USA Staffing Upgrade

Production Release Notes

Release 9.1

March 10, 2018

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.

The USA Staffing Upgrade Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit USA Staffing Upgrade Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. 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 Backlog & Glossary on the USA Staffing Upgrade Resource Center.

Staffing Functionality

- Completed all functionality to allow the assignment of ACWA assessments in USA Staffing Upgrade: o

    ACWA Assessments for 60 Series will be added to the Assessment Package Template library for all USA

    Staffing Organizations by the end of March. ✅

    - ✦ We reviewed Legacy USA Staffing data and determined that approximately 60 series covered almost all ACWA vacancies announced in the previous two years. If your agency needs an assessment that is not included in these 60 series, please submit a Footprints ticket to let us know which additional series you need. The series to be published include:

0105	1102	0301	0201	1910	0343	0560	0025	0901	2210
1170	0501	1801	0018	1101	1103	0346	0110	0341	0996
0950	1150	1165	1176	1035	0028	0193	0080	1083	0150
0020	1147	2001	2003	2010	2130	0101	1146	1104	2101
1171	1811	1173	0391	2032	2030	1082	0170	0132	0130
0107	2150	1001	0685	0993	0965	1420	1412	1015	0023

- ACWA Assessment Package (AP) Templates may be copied into grade 5/7 vacancies in the same way that all AP Templates are copied – by searching on series, grade, name, etc. ACWA AP Templates will be titled "ACWA [Series Number]".
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Assessment_Package_Templates

- As in Legacy USA Staffing, ACWA Templates will include a 'Rating Schedule' and a 'Min Quals' assessment questionnaire.
  - ✦ The Rating assessments have been designed to hide all rating and scoring information from HR users, removing the need for any special user training or access restrictions required in Legacy USA Staffing.
  - ✦ The 'Min Quals' assessment includes two minimum qualifications questionnaire items (one for each grade 5/7) and placeholder response options that must be updated by users. Users should also configure Screen-outs based on the responses they build. (Note: In Legacy, users were restricted from customizing response options, but that restriction has been removed.)
  - ✦ Agencies have much greater flexibility in setting up the Min Quals assessment than they did in Legacy USA Staffing. You may choose to allow individual HR users to configure them on a vacancy-by-vacancy basis, or you may elect to build agency-specific templates with customized minimum qualifications language suited to your agency's needs. Please remember to update your business processes/SOPs accordingly.
    https://help.usastaffing.gov/USAS/index.php?title=Adding_an_ACWA_assessment_package_template_to_a_vacancy

- The selection of an ACWA Assessment will automatically check the "Administrative Careers with America (ACWA) position - Do not archive" option in the Vacancy Settings page.
  https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings

- Fixed an issue with the filtering of Requests on the Request Dashboard where users could see approved New Vacancy and Additional Selection Requests that had created vacancies within an Office to which they did not have permissions. Users can still see all Incomplete and Submitted Requests for any customer attached to any office they have permission to, but once a Request is approved they can only continue to see that request if they have permissions to the Office in which the vacancy was created.
  https://help.usastaffing.gov/USAS/index.php?title=Filtering_requests

- Enabled the export of applicant Stored Lists into an Excel format even when manual assessments are not used. Excel file includes the name of each applicant and the rating combinations for which they are eligible. It will also list assessment scores when available.
  https://help.usastaffing.gov/USAS/index.php?title=Exporting_applicant_data_to_an_Excel_file

- Fixed a bug in Applicant List reviews that was preventing users from adding request numbers to a review that were already associated with a selectee.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_request_to_a_review

- Corrected a USA Hire scoring issue that was generating incorrect scores when weights other than 50/50 were used.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_USA_Hire_assessment_to_an_existing_assessment_package

- Enabled the use of the "Vetting" Certificate Return Status option for certificate audits. Auditing a certified applicant with an Audit Code of "Selected" and a Return Status of "Vetting" will initiate an onboarding record without having to link the selected applicant to a unique Request Number.   An onboarding record without a Request Number attached will allow a limited number of onboarding capabilities including sending an invitation to onboard and collect some basic New Hire information to kick off the onboarding process without committing a Request Number to the applicant. This change is part of our larger efforts to enable the "Parallel Onboarding" feature.
  https://help.usastaffing.gov/USAS/index.php?title=Auditing_an_applicant_record

