USA Staffing Upgrade

Production Release Notes

November 21, 2015

SYSTEM

- Added a 'paid' indicator to both functions and permission profiles. When custom permission profiles includes a paid function, they will automatically be designated by the '$' symbol. https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles
- Designated a "primary office" for users with access to multiple offices. https://help.usastaffing.gov/USAS/index.php?title=Edit_User
- Added a "loading" message when switching between pages so users don't continually refresh or think there are problems while waiting for a page to load.
- Improved handling for locked-out user accounts so that the USA Staffing help desk can unlock disabled accounts more quickly.

DASHBOARD & TASKS

- Updated filters and ordering on the dashboard and task tables. Filter options are listed in alphabetical order on the Dashboard and vacancy tasks are ordered by Due Date on the Task Overview popup.

REQUESTS

- Expanded the request statuses that allow for the creation of additional vacancies from an approved (read-only) request. Previously, vacancies could only be created from requests in 'Pending Recruitment' status. Now vacancies can be created from requests in the following statuses: https://help.usastaffing.gov/USAS/index.php?title=Creating_an_additional_vacancy_within_an_approved_request
- Pending Recruitment
- Announcement Open
- Applicants Under HR Review
- Awaiting Selection Decision

U.S. Office of Personnel Management
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REVIEWS

- Capturing Review completion in History to document when and by whom a Review was returned to HR and when assignments were completed by Reviewers. Reviewers are warned when returning a Review to HR that still has outstanding assignments for other Reviewers. This is the first of a two-part change that will add statuses to Review assignments and allow Reviewers to better communicate feedback to HR on Review content. https://help.usastaffing.gov/USAS/index.php?title=Viewing_history
- Initiated Assessment Package Reviews so HR users collect hiring manager feedback on assessment questionnaires (AQs). HR users can select AQs to include in a Review, but additional work is required in order for a Reviewer to see and comment on AQ content. Look for this functionality in sprint 45 or 46. https://help.usastaffing.gov/USAS/index.php?title=Review_Information

ASSESSMENT

- Improved usability and layout of the competency/item search popup.

APPLICANT LIST/CERTIFICATE

- Gave HR and HM users the ability to 'Select All' applicants on a list and apply the same audit code to everyone selected. This reaches across pages (if the list/certificate includes more than 25 applicants, the system automatically paginates) and allows easy selection of un-audited applicants when apply mass-audits. https://help.usastaffing.gov/USAS/index.php?title=Auditing_multiple_applicant_records_with_the_same_audit_code
https://help.usastaffing.gov/USAS/index.php?title=Auditing_multiple_applicants_with_the_same_audit_co de

ONBOARDING

- Enabled the Task Overview for New Hires so HR users can check their onboarding progress. https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview
- Prevented a form from being moved out of 'Complete' status if the form has been added to the eOPF transmission queue, so that changes cannot make changes to the form or any questions used by the form after it has been transmitted to eOPF.
- Added a due date to the 'Transmit Forms to eOPF' and 'Transmit Documents to eOPF' tasks. https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_task_due_date

NEW HIRE

- Automatically populated the Reply-To email address when a user sends a notification to a New Hire so that any replies are sent to the logged-in HR user rather than the hiring manager or user identified on the announcement. https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire
- Automatically completed form review tasks when a New Hire completes the required portion of a form assigned to them as part of the onboarding process.

ADMINISTRATION

- Allowed users with permission to create custom data Tags for their offices.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tags
- Added additional fields to the Position Description library, including as organizational title, bargaining unit status, and an FLSA indicator.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Position_Description
- Gave HR users the ability to search for and copy AQ items from the library into a Competency Network.
  https://help.usastaffing.gov/USAS/index.php?title=Create_Competency_Network

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