



USA Staffing Upgrade

Production Release Notes

December 19, 2015

DASHBOARD

- Add a Task counter on the Dashboard for unassigned tasks. Clicking on this counter will filter the task table to only show unassigned tasks. The 'Review Request' task generated when a request is submitted to HR by a hiring manager is the most common unassigned task. This task can be resolved by reviewing the submitted request, creating vacancies for the appropriate offices, and approving the request.
<https://help.usastaffing.gov/USAS/index.php?title=Tasks>

VACANCY

- Vacancies can now be assigned data tags for specific appointing authorities, such as Title 38, Excepted Service, and Direct Hire.
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Settings>
- Allow HR Users with Admin permissions to set the default acknowledge notification message that is emailed to applicants when an application is submitted. This default is set in Administration > Default Settings.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Vacancy_Default_Settings

ASSESSMENT PACKAGE

- Default all new assessment questionnaire items to be marked as 'Required' for applicants.
- Hid references to assessment types and rating methods that have not been built to minimize user confusion.
- Fixed the 'Complete' filter so that when not selected, Assessment Package Templates of all statuses will be displayed. Previously, completed templates were only displayed when the checkbox was selected.



REVIEWS

- Allow HR Users to share assessment questionnaire content with hiring managers via Reviews. Reviewers can view and provide comments on competencies, items and response options. HR Users may grant Reviewers permission to view, provide text comments & changes, approve, and return to HR.
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_review
- Allow Hiring Managers to generate a printable PDF version of Certificates shared with them via Reviews.
https://help.usastaffing.gov/USAS/index.php?title=Generating_a_printable_PDF_version_of_a_certificate

APPLICANT

- Flag applicants who are missing required documents with a document icon. This icon will soon be displayed on applicant lists and available as a filter.
<https://help.usastaffing.gov/USAS/index.php?title=Applicant>
- Added two new supporting document types - 'Paper Application' and 'Reasonable Accommodation Document.'
<https://help.usastaffing.gov/USAS/index.php?title=Documents>

APPLICANT LIST/CERTIFICATE

- Allows HR Users to customize the certificate fields shown to Hiring Managers when certificates are shared via Reviews. Display option defaults vary by certificate type and include:
 - Final Rating
 - Rating Details
 - Veterans' Preference
 - Eligibilities
 - Assessment QuestionnaireAt the moment these display configurations do not apply to the Certificate Overview or PDF versions of certificates, but will later.
https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information
- Added 'Certificate Type' as a search option for Certificate advanced search.
https://help.usastaffing.gov/USAS/index.php?title=Search_and_Go_To_Field

ONBOARDING

- The 'Transmit Forms to eOPF' task is automatically completed when all forms eligible for transmission have a transmission status of 'Confirmed' or 'Not Transmitted.'
- The 'Transmit Documents to eOPF' task is automatically completed when all documents eligible for transmission have a transmission status of 'Confirmed' or 'Not Transmitted.'
- General Contacts are available for HR to select when identifying HR, Payroll, and Benefits contacts for a New Hire.
https://help.usastaffing.gov/USAS/index.php?title=Assigning_a_contact_to_a_new_hire_record
- Added a 'Tentative Offer URL' and 'Official Offer URL' data insert when creating onboarding notifications. The 'New Hire Login URL' will populate the base URL for the onboarding site when a notification is generated. The 'Tentative Offer URL' and 'Official Offer URL' will generate a temporary link that can be used to register a USAJOBS account for authentication, if one is not already registered.
- Automatically complete the 'Send Tentative Offer' when HR sends a notification with a type of 'Tentative Offer' to a New Hire.
- Automatically complete the 'Send Formal Offer' task when HR sends a notification with a type of 'Formal Offer' to a New Hire.
- Automatically update the 'Initiate Background Investigation/Security Clearance' and 'Send Formal Offer' tasks from 'Pending' to 'Active' when the 'Send Tentative Offer' task is completed.
- Automatically update the 'Confirm Entry On Duty' task from 'Pending' to 'Active' when the 'Send Formal Offer' task is completed.
- Automatically update the status of all 'Pending' or 'Active' tasks to 'Cancelled' when a New Hire record's onboarding status is set to 'Cancelled.'
- Send a system alert to HR Users each time a new hire submits a form to HR.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts
- Published the following government-wide forms: FMS 2231, SF 1152, SF 2808, SF 2809, SF 2823, TSP 3.
- Published the following agency forms: USITC 1, NCUA CUE-MA, NCUA CUE-ACE, NCUA CUE-PA, DEA DDA-1.

NEW HIRE

- Review tasks owned by new hires are automatically completed when all forms linked to the task are marked 'Complete.'
- Form review tasks owned by HR Users are automatically completed when the next agency action is 'Complete.'

- New Hires and HR users are required to confirm that the PDF for a form loaded successfully before they are allowed to perform an electronic action on the form.
- System-level tasks that are assignable by the user and have a purpose of 'Onboarding' can be individually added to a New Hire record.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_task
- When New Hires elect to designate beneficiaries, the total shares for all beneficiaries must equal 100 for each benefit.
- Automatically set the current date when New Hire tasks are changed to 'Complete.' If the user enters a completion date without changing the status, the status is automatically set to complete when saved.

ADMINISTRATION

- The Customer list in Administration now displays CPDF codes. USA Staffing identifies disabled CPDF codes and flags Customers so that users can update them accordingly.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Existing_Customers
- System-level tasks can be added to custom workflows. When the workflow's purpose is 'Staffing,' any task can be added to the workflow. When the workflow's purpose is 'Onboarding,' only onboarding tasks can be added to the workflow.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_task_to_a_workflow
- Added a check to prevent users from editing permissions in their own custom permission profiles.

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