



USA Staffing[®]
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USA Staffing

Stage Release Notes

Release 14.7


September 6, 2022

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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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Staffing Functionality

Dashboards

Welcome

- Updated the name of the *Reached Application Limit* alert to *Application Count Reached* in the *Recent Alerts* tile to match the related field and alert name.

Tasks

- Modified the tooltip to display the following information when hovering over a *Request Number* on the Tasks dashboard:
 - Staffing:
 - Pay Plan-Series-Grade*
 - Customer* (internal customer name)
 - Onboarding:
 - Pay Plan-Series-Grade*
 - Customer* (internal customer name)
 - Certificate Number* (if the new hire is associated with a certificate)

Vacancy

- Added the ability to expand or collapse all the eligibility definitions on the Vacancy Eligibilities page at once for improved usability.

Assessment Package

- Applicants missing ratings for a *Manual* assessment that is used for *Screen-out* only will be placed in PA status to help users differentiate between those who have/haven't yet received a minimum qualifications rating for that assessment.

Announcement

- Added a telework eligible description text field when *Telework Eligible* is enabled in the Vacancy Position Information page. Users can enter additional clarification text (up to 500 characters) in this field, which will display in the Announcement Overview section on USAJOBS. If no text is entered, the USAJOBS default “Yes – as determined by the agency policy.” will display.
- Updated the *Exclusive posting* hiring path to *Custom announcement* in alignment with USAJOBS new terminology.

Applicant Overview

- Added the *USAJOBS Job Title*, *Pay Plan-Series-Grade*, and *Announcement Type* to the header on the Applicant Overview tab for easy reference from any of the Applicant Overview pages.

Applicant Record

- The following NOR message codes have been added:

Code	Definition	Message
IDPN	Declined position	You will receive no further consideration because you indicated that you are not interested in the position.
IOPF	Did not pass physical fitness test	You are no longer being considered because you did not pass the physical fitness test required for this position.

IQOR	Lacks individual occupational requirements	You are ineligible because you do not meet the individual occupational requirements for this job series.
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- The following NOR message code has been modified:

Code	Definition	Message
IQFI	Failed interview	You are no longer being considered because you did not pass the interview required for this position.

Stored Lists

- Stored lists will display in descending order by the date it was *Created* so that the most recent stored list appears first.

Applicant List

- Updated the confirmation message when the *Remove All Overrides* button is selected. Upon override confirmation, the system will display which applicants were updated and which were not impacted.

Certificates

- Added the *USAJOBS Job Title*, *Pay Plan-Series-Grade*, and *Announcement Type* to the header on the Certificates tab for easy reference from any of the Applicant Overview pages.
- Added the ability to edit the *Applicant List Name* after it is issued as a certificate. Also, when a certificate is issued the system will default the *Applicant List Name* to "Certificate" rather than "Stored List".
- Updated the *Customer* list in *Audit Application* modal to display customers associated with the vacancy in the Position Information page along with customers assigned to available *Request Number(s)*.

New Hire

- Added the *Task Result* information to the tooltip when hovering over the *Task Status* on the Human Resources owned list of tasks in the Manage Tasks page within a new hire record. **Note:** If the task is pending update, *No Result Entered* will display. If the task has not been linked to a *Task Results Set*, *No Result Set Associated* will display.
- Documents added from the Position Description, Vacancy, or Request to a New Hire record through the *Add from USA Staffing* option will open as PDF in a new tab when viewed within the New Hire record. Also, history entries will be visible in the document viewer to include who added the document and who has viewed the document and/or made changes to the *Document Type*.
- Added the following error message when users with *Delete Task Templates* permission attempt to delete a task previously (not currently) assigned to a new hire record: *"This task template was previously assigned to a new hire and cannot be deleted."*
- The following forms have been added in USA Staffing:
 - CBPHC 4-4 – OPR Criminal Investigator Mobility Agreement
 - DFAS PPF-1 – DFAS Probationary Period Memorandum for Newly Appointed Supervisors and Managers
 - DOJ ATR PED – Reporting Loss or Theft of Portable Electronic Devices
 - DOJ OIG III-100-5 – Mobility Agreement
 - OFI 86C – Special Agreement Check

- VA 10-0459 – Credentialing Release of Information Authorization
- VA SYS 01 – VA Systems Enrollment Form
- The following forms have been updated in USA Staffing:
 - CC 3005
 - CC 3011
 - SECNAV 5512-1

Selective Service System Interconnection

- The first 20 characters of the New Hire's *Last Name* will be sent to SSS. This will help reduce the number of Error 99s seen by new hires with last names longer than 20 characters.

Hiring Manager Functionality

- Updated placeholder text in the *Search* boxes to better inform HM users which fields are available for search.
 - Within the *Assignments* tile, HM users may search by *Position Title*, *Assignment Name*, or *Due Date*.
 - Within the *Positions Being Filled* tile, HM users may search by *Position Title*, *Request Number*, or *Selected Applicant*.
 - Within the *Position Descriptions* tile, HM users may search by *Position Title* or *Position Description Number*.
- Removed re-redirect pages for the following actions:
 - Returning a Review will take HM users to the Assignments page on the updated Hiring Manager Dashboard.
 - Submitting a Hiring Action will take HM users to the Positions Being Filled page on the updated Hiring Manager Dashboard.

Administrative Functionality

Customers

- Added the following validation message to ensure each *Agency Reference Code* is unique within a USA Staffing Organization and prevent duplication: "*Agency Reference Code must be unique within an Organization. This Agency Reference Code already exists for {Customer Name}. Please enter a unique Agency Reference Code.*"

Competency Networks

- Added the ability to filter Competency Networks by *Owning Office* to assist users in finding competency networks they have access and permission to edit. Note: This new filter replaces the *Customer* filter.

Notification Templates

- Added a data insert for *Duty Location - Postal Code* to Onboarding notifications under the available data inserts *Position* section.
- Added a data insert for *Current Date* to Onboarding notifications under a new available data inserts section titled *System*. This data insert will display in MM/DD/YYYY format.
- Moved the *Logged In User Name* data insert from the *Contacts* to the new *System* data inserts section.

- Clarified the *Tentative Job Offer Declination* and *Official Job Offer Declination* emails to refer to new hires created from either a manual onboarding request or through a certificate.

Workflows

- Staffing workflows will be retired (rather than deleted) when they are associated with a *Request Staffing Approach*. Retired workflows can be reactivated if needed. Buttons in this area operate dynamically. If the workflow is not associated with a *Request Staffing Approach*, a *Delete* button displays instead of the *Retire* button.

Classification Functionality

- No updates.

USA Hire Functionality

- ✔ Added an option titled *Send USA Hire reminder notifications once announcement closes* under the *USA Hire Settings* section on the Assessment Package Settings page. This option will be enabled by default. Users who have the *USA Hire - Edit Notification Settings* permission will have the option to disable it. When enabled, USA Staffing will automatically send a reminder notification to any remaining PA applicants the morning after the announcement has closed to encourage them to complete the USA Hire assessments. **Note:** This setting cannot be enabled when using the *Dynamic Window* option or the *Send custom USA Hire notifications after application submission* option is enabled. Also, reminders will not be sent out on vacancies where a *USA Hire Hold* is applied or for applicants who have a reasonable accommodation claim that has not yet been adjudicated.

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](#).