



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing

Stage Release Notes

Release 14.8


October 3, 2022

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



OPM HR SOLUTIONS
by government, for government

Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

Contents

Completed System Functionality	2
Staffing Functionality	3
Dashboards	3
Welcome	3
Announcement	3
Applicant Overview	3
Applicant Record	3
Certificates	3
New Hire	4
Hiring Manager Functionality	4
Administrative Functionality	4
Permissions	4
Announcement Default Settings	4
Notification Templates	5
Workflows	5
Classification Functionality	5
USA Hire Functionality	5
Reporting and Analytics	5

Dashboards

Welcome

- Updated the following alerts to include the date/time the action was completed:
 - Batch Printing Complete
 - Processing of USA Hire Orders Complete
 - Updated Application Submitted

Announcement

- Added the ability to suppress the customer information on the USAJOBS announcement in alignment with new USAJOBS functionality. If the *Agency Information* box is checked on the Announcement Information page, the customer's name and address will be sent to USAJOBS and display in the *Agency contact information* section of the announcement. If the box is unchecked, the customer's name and address will be hidden. This option will be checked by default for all existing announcements or based on the announcement default setting for newly created announcements. See [Announcement Default Settings](#) for additional information.

Applicant Overview

- The following message: "You have initiated a re-rate of all applicants on this vacancy. Depending on the volume of applications and other re-rate actions initiated before this one, this action may take some time. You will receive an alert when this process is complete." will display whenever an HR user performs an action that triggers a vacancy wide re-rate action, including:
 - Selecting *Re-Rate Applicants* from the gear icon on the Applicant Overview page.
 - Un-completing then completing an Assessment Package after the announcement is released/opened.
 - Changing *Categories* after the announcement is released/opened.
 - When *Minimum Age/Maximum Age* is edited after the announcement is released/opened.
 - When *Age Screening* is removed after the announcement is released/opened.
 - When the *Citizenship Screening* is edited after the announcement is released/opened.

Applicant Record

- Made the following changes to the *Referral History* section within an applicant's record:
 - Added a hyperlink to the *Request Number*, which takes users with *View Request* permission to the request.
 - If a new hire record exists, a *View New Hire* hyperlink will display in the *Return Status* column, which takes users with *View New Hires* permission to the Overview - Onboarding Information page of the new hire record.

Certificates

- Added a Selections page, which will display for users with *View Certificates* permission. This page will display the following information:
 - *Number of selections* – this number will include the total number of applicants on certificates who have the *Selected* audit code, plus any applicants on certificates who have a cancelled New Hire record, regardless of what their current audit code might be.
 - If there are no selections, this page will display a message stating "There are no selections made from the certificate(s) for this vacancy."
 - If there is at least one selection, a table displays including the following information:
 - Selectee Name – this hyperlink takes users to the applicant's record. If the same applicant is selected from multiple certificates, orange exclamation mark icon displays by their name to denote the duplicate Selection.
 - Audit Code

- Return Status
 - Audit Location
 - Series
 - Grade
 - Certificate Number – this hyperlink takes users to the certificate
 - Request Number – this hyperlink takes users with *View Request* permission to the request.
 - New Hire Record – if a new hire record already exists, a *View New Hire* button will display, which takes users with *View New Hires* permission to the Overview - Onboarding Information page of the new hire record.
 - New Hire Status - if a new hire record exists, this column will display the status of the new hire record.
- Updated the default text on the Certificates page from “*No certificates found*” to “*No Certificates have been issued for this vacancy yet. Click the **Create List** button to get started.*” to better inform users.

New Hire

- ✔ Granted users with the *Reset Tasks* permission the ability to remove the completion date and reset the status of the *Verify the New Hire Arrived for their First Day of Duty* task to active from the Task Details page. Taking this action will also reset the request status to *Selection Made* and the appropriate status update will be sent through RPI.
- New Hire records in *Inactive* status will be automatically set to *Complete* when all HR owned tasks are completed.
- The following form has been updated in USA Staffing:
 - SOU 5

Hiring Manager Functionality

- Updated language on the Hiring Manager pages to align with terminology on the HM dashboard, to include the following changes:
 - Updated page title from *Request Hiring Action* to *Request to Fill Position*.
 - Updated request type label from *Type of Hiring Requested* to *How would you like to fill this position?*
 - Updated request number label from *Hiring Action Number* to *Request Number*.
 - Updated customer label from *Requesting Customer* to *Hiring Organization*.
 - Updated requester label from *Requester* to *Hiring Manager*.

Administrative Functionality

Permissions

- Added a *Reset Tasks* permission under the View Tasks function in the New Hires section. This permission allows users with the system-level Office Administrator permission profile to reset the *Verify the New Hire Arrived for their First Day of Duty* task. **Note:** This new function is only enabled for the system-level Office Administrator permission profile.

Announcement Default Settings

- Added a default setting titled *Send Customer Information to USAJOBS*. When this setting is enabled, the *Agency Information* section on the Announcement Information page will be set to display on the USAJOBS announcement. If this default setting is disabled, the *Agency Information* section will be suppressed for all announcements created under the specified office. **Note:** This setting controls whether the customer’s name and address should be displayed in the *Agency contact information* section on the USAJOBS announcement and will be defaulted on for all existing and newly created offices.

Notification Templates

- Updated the following data inserts to display in MM/DD/YYYY format consistent with other date data inserts:
 - Date HR Confirmed Entry on Duty
 - Official Offer Response Due Date
 - Tentative Offer Response Due Date

Workflows

- Added the ability to retain and add all tasks selected at once when using the search field to search for multiple tasks. When users click the *Add Task* button, all selected tasks will be added.
- Added a *Tag* filter to the Workflow Administration page to enable users to find workflow templates more easily for a specific office.
- Onboarding Workflows will be retired (rather than deleted) when they are associated with a Request Staffing Approach record, a Certificate Audit, a Vacancy Default Setting, or a Manual New Hire request to ensure information related to the workflow is viewable in other system areas.

Classification Functionality

- No updates.

USA Hire Functionality

- No updates.

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](#).