

USA Staffing Task Statuses and Triggers

System Task Types and Corresponding Trigger(s)

This document details all system task types which have predetermined logic (i.e., triggers) to move the task from assignment to completion or cancellation. You will find the task type, beginning and new statuses, and Task Owner associated with each trigger action.

We've also noted when you should not add the system task to custom workflows by flagging it with an asterisk. Instead, allow the system to automatically assign those flagged tasks using predefined logic. For those tasks not marked with an asterisk, you may consider adding them to a custom workflow however, it may be duplicative of other system tasks automatically assigned to the record in the scenarios outlined in the table. If these tasks are added to your custom workflow(s), you should not add a task rule set for activation and instead should allow the system to automatically activate the task based on predetermined system logic as identified in this table. Lastly, when a Request which is associated with two or more vacancies reaches a complete state, all pending and active tasks linked to the vacancy(ies) where the selection was not made, the corresponding tasks are then cancelled automatically by the system.

Task Type	Beginning Status	Trigger(s)	New Status	Default Owner
Review Request*	None	Request is submitted to HR	Active	Unassigned
	Active	Request is approved	Complete	HR User who approved the Request
	Active	Request is deleted	Complete	HR User who approved the Request
Complete Assessment Package	None	Request is approved	Active	HR User who approved the Request
	Active	Assessment Package is completed for the first time	Complete	HR User who approved the Request
	Active	A completed Assessment Package Template is copied into the Vacancy	Complete	HR User who approved the Request
	Complete	Assessment complete check box is unchecked	Active	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Return Review*	None	Review is created	Pending	Unassigned
	Pending	Review is sent	Active	First reviewer with 'Return to HR' permission
	Active	Review is returned to HR	Complete	First reviewer with 'Return to HR' permission
Release Announcement	None	Request is approved	Active	HR User who approved the Request
	Active	Announcement is released to USAJOBS for the first time	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request

Task Type	Beginning Status	Trigger(s)	New Status	Default Owner
Update Announcement	None	Announcement is saved after it has been released to USAJOBS	Active	HR User who saved the announcement
	Active	Announcement is re-released to USAJOBS	Complete	HR User who saved the announcement
Review Applicants	None	Request is approved	Pending	HR User who approved the Request
	Pending	Announcement closes	Active	HR User who approved the Request
	Pending	Request is approved and linked to a vacancy which has already closed	Active	HR User who approved the Request
	Active	Certificate is issued	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Issue Certificates	Pending	Certificate is issued	Active	HR User who approved the Request
	Pending	Request is approved and linked to a vacancy which already has a referred certificate	Active	HR User who approved the Request
	Active	Certificate is sent in a Review	Complete	HR User who approved the Request
	Complete	Review is recalled	Active	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Send Certificates	Pending	Certificate is issued	Active	HR User who approved the Request
	Active	Certificate is sent in first Review	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Notify Applicants of Referral	None	Request is approved	Pending	HR User who approved the Request
	Pending	Certificate is issued	Active	HR User who approved the Request
	Active	First 'Notice of Referral' notification is sent for first list (regardless of recall and re-issue)	Complete	HR User who approved the Request
	Active	'Notice of Referral and Notice of Results' notification sent	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Make and Return Selections	None	Request is approved	Pending	Hiring Manager (HM) User who submitted Request
	Pending	Certificate is sent in a Review	Active	HM User who approved the request and each HM User with permissions to make selections and "Return to HR" in an Applicant List Review
	Active	Certificate Review is returned with selection(s)	Complete	HM User who submitted Request
Audit Certificates	Pending	Certificate Review is returned to HR	Active	HR User who approved the Request
	Pending	After previously 'Audit Complete' checkbox is unchecked	Active	HR User who approved the Request
	Active	A certificate audit is marked complete ('Audit Complete' checkbox)	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request

