



USA Staffing[®]
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USA Staffing

Stage Release Notes

Release 10.3 March 15, 2019

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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 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 [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. 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 Resource Center](#).

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Staffing Functionality

Dashboard

- Updated the user interface for tiles on the main dashboard Welcome page as part of a long-term effort to provide improved workload management capabilities via the user dashboard. Up to six tiles can still be added at a time currently. The Task Totals and Upcoming Tasks tiles can be selected multiple times and the ellipsis icon (...) on the upper right corner of each of these two tiles provides the following additional options:
 - Upcoming Tasks
 - ✦ Owner – Users can change this value from the default of the user logged in to another task owner.
 - ✦ Task Type – Users can select a specific task from the list instead of the default value of All Tasks.
 - ✦ Task Purpose – Users can select to display Staffing and/or Onboarding tasks.
 - ✦ Tile Name – Users can change the tile name from Upcoming Tasks to something that may better describe the filters applied. This field has a 40-character limit.
 - ✦ **Note:** If more than 10 results are found for the filter settings selected, a message will display at the bottom of the tile showing the remaining number of Tasks that meet the search criteria but are not displayed within the tile.
 - Task Totals
 - ✦ Tile Name – Users can change the tile name from Task Totals to something that may better describe the filters applied. This field has a 40-character limit.

New Hire

- Added the ability to further filter results in the New Hire Dashboard by selecting *Show Advanced Options*. The following additional filters are now available:
 - New Hire Logged In (Yes, No) ○ PCS Eligible (Yes, No) ○ Date Milestones – For each of the following dates, users have the option to select a start and end date to view new hire records within the time period indicated. The start date time will be set at midnight; for example, 3/7/2019 00:00:00 EST. The end date time will be set at 11:59:59; for example, 3/7/2019 11:59:59 EST.
 - ✦ Effective Date of Appointment
 - ✦ Actual Entry-on-Duty Date
 - ✦ Last Login Date
 - ✦ Projected Entry-on-Duty Date

- *Hide Advanced Options* – When this option is selected, advanced option fields are no longer displayed; however, any changes made to those options are retained.
- *Reset Filters* – When this option is selected, all filters are reset to the original set of values applied when first accessing the dashboard.

Announcement

Announcement Information

- Two decimal places now display in the *Minimum Salary* and *Maximum Salary* fields when the *Salary Type* of Per Day is selected. This is now consistent with the Per Hour salary option.

Announcement Text

- Added a Position Description Number data insert within the Vacancy/Announcement data inserts section on the Announcement Text page. When used, this data insert will display the one or more position description numbers assigned to the vacancy.

Applicant Overview

Applicant Record

- A new column titled *Cert Availability* (i.e., certificate availability) is now displayed for each rating combination in the Eligibility & Ratings table within an applicant record. A certificate availability of Eligible means that an applicant is eligible to be on future certificates for that particular rating combination. A certificate availability of Unavailable means that an applicant will not be listed on future certificates for that rating combination. Certificate availability is decided based on whether or not the applicant is eligible for that rating combination based on their answers to the minimum qualifications and other screen-outs, and an applicant's *Return Status* for existing certificates.

Applicant List

- The *Cert Availability* field described above is also displayed in the applicant *Ratings* table on an applicant list, which is visible by clicking the + sign to expand an applicant's record within the list.

Reviews

- Moved the *Add Reviewers* section from the Review Information page to the Review Assignments page. The functionality to add reviewers is unchanged. Users can now view and configure permissions for each reviewer as they are added instead of adding a reviewer on one page and assigning permissions on another.

Onboarding Functionality

Forms

- Added the following forms for use in USA
Staffing: ○ ODA Form A – 006 ○ ICE CD-1

- USDA HRO 1197 ○ ODA Form A –
- 006R • Updated the following forms
- currently in use in USA Staffing: ○
- DD 1617 ○ DD 1618

Hiring Manager Functionality

- For consistency with the HR view of the Onboard New Hire request type, the *Month of Birth* and *Day of Birth* fields have been removed when HM users initiate an Onboard New Hire request.
- If an applicant list was saved prior to being issued into a certificate, the *List Name* will now be displayed to Hiring Managers viewing the list in a review. If the certificate was issued from an unsaved list, then no name will display.

Administrative Functionality

Announcement Templates

- Added a Position Description Number data insert within the Vacancy/Announcement data inserts section on Announcement Templates. When used, this data insert will display the one or more position description numbers assigned to the vacancy.

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](#).