



USA Staffing®
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USA Staffing Upgrade

Production Release Notes

Release 8.0

April 29, 2017

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade 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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.

This USA Staffing Upgrade Stage Release Notes document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage environment. 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 feature that was previously identified in the "Feature

Planning' section of the Feature Planning & Glossary document found on the [USA Staffing Upgrade Resource Center](#).

Staffing Functionality

- Enabled the return of a submitted Onboard New Hire request to an incomplete status so Hiring Manager Users can make necessary changes and resubmit the request.
https://help.usastaffing.gov/USAS/index.php?title=Hiring_Manager_-_Request
- Added the 00 grade option to all pay plan and series combinations. Previously the 00 grade was available on a limited number of pay plan and series combinations.
https://help.usastaffing.gov/USAS/index.php?title=Request_Information
- Updated the save options on the Announcement Item and Announcement Screen-out creation pop-up to allow in-page saves to be similar to the assessment item creation pop-up. This allows a user to add multiple custom questions or screen-outs at once.
https://help.usastaffing.gov/USAS/index.php?title=Adding_an_announcement_questionnaire_item
- Added two additional ineligible rating code options:
 - IONG: You were not considered because you indicated that you do not meet the National Guard military requirements for this position.
 - IQVA: You were not considered because you did not obtain a sufficient score on the voice assessment.
https://help.usastaffing.gov/USAS/index.php?title=Eligibilities_and_Ratings

- USAJOBS made a significant change to the way job seekers search for announcements. The execution of searches is now much more reliant on the text provided in the “Who May Apply” Override section on the Announcement Text page. Please make sure you have reviewed the guidance sent by the USAJOBS Program Office and update your announcements and announcement templates appropriately. There were no functionality changes required for USA Staffing to adapt to this change. If you did not receive the guidance from USAJOBS, please let your USA Staffing Account Manager know.
<https://www.usajobs.gov/Help/how-to/search/>

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - Maryland State Tax Form, Hawaii State Tax Form ○
SF 813, SSA Bilingual
- Updated the following forms already available in USA Staffing: ○ NAF ICR 1, NAF ICR 2, NAF ICR 3 ○ USAS CEMD 01, DA 3437
- Removed the Postal Code from the list of fields required by an applicant in order to log in to their New Hire account. Some countries do not have postal codes creating an unnecessary burden for New Hires in those countries trying to establish their identity for onboarding purposes.

Hiring Manager Functionality

- None

Administrative Functionality

- Added an Instructional Template Sub-Type to Instruction Templates. This sub-type will allow additional filtering capabilities when selecting the correct template for use with Certificate or Review Instructions when that functionality is completed shortly.
- Updated the Competency Bulk Load File capability to allow the loading of additional assessment item response types including Calendar, Narrative, Short Answer, and Multiple Choice Multi Select.

Reporting and Analytics

- Added the ability to view Hiring Manager users by Customer in the User License analytics data. ✓
- Streamlined access to analytical data through a single Cognos package. This required restructuring the current Cognos folder structure inside the Analytics section of Cognos. All reports, including those in user’s “My Folder” were pointed to the newly established package in order to eliminate disruption in the future.