



USA Staffing[®]
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USA Staffing

Stage Release Notes

Release 11.1 October 25, 2019

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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](#).

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Staffing Functionality

Dashboard

- Added an advanced filtering option titled Invitation/Offer Response. This new option allows HR or Onboarding users to filter new hires based on the response received for invitations or job offers, and quickly find new hires that may need further action or follow-up. The following response types are available:
 - All Responses (default)
 - Contact Requested for Tentative Offer ○ Contact Requested for Official Offer ○ Pending Invitation Response ○ Pending Tentative Offer Response ○ Pending Official Offer Response ○ Declined Invitation ○ Declined Tentative Offer ○ Declined Official Offer ○ Accepted Invitation ○ Accepted Tentative Offer ○ Accepted Official Offer

Applicant List

- Rearranged action buttons on the Applicant List page to place items in a more logical location for use:
 - Moved the “Save List” button to the top of the page.
 - Moved the “Create Stored List” option from the gear icon to a button on the top right of the page, titled “Generate Stored List.”
 - Moved the “Show Application Number” checkbox from the top of the page to the gear icon.
 - Moved the “Display Preferences for Applicant List” button to the certificate’s header.

Certificate

- Added logic to prevent a certificate audit from being completed if no applicants appear on the certificate.

Onboarding Functionality

New Hire

- For each new hire, a single draft can be saved per notification template name. Users will be prompted if an existing draft exists for that template and given the option to create a new draft or edit an existing draft. Users can share the new hire and template name with any other users they wish to have review or send to the new hire.

Forms

- Added the following forms for use in USA Staffing:
 - DFAS DAWIA-1, DFAS DAWIA-2, DFAS DAWIA-3 • Updated
- the following forms currently in USA Staffing:
 - DFAS COEPT-1, DA 5371

Hiring Manager Functionality

Hiring Manager Dashboard

- Added a dashboard to the hiring manager interface. This dashboard includes 4 sections that will allow hiring managers to access information easily and quickly. This functionality will not be deployed to production until we have conducted usability testing and gathered reactions from users. Please share your thoughts and feedback on the new dashboard with your Account Manager!
 - Incomplete Reviews – Incomplete reviews and associated information are listed in ascending due date order and users can click the position title to open the review. Incomplete reviews can be sorted by ascending due date or descending due date.
 - Complete Reviews – Past reviews and associated information are listed in due date order and users can click the position title to open the read only review. Reviews in this table are searchable by position title, review name, and request number and are filterable by review type.
 - My Hires – New Hire records associated with the requests where the user was the “Supervisor” identified after selection and associated information are listed in descending EOD date order. Clicking on the New Hire record opens the request that the new hire is linked to. New Hires in this table are searchable by name, email, and position title.
 - My Hiring Actions - Hiring actions and associated information where the user is the “Requester” are listed in descending creation date order. These Hiring Actions are searchable by position title, request number, and location. Clicking on the Hiring Action record opens it within the Hiring Action context.

Position Description Library

- Created a library for Hiring Managers to search and view position descriptions (PDs) that are published by HR in the Classification module. This functionality will not progress to production until we add business rules that restrict access based on permission profiles. When deployed to production, agency Office Administrators will be able to completely disable hiring manager access to the PD library if they wish.
- Hiring Managers may search for PDs based on the PD number, position title, series, and grade. •
 - Search results include the following: ○ Position Title ○ Pay plan – Series – Grade ○ PD Number ○ A preview of the Introductory Statement, if applicable ○ Last Modified date
 - The ability to view a PDF version of the PD, including all fields entered in the source PD. This is the same ‘View PDF’ option that HR users have within the classification module.

- The ability to view documents attached to the PD

Administrative Functionality

View Agency Forms

- Users with View Tasks permission (under Workflows) will now see a Manage Agency Forms link under the Libraries section in the Administration area. In the new View Agency Forms page users can see a list of all published New Hire forms for each Owning Office to which they have permission. Users can see the Form Number and Form Name, which is a hyperlink to open a PDF version of the form in a separate window.

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](#).