USA Staffing

Stage Release Notes
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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

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

Dashboard

Welcome

• Added a new tile titled *New Hire Account Status Totals*. When added to the Welcome Dashboard, this tile displays the total number of New Hire records that lack necessary values or that otherwise require action. This tile enables the user to display counts of new hires based on configurable filters. This tile can be selected multiple times and the ellipsis icon (…) on the upper right corner provides a combination of the following additional options for each of the following totals within:

    o *New Hires Starting Soon* – This tile defaults to show the count of all New Hire records that the logged in user has access to in which the Date Milestone for Projected Start Date is in the next 14 days.

        ✦ Tile Name – Users can change the tile name. This field has a 40-character limit.

        ✦ Process Owner – Users can change this value from the default All Users to a specific user.

        ✦ Date Milestones – Users can select either the Projected Entry-on-Duty Date or the Effective Date of Appointment.

        ✦ Due Date – Users can select a date range of up to +/- 14 days from the current date. The default setting is +14 days from the current date.

        ✦ Delete – Selecting this option will delete all four grouped tiles. o *Active New Hires After EOD* – This shows the count of all Active New Hire records that the logged in user has access to in which the New Hire's account still has active human resource tasks, despite the New Hire having entered into duty.

        ✦ Tile Name – Users can change the tile name. This field has a 40-character limit.

        ✦ Process Owner – Users can change this value from the default All Users to a specific user. ✦ Delete – Selecting this option will delete all four grouped tiles. o *New Hires - No Process Owner* – This shows the count of all New Hire records that the logged in user has access to for which there is no assigned process owner. It includes all records (active and inactive) without a process owner.

✦ Tile Name – Users can change the tile name. This field has a 40-character limit. ✦ Process Owner – Defaults to Unassigned.

✦ Delete – Selecting this option will delete all four grouped tiles. ○ *New Hires Never Logged In* – This shows the count of all New Hire records that the logged in user has access to in which the New

Hire has not yet logged in following the dispatch of an Invitation, Tentative or Official Offer. The

count reflects a unique number of individual New Hires---it does not count multiple outstanding offers per new hire.

✦ Tile Name – Users can change the tile name. This field has a 40-character limit.

✦ Process Owner – Users can change this value from the default All Users to a specific user. ✦ New Hire Status – Users can select either Active or Inactive. Defaults to Active. ✦ Delete – Selecting this option will delete all four grouped tiles.

Request

- Users attempting to cancel a request in Selection Made status, which is associated with a new hire record created from a Certificate will receive the following error message: "The request you are trying to cancel is associated with a new hire record. If the new hire is no longer going to enter on duty, update the certificate audit as appropriate to make this determination in the system." This will help ensure the request is not inadvertently cancelled and the proper procedure is followed to stop the onboarding process for that new hire.

  This way, the system does not automatically cancel the new hire record and therefore cancel all active and pending tasks associated with that new hire when the request is cancelled.

Vacancy

- ✅ Added a *Conditional* label to documents designated as accepted on the Supporting Documents page based on the assignment of conditionally required documents as a result of using the setting for Veterans' Preference and/or Eligibilities. **Note:** Along with the new settings, this label will only be displayed in the Stage site while customer agencies have an opportunity to review the new functionality and until all these features are deployed together to Production.

Assessment Package

- Added a *Print Assessment* option to the gear icon in the Assessment Package page, which allows users to print a PDF version of the application containing only the Announcement Information, Biographical Information, and Assessment Questionnaire.

Applicant Record

- Added a *Print Completed Assessment* option to the gear icon within an applicant's record, which allows users to print a PDF version of the applicant's responses to the Announcement Information, Biographical Information, and Assessment Questionnaire sections of their application.

Applicant List

- The *None* Eligibilities filter now applies with an "or" logic when selected with other eligibility filters so that the list includes applicants who claimed eligibilities and those who did not. When one or more eligibilities and *None* are selected at the same time, the following applicants will appear (assuming they meet other applied filters) o Applicants who claimed any of the selected eligibilities. o Applicants who have been adjudicated eligible for any of the selected eligibilities. o Applicants who have claimed no eligibilities.

    - o Applicants who have been marked ineligible for all claimed eligibilities.

    - o Applicants who have any eligibility claimed or adjudicated will not appear on a list if only the *None* filter is applied. For example, if an applicant who previously claimed no eligibilities has an eligibility adjudicated that is not selected for that applicant list, that applicant would no longer meet the criteria set for the list and will be removed if the list is refreshed or issued as a certificate.

Stored Lists

- Added a *Notes* button to stored lists. Notes on this page work similarly as they do throughout the system: o If an HR user saves a note for the stored list, only hiring manager users with access to the stored list (through a panel review) will be able to see the note if the *Show to Hiring Managers option* is enabled.
    - o If a hiring manager user saves a note for a stored list, the note will be viewable to any HR users who have access to the stored list.

Certificates

- When sending a custom Onboarding, Tentative Offer, or Invitation notification to one or more new hires audited with a Return Status of Vetting or Hired, the system will verify if any of the HR-editable data inserts could not be populated and display an error message indicating which inserts are missing data for correction.

Reviews

- Added the date a review is either manually or automatically recalled to the *Returned* column on the Reviews tab.

Onboarding Functionality

New Hire

- When the Invitation, Tentative Offer and Official Offer have been accepted, the *Last Login Time and Date* will only display on the last Invitation or job offer type that is in Accepted status.

- When the Invitation, Tentative Offer, or Official Offer have an *Accepted* date populated, an information icon will display on the Onboarding Information section of the Overview tab within the New Hire record. Users can hover over the Information Icon to view the last login info for the new hire. When users click on the information icon the last login date/time is displayed.

- Updated the error message presented to new hires when their designation of beneficiaries does not total 100% for all forms using beneficiaries.

Forms

- Added the following forms for use in USA Staffing:

    o   OP RSCLES, DISA CES MOU, CBP TSU CLG •   Updated the

  following forms currently in USA Staffing:

    o   EOP AIC-1, DA 5369, DA 5370

Hiring Manager Functionality

- No updates.

Administrative Functionality

Position Description

- Now that users have had the opportunity to link multiple Position Descriptions for a while, the grade selection within a Position Description has been limited to a single grade.
- Added validations to ensure the Series and Grade selected in the Position Information sub-page match the final determination made in the Evaluation sub-page at the time a PD is published.

Notification Templates

- Added a data insert titled *Login.gov/USAJOBS Username* under the Authentication category for Onboarding notifications.

    o When used, this data insert will populate the Tentative Offer email displayed in the Summary section of the Onboarding Information sub-page.

Workflows

- Improved usability when adding tasks to a Workflow. When users click the *Add Task* button on the Workflow Activities sub-page, they will see the following features:

    o   A *Search Tasks* box which allows users to search tasks by typing any alphanumeric values to filter tasks by name.

    o   List of New Hire or Human Resources tasks, sorted alphabetically with ability to sort tasks in ascending or descending order.

    o   Check boxes to select more than one task, or all tasks at a time.

USA Hire Functionality

- Made technical improvements to increase the speed and volume of applications processed between USA Staffing and USA Hire.

- Created the capability to float compensable veteran's preference applicants through USA Hire assessments for Custom USA Hire assessment processes.
- Updated pop-ups when users add USA Hire assessments into the assessment plan to streamline and simplify the user experience.
- **Note:** Additional resources regarding new USA Hire functionality, or using USA Hire can be found at the USA Hire Resource Center.

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.