



USA Staffing Upgrade

Production Release Notes

August 1, 2015

SYSTEM

- Accounts that have not been accessed in 35 days will be set to “inactive” status. This enforces a new security requirement that changed the period of inactivity from 60 to 35 days. Users must reset their passwords to reset their status to “active.” No helpdesk or admin user assistance is required.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Users
- A “link” icon is displayed next to selections that open new pages to improve usability of search results.

VACANCY

- Certain sections of a vacancy are locked from editing after the announcement has been released and opened on USAJOBS, including: position information, required/allowed supporting documents, eligibilities, selected vacancy settings (USAJOBS apply online, application processing and demographic data sections), and selected announcement fields (announcement number, work schedule, announcement questionnaire, and locations).

ASSESSMENT PACKAGE

- Documents can be uploaded to the job analysis page of assessment packages and assessment package (AP) templates and stored along with other vacancy case file documents. If an AP template is selected for use in a vacancy, all documents included in the template will be added to the vacancy’s case file docs.
[https://help.usastaffing.gov/USAS/index.php?title=Uploading a document to a job analysis](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_job_analysis)
[https://help.usastaffing.gov/USAS/index.php?title=Uploading a document to an assessment package template job analysis](https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_an_assessment_package_template_job_analysis)

REVIEW

- The “Add Reviewer” pop-up is now filterable by name and email address.
[https://help.usastaffing.gov/USAS/index.php?title=Adding a reviewer to a request](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_reviewer_to_a_request)



APPLICANT INTERFACE

- Some production-environment applicants will receive requests to complete a Foresee survey to assess the usability of the application process. This survey is equivalent to the information collected from applicants in the legacy system.
- Applicants can view the notifications they have been sent from their application status page (accessed through the USAJOBS “More Information” link). https://help.usastaffing.gov/Apply/index.php?title=Application_Status

APPLICANT LIST/CERTIFICATE

- Revised several fields on the hiring manager view of certificates within reviews to remove terminology specific to HR.
https://help.usastaffing.gov/USAS/index.php?title=Opening_a_certificate

ONBOARDING

- HR Users can search and filter task definitions (formerly called task templates) from the ‘Manage Tasks’ link in Administration. Both the task and workflow management pages open in their own tabs now. https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks
- HR Users can identify specific questionnaire items that need to be corrected by a New Hire after forms have been submitted to HR. The system will automatically return all forms that include the specified items to the New Hire to correct and re-submit.
- Additional data inserts are available for New Hire notifications, including: supervisor, onboarding process owner, benefits contact, payroll contacts, and HR contacts. These data inserts populate based on the values selected on the New Hire ‘Overview’ tab.
- New Hire records are automatically created for applicants with a “Hired” return status when a certificate audit is completed by HR and all required fields are entered. Required fields include: Audit Code (selected), Return Status (hired), Request Number, Location, PD Number, and Series.
- HR Users can manually update the status of HR and New Hire tasks associated with a New Hire record.
- HR Users can upload documents directly from the Documents page of the New Hire Assignments tab.

NEW HIRE

- The OCHR-EOD 02, OCHR-EOD-03, TSP 19, and W-4 forms are published and can now be assigned to New Hires for completion.

ADMINISTRATION

- Items created in competency networks are available for use in assessment questionnaires. This includes items linked to competencies (i.e., used for rating) and items identified as screen-outs.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Competyency_Network
- Updated competency library and certificate permissions.
- Created a process to bulk-load customers and HR users from an Excel file into an organization.

REQUEST PROCESSING INTERCONNECTION (RPI)

- Request Status is updated from “Selection Made” to “Complete” when the “Confirm Entry on Duty” task is completed.
- Promotion potential can be passed through the RPI.

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