- Added a Customer filter to the Audit screen. HR user will now select the appropriate Customer prior to selecting a Request Number to help ensure that an appropriate Request Number is selected.
  https://help.usastaffing.gov/USAS/index.php?title=Auditing_an_applicant_record

- Added a Workflow selection option to the Audit screen. HR user should now select the appropriate Onboarding Workflow to use for the selected action. Workflow options will be listed based on the selected Phase of Hired vs Vetting.
  https://help.usastaffing.gov/USAS/index.php?title=Auditing_an_applicant_record

Onboarding Functionality

- Updated the Transmission Status column in both the Forms and Documents sub-pages of the New Hire record to display statuses for "Ready to Transmit," "Ineligible for Transmission", and "Elected Not to Transmit" to provide a clearer message to users attempting to transmit to eOPF.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Documents
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Forms

- Added an option on the Overview tab of the New Hire record to "Verify the New Hire Arrived for their First Day of Duty." Verifying arrival on duty on this page will automatically mark the corresponding task status as complete for the New Hire. You will no longer be able to make this change directly on the related Task itself.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

- Added a new sub-page to the Overview Tab called "Data Transmission History." This page will detail what data has been transmitted to an interconnected system through the upcoming New Hire Interconnection. Users will not see any information displayed on this page until the New Hire Interconnection has been fully implemented and configured for their agency.
  https://help.usastaffing.gov/USAS/index.php?title=Data_Transmission_History

- Improved the invitation/offer response experience for New Hires to incorporate more useful error messages and to better differentiate between an Invitation and a Job Offer.

Hiring Manager Functionality

- None

Administrative Functionality

- Created an "Invitation" notification type for Onboarding notifications. This type may be used to invite users to onboard without sending a Tentative Offer or Official Offer letter. This notification type will allow users to collect full Social Security Number and Date of Birth from applicants so background checks and other preemployment steps can be initiated.
  https://help.usastaffing.gov/USAS/index.php?title=Create_a_Notification_Template

- Updated the Workflow Properties sub-page (previously Workflow Information) in an individual Workflow Template to: o Request Type dropdown was removed from Onboarding Workflows. o A "Phase" field was added to

    Onboarding Workflows to differentiate between Vetting and Hired.

    o The "Calculate Due Dates Starting from When" field now allows the selection of "Workflow Assigned" for Staffing workflows and a choice of "Workflow Assigned" and "Request Approved" for Onboarding Workflows.
    https://help.usastaffing.gov/USAS/index.php?title=Workflow_Properties

    o A Time to Hire Goal field was added to Staffing Workflows only. This field will support the tracking of Time to Hire in reporting when this workflow template is used.
    https://help.usastaffing.gov/USAS/index.php?title=Create_Workflow

- Updated the Workflow Activities sub-page (previously Workflow Tasks) in an individual Workflow Template to:
    o Show the number of rules applied to each task and view the list of the assigned rules.
    o Allow the adding, removing, or updating of task rules including:
        ✦ The expected completion timeframe for the task.

- ✦ Set the task from Pending to Active based on a system event.

- ✦ Set the task from Pending to Active based on the completion of another task.

- ✦ Set the interconnected New Hire system that should receive New Hire data following the task's completion.
  https://help.usastaffing.gov/USAS/index.php?title=Workflow_Activities

- o Added logic to make sure that assigned tasks cannot be removed from a Workflow if linked to other tasks via assigned rules.

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

- Implemented restrictions on assignment of tasks and workflows to new hires without assigned request numbers. New Hires may not be sent an Official Offer without an attached request number.
  https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire

- Fixed a bug that prevented the copying of some Workflow templates.
  https://help.usastaffing.gov/USAS/index.php?title=Copying_a_workflow

- Added additional options to default Reviews in the Manage Review Default Settings page. Administrators may now set a number of default values by Review Type by Office including: o Due Date o Recall Preference and Recall Date o Review Instructions o Reviewer Permission Settings o

  Reviewer ability to 'Return to HR' o Viewable Applicant Document Types (Applicant

  List and Panel Review only)

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

Reporting and Analytics

General Reports Capabilities

- Addressed some general performance issues through query and database changes.

