USA Staffing Upgrade

Stage Release Notes

Release 8.5

August 30, 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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.

This USA Staffing Upgrade Stage Release Notes document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the USA Staffing Upgrade Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage environment. 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

Planning' section of the Feature Planning & Glossary document found on the USA Staffing Upgrade Resource Center.

Staffing Functionality

- Allow the collection of Service Computation Date from applicants. By selecting the "Collect the applicant's Service Computation Date for this application" option in the Application Processing section of the Vacancy's Settings page, the applicant will automatically be asked to provide their Service Computation Date in their application. HR Users will have the option to sort Ranking List, Competitive Merit Promotion, and Merit Referral List certificate types by the provided Service Computation Date.

- Added the ability to export the announcement related information displayed on the Announcement Text page to a PDF format. To generate the PDF, select the PDF Preview option from the gear icon from the Announcement Text page.

- Added the ability to assign HR Users or General Contacts as "Followers" on a Review. Followers added to the Review will be cc'd on all email notifications related to the Review but will not have access to view the Review itself.

- Added the state abbreviation to locations listed in the certificate filters.

- Added a filter to sort lists using the blue "follow-up" flags available on the applicant list. HR Users may now use the applicant list filter capability to remove applicants with follow-up flags assigned prior to issuing a certificate. Remaining follow-up flags will also display to HR Users in the certificate. The follow-up flags displayed in the certificate are NOT linked back to the applicant record. Changing the follow-up flags in the certificate will not affect the follow-up flags in the applicant list and vice versa.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
  - State tax forms for Connecticut and Puerto Rico
  - VA 710, VA 0233, IG 0075-1, IGDINST 1400.24, DON DCIPS 01 ○ DISA NE MA, DISA CE MA, EOP SOC 1 ○ OCHR EOD 7, OCHR EOD 8, OCHR EOD 11

- Updated the following existing forms for use in USA Staffing:
    - I-9
- Allow mass updating of task owners for HR tasks from the Manage Tasks sub-page in a new hire record.
- Allow mass updating of task status from the Manage Tasks sub-page in a new hire record. This capability is only enabled when all of the selected tasks are in the same status.

Hiring Manager Functionality

- Fixed a bug where email notifications sent to Hiring Managers announcing an assigned review were displaying an incorrect link to the Review.
- Enabled the ability to add notes to individual Reviews.
- Enabled the ability to add notes to individual Certificates.
- Removed permission checks that prevented HM Users with particular permission profiles from accessing applicant documents in a review. HM Users will now be able to see any document the HR User grants them access to in the Review.

Administrative Functionality

- Added a staffing notification data insert for:
    - "Adjudicated Eligibilities" which will display a bulleted list of eligibilities claimed by an applicant AND adjudicated by an HR User, along with the result of that adjudication. Eligibilities claimed by an applicant but not adjudicated will not display in the data insert.
    - "Requested Locations" which will display a bulleted list of the locations selected by an applicant in their application.
- Added an onboarding notification data insert for the "Effective Date of Employment" for the New Hire.
- Updated the "Eligible Rating Combinations" and "Eligible Rating Combinations with Rating" data inserts to display the minimum qualifications description text for each eligible rating combination listed.

Reporting and Analytics

Staffing Reports Package

- Reports:
    - Added the "Certificates with Selections Report" to the Certificate folder. ○ Added the "Assessment Type Usage Report" to the Assessment folder. ○ Added the "Competencies Report" to the Assessment folder. ○ Added the "Competencies Usage Report" to the Assessment folder.
    - Added the "New Hire Detail Report" to the New Hire folder. ○ Added the "Workflow Detail Report" to the Task Folder. ○ Updated prompts in the "Request, Vacancy, Announcement, Certificate Log Report" in the Request folder.

Staffing Administration Package

- Data:
  - Added a "Cognos Users" namespace to the package to enable agencies to report on their Cognos Report Authors.