USA Staffing

Production Release Notes

Release 13.4

September 24, 2021

OPM HR SOLUTIONS
by government, for government

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon ✅ which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

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Staffing Functionality

Requests

- Updated default workflow functionality in the New Hire page when creating an Onboard New Hire request.
  - When there is a single option available in the *Office* field, the option is selected, and the field is disabled. Otherwise, no option is selected by default and the field is enabled for edit.
  - When an office is selected, the *Workflow* field will populate with a list of Onboarding workflows available for the selected office.
    - If a default Onboard New Hire workflow has been indicated, it will be pre-populated once the office is selected.
    - If no default Onboard New Hire workflow exists, the *Manual Onboarding* system level workflow will be pre-populated.
    https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_request

- Granted users with *Edit Request Status* permission the ability to update the request status from *Incomplete* to *Request Cancelled*. Updating the *Status* prompts users to select a cancellation reason.
  https://help.usastaffing.gov/USAS/index.php?title=Cancelling_an_incomplete_request

Vacancy

- When linking *Additional Selection* requests to an existing vacancy, the system will automatically add any new request customers to the *Customers* field in the Position Information page. This helps ensure the *Customers* field reflects customers associated with the vacancy without additional effort. Changes made will be captured in *History*.
  https://help.usastaffing.gov/USAS/index.php?title=Linking_an_additional_selection_request_to_a_vacancy
  https://help.usastaffing.gov/USAS/index.php/Vacancy_-_Position_Information

Announcement

- Added a warning banner message to the Announcement Information page when users update the contact information after the announcement has been released to USAJOBS to remind users to select *Update to USAJOBS* to apply changes made after the announcement was last released. **Note:** This step is required to apply and publish any changes made after an announcement has been released to USAJOBS and is crucial to ensure proper processing of applications received.
  https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information

Applicant Overview

Applicant Record

- Added an asterisk to denote all required questions in the Eligibilities and Preferences sections within an applicant record for improved usability.
  https://help.usastaffing.gov/USAS/index.php?title=Application

Stored List

- Added the ability to rename Stored Lists for users with *Create/Edit/Refresh Applicant List* permission.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_panel_review

- Added the ability to create a panel review directly from a stored list by selecting the *Create Review* option from the gear icon.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_panel_review

- Added the ability to select multiple stored lists and create a panel review that includes all selected stored lists on the Stored Lists page.

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

- Updated the *Review* column on the Stored Lists page to display both the number and status of reviews associated with each Stored List. When clicking the link in that column, a popup will appear with the review details, including the *Review Name, Status, Due*, and *Completed* dates for each review.
https://help.usastaffing.gov/USAS/index.php?title=Stored_Lists

Certificates

- Added *Announcement Location* to the certificate filter options. This simplifies the audit process when a certificate is issued for multiple locations.
https://help.usastaffing.gov/USAS/index.php?title=Applicant_List

Reviews

- Added *Hiring Manager User* and *Onboarding User* as additional *User Type* options when adding followers to a review. *Human Resources User* is selected by default.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_follower_to_a_review

Onboarding Functionality

New Hire

- Added the following forms in USA Staffing:
  - BPA ISBC   BPA Initial Security Briefing Certificate
  - PSA PEI   Pre-Employment Inquiry Form
  - USAGM e-QIP   e-QIP Initiation Form
  - USAGM IRS Consent IRS Consent Form
  - USM DUSM MOU   DUSM Memorandum of Understanding
- Updated the following forms in USA Staffing:
  - Tax CA
  - TSP 1

Hiring Manager Functionality

- Added the *Location Label* located in the Announcement Location page to the Hiring Manager Dashboard, Stored List Panel Reviews and Applicant List Certificate Reviews. This information will display in Label, City, State format.
https://help.usastaffing.gov/HiringManager/index.php?title=Dashboard

- Removed the "*Do you want to use the position description from the original request?*" question and designated the *Position Description* field as required when creating an Additional Selection request for consistency across all request types.
https://help.usastaffing.gov/HiringManager/index.php?title=Creating_a_request_for_an_additional_selection

Administrative Functionality

Users

- Added the ability to add *Notes* to user accounts. This will enable users with *Manage Notes* permission to document account updates, such as why an account was retired or reactivated.
https://help.usastaffing.gov/USAS/index.php?title=Adding_an_internal_note
https://help.usastaffing.gov/USAS/index.php?title=Viewing_notes

- Added a *History* entry when the email address is updated for a user account. If the user has multiple user accounts in different tenants, the *History* entry is added to each tenant.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- Created a system notification to be sent when an account is reactivated. This email lets the user know their account has been reactivated and directs them to the login page where they can reset their password to login.
https://help.usastaffing.gov/USAS/index.php?title=Reactivating_a_retired_user_record

Permissions

- Updated the *View Position Descriptions* permission definition to "Enables user to view position descriptions and associated position description reviews within the library.", which better describes this permission.
https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile

Customers

- Made the following usability improvements to the Customer Information page:
  o Reordered fields to provide a more logical flow when creating/editing a customer.
  o Updated section label from *Account Settings* to *Organization Details*.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_Customer

Competency Network

- Added the following HR Manager competency networks to the Competency Network Library for wage grade positions:
  o Ammunition, Explosive, And Toxic Materials Work (6500)
  o Armament Work (6600)
  o Warehousing And Stock Handling (6900)
  o Plant And Animal Work (5000)
  o Miscellaneous Occupations (5200)
  o Industrial Equipment Maintenance (5300)
  o Industrial Equipment Operation (5400)
  o Transportation/Mobile Equipment Operation (5700)
  o Transportation/Mobile Equipment Maintenance (5800)
  o Packing And Processing (7000)
  o Laundry, Dry Cleaning And Pressing (7300)
  o Food Preparation And Serving (7400)
  o Personal Services (7600)
  o Fluid Systems Maintenance (8200)
  o Engine Overhaul (8600)
  o Aircraft Overhaul (8800)
  o Miscellaneous Film Processing (9001)
  o Film Assembling And Repairing (9003)
  o Motion Picture Developing/Printing Machine Operating (9004)
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network

Tasks

- Created a system-level task titled *Complete Human Resources Questionnaire* for onboarding purposes. **Note:** This task will be automatically assigned by the system to all new hire records upon record creation in a future release.
https://help.usastaffing.gov/USAS/index.php?title=Manages_Task_Template_Tasks

- Updated the error message presented when users with the appropriate permission attempt to delete a task template if it has been assigned to a new hire record. The following message will display: "*This task template is currently assigned to a new hire and cannot be deleted.*" to better clarify why the task cannot be deleted. https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_task_template

- The *Issue Certificate* task will remain in *Complete* status when a review is recalled. https://help.usastaffing.gov/USAS/index.php?title=Workflow_Manage_Tasks

Classification Functionality

- No updates.

USA Hire Functionality

- No updates.

Reporting and Analytics

- Deployed the API Developer Platform along with APIs for Time to Hire, Organization, Office, and Customer data. The API Developer Platform https://developer-stage.usastaffing.gov/ provides customers with details about USA Staffing's interconnections, completing security paperwork, implementation instructions, technical documentation for the Data APIs, and Frequently Asked Questions. The technical documentation and data definitions tabs include details for all Data APIs (currently deployed and coming soon) to assist with planning. Future notes on new API's will appear in the Reporting and Analytics Release Notes.
- Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.