USA Staffing Upgrade

Production Notes

Release 8.3 July 22, 2017

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

- Enabled the changing of Task Due Dates from the Task Dashboard, Task Overview, and Vacancy Case File pages for permissioned users. These changes will reflect the due dates displayed on the screen but will not remove the original due date values captured for Time to Hire purposes.
  https://help.usastaffing.gov/USAS/index.php?title=Task_Overview

- Updated the Task Overview page to allow the mass reassignment of Task Owners, Due Dates, and Statuses for

  Pending and Active tasks.

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

- Added the Hiring Need Validated Date and Request Personnel Action Date to the HR User's Request screen. These dates had previously been captured automatically for Time to Hire purposes but can now be manually added by HR Users should they choose. If these dates are not populated by an HR User when the Request is approved, they will be automatically set as they have been previously, with Hiring Need Validated Date two days prior to the approval date and Request Personnel Action Date one day prior to the approval date.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information

- Added a validation to assessment items that requires a minimum of two response options when creating an item with custom responses.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_response_to_a_questionnaire_item

- Improved the applicant experience for assigning supporting documents in the online application by updating the instructions on the Documents page, establishing a warning if there are attached documents not assigned to a

document type, openly presenting the list of attached documents on the Review and Submit page if not all documents are assigned to a document type and, requiring a confirmation that all documents the applicant wants to submit with their application are assigned to an Accepted Document type prior to submission. https://help.usastaffing.gov/Apply/index.php?title=Documents

- Added the ineligible rating code IFIP: "You were not considered because you failed to submit the required Form BIA-4432, Verification of Indian Preference, issued by an appropriate certifying official to meet the legal hiring authority as claimed in your questionnaire responses." https://help.usastaffing.gov/ResourceCenter/images/3/3f/USA_Staffing_Updated_NOR_Message_Codes_March_2017.pdf

- Made improvements to the Rating Details modal for an applicant by removing the need to hit the Edit button to edit values, displaying the full text of the NOR messages when determining which NOR code should be selected, and allowing mass updates to minimum qualification ratings, final ratings, and removing overrides. https://help.usastaffing.gov/USAS/index.php?title=Overriding_an_applicant_rating

- Updated the color scheme for identifying successful, corrupted, and failed applicant supporting documents. This new color scheme should help HR Users determine whether they should request a new version of the document from the applicant or wait for document re-processing.
    - A blue link indicates a successfully processed file and allows the HR User to open that file in PDF format.
      ○ A yellow link indicates a failed document that may still be able to be saved through various automatic or manual processing tools. These links will remain yellow until all options for successfully processing that file have been exhausted. At that time the link will turn blue or red depending on the outcome of the processing. Clicking the yellow link will take the HR User to the online help pages where they can find additional information about failed documents.
    - A red link indicates a document is corrupt and could not be restored through automatic or manual processing tools. Clicking this link will take the HR User to the online help pages where they can find additional information about corrupt documents.

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

- Added all Hiring Manager Users on a Review to the email generated when a review is returned to HR. Previously, only the HR User was notified when the review was returned.

- Removed cancelled requests from the list of selectable requests when adding one or more requests to a Review. https://help.usastaffing.gov/USAS/index.php?title=Adding_a_request_to_a_review

- Updated the Applicant List selection modal on the Applicant List Review to include the filters set for that Applicant List. This enhancement should make it easier to know which applicant list is which when selecting one or more lists for the Review. https://help.usastaffing.gov/USAS/index.php?title=Adding_an_applicant_list_to_a_review

- Fixed a bug where Alternate Selections identified on a certificate were being automatically marked as hired when the original Selectee was confirmed as hired.
  https://help.usastaffing.gov/USAS/index.php?title=Auditing_an_applicant_record

- Added a warning message for HR Users in the Applicant Record and the Applicant List when applicants moved to an IN status were already included in a Certificate.
  https://help.usastaffing.gov/USAS/index.php?title=Overriding_an_applicant_rating

- Enabled the creation of a Stored List from an uncertified Applicant List. After filtering down an applicant list, an HR User can select "Create Stored List" from the gear icon on the Applicant List page. After the HR User names the list, the system will create a permanent copy of the applicants list on the Stored List sub-page in the Applicant Overview section. These stored lists, similar to Certificates, will retain the applicant information captured at the time the list is saved, regardless of changes made to the applicant information or ratings thereafter.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_stored_list

- Modified the display order of veterans on a Category Rating Certificate. Applicants who have been successfully adjudicated for Veterans' Preference will be displayed in alphabetical order on the certificate regardless of Veterans' Preference type. Previously, veterans were listed first by type and then in alphabetical order within that type. https://help.usastaffing.gov/USAS/index.php?title=Creating_a_category_rating_certificate

Onboarding Functionality

- Added the following forms for use in USA Staffing: o State tax forms for Iowa, Kentucky, Mississippi, Louisiana, Massachusetts, and Michigan.

    o Updated versions of the TSP-3, CBP 001, NAF MOU 11, and NAF SOC 1 1.

- Ensured New Hire records associated with a cancelled request cannot be reactivated.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Hiring Manager Functionality

- Addressed several bugs identified during testing of the new Hiring Manager interface.
  https://help.usastaffing.gov/HiringManager/index.php?title=Hiring_Manager

Administrative Functionality

- Enhanced the individual Position Description record to allow the linking of related Competencies from the Competency Library. In addition, the Position Description can now capture the Duties and Factors associated

with a position classified under the Factor Evaluation System and the General Schedule Supervisory Guide. Finally, the Evaluation of the final Position Description may be captured by a permissioned classification professional. ✅ https://help.usastaffing.gov/USAS/index.php?title=Create_Position_Description

- Changed the layout of the Edit User page to make it simpler to assign large numbers of office or customer permissions to an individual user account by user type. Performance updates to the page should also significantly reduce the load time, an issue that has come up for administrators that manage large numbers of system users.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_User

- Increased the limit of office and organization tags a library item or template can have to 110.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tags

- Added a permission for Edit Task Due Date to the HR user permission profile. It has been enabled for the Office Administrator and Standard HR User permission profiles.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

- Changed the "Evaluate Position Description" permission for HR Users from Paid to Unpaid.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles

Reporting and Analytics

- Staffing Data: o Added additional applicant information including address and phone number to the Certificate Namespace.
    - o Added Application Counts to the Applications and Certificate namespaces.
      https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Analytics Data: o Added Employee ID to the User License namespace. o Added Customer to the Hiring Process namespace.
      https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Analytics Reports:
    - o Updated the User License User Accounts and User License User Accounts by Customer reports to no longer include deleted user accounts.

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