



## USA Staffing Upgrade

# Production Release Notes 7.3

## October 6, 2016

Completed Release Plan Items are designated with a green check and the month they were projected (i.e.  October)

### SYSTEM

- Updated the system-level HR User permission profiles to better align them with agency business practices:

[https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Permission\\_Profiles](https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles)

#### Announcement Item Library Section:

1. Enabled "View Announcement Items" for Standard HR User.
2. Enabled "View Announcement Items" for HR Assistant.
3. Enabled "View Announcement Items" for HR View Only.

#### Announcement Templates Section:

1. Enabled "View Announcement Templates" for Standard HR User.
2. Enabled "View Announcement Templates" for HR Assistant.
3. Enabled "View Announcement Templates" for HR View Only.

#### Applicants:

1. Disabled "Adjudicate Reasonable Accommodation" for Office Administrator.

#### Assessment Package Templates Section:

1. Disabled "Add/Remove Competency and Item from Rating" for Standard HR User.
2. Disabled "Complete Assessment Package" for Standard HR User.
3. Disabled "Create Assessment" for Standard HR User.
4. Disabled "Create/Edit Assessment Content" for Standard HR User.
5. Disabled "Create/Edit Assessment Package Templates" for Standard HR User.
6. Disabled "Create/Edit Categories" for Standard HR User.
7. Disabled "Create/Edit Screen-outs" for Standard HR User.
8. Disabled "Create/Edit Screen-outs" for HR Assistant.
9. Disabled "Delete Assessments" for Standard HR User.



10. Disabled "Edit Job Analysis" for Standard HR User.
11. Disabled "Manage Assessment Plan" for Standard HR User.
12. Disabled "Uncomplete Completed Assessment Package" for Standard HR User.

**Assessment Packages Section:**

1. Enabled "Create/Edit Categories" for HR Assistant.
2. Enabled "Create/Edit Multiple Choice - Multiple Select Items" for Standard HR User.
3. Enabled "Create/Edit Multiple Choice - Multiple Select Items" for HR Assistant.

**Competency/Item Library Section:**

1. Enabled "Create/Edit Competencies" for Standard HR User.
2. Disabled "Create/Edit Competency Networks" for Standard HR User.
3. Enabled "Delete Competencies" for Standard HR User.
4. Disabled "Delete Items" for Standard HR user.

**New Hires Section:**

1. Enabled "View Questionnaires" for HR Assistant.

**Notification Templates Section:**

1. Enabled "View Notification Templates" for Standard HR User.
2. Enabled "View Notification Templates" for HR Assistant.
3. Enabled "View Notification Templates" for HR View Only.

**Onboarding Forms Section:**

1. Enabled "View Administrative Forms" for HR Assistant.
2. Enabled "View Benefit Forms" for HR Assistant.
3. Enabled "View Employment Conditions Forms" for HR Assistant.
4. Enabled "View Entrance-On-Duty Forms" for HR Assistant.
5. Enabled "View Investigation Forms" for HR Assistant.
6. Enabled "View Payroll Forms" for HR Assistant.
7. Enabled "View Pre-Employment Forms" for HR Assistant.
8. Enabled "View Security Forms" for HR Assistant.
9. Enabled "View Training Forms" for HR Assistant.

**Position Descriptions Section:**

1. Enabled "View Position Descriptions" for Standard HR User.
2. Enabled "View Position Descriptions" for HR Assistant.
3. Enabled "View Position Descriptions" for HR View Only.

**Requests Section:**

1. Enabled “View Request Documents” for Onboarding Only.
2. Enabled “Edit Request Documents” for Onboarding Only.
3. Enabled “Open Request Documents” for Onboarding Only.

**Users and Permissions Section:**

1. Enabled “View Onboarding User List” for HR View Only.
2. Enabled “View Individual Onboarding User” for Standard HR User.
3. Enabled “View Individual Onboarding User” for HR View Only.
4. Disabled “View Permission Profiles” for Standard HR User.
5. Disabled “View Permission Profiles” for HR Assistant.
6. Disabled “View Permission Profiles” for HR View Only.
7. Disabled “View Permission Profiles” for Onboarding Only.

**Applicants Section:**

1. Enabled “Print Documents” for HM View Only.

- When logging in to USA Staffing Upgrade, users with more than one user type will now be logged in using the most recently used user type.  
[https://help.usastaffing.gov/USAS/index.php?title=Switching\\_between\\_user\\_types](https://help.usastaffing.gov/USAS/index.php?title=Switching_between_user_types) NOR codes have been expanded based on feedback from customers. They are grouped into the categories below to make it easier for HR users to identify the appropriate code to use. The full list of NOR message codes is available on the USA Staffing Resource Center.
  - IA - Ineligible due to Area of Consideration
  - ID - Ineligible due to Declination
  - IF - Ineligible due to Missing Documentation
  - IO - Ineligible due to Other Reason
  - IQ - Ineligible due to Qualifications


[https://help.usastaffing.gov/ResourceCenter/images/3/30/USA\\_Staffing\\_Updated\\_NOR\\_Message\\_Codes.pdf](https://help.usastaffing.gov/ResourceCenter/images/3/30/USA_Staffing_Updated_NOR_Message_Codes.pdf)

