



## USA Staffing Upgrade

# Production Release Notes

## December 3, 2016

**Completed Release Plan Items** are designated with a green check and the month they were projected (i.e.  October)

### SYSTEM

- Now that USAJOBS allows the uploading of .txt files, USA Staffing may now accept that file type as well. .txt files may now be uploaded in both the online application and in all document files in the USA Staffing upgrade.

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

<https://help.usastaffing.gov/Apply/index.php?title=Documents>

### REQUEST

- Added 'Interdisciplinary' as a search criterion when searching for existing vacancies to link to requests.

[https://help.usastaffing.gov/USAS/index.php?title=Request Information](https://help.usastaffing.gov/USAS/index.php?title=Request%20Information)

### VACANCY

- Vacancy announcements may now be identified as filling a mission critical position. Agencies can attach system or customer Mission Critical tags to their vacancies on the Vacancy > Settings page. These values will be made available through Cognos reporting in the next couple of months. USAJOBS also expects to begin accepting these tags to help identify announcements as being mission critical for the government.
- Vacancy announcements that accept no documents now bypass both document screens in USAJOBS. Prior to this fix, USAJOBS would demand at least a Builder Resume file from the applicant. The paper application has also been updated to reflect the fact that no supporting documents should be provided with the application.

[https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Settings](https://help.usastaffing.gov/USAS/index.php?title=Vacancy%20-%20Settings)

[https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Supporting Documents](https://help.usastaffing.gov/USAS/index.php?title=Vacancy%20-%20Supporting%20Documents)



## APPLICANTS

- When applicants submit files to USA Staffing through the online application, ALL listed documents will be marked as New Hire (NH) viewable in the applicant document screen. This means that HR users will only have to uncheck documents that should not flow to the New Hire record on creation instead of checking all relevant documents. Documents added later by the HR user will have the option to be marked as NH viewable or not at the time of upload.  
<https://help.usastaffing.gov/USAS/index.php?title=Documents>

## ASSESSMENT

- Expanded the Assessment Questionnaire 'Copy from File' feature to recognize additional Response Types, including multiple choice, multi-select; narrative; short answer; and calendar. See the AQ Copy from File Template on the Resource Center for more details:  
[https://help.usastaffing.gov/ResourceCenter/index.php/USA\\_Staffing\\_Upgrade\\_Resource\\_Center](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Upgrade_Resource_Center).

## ANNOUNCEMENT

- Agencies may now choose between two options for automatically generating Announcement Numbers when setting up their Announcement Default Settings. The original format is still the default. The new format allows the use of the Internal Customer Name in the announcement number. Please note: The Announcement Number must still fall within the USAJOBS character limit of 27 characters. This means that internal customer names must be short in order to be included in the announcement number.  
[https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Announcement\\_Default\\_Settings](https://help.usastaffing.gov/USAS/index.php?title=Manage_Announcement_Default_Settings)

## APPLICANT LISTS/CERTIFICATES

- Prevent applicants who have been merged into a single record from duplicating on applicant lists.  
[https://help.usastaffing.gov/USAS/index.php?title=MergedApplicant\\_List](https://help.usastaffing.gov/USAS/index.php?title=MergedApplicant_List)

## REPORTS

- Added Record Status Code and Record Status Code Descriptions into Certificate Namespace so customers can report on RSC within a specific certificate.  
<https://help.usastaffing.gov/USAS/index.php?title=Cognos>

- Edited the Applicant List by Vacancy Report to include ratings for the applicants. This makes the list more robust, and it is easier to see everything in one report.  
[https://help.usastaffing.gov/USAS/index.php?title=Public\\_Folders](https://help.usastaffing.gov/USAS/index.php?title=Public_Folders)
- Created a template report in Cognos of all Incomplete Applications within a vacancy. This report will pull by vacancy.  
<https://help.usastaffing.gov/USAS/index.php?title=Cognos>

## ADMINISTRATION

- Permissions to create and edit all five USA Staffing user types have been moved from a paid to an unpaid status. This allows an unpaid license holder to manage user account creation and maintenance.  
[https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Permission\\_Profiles](https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles)
- When creating announcement templates, administrators may now exceed the character limits enforced by USAJOBS on the release of an announcement. This 3X increase in character limits will allow agencies to add more content to the template that may be removed prior to release. The announcement text must adhere to USAJOBS character limits before it can be released.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_Announcement\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Create_Announcement_Template)
- Added permission to view and edit assessment weights.  
[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_permission\\_profile](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_permission_profile)

## ONBOARDING/NEW HIRE

- When HR Users create onboarding notification templates or edit an onboarding notification before sending it to the new hire, a new data insert for 'Step' is available. This allows the step the new hire is being onboarding at to be inserted into notifications based on the data HR entered into the Position Information questionnaire.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_a\\_Notification\\_Template](https://help.usastaffing.gov/USAS/index.php?title=Create_a_Notification_Template)
- When HR attaches files to a new hire notification, the filenames are recorded by the system and displayed as part of the Body in the Notification History.  
[https://help.usastaffing.gov/USAS/index.php?title=Notification\\_History](https://help.usastaffing.gov/USAS/index.php?title=Notification_History)
- When HR assigns additional tasks to a new hire record, the system displays a generated notification that HR can send to the new hire informing them that additional tasks were assigned. HR has the ability to customize the message before sending it.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_new\\_hire\\_task](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_task)
- These agency specific forms were published: DFAS FMCNL-1, DFAS FMCNL-3, SSA Pathways (Interns), SSA Pathways (Recent Grads), HHS SPATC.
- These state tax forms were published: Tax DC, Tax AL.

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