# USA Staffing
# Production Release Notes

### Release 11.8

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**OPM** HR SOLUTIONS
*by government, for government*

**U.S. Office of Personnel Management**
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# Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing 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 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 and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

# Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system.  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 a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

## Table of Contents

## Staffing Functionality

### System

✅ Increased the file upload size limit from 3MB to 5MB throughout all areas of the system where uploading documents is enabled, including the Online Application and Onboarding interfaces.
https://help.usastaffing.gov/USAS/index.php?title=Documents
https://help.usastaffing.gov/Apply/index.php?title=Documents
https://help.usastaffing.gov/HiringManager/index.php?title=Uploading_a_document_to_a_request_hiring_action
https://help.usastaffing.gov/NewHire/index.php?title=Uploading_a_document

### Assessment Package

#### Assessment

- Made the following usability and performance improvements when importing items from the competency network library into an Assessment:
  - Users will be required to use the filters on the left to search for items.
  - The search function will not load automatically upon opening the screen. It will run when the user clicks the *Search* button.
  - Updated the Series and Grade filters to pre-populate the series applicable to the Assessment Package or Competency Network in which the user is adding an item. Users can replace or add in any series/grades to the defaults as needed.
  - Added a new filter for *Item ID #*.
  - Added a new filter for *Linked Competency ID#*.
    https://help.usastaffing.gov/USAS/index.php?title=Adding_an_assessment_competency_from_the_library

### Applicant Overview

#### Applicant Record

- Added the ability to upload multiple documents at once and add documents via drag and drop in the *Documents* window. Users will see a new option to drag and drop or choose up to five files to upload from their computer. Users must indicate the applicant *Document Type* for each document prior to uploading the documents.
  https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_an_applicant_record

- When a document is deleted, the specified *Document Type* will now be captured in *History* along with the document name.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- The following NOR message has been added:

| Code | Definition | Message |
|------|-----------|---------|
| **ELEQ** | Eligible, referred to executive panel | Your application was found minimally qualified and was referred to an executive rating panel for further consideration. If you are ranked among the group of highly qualified candidates, you will be referred to the Executive Review Board, interview panel, and/or selecting official. |

https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes

## ☐ Onboarding Functionality

### New Hire

- ✅ Added the ability to preview attachments once a template is selected for use in the Preview Notification window from within a New Hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire_with_an_attachment

- When a new hire record is created from a vacancy, any Appointing Authorities and/or Mission Critical tags selected in the Vacancy Settings page at the time the record is created will be included in the new hire record. Users will have the option to modify Tags as needed on the Onboarding Information sub-page of the Overview tab.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

### Forms

- Added the following forms in USA Staffing:
  - DA 7762
  - DOI Request Official Mailing Address (A-23)
  - DOI Declaration of Residence State (DORS)
  - DOI Employee Emergency Information (EEI)
  - BIE Request Official Mailing Address (ROMA)
  - IRS Fair Credit Reporting Act (FCRA)
  - ODA Language Skills Identification Form (LSI)
  - SBA 2311
  - SBA 2161
  - Tax CA

## ☐ Hiring Manager Functionality

- Added an initial version of a Hiring Manager dashboard. This dashboard includes four sections that will allow hiring managers to access information easily and quickly. The dashboard includes:

  - Incomplete Reviews – Displays reviews that the logged-in Hiring Manager has been assigned but not yet returned to HR. Reviews can be sorted in ascending or descending due date order and the full review can be accessed by clicking on the Position Title.
  - My Hires – Displays new hires associated with requests where the Hiring Manager user is listed as the "Supervisor/Manager" on the New Hire record. This table displays basic new hire information such as email address and EOD (if available) and is searchable by name, email, and position title. Clicking on the new hire's name will open the request associated with the new hire.
  - Complete Reviews – Displays assigned reviews that were Returned, Auto Recalled, or reviews where the logged-in Hiring Manager has completed their individual review assignment. Reviews in this table are searchable by position title, review name, or request number Additionally, users can filter reviews by review type (Applicant List, JOA, and Panel Review). Clicking on the position title will open a read-only version of the review.
  - My Hiring Actions – Displays requests and associated information where the Hiring Manager user is listed as the "Requester". The Hiring Actions are searchable by position title, request number, and location. Clicking on an individual Hiring Action record opens it within the Hiring Action context.
    https://help.usastaffing.gov/HiringManager/index.php?title=Dashboard

## Administrative Functionality

### Permissions

- Included the *Definition* for each *Function* listed on the Permission Profile Information tab. This will assist users in better understanding what a specific function entails and facilitate the process of creating a custom permission profile.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile

- Added a new permission titled *Edit Request Dates After Approval* under the Requests Section. This permission enables users to edit the *Hiring Need Validated Date* and the *Request Personnel Action Date* on the Request Information page after the request is approved. This new permission will be enabled for the System-Level Office Administrator permission profile. Users with access to Create/Edit Permission Profiles can enable this permission for Custom permission profiles as needed.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile

## Classification Functionality

### Position Description

- Added the ability to upload multiple documents for a Position Description (PD) at once and add documents via drag and drop in the *Documents* window. Users will see a new option to drag and drop or choose up to five files to upload from their computer. Users must indicate the PD *Document Type* for each document prior to uploading the documents and will continue to have the option to designate each document as *HM Viewable* if applicable.
  https://help.usastaffing.gov/USAS/index.php?title=Uploading_documents_to_a_position_description

## USA Hire Functionality

- Users who have defined a custom testing window will receive the following warning message when extending the closing date of an announcement: "*The announcement period has changed. This announcement uses a custom USA Hire assessment window which may need to be modified on the Assessment Plan page before releasing your announcement changes to USAJOBS.*" where Assessment Plan is a link that will take the user directly to that page so they can make the necessary changes.
  https://help.usastaffing.gov/USAS/index.php?title=Modifying_an_external_assessment_open_and_close_dates

## 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.