USA Staffing

Production Release Notes

Release 15.5

May 12, 2023

OPM HR SOLUTIONS
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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The ✅ icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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Staffing Functionality

Stored List/Certificates

- When an HR user creates an applicant list and clicks the *Generate Stored List* button, the office *Applicant List Default Setting* for *Retain Saved Lists when Stored Lists are generated* will be applied based on the default setting as follows:
    - If the default setting is toggled off, the Saved List will be converted into a Stored List.
    - If the default setting is toggled on, the Saved List will be retained and the Stored List will be created as a separate entity.

- When an HR user creates an applicant list, selects a *Certificate Type,* and clicks the *Issue Certificate* button, the office *Applicant List Default Setting* for *Retain Saved Lists when Certificates are issued* will be applied based on the default setting as follows:
    - If the default setting is toggled off, the Saved List will be converted into a Certificate.
    - If the default setting is toggled on, the Saved List will be retained and the Certificate will be created as a separate entity.

- Added a *View Certificate Amendments* option under the gear icon on the Certificates page. This option will display when the certificate has been amended to add or remove applicants after issuance. The following information will be displayed in a pop-up modal titled *Certificate Amendments*:
    - If an applicant was added or removed: [Applicant Last Name], [First Name] - [Added to/Removed from] Certificate on [Date and Time].
    - If an applicant's order was changed: [Applicant Last Name], [First Name] - Reordered from [Old value] to [New value] on [Date and Time].
    - **Note:** This functionality will only be available for certificates amended after this change is implemented (not on previously amended certificates). https://help.usastaffing.gov/USAS/index.php?title=Certificate

- The system will ignore any hidden/merged duplicate applications in PA status when a certificate is issued, no longer triggering the 'Pending' status validation for these applications.

- Updated processing of Stored Lists and Certificates with 100 or fewer applicants to occur in real time. Note: Stored Lists and Certificates with 101 or more applicants will continue to be queued up in the background for offline processing.

New Hire

- Updated the *HR Contact* information in the *Onboarding Credentials Registered Successfully Notification* to display based on the following criteria:
    - If a *Process Owner* is assigned to the New Hire record, the message will display the Process Owner's name.
    - If a *Process Owner* is not assigned to the New Hire record created from a Certificate, the message will display the name of the HR User who is listed as the *External Contact* on the job announcement.
    - If a *Process Owner* is not assigned to the New Hire record created from an Onboard New Hire request, the message will display the name of the user who sent the initial notification (Invitation, Tentative Offer, Official Offer). https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

- The following *Authentication/URL Data Inserts* will display as a hyperlink within the body of the email when included in an Invitation, Tentative Offer, or Official Offer notification:

- New Hire Login URL
- Invitation URL
- Tentative Offer URL
- Official Offer URL
  https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire

- Added search options to facilitate the process of searching existing system users/general contacts and entering email addresses into the CC line when sending out Onboarding notifications. https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire

- Added the *Task Result Set* labeled 'Primary Set' to the *System Task Types* listed below, which will allow customers to use the Task Update API or take advantage of the *Task Results Set* assigned to these 13 system-level Onboarding tasks without using the API:
  - Adjudicate Childcare Background Checks
  - Confirm Physical Exam Completion
  - Initiate Background Investigation/Security Clearance
  - Initiate Childcare Background Checks
  - Initiate e-Verify
  - Initiate Physical Exam
  - Initiate Suitability Review
  - Receive Background Investigation/Security Clearance Results
  - Receive Childcare Background Check Results
  - Receive Suitability Review Results
  - Retrieve Drug Test Results
  - Retrieve e-Verify Results
  - Schedule Drug Test
    https://help.usastaffing.gov/USAS/index.php?title=Updating_a_result_in_a_task

- The following form has been added in USA Staffing:
  - PER 12C AOES – Probationary Period SOU

Hiring Manager Functionality

- No Updates.

Administrative Functionality

Announcement Default Settings

- Added the following options to the default *Announcement Number Format* section:
  - Agency Reference Code
    - This data is populated from the *Requesting Customer* indicated on the Request Information page within the Request from which the Vacancy is created.
  - Bargaining/Non-Bargaining
    - This will display as BU or NBU in the *Announcement Number* field as appropriate based on the *Bargaining Unit Position* designation in the Position Settings section on the Vacancy Position Information page.
  - Open Entry Text

- This field has a 9-character limit, including alpha-numeric and the following special characters: # & * ( ) - = : , . / \
    - Pay Plan
        - This data is populated based on the *Pay Plan* selected on the Vacancy Position Information page.
    - Request Number
        - **Note:** The USAJOBS Announcement Number field has a 27-character limit, including dashes. https://help.usastaffing.gov/USAS/index.php?title=Manage_Announcement_Default_Settings

Applicant List Default Settings

- Added a new section titled *Applicant List Defaults*. Users with the *Edit Default Settings* permission will be able to edit the following default setting options:
    - Retain Saved Lists when Stored Lists are generated
    - Retain Saved Lists when Certificates are issued
    - **Note:** Both settings will be defaulted off and any changes made will be captured in *History*. https://help.usastaffing.gov/USAS/index.php?title=Manage_Applicant_List_Default_Settings

Classification Functionality

- No updates.

USA Hire Functionality

- Added an "Assessments are Complete" USA Hire email notification, which is sent to applicants upon completion of all required USA Hire assessments. Also, they will see an updated assessment completion message in their Application Status page when clicking *Track my Application* on USAJOBS. Previously, this notification was only visible in the USA Hire platform upon finishing all required assessments.

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](#).