USA Staffing®
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USA Staffing Upgrade

Production Release Notes & Feature Planning

Release 7.7

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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

This document includes newly added functionality to the USA Staffing Production 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.

Completed System Functionality

Staffing Functionality

Documents may now be uploaded to a request at any time during the life of that request. The ability to upload a document to a request was previously limited to requests in "Incomplete" and "Submitted" status. Please note documents added to a request after the request goes to "Pending Recruitment" status will not be automatically transferred to the vacancy case file documents list.
https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information
https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_request

- The email notification alerting a Hiring Manager User of a request being returned now comes from the USA Staffing system as opposed to the email address of the HR User returning the request. The HR User's contact information is still displayed in the body of the email, but replies to the email will not be directed to the HR User.

- Fixed an issue where users that had both a Hiring Manager and an Onboarding user role were not available to be added to reviews.

- Added the ability to preview assessment content in a single window pane without having to expand/collapse each assessment item. This preview uses the same formatting recognized by the "Copy from File" functionality and can be easily saved, printed, edited and used to create an assessment import file for a future announcement.
https://help.usastaffing.gov/USAS/index.php?title=Previewing_assessment_content_in_a_single_window_pane_without_having_to_expand/collapse_each_assessment_item

- Enhanced the user experience of building assessments by showing all assigned competencies on the Rating Criteria page regardless of whether they have assigned competency items. This allows competencies that are not used for rating (such as Minimum Qualifications and other competencies used as screen-outs) to be marked unrated.

     o Other usability improvements include warning the user if categories have not been created in a vacancy open to the Public, and giving users the option to "Save & Continue" when adding competencies from the library into an assessment questionnaire. • Updated assessment package testing to include responses to multiple-choice, multi-select assessment items.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_test_scenario_to_an_assessment_pa ckage

- Fixed a permission issue with manually entering applications. Users that had permission to key enter applicant records but did not have permission to edit assessment responses for the applicant were prevented from entering applicant responses in the key entered record. Users with permission to key enter applicants may now complete the process without issue.

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

- Added "Stored List" to the list of certificate types in the Applicant List page. This addition is the first step in making pre-certified applicant lists available for review by Hiring Manager Users. Saving an applicant list as a stored list does not yet lock down applicant lists but it will in a subsequent release.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_stored_list
- Added the ability to create custom list filters in applicant lists through the use of Advanced Criteria. An HR user may utilize applicant responses to one or more assessment or custom announcement items to filter lists of applicants.
- When batch printing documents from an applicant list, a user will now get an alert warning of a failed batch print. Previously, alerts were not issued when batch print request failed. USA Staffing is making improvements to batch printing to reduce the frequency of failed batches however, batches that continue to fail must be referred to the help desk.
  https://help.usastaffing.gov/USAS/index.php?title=Batch_printing_documents_from_a_saved_list
- Enabled HR Users access to the same printable version of the certificate already made available to Hiring Manager Users. This includes design improvements made to the printable certificate such as updates to the display features of series and grade, as well as limiting the display of certain applicant fields such as Veterans' Preference and Eligibilities based on the certificate's display settings.
  https://help.usastaffing.gov/USAS/index.php?title=Printing_a_certificate

Onboarding Functionality

- HR Users are now prevented from generating and sending a Tentative Job Offer notification to a New Hire after the New Hire has previously accepted the offer in the system. The same is true for the Official Offer.
- Added the following forms for use in USA Staffing: o State tax forms for Arkansas, Illinois, Ohio, North Carolina,
  - o DA 3437, DA 5521, NAF DUAL COMP, OPNAV 5100, DLA OSAA 1, DLA PATH IPAA, DON SECNAV 5512/1
  - o DEA SSR1, VA 3831a, MCC EGSCA, MCC NTEFCA, FRTIB FCRA, FRTIB ITROB, G 1234, G 1241, SOU 11 o
  - USCIS BASIC 1, USCIS VRA, HHS Credit Release, HHS FDA EQIP
- Updated the following forms already available in USA Staffing:
  - o HHS WF 5226, SSA Pathways Agreement

