USA Staffing Upgrade

Production Release Notes

Release 8.8

December 9, 2017

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.

The USA Staffing Upgrade 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 Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit USA Staffing Upgrade Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. 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 Backlog & Glossary on the USA Staffing Upgrade Resource Center.

Staffing Functionality

- Increased the number of hours a Late Filer may be granted access to apply to an announcement that has closed; the new limit is 120 hours.
  https://help.usastaffing.gov/USAS/index.php?title=Inviting_an_applicant_to_apply_to_a_closed_vacancy

- Updated the list of pay plans to match the values accepted by USAJOBS.
  https://help.usastaffing.gov/USAS/index.php?title=Request_Information

- Added two dates to the Applicant List Date filter.
    - 'Latest Application Date' is distinct from the existing 'Original Application Date' in that it captures the most recent submission date if an applicant applied to a vacancy multiple times. The 'App Received' column on applicant lists will display whichever date is used to filter.
      https://help.usastaffing.gov/USAS/index.php?title=Create_List

    - 'USA Hire Completed' is the date on which the applicant completed the requisite USA Hire assessments.
      https://help.usastaffing.gov/USAS/index.php?title=Create_List
      https://help.usastaffing.gov/USAS/index.php?title=Generating_a_certificate_by_application_date

- Updated the label for the Augmented Rating control on the Assessment Package > Categories page to 'Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating)." When this box is checked, USA Staffing assigns applicants to categories based on their Augmented Rating, if applicable based on Veteran's Preference. This is only appropriate for vacancies that are part of a particular demo project, and should never be checked for vacancies that aren't part of this project.
  https://help.usastaffing.gov/USAS/index.php?title=Categories

- Corrected a login bug that was generating an error message for users with expired accounts when they attempted to reset their passwords.
  https://help.usastaffing.gov/USAS/index.php?title=Resetting_your_USA_Staffing_password
- Users logging in with a CAC ID will be provided more meaningful error messages when login fails.
  https://help.usastaffing.gov/USAS/index.php?title=Registering_your_PIV/CAC

Onboarding Functionality

- New Hires in with a Return Status of 'Vetting' may be assigned onboarding tasks as part of the 'Parallel Onboarding' functionality. Parallel Onboarding will allow agencies to begin the onboarding process for applicants who are not yet selected, but must go through a lengthy vetting process that requires the potential selectee complete security forms, a background investigation, and other pre-onboarding tasks before a formal offer can be extended.

  https://help.usastaffing.gov/USAS/index.php?title=Applicant_List

- Removed 'onboarding' tasks from all 'staffing' workflows. Onboarding tasks must be grouped into a separate onboarding workflow, which may be assigned to a new hire. o **Note: All existing custom workflows in a 'Published' status will be taken out of 'Published' status as part of the production release on December 9th. Agencies must review these workflows and reassign the onboarding tasks to a different workflow before they can be published for use again. Only published workflows can be assigned to a vacancy/new hire.** See further details about this change in the
  "Workflows and Task Reviews in preparation for Parallel Onboarding Features" document in the Resource Center.
  https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_task_from_a_workflow

  o The 'Time to Hire' report requires that the Verify the New Hire Has Arrived for their First Day of Duty task be assigned to a selectee in order for that request to be considered complete. It is recommended that agencies not using the onboarding functionality assign and complete that task so that the Time to Hire report will pull complete, meaningful data.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_task

- Gave users the ability to change the request number, location, PD number, or series from a selectee's certificate audit and flow the updated information into the existing new hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Auditing_a_certificate

- Added the following forms for use in USA Staffing:
    - DOJ 543, DOJ CD Mobility
    - OPM 1482
    - NTSB Authorization, NTSB Credit Consent, NTSB Report ○ OCHR-EOD 12 ○ Tax NY IT-2104E

Hiring Manager Functionality

- Corrected an issue in the Hiring Manager interface so that interdisciplinary certificates are now viewable. Previously, interdisciplinary certificates would not display.
  https://help.usastaffing.gov/HiringManager/index.php?title=Opening_an_applicant_list

Reporting and Analytics

Staffing Reports Package

- Added an 'Application Notes' report that shows all notes entered for a particular application in the order they were created. The report requires the applicant's 'Application ID' which can be located at the top left of the applicant's tab. The report is located here: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application.
  https://help.usastaffing.gov/USAS/index.php?title=Team_Content

- Added new query items to the New Hire namespace in the New Hire Detail folder under the New Hire query subject.
    - 'New Hire Applicant ID': a unique identifier assigned to an applicant that spans vacancies within a tenant.
    - 'New Hire Applicant Name': the concatenated last name, first name, middle initial of an applicant. Note that the New Hire Applicant Name may be different than the New Hire Name because hires are given the opportunity to re-enter or edit their names as part of the onboarding process.
    - 'New Hire Application Number': a unique identifier associated with an application for a specific vacancy.
      https://help.usastaffing.gov/USAS/index.php?title=Team_Content

- Added new query items to the Applications namespace.

- o 'Applicant Name': located in the Applicant Detail folder under the Applicant query subject; the concatenated last name, first name, middle initial of an applicant.

- o In the Application Detail folder a new query subject, 'Application History,' was created and includes the following query items:

  - ✦ 'Application History Changed Field': the field in the application modified by the applicant.
  - ✦ 'Application History Changed Field New Value': the new value of the field that was modified by the applicant.
  - ✦ 'Application History Changed Field Old Value': the original value of the field that was modified by the applicant.
  - ✦ 'Application History Event': the event captured in the history for an application.
  - ✦ 'Application History Event Date/Time': the date/time the event was captured in the history for an application.
  - ✦ 'Application History Event Description': the description for the event captured in the history for an application.
  - ✦ 'Application History Event User Full Name': the user name of the individual who completed an event captured in the history for an application.
  - ✦ 'Application History Event User Name': the email for the user who completed an event captured in the history for an application.
    https://help.usastaffing.gov/USAS/index.php?title=Cognos

Staffing Analytics Package

- • Reports:
  - o Added 'Account User Employee ID' and 'Account User Email' to the User License User Accounts report. The report is located here: Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses.
    https://help.usastaffing.gov/USAS/index.php?title=Cognos