




USA Staffing Upgrade

Sprint 56 Stage Enhancement Notes

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

SYSTEM

- The tool used to process documents submitted with an application and uploaded directly into USA Staffing was enhanced to automatically repair documents that have not processed correctly in the past. This includes fillable forms such as SF-50s. From now on, documents will no longer be stuck in processing status. They will either pass (blue link to access the document) or fail (red text with no link). The technical team will proactively attempt to fix failed documents and enhance the tool as necessary to reduce the instances for document failure in the future. There will be some documents, however, that simply cannot be fixed. HR users must decide how to collect different versions of failed documents from applicants on a case by case basis.
- *  **October** Users now have the ability to recruit for Interdisciplinary positions in USA Staffing. Users should check the 'Interdisciplinary' box on the Position Description section of the Request Information page and enter a Position Description with two or more series. Rating combinations are created for each series/grade combination, and Interdisciplinary rules are enforced through assessment and referral automatically by the system. Additionally, 'Interdisciplinary' is now included as a Yes/No search for the Assessment Package Templates.
https://help.usastaffing.gov/USAS/index.php?title=Request_Information


VACANCY

- HR users may now limit the number of locations that an applicant can select for a given job opportunity announcement. The maximum number of locations can be entered in the Application Processing section of the Vacancy > Settings page. Applicants will be notified of this limitation and may not select more than that maximum number for the given announcement.

APPLICANTS

- Applicant records are now locked from editing for all vacancies that have been moved to a cancelled or expired status. In addition, these vacancies will no longer display the Invite Late Applicants or Announcement Release options.

ASSESSMENT

- *  **October** Added the 'multiple choice – multi-select' response type (i.e. MAMR) for assessment questionnaire items. This response type allows applicants to select all answers that apply.



APPLICANT LISTS/CERTIFICATES

- Users may delete saved applicant lists from the Applicant Overview > Saved Lists page. Issued certificates may not be deleted.

REPORTS

- Created The Areas of Waste report which identifies cancelled Vacancies, Certificates without selection, and recalled Reviews grouped by Organization and Office.
- Created the eOPF Transmission Report which displays the status of the transmission of eOPF Documents and Forms.
- Added the reason for cancelling a request or vacancy to Cognos to make it is a reportable item.

ADMINISTRATION

- The Position Information page of the Position Description was updated to include whether the position is a Testing Designated Position and what classification standard was used for the PD (the only option is Factor Evaluation System right now, but the options will be expanded in the future).
- The Position Information page of the Position Description was updated to include hyperlinks to instructions on the FLSA designation and determining position sensitivity.
- Special characters comma (,), forward slash (/), and back slash (\) are now allowed in Customer names.

ONBOARDING/NEW HIRE

- Onboarding Users now see the Tasks tab on the Dashboard when they login. The tab will only display tasks with a purpose of 'Onboarding' since they cannot perform staffing functions.
- An informative error message displays when Tasks cannot be deleted in Admin because they are linked to a Workflow. The message will inform the user that the task is used by one or more workflows (including listing the workflows) and advise them to remove the Task from the workflows so the Task can be deleted.
- The SSN and DOB for a New Hire will be sent as part of the Task Status updates in RPI after the USAS PSF-01 form reaches a 'Complete' status. The data will be sent in all status updates afterwards, so the personnel systems can digest the information to create the employee record as their business rules require.
- Questionnaire items with a New Hire record are pre-populated using the defaults set in Admin for the Customer and Office the New Hire record is related to. The defaults are: Contacts, Organization Structure, and Agency Address.

* - These items are already released to Production, but they were not included in previous Stage Enhancement Notes

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