Hiring Manager Functionality

- Enhanced the printable version of the certificate, found in certificate reviews, to include a cleaner design. The improvements include updates to the display features of series and grade, as well as limiting the display of certain applicant fields such as Veterans' Preference and Eligibilities based on the certificate's designated display settings (as set by the HR user that issues the certificate).
  https://help.usastaffing.gov/USAS/index.php?title=Generating_a_printable_PDF_version_of_a_certificate

- Hiring Manager Users now have the ability to generate additional selection requests from a review in the same manner as HR Users currently have; these requests can then be submitted to HR for approval. This option is not available when the originating request for the vacancy arrives via the Request Processing Interconnection, or if the user does not have permission to create new requests in USA Staffing.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_additional_requests_within_a_certificate_rev iew

Administrative Functionality

- Enhanced the document upload feature in Position Descriptions to allow the assignment of a document type and selection of documents as viewable by Hiring Manager Users.
  - Document Types include Cover Page, Evaluation Statement, Other, Position Description, and Statement of Difference.

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

- Added four additional sub-pages to the Position Description including Duties, Competencies, Factors, and Evaluation. These are place holder pages and are listed as "Under Construction." Content for these pages will be delivered in the coming months.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_Position_Description
- Added an optional text field called "Employee ID Number" to the User Maintenance page.
  https://help.usastaffing.gov/USAS/index.php?title=Create_User
- Updated the History section of User Maintenance to better capture what permissions were assigned to or removed from a user and by whom.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_User
- Added a History section to the Default Settings pages. This section will capture what changes were made to an Office's default settings by whom and when.
  https://help.usastaffing.gov/USAS/index.php?title=Default_Settings
- Removed the system's limitation requiring unique names for notification templates.
- Increased the character limit for the Competency Name in the competency library field to 300 characters.
- Multiple Choice – Multiple Select items may now be added to competency networks in the same way they are added to assessment questionnaires.
- When building Assessment Package Templates, the Categories sub-page will be pre-populated with the category defaults established for that office in the Manage Assessment Defaults section of Admin.
- When building custom tasks, Administrators may no longer assign a Task Owner value of "Hiring Manager" or a Task Type of "Milestone" as they are no longer appropriate options.
- Updated Workflows to lock the "Purpose" field to editing after the initial save of a new workflow.
- Added a new Manage Instructional Templates option to the Admin section, which allows the creation of standardized instructional language for reviews, as well as specific applicant lists within the Applicant List review type. Instructional Templates can be created at this time but the selection of templates for use in Reviews and Applicants Lists is still to come.
  https://help.usastaffing.gov/USAS/index.php?title=Create_an_Instructional_Template

- Resolved many of the issues with importing competencies and items into Competency Networks using the Excel import template. Users should refrain from adding tags to individual competencies; instead, tag the Competency Network before importing competencies and those tags will automatically apply to all competencies.
  - There are also lingering problems importing items that use item-specific response options; however, items that use one of the pre-populated scales should import correctly. We are working to correct the remaining problems, but users can begin using the import template to build competency networks. Contact your USA Staffing Account Manager or submit a help desk ticket to request a copy of the import template.

Reporting and Analytics

- When clicking on the Reports link at the top of each screen in USA Staffing, the user will now be taken to the USA Staffing Packages and Folders page of Cognos. This page will allow users to navigate to Staffing related reports as well as the Analytics area.
  https://help.usastaffing.gov/USAS/index.php?title=Accessing_cognos
- Made Organization, Office, and Customer data available in the New Hire namespace of the Staffing Reports section of Cognos.
- Made Assessment Package Template, Vacancy, and Request data available in the Assessment namespace of the Staffing Reports section of Cognos.
- Added DEU Workload report, located in the Other folder in the Staffing Reports area of Cognos.
  https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Made Request Time to Hire data and charts available in the Analytics section of Cognos .