USA Staffing

Production Release Notes

Release 14.4

June 30, 2022

OPM HR SOLUTIONS
by government, for government

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.

Contents

▭ Staffing Functionality

Vacancy

- Added an 'EO 13932 Exempt' system-level *Appointing Authority* tag. HR users can apply this tag to identify announcements that should be excluded from GSA's D2D Dashboard.
  https://help.usastaffing.gov/USAS/index.php?title=Available_Tags

Announcement

- Added a *History* entry to capture when an announcement template is selected or updated on the Announcement Text page. **Note:** Future development work will add an entry for announcement sub-templates.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Assessment Package

- Updated the system logic to ensure that when Categories are present on the Assessment Package Settings page, changing the Vacancy Position Information settings for the *USAJOBS Announcement Type* to remove the *Public (U.S. Citizens and Non-Citizens)* option will no longer update the Categories from *Final Score Cutpoint* to *None*.
  https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Settings

Applicant Overview

- Added an option to *Remove All Overrides* when one or more applicants are selected on an applicant list. Overrides may be removed for up to 25 selected applicants at a time using this option.
  https://help.usastaffing.gov/USAS/index.php?title=Removing_overrides_for_applicants_on_an_applicant_list

- Added a prompt when using the *Re-Rate Applicants* function from the gear icon on the Applicant Overview page, which states "You have initiated a re-rate of all applicants on this vacancy. Depending on the volume of applications and other re-rate actions initiated before this one, this action may take some time to complete." A *History* entry will also be logged to note the date/time and user who initiated the re-rate action.
  https://help.usastaffing.gov/USAS/index.php?title=Re-Rating_the_applicant_pool

Applicant Record

- The following NOR message codes have been added:

Code	Definition	Message
IDGR	Ineligible, Declined grade level	You will receive no further consideration because you indicated that you are not interested in the selected grade.
IDPN	Ineligible, Declined position	You will receive no further consideration because you indicated that you are not interested in the position.

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

Applicant Lists

- Updated the name of the Manual assessment actions found under the gear icon within a vacancy's saved list and edited the corresponding alerts:
  - Updated the Export option to Export Manual Assessment File
  - Updated the Import option to Import Manual Assessment Results
  - Updated the Calculate Scores option to Calculate Manual Assessment Scores
    https://help.usastaffing.gov/USAS/index.php?title=Create_List

New Hire

- Added the following forms in USA Staffing:
  - ARC MOU TERM APPT – Conditions of Term Appointment
  - ARC MOU TEMP APPT – Conditions of Temporary Appointment
  - ARC MOU COMP TO EXCEPT – Conditions of Employment Moving from Competitive Service to Excepted Service
  - ARC MOU 30 PERCENT DAV Term – Conditions of Term Employment- 30% Disabled Veteran
  - ARC MOU 30 PERCENT DAV TEMP – Conditions of Temp Employment - 30% Disabled Veteran
  - HUD Ethics – Seeking Employment and Post Government Employment Restrictions Ethics Do's and Don'ts

- Updated the following forms in USA Staffing:
  - CC 3007
  - HHS 745 Form
  - SF 1199a
  - SF 312

- Added the ability to search for available workflows by name when adding a workflow to a new hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Assigning_a_new_hire_workflow

Hiring Manager Functionality

- Added additional rules for requests in an incomplete status when *Remote Job* is enabled by HR users. When accessing a request with *Remote Job* enabled, Hiring Manager users will not be able to enable *Is this position telework eligible?*, will not be able to remove 'Anywhere in the U.S. (remote job)' as a location, and will see a banner that states "*This request is designated as a Remote Job and can only include the Anywhere in the U.S. (remote job) location*." **Note:** Future development work will add the ability for Hiring Manager users to create and edit requests for remote jobs.
  https://help.usastaffing.gov/HiringManager/index.php?title=Request_Hiring_Action

Administrative Functionality

Notification Templates

- ✅ Added data inserts for *Additional Contact Name*, *Additional Contact Email*, and *Additional Contact Phone* to Onboarding notifications under the available data inserts *Contacts* section.
- Added contact information for general contacts set as *HR*, *Benefits*, *Payroll*, or *Additional Contacts* in the new hire record to display as data inserts in onboarding notifications.
  https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts

Classification Functionality

- Added a hyperlink for all linked position descriptions, which opens the linked Position Description in a new tab within the Classification area.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_Position_Description

USA Hire Functionality

- No updates.

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](#).