracked for time to hire reporting. Overall Time to Hire calculation:

For a given Request Number, the days between

Hiring Need Validated Date and
New Hire Actual Start Date*

*Complete Date for the Verify the New Hire Arrived for their First Day of Duty task



Staffing Reports

Data Model Changes

Request Notes added to Applications– April 7

Added information on the notes individuals attach to requests to the Applications namespace

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Customer Attributes added to multiple namespaces – May 5

Added External Customer Name and Customer Fax Number and clarified the definitions of customer attributes in multiple namespaces

Team Content > USA Staffing Packages and Folders > Staffing Reports

[Applications].[Vacancy Customers]

[Assessment Packages].[Assessment Vacancy Customers]

[Certificates].[Certificate Vacancy Customers]

[New Hires].[New Hire Request]

[Reviews].[Review Vacancy Customers]

[Tasks].[Task Vacancy Customers]

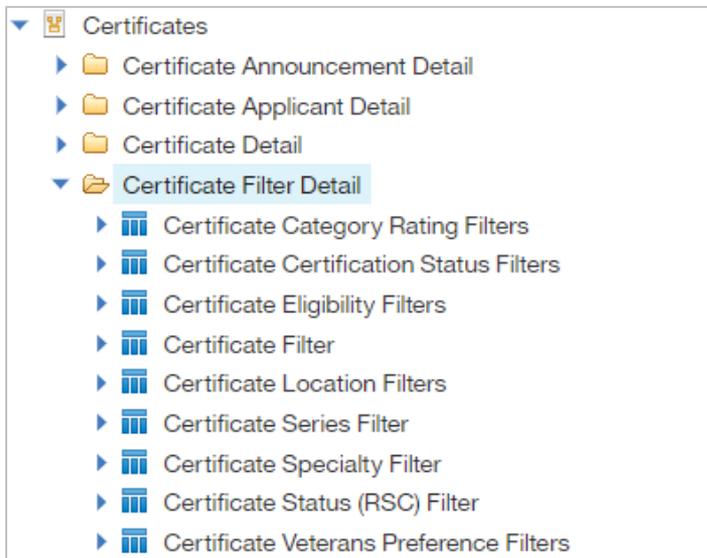
Customer Agency = CDPF Agency
Customer Department = CDPF Organization



Staffing Reports

Old Certificate Filter Query Subject hidden from Presentation View – May 5

New Certificate Filter query subjects were released to Production on March 10 to eliminate duplicate rows. When this change goes to Production, users will not be able to create new reports with the old Certificate Filter query subject; however, reports based on the old certificate filters will not fail.



For your action:

1. New custom reports including data on certificate filters should use the new query items.
2. Existing custom reports using the original certificate filters query items should be updated to use the new query items. Please submit a Help Desk ticket or contact your USA Staffing Account Manager for a list of your reports that utilize the old certificate filters



Staffing Reports

Data Model Changes

Added Tag data to Vacancy query subjects – May 5

Included information on vacancy tags, including mission critical occupations. Also included a full Tag query subject for complete reporting on vacancy tags

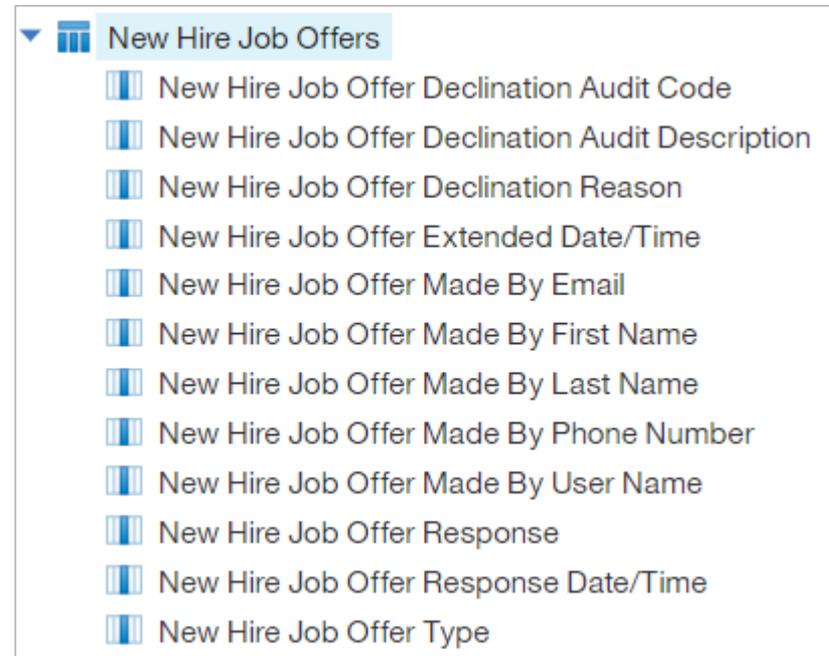
Team Content > USA Staffing Packages and Folders > Staffing Reports

Added a New Hire Job Offers query subject– May 5

Allows users to report on job offer response data including the type of job offer (tentative, official), the response by the applicant (Accept, Decline, Need More Information), and the date and timestamp of the applicant's response.

