



USA Staffing[®]
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USA Staffing Production Release Notes

Release 14.9

November 18, 2022

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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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Dashboards

Tasks

- Added a *Show Only Overdue Tasks* filter toggle. When enabled, active tasks with a due date of the previous day or earlier will display.
https://help.usastaffing.gov/USAS/index.php?title=Filtering_tasks
- Updated the *Show Only Favorites* filter from a checkbox to a toggle. When enabled, tasks marked as a favorite via the star icon will display.
https://help.usastaffing.gov/USAS/index.php?title=Filtering_tasks

Requests

- Users will be required to select a workflow when approving a request without a default staffing workflow to help them ensure they do not accidentally approve a request with the wrong workflow.
https://help.stage.usastaffing.gov/USAS/index.php?title=Staffing_Approach
- Reordered the *Workflow* drop-down list alphabetically within an Onboard New Hire request.
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_request

Assessment Package

- Updated the logic that determines when the *Recalculate StdDev and Mean* option is available to be used from the gear icon in the Assessment Package to enable recalculation of these values for vacancies where it was previously calculated. For example, when late filters applied, or additional applicants completed a standardized assessment. This option will be available anytime the Assessment Package contains at least one standardized Assessment Questionnaire or Manual assessment once the announcement was released/opened to USAJOBS, and the *Close Date* has passed.

Applicant Overview

- Added the *Create List* button to the Saved Lists and Stored Lists pages in the Applicant Overview tab and updated the default text when no saved/stored lists are present to "*No Saved/Stored Lists have been created for this vacancy yet. Click the **Create List** button to get started.*" to better inform users.
https://help.usastaffing.gov/USAS/index.php?title=Saved_Lists
https://help.usastaffing.gov/USAS/index.php?title=Stored_Lists

Certificates

- ✓ Added the ability to display key new hire information on the Selections page in the Certificates tab by clicking the *Show New Hire Details* button. This button is visible to HR users with *View New Hire* permission when at least one selection has been audited and has an associated new hire record. When the *Show New Hire Details* button is clicked:
 - The following columns are hidden:
 - Audit Code
 - Return Status
 - Audit Location
 - Series
 - Grade
 - The following columns are displayed:
 - Process Owner

- Tentative Offer
 - Official Offer
 - Start Date
- **Note:** The table can be reverted to its default columns by clicking the *Hide New Hire Details* button. <https://help.usastaffing.gov/USAS/index.php?title=Selections>
- Added the ability to search the selections list by *Selectee Name* (first or last name), *Certificate Number*, or *Request Number* and apply filters. When *Add Filter* is clicked, the following options will display:
 - *Audit Code*
 - *Return Status*
 - *Series* (displays if the vacancy is interdisciplinary)
 - *Grade* (displays if the vacancy includes multiple grades)
 - *New Hire Status*
 - *Process Owners*
 - *Hide Cancelled New Hires*
 - *Show Only Selections without New Hires*
 - *Show Only Duplicate Selections*<https://help.usastaffing.gov/USAS/index.php?title=Selections>

New Hire

- Added the *Question Name* to the *History* entry when a form is returned to a new hire for correction, when viewing the form in the new hire record. https://help.usastaffing.gov/USAS/index.php?title=Viewing_history
- The following forms have been added in USA Staffing:
 - CSOSA/IT-0001 – Request for Computer Access
 - FRTIB FCW – FRTIB Fitness Center Waiver
 - IRS 14767 – Consent to Disclose Tax Compliance Check
- The following forms have been updated in USA Staffing:
 - SOU 5
 - USSC Emergency

Hiring Manager Functionality

- Updated language on the Hiring Manager Applicant List Review pages to align with terminology on the HM dashboard, to include the following changes:
 - Changed page title from *Applicant List* to *Assignment: Applicant List Review*.
 - Added an *Assignment Name* to the header column.
 - Changed *My Assignments* to *Applicant Lists*.
 - Within the instruction pop up, changed *Review Instructions* to *Assignment Instructions*.
 - Within the applicant list Selection Decision modal, changed *Hiring Action Number* to *Request Number*
 - Within the applicant list Selection Decision modal, changed the placeholder text for Hiring Action Number from *Select a request* to *Select a Request Number*.https://help.usastaffing.gov/HiringManager/index.php?title=Applicant_List_Review
- Updated language on the Hiring Manager Panel List Review pages to align with terminology on the HM dashboard, to include the following changes:
 - Changed page title from *Panel Review* to *Assignment: Panel Review*.
 - Added an *Assignment Name* to the header column.
 - Changed *My Assignments* to *Stored Lists*.
 - Within the instruction pop up, changed *Review Instructions* to *Assignment Instructions*.

- Within the panel list, changed *Instructions'* title mouseover from “Clicking this button will show the review's instructions.” to “Click this button to see the panel list instructions.”
- Within the panel list, removed the > *View Lists* after the review name.
- https://help.usastaffing.gov/HiringManager/index.php?title=Panel_Review
- Updated language on the Hiring Manager Job Announcement Review pages to align with terminology on the HM dashboard, to include the following changes:
 - Changed page title from *Job Opportunity Announcement (JOA)* to *Assignment: Job Announcement Review*.
 - Added an *Assignment Name* to the header column.
 - Changed *My Assignments* to *Job Announcement Sections*.
 - https://help.usastaffing.gov/HiringManager/index.php?title=Job_Announcement_Review
- Updated language on the Hiring Manager Position Description Review pages to align with terminology on the HM dashboard, to include the following changes:
 - Changed *Review Instructions* to *Assignment Instructions*.
 - Changed *Instructions'* title mouseover from “Click this button to the review's instructions.” to “Click this button to see the assignment's instructions.”
 - Within the confirmation required instruction pop up, changed text to: “There are other reviewers that have not completed their Position Description Review assignment. If you return this assignment to HR, they will no longer be able to access it. Are you sure you want to return this assignment?” **Note:** This displays when there are at least two reviewers assigned.
 - Changed the *View PD PDF* button title to *Preview as PDF*.
 - Changed the *Return Review* button title to *Return Assignment*.
 - https://help.usastaffing.gov/HiringManager/index.php?title=Position_Description_Review
- Modified the account drop-down options to only display *User Type* and *Tenant* when more than one option is available for selection to eliminate any indication that there are additional options.
 - https://help.usastaffing.gov/HiringManager/index.php?title=Switching_between_user_types
 - https://help.usastaffing.gov/HiringManager/index.php?title=Switching_between_tenants
- When an HM user does not have access to Position Descriptions, the number zero (0) will display in the Position Descriptions tile.
 - https://help.usastaffing.gov/HiringManager/index.php?title=Position_Descriptions

Administrative Functionality

Permissions

- Added *Function* details to the *Changed Field History* entry when changes are made to any child function(s) within the Onboarding Forms/Documents section.
 - https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Classification Functionality

- No updates.

USA Hire Functionality

- Increased the processing frequency for USA Hire applicant order requests to approach real-time. Requests will be processed every 30 seconds (versus every 10 minutes) making it more likely that applicants will be able to start their USA Hire assessments as soon as they've submitted their initial application.
- Updated the applicant *Rating Details* to display the USA Hire battery for each rating combination. The battery-level rating will have a minimum qualifications NOR code as well as an overall USA Hire score, and the assessment-level results can be viewed by clicking the + icon next to the battery name. **Note:** Previously, USA Hire assessments were only visible in the *Rating Details* after the assessments were completed and scores received. With this update, the battery information will always be visible. If scores have not been received and the assessment window is still open, the battery NOR code will be PA. If the assessment window has closed, the battery NOR code will be IOIM.

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

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](#).