- The rules of behavior that are agreed to following the creation of a user account have been updated to include additional information about the use of Applicant Flow Data and USA Hire assessments in the USA Staffing Upgrade.  
[https://help.usastaffing.gov/USAS/index.php?title=USA\\_Staffing\\_Rules\\_of\\_Behavior](https://help.usastaffing.gov/USAS/index.php?title=USA_Staffing_Rules_of_Behavior)
- Users now have the ability to recruit for Interdisciplinary positions in USA Staffing. Users should check the ‘Interdisciplinary’ box on the Position Description section of the Request Information page and

enter a Position Description with two or more series. Rating combinations are created for each series/grade combination, and Interdisciplinary rules are enforced through assessment and referral automatically by the system. Additionally, 'Interdisciplinary' is now included as a Yes/No search for the Assessment Package Templates.

[https://help.usastaffing.gov/USAS/index.php?title=Request\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Request_Information)

## VACANCY

- ☐  **October** - USA Staffing now automatically designates an expiration date for each vacancy. The expiration date is added to the vacancy following the issuance of the first certificate. The date is calculated as 365 days following the issuance of the last certificate. Each time a new certificate is issued, the date recalculates. The date may be updated manually by any user with permissions to update the status of the vacancy. The vacancy will be automatically moved to expired when reaching the expiration date.

<https://help.usastaffing.gov/USAS/index.php?title=Vacancy>

## APPLICANTS

- ☐ The gear icon located on the Applicant Overview page now provides an option for "Send Global Notification." This option will trigger the selection of a notification template to be sent to all applicants to the vacancy. Rules regarding editing of notifications by template type still pertain. This notification capability is intended for use when an entire applicant pool needs to be aware of something, such as the cancellation or extension of an announcement.

[https://help.usastaffing.gov/USAS/index.php?title=Applicant\\_Overview](https://help.usastaffing.gov/USAS/index.php?title=Applicant_Overview)

## ASSESSMENT

- ☐ HR users can now search for an Assessment Package Template by individual assessment name or assessment ID number.

[https://help.usastaffing.gov/USAS/index.php?title=Performing\\_an\\_advanced\\_search](https://help.usastaffing.gov/USAS/index.php?title=Performing_an_advanced_search)

## REPORTS


- Applicant Touchpoints by Vacancy report has added to Cognos. Applicant touchpoints are notifications sent to the applicant, including Acknowledgement, Notification, NOR and Disposition Letters.

<https://help.usastaffing.gov/USAS/index.php?title=Cognos>

- Vacancy notes are now in Cognos, and users can report on this data.

<https://help.usastaffing.gov/USAS/index.php?title=Cognos>

## ADMINISTRATION

- Updated notification and announcement data inserts to account for the internal and external customer names. The previous data insert for "Customer Name" is now labelled "Internal Customer Name." A new data insert for "External Customer Name" was added for use.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding available data insert\(s\) to an announcement template](https://help.usastaffing.gov/USAS/index.php?title=Adding_available_data_insert(s)_to_an_announcement_template)  
[https://help.usastaffing.gov/USAS/index.php?title=Adding available data inserts to a notification template](https://help.usastaffing.gov/USAS/index.php?title=Adding_available_data_inserts_to_a_notification_template)
- Added an additional Tag Type for use called "Mission Critical Occupations." There are six standard system Mission Critical Occupation tags available including STEM and Cyber Security. Custom mission critical tags may be created and used by office.  
[https://help.usastaffing.gov/USAS/index.php?title=Available Tags](https://help.usastaffing.gov/USAS/index.php?title=Available_Tags)
- Added a banner to Applicant Flow Data Only user accounts to warn users creating and managing these accounts that AFD Only users should not be given access to both staffing capabilities and Applicant Flow Data. The use of applicant flow data is to be limited to EEO professionals that are not executing the staffing function in USA Staffing.  
[https://help.usastaffing.gov/USAS/index.php?title=Modifying a user record](https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_user_record)
- We have blocked the use of placeholder text in administrative content that cannot later be updated by HR users during the staffing process. This includes touchpoint notifications and eligibilities.  
[https://help.usastaffing.gov/USAS/index.php?title=Entering placeholder text](https://help.usastaffing.gov/USAS/index.php?title=Entering_placeholder_text)
-  **October** - Custom Tags may now be retired from the Manage Tags section in administration. Retiring tags will not remove a tag from administrative content but will ensure that the tag can no longer be assigned to content in the future.  
[https://help.usastaffing.gov/USAS/index.php?title=Manage Tags](https://help.usastaffing.gov/USAS/index.php?title=Manage_Tags)

## ONBOARDING/NEW HIRE

- Onboarding User types are no longer able to create 'New Vacancy' or 'Additional Selection' requests.  
[https://help.usastaffing.gov/USAS/index.php?title=Manage Permission Profiles](https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles)
- HR Users with permission to manage default settings are able to specify what address should populate for all new hires created within a specific office. Users may specify the Office's address, Customer's address, or a Custom Address.
- These agency specific forms were published: AE 608-20B-R, OPNAV 5239-14, HHS 745, and HHS CMS20037.
- Updated versions of these government-wide forms were published: SF-61 and TSP-19.

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