



USA Staffing®
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USA Staffing Upgrade

Stage Release Notes

Release 9.4

May 11, 2018

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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 Upgrade 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 Upgrade 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 Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. 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 feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).

Staffing Functionality

- Added an option to increase the number of displayed tasks on the Task Dashboard. If more than 50 tasks are identified based on the filter and search settings, a dropdown box will appear at the bottom of the screen allowing the number of displayed tasks to increase to either 100 or 200.
- Added an option to increase the number of displayed requests on the Request Dashboard. If more than 50 requests are identified based on the filter and search settings, a dropdown box will appear at the bottom of the screen allowing the number of displayed requests to increase to either 100 or 200.
- Refined the permissions settings on the New Hire Dashboard for HR users to only allow access to New Hire records that are assigned to an office to which you have the "View New Hire" permission. Previously HR users could see any New Hire assigned to a Customer that was linked to a permissioned Office.
- Removed the Eligibility Start Date field from the Vacancy's Eligibilities and Ratings page.
- Removed the ability to edit an individual applicant's Eligibility End Date on the Vacancy's Eligibilities and Ratings page. The Eligibility End Date will only change by an applicant updating their online application from USAJOBS or via an HR user change to the Period of Eligibility settings on the Vacancy's Settings page.
- Marked the Promotion Potential field in the Announcement Information page as a required field. The Promotion Potential field must be set equal to or greater than the highest grade assigned to the announcement or USA Staffing will not allow the announcement to be released to USAJOBS.

- Updated character limits for the Education and Summary fields on the Announcement Text page to match the limits established by USAJOBS.
 - Education field character limit has increased from 2,000 to 6,000.
 - Summary field character limit decreased from 2,500 to 500.
- Removed the requirement that the Display Default Education Text box must be enabled in order to release an announcement with text in the Education field. The Education and Display Default Education Text options now operate independently. If the HR user elects not to use either option, USAJOBS will automatically insert a statement suggesting that there is no education requirement for the announcement in the Education section of the JOA.
- Update the release validation messages to allow the use of the “Senior executives – SES Only” hiring path for any announcement and prevent the release of any announcement using the “Senior executive – Other” hiring path. These changes are in anticipation of USAJOBS intention to combine the two hiring paths into a single “Senior executives” hiring path. Please note that there may be some disruption in releasing Announcements with these hiring paths on the Stage environment between May 11 and May 23 as USAJOBS completes their technical changes to combine the two hiring paths.
- Added the following ineligible NOR messages:
 - IAIA: “You were not considered because your application does not show that you meet the eligibility requirements for the Office of Personnel Management's Interchange Agreements With Other Merit Systems.”
 - IASA: “You were not considered because you answered "No" to all eligibility questions for this job opportunity announcement.”
- Updated the way in which email notifications are sent to Hiring Managers and Followers upon the send or recall of a Review.
 - One singular email notification will be sent to each Hiring Manager or Follower for each sent Review, regardless of the number of Requests associated with that Review.
 - One singular email notification will be sent to each Hiring Manager or Follower for each recalled Review, regardless of the number of Requests associated with that Review.
 - Email notifications will be sent to Reviewers or Followers that are added to a Review that has already been sent.
- Updated all system generated notifications that automatically display a user’s telephone number to show the telephone number extension when that extension exists in their user profile.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - DISA Drug, DHS 11000-9, CBPHC 3-1
- Updated the following forms currently in use in USA Staffing:

- OF 306, VA 710, SF 813
- Tax forms for Maine, Missouri, Rhode Island

Hiring Manager Functionality

- Discontinued the PDF conversion of documents uploaded by Hiring Managers to Requests and Reviews. Documents will be stored in their original file type (DOC, DOCX, JPEG, TXT, etc). Uploads will still be limited to the file types currently accepted by USA Staffing.

Administrative Functionality

- Updated Announcement Templates to reflect the changes in character limits introduced on the Announcement Text page. Character limits in the rich text fields of the Announcement Templates will remain three times the limit established by USAJOBS. ○ Education field character limitation has been increased from 6,000 to 18,000.
- Summary field character limitation has been decreased from 7,500 to 1,500.
- Updated the Internal Contact Phone Number and External Number Phone Number data inserts to populate the contact's telephone extension when the associated user account has an extension listed.

Reporting and Analytics

Staffing Reports Package

- Data ○ Applications Namespace:
 - ✦ Added new query items to enable reporting on information about application reviews, submission, and expiration.
- Application Detail folder > Application query subject ○ 'Application Is Expired': Flag indicating an application may no longer be considered for a given position (i.e., the Application Eligibility End Date has passed).
 - 'Application Is Reviewed By': The name (first name last name) of the user that marked an application as reviewed.
 - 'Application Is Reviewed Date/Time': The timestamp of when an application review was completed. ○ 'Application Original Submitted Date/Time': The timestamp of the first time an application was submitted.
 - Certificates namespace:
 - ✦ Added a new query item to enable reporting on the name of the applicant list that was used to create a certificate.
- Certificate Detail folder > Certificate query subject ○ 'Certificate Applicant List Name': Name of the applicant list the certificate was created from.

- ✦ Added new query items to enable reporting on information about application reviews, submission, and expiration.
 - Certificate Detail folder > Certificate Applications query subject
 - 'Certificate Application Eligibility End Date': The last day that an application may be considered for a given position.
 - 'Certificate Application Eligibility Start Date': The first day that an application may be considered for a given position.
 - 'Certificate Application Is Expired': Flag indicating an application may no longer be considered for a given position (i.e., the Application Eligibility End Date has passed).
 - 'Certificate Application Is Followup': Flag indicating that follow up is necessary to complete the application review.
 - 'Certificate Application Is Reviewed': Flag indicating that an application review was completed.
 - 'Certificate Application Is Reviewed By': The name (first name last name) of the user that marked an application as reviewed.
 - 'Certificate Application Is Reviewed Date/Time': The timestamp of when an application review was completed.
 - 'Certificate Application Last Update Date/Time': The timestamp of the last time an application was modified.
 - 'Certificate Application Original Submitted Date/Time': The timestamp of the first time an application was submitted.
 - New Hires namespace:

- ✦ Added new query items to enable reporting on additional dates capturing during the onboarding process.
 - New Hire Detail folder > New Hire query subject
 - 'New Hire Effective Date of Appointment': The effective date of appointment of a new hire as shown on the SF-50.
 - 'New Hire First Log In Date': The date a new hire first logged in.