Task Type	Beginning Status	Trigger(s)	New Status	Default Owner
Notify Applicants of Referral Disposition	Pending	Certificate review is returned to HR	Active	HR User who approved the Request
	Active	First Notice of Disposition notification is sent	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Send Invitation	None	HR assigns the Task to a New Hire	Active	HR User who assigned the Task
	Active	'Invitation' notification is sent to the New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Receive Invitation Response	None	HR assigns the task to a New Hire	Active	HR User who assigned the Task
	Active	'Accept' or 'Decline' response submitted by New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Send Tentative Offer	None	HR assigns the Task to a New Hire	Active	HR User who assigned the Task
	Active	'Tentative Offer' notification is sent to the New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Receive Tentative Offer Response	None	HR assigns the task to a New Hire	Active	HR User who assigned the Task
	Active	'Accept' or 'Decline' response submitted by New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Initiate Background Invest/Security Clearance	None	HR assigns the Task to a New Hire	Active	HR User who assigned the Task
	Pending	'Tentative Offer' notification type is sent to New Hire	Active	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Establish Projected Entry on Duty Date	None	HR assigns the task to a New Hire	Active	HR User who assigned the Task
	Active	HR saves a Projected Entrance-On-Duty Date in the Position Information Questionnaire	Complete	HR User who assigned the Task
	Complete	HR removes a previously saved Projected Entrance-On-Duty Date in the Position Information Questionnaire	Active	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Verify Selective Service System Registration*	None	New Hire returns the OF-306 and indicates they were born a male after Dec. 31, 1959	Active	Onboarding Process Owner
	Active	System interconnection returns a Task Result of 'Verified'	Complete	System Interconnection
	Active	HR or Onboarding User modifies the Task Result after a response is returned by the interconnection	Complete	HR or Onboarding User who completes the task
Send Official Offer	Pending	'Tentative Offer' notification is sent to New Hire	Active	HR User who assigned the Task
	Active	'Official Offer' notification is sent to New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Receive Official Offer Response	None	HR assigns the Task to a New Hire	Active	HR User who assigned the Task
	Active	'Accept' or 'Decline' response submitted by New Hire	Complete	HR User who assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	

Task Type	Beginning Status	Trigger(s)	New Status	Default Owner
Verify the New Hire Arrived for their First Day of Duty	Pending	'Official Offer' notification is sent to the New Hire	Active	HR User who approved the Request
	Active	HR manually completes the Task	Complete	HR User who approved the Request
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Set Document Type for New Hire Documents	None	HR adds a document 'from USA Staffing' to a New Hire without a document type assigned (i.e., from Vacancy, Request, PD, or Application)	Active	HR User who added the document
	Active	HR sets a document type to all documents in a New Hire currently without a type assigned	Complete	HR User who assigned a document type
	Active	HR deletes all documents without a type assigned	None	
	Complete	HR adds another document 'from USA Staffing' without a document type assigned to a New Hire that previously had all documents identified with types	Active	HR User who added the document
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Transmit Forms to eOPF*	None	System determines there is at least one form has a Transmission Status of 'Ready to Transmit'	Active	Onboarding Process Owner. If no Process Owner is set, HR User or Onboarding User who accepted/signed the form becomes the task owner.
	Active	System determines all forms eligible for transmission to eOPF have a Transmission Status of 'Confirmed' or 'Elected Not to Transmit'	Complete	Onboarding Process Owner. If no Process Owner is set, HR or Onboarding User who accepted/signed the form becomes the task owner.
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Transmit Documents to eOPF*	None	System determines there is at least one document has a Transmission Status of 'Ready to Transmit'	Active	Onboarding Process Owner. If no Process Owner is set, HR or Onboarding User who set the document type becomes the task owner.
	Active	System determines all documents eligible for transmission to eOPF have a Transmission Status of 'Confirmed' or 'Elected Not to Transmit'	Complete	Onboarding Process Owner. If no Process Owner is set, HR or Onboarding User who set the document type becomes the task owner
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	

Table: Task types with status, trigger(s) and owner details