- Updated the Cognos reporting tool to version 11.9.

- Added a 30 minute time out feature to end long running reports when they have not completed in that timeframe. The goal is to remove extra-large reports that are beyond the ability of Cognos to run successfully, thus harming the performance for reports that can be run in that 30 minute timeframe.

- Added a warning to reports consumers when attempting to run a report that is estimated to take more than 30 minutes to complete. This should help avoid reports authors from waiting 30 minutes to find out that their report could not be completed in time. https://help.usastaffing.gov/USAS/index.php?title=Cognos

Staffing Reports Package

- Data ○ Application Namespace:

  ✦ Added new query items to the Announcement query subject within the Announcement Detail folder to enable summary reporting on Hiring Paths

- 'Announcement Hiring Paths': A concatenated list of all hiring paths associated with the announcement.

- 'Announcement Hiring Path Clarification Text': Text that further specifies the employee who may apply for a specific announcement.
      https://help.usastaffing.gov/USAS/index.php?title=Team_Content

  ✦ Added a new query subject, 'Announcement Hiring Paths', within the Announcement Detail folder to enable more detailed reporting on Hiring Paths.

- 'Announcement Hiring Path': Hiring Paths identify the groups of job seekers who are eligible to apply for the announced position.

  ○ Note to users: use of the 'Announcement Hiring Path' query item will show one Hiring Path per row in a list report (i.e., if there are multiple Hiring Paths for a single Announcement, there will be multiple rows in a report). Use of the 'Announcement Hiring Paths' query item will show all Hiring Paths used for the announcement in a single row in a report. https://help.usastaffing.gov/USAS/index.php?title=Team_Content

  ○ Assessment Packages Namespace:

  ✦ Added a new query subject, 'Assessment Package Category Settings', within the Assessment Package Detail folder to enable reporting on how category assignments are determined.

- 'Assessment Package Category Assignment Based on Augmented Rating': Flag indicating if category assignment is based on Augmented Rating for a rating combination.

- 'Assessment Package Category Assignment Based on GS-9+ Professional/Scientific Rules': Flag indicating if category assignment is based on GS-9+ Professional/Scientific rules for a rating combination. https://help.usastaffing.gov/USAS/index.php?title=Team_Content

- o Certificate Namespace:

  - ✦ Added new query items to the Certificate Announcement query subject within the Certificate Announcement Detail folder to enable summary reporting on Hiring Paths

    - • 'Certificate Announcement Hiring Paths': A concatenated list of all hiring paths associated with the announcement.

    - • 'Certificate Announcement Hiring Path Clarification Text': Text that further specifies the employee who may apply for a specific announcement.
      https://help.usastaffing.gov/USAS/index.php?title=Team_Content

  - ✦ Added a new query subject, 'Certificate Announcement Hiring Paths', within the Certificate Announcement Detail folder to enable more detailed reporting on Hiring Paths.

    - • 'Certificate Announcement Hiring Path': Hiring Paths identify the groups of job seekers who are eligible to apply for the announced position.

- o Note to users: use of the 'Certificate Announcement Hiring Path' query item will show one Hiring Path per row in a list report (i.e., if there are multiple Hiring Paths for a single Announcement, there will be multiple rows in a report). Use of the 'Certificate Announcement Hiring Paths' query item will show all Hiring Paths used for the announcement in a single row in a report.
  https://help.usastaffing.gov/USAS/index.php?title=Team_Content

- o New Hire namespace:

  - ✦ Added a new query item to the New Hire Forms Transmissions query subject within the New Hire Detail folder to enable reporting on the task owner for form transmission.

    - • 'New Hire Forms Transmission Task Owner': The user responsible for the form transmission to eOPF.

  - ✦ Added a new query item to the New Hire Onboarding Documents Transmissions query subject within the New Hire Detail folder to enable reporting on the task owner for onboarding document transmission.

    - • 'New Hire Onboarding Documents Transmission Task Owner': The user responsible for the document transmission to eOPF.
      https://help.usastaffing.gov/USAS/index.php?title=Team_Content

    - • Reports

- o Customer List by Office: displays the list of customers associated with each office.

  - ✦ The report was updated to include the eOPF instance for each customer.

✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Administration
   https://help.usastaffing.gov/USAS/index.php?title=Team_Content