USA Staffing

# Reporting and Analytics Release Notes

**Stage Release Date: September 12, 2019**

**Production Release Date: September 19, 2019**

**OPM** HR SOLUTIONS
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**U.S. Office of Personnel Management**
1900 E Street, NW, Washington, DC 20415

## Reporting and Analytics

**New Hire (End of Day)**

- New Hires namespace
  - New Hire Detail folder
    - New Hire Onboarding Invitations query subject: a new query subject and associated query items was created to enable reporting on onboarding invitations and responses to/from new hires.
      - 'New Hire Onboarding Invitation Date/Time': The timestamp the onboarding invitation was sent to the new hire.
      - 'New Hire Onboarding Invitation Discontinue Reason': The reason provided by the new hire for discontinuing the onboarding process.
      - 'New Hire Onboarding Invitation Response': The new hire's response (e.g., continue, discontinue) to the invitation to onboarding.
      - 'New Hire Onboarding Invitation Response Date/Time': The timestamp of the new hire's response to an onboarding invitation.
      - 'New Hire Onboarding Invitation Sent By Email': The email address of the individual that sent an onboarding invitation to a new hire.
      - 'New Hire Onboarding Invitation Sent By First Name': The first name of the individual that sent an onboarding invitation to a new hire.
      - 'New Hire Onboarding Invitation Sent By Last Name': The last name of the individual that sent an onboarding invitation to a new hire.
      - 'New Hire Onboarding Invitation Sent By Phone Number': The phone number of the individual that sent an onboarding invitation to a new hire.
      - 'New Hire Onboarding Invitation Sent By User Name': The user name of the individual that sent an onboarding invitation to a new hire.

**Staffing Analytics**

- User Licenses namespace
  - User License Detail folder
    - User License Metrics query subject: a new query item was added to enable reporting on whether or not a user has the Applicant Flow Data Access checkbox enabled on their user account. The Applicant Flow Data Access checkbox enables HR Users and Reports Only user types to have access to applicant flow data.
      - 'Applicant Flow Data Indicator': Flag indicating whether a user with a user type other than AFD Only has been granted access to applicant flow data.

**Reports**

- The New Hire Forms Management report was created. This report displays new hires with incomplete forms and the next agency action that needs to be taken for each form. The report can be used to manage new hire forms through the completion process.
  - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire

- The New Hire Detail report was modified. The displays a list of new hires by organization, office, and/or customer. The report was modified to include the option to filter by request creation date and to display a number of additional fields in the report output. New fields added to the report output include: request status, request creation date, request submission date, and the new hire arrival verified task owner.
  - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire