




USA Staffing Upgrade

Production Release Notes

June 16, 2016

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

SYSTEM

-  July - System users are now allowed to have more than one user type USA Staffing.
 - Human Resources users, Hiring Manager users, and Onboarding users may have one, two, or all three user types assigned to a single account. Each user will log into one user type but may switch between user types by clicking on the arrow next to their user name and selecting "User Type."
https://help.usastaffing.gov/USAS/index.php?title=Switching_between_user_types
 - This change in system functionality has resulted in two additional changes:
 - The Edit User page and the Permissions page have been folded into one single page. A user must be assigned a user type, office/ customer, and permission profile in order to be saved.
https://help.usastaffing.gov/USAS/index.php?title=Edit_User
 - Permissions to view and edit the five different user types have been limited to View and Create/Edit. The remaining permissions no longer work and will be removed in the next production release.

REQUEST


- Added the ability to upload Documents to a request.
 - Documents added to a New Vacancy or Additional Selection request will be added to the Vacancy Case File at the time the request is approved. Documents added to an Onboard New Hire request will be added to the New Hire Documents list at the time the request is approved.
https://help.usastaffing.gov/USAS/index.php?title=Request_Information

VACANCY

- HR users can now see the exact eligibility question language when selecting eligibilities for a vacancy.
https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Eligibilities



ASSESSMENT

-  July - Split out the ability to 'Create/Edit Screen-outs' from the larger 'Create/Edit Assessment Content' in the Assessment Package and Assessment Package Template permissions.
 - Users with the 'Create/Edit Screen-outs' permission enabled and 'Create/Edit Assessment Content' disabled will only be able to build questionnaire items with the 'Screen-out' checkbox checked. Users with the 'Create/Edit Assessment Content' enabled and 'Create/Edit Screenouts' permission disabled will not be able to check the 'Screen-out' box or build screen-out criteria.
https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile

ANNOUNCEMENT

- The Preview Announcement functionality now displays announcement previews in the most recent version of the USAJOBS user interface.
https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text

APPLICANT LIST/CERTIFICATE

- Hiring Manager and HR users can designate 'Alternate Selections' on certificates. Alternate selections are assigned a sequential order of selection (1, 2, 3, etc.) and can be tied to a request number or left unattached. The order of alternate selections will update automatically when a selectee's audit code is removed if the selectee and alternates are linked to the same request number. For example, if a certificate is audited as follows:
 - Request ABC Selectee: Joe ○ Request
ABC Alternate 1: Kristi ○ Request ABC
Alternate 2: Stephanie

When Joe's audit code is changed from 'Selected' to 'Declined,' Kristi will automatically become the selectee and Stephanie will become alternate 1. If Kristi and Stephanie were not tied to Request ABC, they would not update automatically.

https://help.usastaffing.gov/USAS/index.php?title=Designating_alternate_selections_in_an_audit
https://help.usastaffing.gov/USAS/index.php?title=Designating_an_alternate_selection


APPLICANT

- Submission of applications is not allowed until all supporting documents marked as required on the Documents page of the Online Application have at least one document attached.
https://help.usastaffing.gov/Apply/index.php?title=Submitting_your_application

ONBOARDING/NEW HIRE

- HR users can confirm the entry on duty for multiple new hires in a single action from the New Hire dashboard.
https://help.usastaffing.gov/USAS/index.php?title=New_Hires
- Published these agency specific forms: AE 190-45D, AE 608-10-1F, DFAS COEP-1, DFAS COEPT-1, NAF COE-1, NAF MOU-1, NAF SOC-1, NAF IRC 2, SOU 3, SOU 5, USAS CEMD-01.
- Published the new version of the SF-2809 form.

ADMINISTRATION

-  July – Added new fields to the Vacancy Default Settings section of Administration. Each office may now set up default values for the following:
 - Online application confirmation message
 - Applicants may not update assessment responses after submitting an application
 - Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required
 - Appointing Authority vacancy tags
 - Default workflows for vacancies impacted by both New Vacancy and Additional Selection requests
- Combined the Create and Edit permissions into a single Create/ Edit permission for the following administrative system areas:
 - Notification Templates
 - Announcement Templates
 - Announcement Items
 - Position Descriptions
https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile
- Added permissions to the Vacancy and Request sections of the HR User Permission Profiles to enable/disable the ability for a user to change vacancy and request statuses.
https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile
- Updated Position Descriptions to ensure each Position Description has an Owning Office and the ability to add additional tags in accordance with all administrative content in USA Staffing. Also added the ability to assign Customers to a Position Description.
https://help.usastaffing.gov/USAS/index.php?title=Create_Position_Description

REPORTING

- Added the 'Certificate Activity' report to Cognos.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.