



USA Staffing®
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USA Staffing Upgrade

Stage Release Notes

Release 8.2

June 5, 2017

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OPM HR SOLUTIONS
by government, for government

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


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 ability to mark an Assessment Package as "No Assessment Required." Selection of this option will allow the HR User to complete the assessment package without any assessment content and release the announcement to USAJOBS. 
- Added a History page to an individual Assessment within the Assessment Package. This history page will track modifications to assessment items, assessment item scales, and linked competencies. Other items currently captured in the Assessment Package History screen have been moved to the new Assessment History screen including the creation and editing of screen-outs.
- Fixed a bug where clicking on the Release modal in the Announcement section would generate an Update Announcement task. Update Announcement tasks will now operate as intended and will only generate at the release or update for an Announcement to USAJOBS.
- Updated the applicants experience when updating a previously submitted online application. Previously, an applicant was directed to the Review and Submit page after continuing on from the main landing page of the application. From now on, applicant's will be navigated back through each page of the online application where they can better reevaluate their responses to questions and update supporting documentation brought over from USAJOBS.
- Increased the character limit of the Instructions text available on the Certificate Information page for an issued certificate to 5000 characters.
- Removed the "Stored List" option from the list of Certificate Types on an Applicant List. USA Staffing is in the process of adding the ability to create a stored list but this will not be done through the selection of a specific certificate type.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - DEA DUS-1, W 9 , DEA 137C, USM PPPWD
 - DoJ CD Disclosure, DoJ CD Random Drug Testing
 - DA 5863, SSA OM 1, HHS PA, DOJ 233
- Updated the display name for the onboarding system task formally called “Confirm Entry on Duty” to “Verify the New Hire Arrived for their First Day of Duty” to make it clearer to HR Users what the task means.
- Improved the management of tasks assigned to a Request for time to hire purposes so that if a New Hire declines a position after beginning the onboarding process, the reuse of that request number for a subsequent New Hire record will reflect the correct time to hire dates for the subsequent New Hire record.

Hiring Manager Functionality

- Added the ability for a Hiring Manager (MH) User to view and edit their user profile information in the Profile section of the new Hiring Manager Interface. This screen also allows HM Users with access to multiple tenants or multiple user types to switch back and forth between those views.

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. ✓
- Increased the character limit for the Instructional Template Text field in the Instructional Text Templates to 5000 characters.
- Added two new settings to the Vacancy Default Settings page:
 - To set the Citizenship Screen-Out value on the Vacancy Settings page. It is currently defaulted for all offices but can be unchecked for offices that do not screen-out for citizenship on a regular basis.
 - To set a default Workflow for Onboard New Hire Requests. Note, you can set the defaulted Workflow at this time but Onboard New Hire Requests do not yet set to the defaulted workflow. That functionality should be available in our next Stage Release.
- Added a permission called “Add Vacancy-level Competencies & Items to the Library” to the Assessment Packages section of the HR User permission profile. This permission gives HR Users the option to add vacancy-level competencies and items created in the Assessment Package to the Competency Network Library at the time the Assessment Package is marked as complete. The Office Administrator and Standard HR User system profiles have been enabled with this permission.
- Added a permission called “Add Template-level Competencies & Items to the Library” to the Assessment Package Templates section of the HR User permission profile. This permission gives HR Users the option to add template-level competencies and items created in the Assessment Package Template to the Competency Network Library at the time the Assessment Package Template is marked as complete. The Office Administrator system profile has been enabled with this permission.

Reporting and Analytics

- Added the “Vacancy Mission Critical Occupation” query item to the Applications, Certificate, and New Hire namespaces under the Staffing Reports package in Cognos.
- Added additional vacancy related query items to the New Hire namespace in the Staffing Reports package.
- Added a “Recruitment Sources by Vacancy” report to the Vacancy folder in the Staffing Reports package.
- Added additional prompts including “Vacancy Number” to the “Incomplete Applications” report in the Announcement folder in the Staffing Reports package. This prompt will allow the report to be generated by a reports button directly from the Vacancy Case File page.
- Added a “Vacancy Application Detail” report to the Applicant Flow Data Analytics folder in the Applicant Flow Data package.
- Added two reports to the User Licenses folder in the Staffing Analytics package:
 - User License Organization Totals report
 - User Accounts by Customer Totals report