Team Content > USA Staffing Packages and Folders > Staffing Reports

[New Hires].[New Hire Job Offers]



Staffing Analytics

Data Model Changes

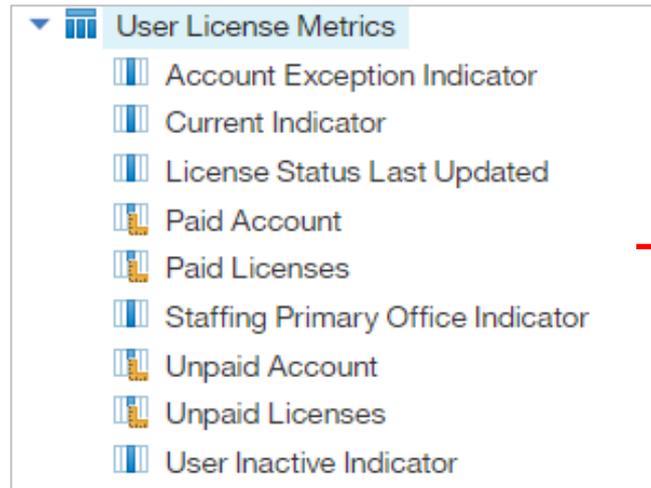
User License data changed to filter on Current Indicator – April 7

Modified the model to filter on Current Indicator = Yes

Team Content > USA Staffing Packages and Folders > Staffing Analytics

A daily snapshot of user license/account data is stored in the data warehouse. In order to count only the most recent record, report authors previously needed to add Current Indicator = Yes to custom queries to prevent duplication

This change adds the filter automatically to the query so that report users should only see records where the Current Indicator = Yes



A screenshot of a data model tree. The root node is 'User License Metrics', which is expanded to show a list of indicators: Account Exception Indicator, Current Indicator, License Status Last Updated, Paid Account, Paid Licenses, Staffing Primary Office Indicator, Unpaid Account, Unpaid Licenses, and User Inactive Indicator. A red arrow points from the 'Current Indicator' node to the table on the right.



A screenshot of a data table with two columns: 'Account User Last Name' and 'Current Indicator'. The table contains 14 rows of data. The first row, 'Chapman', is highlighted with a blue dashed border. A red arrow points from the 'Current Indicator' node in the data model tree to this table.

Account User Last Name	Current Indicator
Chapman	Yes
Chappell	Yes
Chikin	Yes
Cho	Yes
Chong	Yes
Chonge	Yes
Chung	Yes
Cobb	Yes
CognosSDK	Yes
CustomHR	Yes
Dai	Yes
Danaher	Yes
Data	Yes



Staffing Administration

Data Model Changes

New Permission Profile Namespace – May 5

Allows users to report on all of the permissions associated with specific permission profiles

Team Content > USA Staffing Packages and Folders > Staffing Administration

Permission Profile Name	Permission Profile Section Name	Permission Profile Parent Function Name	Permission Profile Child Function Name
User WO CEAC	Workflows	View Workflows	Delete Workflows
View Forms	New Hires	View Documents	View Document without Type
			Delete Document
			Upload Document
		View New Hires	Batch Verify New Hire Arrived for First Date of Duty
			Send Notifications
			Batch Print Forms
			Edit Status
		View Tasks	Delete Tasks
			Edit Task Details
			Add Tasks
	Requests	View Requests	Delete Requests
			Manage Vacancies to be Created
			Edit Request Status
			Approve Requests
			Submit Requests
			View Requests from Other Requesters
			Manage New Hire to be Created
			Create/Edit Requests
	Users and Permissions	Create Help Desk Ticket	



Open Q&A/Demo



Resources and Contacts

Cognos Report Author Training Sessions

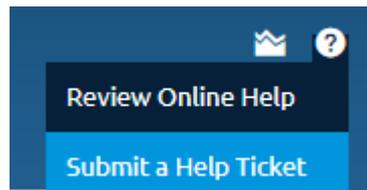
An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization

Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing.

USA Staffing Upgrade

USA Staffing Users
Submit a ticket through the interface



Reports Only and AFD Users

Contact your internal USA Staffing Lead or Account Manager to submit a ticket on your behalf

USA Staffing Legacy

Submit a ticket through Footprints: <https://eshelp.opm.gov/>

