



USA Staffing Upgrade


Sprint 53 Stage Enhancement Notes

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


REQUEST

- The 'Position Title' field now allows these special characters: ampersand (&) and underscore (_). The 'Position Description Number' field now allows these special characters: underscore (_) and space ().

APPLICANT LIST/CERTIFICATE

-  July - HR users can create new requests from a certificate to link to additional selections. Selectees must be associated with a request number in order to trigger the onboarding process, so in vacancies where multiple selections are being made, HR users can create additional requests during the audit to link to these selectees.
 - The supplemental requests copy information from the original 'New Vacancy' request. Some fields, such as Customer and Requester, can be edited.
 - Up to 10 additional requests can be created at once.
 - Additional requests that are created but not approved can be viewed from the 'Show Additional Requests' button on the certificate.
 - This option is hidden from requests created from an interconnection.

ASSESSMENT


-  July - Users can build custom response options for items created in competency networks. This allows agencies to establish a library of competency networks to cover minimum qualifications questions and to add items to the library that do not use one of the default rating scales.
 - To add a custom response option, click on the linked competency title. This will trigger a pop-up where response options and base values can be added.
 - Competencies can now be edited by clicking on the 'Edit' icon next to the competency name.

REPORTS


- Added applicant Scores to Cognos. These are now reportable.
- Added New Hire Status to Cognos. It is now reportable.



ADMINISTRATION

-  **July** - The USA Staffing program office now has the ability to change the email address for an existing user account. If users have a new email account and would like their USA Staffing account to be updated to reflect their new email address, please contact the USA Staffing Help Desk to have the email address updated.
- Custom permission profiles tagged with an organization can now be assigned to any user within that organization.

ONBOARDING/NEW HIRE

-  **July** - Enabled attachment of documents to new hire notifications.
- Updated the New Hire welcome page to indicate whether the new hire has received a tentative or official offer.
- The 'Send Formal Offer' and 'Confirm EOD' tasks are now required in all onboarding workflows so that accurate time-to-hire metrics may be captured.
- Once a form is complete and ready to be sent to eOPF, the content is locked so that the new hire cannot change the form information unless HR specifically allows it.
- Published these DOD specific forms: DA 5369-R, DA 5370-R, DA 5371-R, DLA RA Memo 1.
- Published standard government form SF 93 to allow medical history to be collected from New Hires.

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