USA Staffing

Reporting and Analytics Release Notes

Stage Release Date: January 15, 2020

Production Release Date: January 22, 2020

OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Reporting and Analytics

Time to Hire

- Time to Hire namespace
  - Metrics folder
    - Time to Hire Days query subject: new query items were created to enhance reporting on time spent in various phases in the hiring process.
      - 'Certificate Returned to Tentative Offer Sent': The number of days between the earliest date the certificate review was returned and the date the tentative offer is sent.
      - 'Hiring Need Validated to Tentative Offer Accepted': The number of days between the hiring need validation date and the date the tentative offer is accepted.
    - Time to Hire Metrics Dates query subject: a new query item was created for future OPM mandated time to hire reporting.
      - 'Tentative Offer Accepted Date': The date the tentative offer was accepted by the selectee.
  - Milestone Dates folder
    - Time to Hire Milestone Dates query subject: new query items were created to allow users to slice and dice around the Tentative Offer Accepted Date.
      - 'Tentative Offer Accepted Calendar Month': The name of the calendar month (e.g., January, February) in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Calendar Month Number': The number of the calendar month (e.g., January = 1, February = 2) in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Calendar Week': The number of the calendar week (1 - 52 or 53) in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Calendar Year': The calendar year in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Date': The date a tentative offer was accepted.
      - 'Tentative Offer Accepted Fiscal Month Number': The number of the fiscal year month (e.g., October = 1, November = 2) in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Fiscal Quarter': The fiscal year quarter (e.g., Q1, Q2) in which a tentative offer was accepted.
      - 'Tentative Offer Accepted Fiscal Year': The fiscal year in which a tentative offer was accepted.

Staffing Administration

- Position Description Library namespace
  - Position Description Detail folder
    - Documents query subject: a new query subject and associated query items were created to allow reporting on documents related to position descriptions.
      - 'Document Is Visible to the Hiring Manager': Flag to indicate if a document uploaded to the position description is visible to the hiring manager.
      - 'Document Name': The name of the document uploaded to the position description.
      - 'Document Submission Date/Time': The timestamp of when a document was uploaded to the position description.
      - 'Document Submitted By': The name of the user that uploaded a document to the position description.

- 'Document Type': The type of document (e.g., position description, cover page, evaluation statement) uploaded to the position description.
  - Position Description Customers query subject: a new query subject and associated query item were added to allow reporting on customers associated with position descriptions.
    - 'Position Description Customer Name': The name of a customer that uses or has access to a PD.
  - Position Description Tags query subject: a new query subject and associated query items were created to allow reporting on tags related to position descriptions.
    - 'Position Description Tag Level': Indicates whether a tag assigned to a position description was created by a user (Custom) or available at a System level (System).
    - 'Position Description Tag Name': The name provided for a tag assigned to a position description.
    - 'Position Description Tag Owning Office': The office that owns the tag assigned to a position description and has responsibility for administration and editing of the tag.
    - 'Position Description Tag Type': The category type assigned to a tag (i.e., Office, Organization, Appointing Authority, Occupational Family, Miscellaneous) assigned to a position description.

Reports
- The User License Dashboard report was modified. The report displays a summary of Paid and Unpaid accounts by organization. The report was modified to filter out retired users, as well as to add a count of HR users with access to applicant flow data.
  - Location: Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses