



USA Staffing Upgrade

Production Release Notes

October 31, 2015

SYSTEM

- Added additional system-level NOR message codes that an HR user can assign to applicants who do not meet the requirements for the position (i.e., ineligible "I" codes).

[https://help.usastaffing.gov/USAS/index.php?title=System Notice of Results \(NOR\) Message Code Explanations](https://help.usastaffing.gov/USAS/index.php?title=System%20Notice%20of%20Results%20(NOR)%20Message%20Code%20Explanations)

VACANCY

- Enabled screening based on the minimum or maximum age setting in Vacancy Settings. When selected, applicants will be asked to provide a birthdate and (for max age screening) months of related work experience. The system will automatically assign the appropriate NOR code (IJ or IK) to applicants who do not meet the specified age requirement. When "use age formula" is selected with a max age requirement, the system will subtract months of related work experience from the applicant's age when determining eligibility. When "exclude veterans" is selected, the system will not screen out any applicant with a claimed or positively adjudicated veteran's preference.

[https://help.usastaffing.gov/USAS/index.php?title=Setting up a minimum age requirement](https://help.usastaffing.gov/USAS/index.php?title=Setting%20up%20a%20minimum%20age%20requirement)
[https://help.usastaffing.gov/USAS/index.php?title=Setting up a maximum age requirement](https://help.usastaffing.gov/USAS/index.php?title=Setting%20up%20a%20maximum%20age%20requirement)

APPLICANT

- Created an applicant index that will screen applicants to determine if they can reuse external assessment scores or if further examination of records is necessary (for use with USA Hire vacancies only).
- Temporarily removed the HR User's ability to "Send All Notice of Referral Notices" and "Send All Final Disposition Notices" from the Applicant Overview section. There are some missing business rules that have to be built in before we allow this to happen once again.

[https://help.usastaffing.gov/USAS/index.php?title=Sending touch point notifications](https://help.usastaffing.gov/USAS/index.php?title=Sending%20touch%20point%20notifications)



APPLICANT LIST/CERTIFICATE

- Added a "None" filter to the Eligibility filters on applicant lists. When checked, only applicants who do not have any of the vacancy's eligibilities will display on the list. This allows HR users to quickly identify those applicants who are not eligible for the vacancy and send the appropriate notification.
https://help.usastaffing.gov/USAS/index.php?title=Create_List
- Allowed HR users to identify "advanced" filter criteria for applicants on a list by specifying required responses to the assessment questionnaire. Users may include multiple items/response options in a single advanced filter and apply and/or logic between each item.
https://help.usastaffing.gov/USAS/index.php?title=Identifying_advanced_filter_criteria
- Added a text box on the Certificate Information page for HR users to specify instructions to hiring managers that are specific to the individual certificate. Instructions display in a pop-up window the first time a hiring manager opens a certificate and are always accessible on the Certificate Information page.
https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information

ONBOARDING

- Updated the design of the New Hire sub-page and enabled the Locations sub-page for Onboard New Hire requests. HR Users can now create 'Onboard New Hire' requests with multiple position descriptions, multiple grades, and multiple locations, and then identify the specific position description, grade, and location used when manually entering the New Hire information.
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_request
- Added logic to prevent HR Users and New Hires from deleting documents that have been added to the eOPF transmission queue.
- Added logic to prevent HR Users from deleting Form Review tasks from a New Hire that has at least one of its linked forms in the eOPF transmission queue.

NEW HIRE

- Updated the Tasks dashboard to fully integrate onboarding tasks, thus allowing HR to change the status and owner of the new hire tasks from the dashboard.
https://help.usastaffing.gov/USAS/index.php?title=Assigning_an_owner_to_a_new_hire_task
- Allowed HR Users to assign workflows to a New Hire record. All tasks linked to the workflow are assigned with the calculated 'Due Date' and 'Initial Status' automatically set for each task, as configured within the workflow.
https://help.usastaffing.gov/USAS/index.php?title=Assigning_a_new_hire_workflow

REPORTS

- Brought the Certificate log with applicant totals report from Legacy into Upgrade.
https://help.usastaffing.gov/USAS/index.php?title=Generating_a_cognos_report

ADMINISTRATION

- Added an optional 'Position Title' field within user profile. This information is used to populate the user's position title for onboarding forms that the user electronically signs.

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

- HR Users with appropriate permissions can create and modify customized workflows in Admin. Users may add or remove tasks from a workflow and, for each task, perform the following actions:
 - Set the initial status,
 - Identify a field on which to base the calculation of a due date,
 - Identify how many days to add to the base due date when calculating the due date, and
 - Identify how many days the user has to complete the task.

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

- Allowed HR Users with permission to delete Workflows.

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

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