



## USA Staffing Upgrade

# Production Release 6.8

May 21, 2016

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


### SYSTEM

- Offices and Organizations that a user does not have permission to view are now hidden from the 'Tag' dropdown.  
<https://help.usastaffing.gov/USAS/index.php?title=Tags>
- Complete and Cancelled tasks are no longer included in the 'Unassigned' task count displayed on the Dashboard page.  
<https://help.usastaffing.gov/USAS/index.php?title=Tasks>


### REQUEST

- Added – (hyphen) as a valid character for Position Titles.  
[https://help.usastaffing.gov/USAS/index.php?title=Create\\_Request\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Create_Request_Information)

### VACANCY

-  July - HR Users can create custom tasks for a vacancy from the Vacancy Case File page to track deviations from the normal workflow. Tasks defined in Administration with a purpose of 'Staffing' are available to add.  
[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_task\\_to\\_a\\_vacancy](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_task_to_a_vacancy)

### ASSESSMENT PACKAGE

-  April - Allowed customization of questionnaire response option base values by rating combination. Rather than forcing the same set of response option values for all rating combinations covered by a questionnaire, users can specify unique values for each series/specialty/grade combination. The ability to specify response option values moved from the Assessment Questionnaire page to the Rating Combination page. To enter or edit response values, click on a competency to trigger the Item Weight popup and use the [ + ] to expand the item you wish to edit. The 'Apply to all Rating Combinations' checkbox allows you to automatically apply changes to every rating combo covered by the questionnaire. You must save in order for changes to take effect.



[https://help.usastaffing.gov/USAS/index.php?title=Item\\_Weights](https://help.usastaffing.gov/USAS/index.php?title=Item_Weights)

- Updated the Assessment Questionnaire builder page with a ‘Select All’ option. To delete, select ‘Delete’ from the Apply Action button below the questionnaire rather than clicking the (X) next to each individual item.

[https://help.usastaffing.gov/USAS/index.php?title=Deleting\\_multiple\\_assessment\\_questionnaire\\_items](https://help.usastaffing.gov/USAS/index.php?title=Deleting_multiple_assessment_questionnaire_items)

- Screen-outs now show the full item text within the ‘Add Screen-out’ popup so that you don’t accidentally select the wrong item. Click the item number dropdown to expand the full text.
- Test Scenarios now show the full item text so that it’s easier to pick the correct response option. Click on an item to expand the preview when selecting response options.

[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_test\\_scenario\\_to\\_an\\_assessment\\_package](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_test_scenario_to_an_assessment_package)

## ANNOUNCEMENT

- When creating an announcement questionnaire, multiple items can be selected from the library at once.

[https://help.usastaffing.gov/USAS/index.php?title=Adding\\_multiple\\_announcement\\_questionnaire\\_items\\_from\\_the\\_item\\_library](https://help.usastaffing.gov/USAS/index.php?title=Adding_multiple_announcement_questionnaire_items_from_the_item_library)

## APPLICANT LIST/CERTIFICATE

- Clicking ‘Save List’ will now save the **filters** that have been applied to a list instead of the **applicants** on the list. This means that if you save a list with 10 applicants on Monday, and 2 more people apply that night that meet your filter criteria, there will be 12 applicants on your list when you open it Tuesday. This change was made to improve performance of high-volume vacancies.

[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

- Any change that causes the list to refresh (adding/removing filters, moving to a new page, etc.) pulls from the **entire** applicant pool, not just the applicants on the current list. This means that if you save a list with 10 applicants, and then add a filter, any applicant who meets the new filter criteria will be added. Previously, when you saved a list with 10 applicants, then added a filter, we only considered those original 10 applicants in the result.


[https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

- Certificates are now processed offline. When you issue a certificate, the system will take you to the Certificate Overview page, where the certificate will show as ‘Certificate (Processing)’ until it is finished processing. Refresh the page to update with the link to open the issued certificate. This change was made to improve performance of high-volume vacancies.

[https://help.usastaffing.gov/USAS/index.php?title=Certificate\\_Overview](https://help.usastaffing.gov/USAS/index.php?title=Certificate_Overview)

- ‘Random Number’ now uses the application number instead of the tiebreak number to order tied applicants. [https://help.usastaffing.gov/USAS/index.php?title=Create\\_List](https://help.usastaffing.gov/USAS/index.php?title=Create_List)

## APPLICANT

-  July - HR users can create new applicant documents from existing documents to hide specific pages or separate documents that were uploaded in a single file. Click the 'Separate Pages from Document' icon, specify a name, type, permissions and specify the pages to be included in the new document. [https://help.usastaffing.gov/USAS/index.php?title=Separating\\_pages\\_from\\_an\\_uploaded\\_applicant\\_document](https://help.usastaffing.gov/USAS/index.php?title=Separating_pages_from_an_uploaded_applicant_document)

## ONBOARDING/NEW HIRE

- HR users can batch multiple forms for multiple new hires into a single PDF file in a single action. [https://help.usastaffing.gov/USAS/index.php?title=New\\_Hires](https://help.usastaffing.gov/USAS/index.php?title=New_Hires)
- Allow HR users to enter notes regarding the onboarding process for a new hire. The notes are accessible from every tab and sub-page within the new hire record. Users with permission to administer permission profiles can now grant or deny permission for onboarding type users from creating, deleting, or viewing notes. [https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_new\\_hire\\_note](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_note)  
[https://help.usastaffing.gov/USAS/index.php?title=Deleting\\_a\\_new\\_hire\\_note](https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_new_hire_note)  
[https://help.usastaffing.gov/USAS/index.php?title=Viewing\\_a\\_new\\_hire\\_note](https://help.usastaffing.gov/USAS/index.php?title=Viewing_a_new_hire_note)
- HR users can view new hires' responses to the 'Tentative' and 'Formal Job Offers' on the Overview tab of a new hire record. [https://help.usastaffing.gov/USAS/index.php?title=New\\_Hire\\_Overview](https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview)
- Updated the document type dropdown displayed to HR users when uploading documents into a new hire record. It now displays the form number and form name and filters the list based on free-form keyword searches. [https://help.usastaffing.gov/USAS/index.php?title=Adding\\_a\\_new\\_hire\\_document](https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_document)
- Updated the language in the Return for Correction notification to inform the new hire that they may need to re-sign and submit additional forms other than the one identified in the notification. [https://help.usastaffing.gov/USAS/index.php?title=Returning\\_a\\_submitted\\_form\\_to\\_a\\_new\\_hire\\_for\\_correction](https://help.usastaffing.gov/USAS/index.php?title=Returning_a_submitted_form_to_a_new_hire_for_correction)
- HR users cannot set the Effective Dates for files being transmitted to eOPF in a single action. They will still have the option to set them individually. [https://help.usastaffing.gov/USAS/index.php?title=Transmitting\\_a\\_form\\_to\\_the\\_eOPF\\_queue](https://help.usastaffing.gov/USAS/index.php?title=Transmitting_a_form_to_the_eOPF_queue)
- HR users and new hires are now restricted from manually completing the Transmit to eOPF, Form Review, and Complete Questionnaire task types, since those should only be completed by the system. [https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Tasks](https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks)
- Added validation to tasks related to a new hire record to restrict HR's ability to enter a blank completion date for a previously completed task.

## REPORTS

- Removed applicant SSN and Date of Birth from all reports in Cognos. <https://help.usastaffing.gov/USAS/index.php?title=Cognos>

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