USA Staffing Upgrade

Production Release 6.4

Completed Release Plan Items are designated with a green check and the month they were projected (i.e. ✓ January)

SYSTEM

- Help Desk tickets now open in a new tab, rather than a pop-up overlaying the main page. This allows the user to see the text on the page when documenting and reporting issues.
  https://help.usastaffing.gov/USAS/index.php?title=Submitting_a_help_ticket_after_checking_online_help

VACANCY

- ✓ January - Real-time updates about the status of the vacancy are now displayed on the Vacancy > Case File page.. This includes graphics around Task statuses, Announcement details, Applicant counts, linked Requests and Certificate information.
  https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Case_File

ANNOUNCEMENT

- ✓ January - A data insert called 'Assessment Preview' can now be placed in job announcement templates. When viewed on USAJOBS, the data insert presents a link that allows the job seeker to preview the questions asked in the application process.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_available_data_insert(s)_to_an_announcement_template
- The Announcement Questionnaire items are now numbered on the printed application.
  https://help.usastaffing.gov/USAS/index.php?title=Producing_a_paper_application

ASSESSMENT PACKAGE

- ✓ January - Implemented Job Element rating for Wage Grades. This functionality is in place but still under testing review. Job Element rating should not be used in production until the Wage Grade ad hoc working group has approved it. Anyone interested in contributing to testing and verifying that the WG business process and scoring protocols are complete should contact their USA Staffing Account Manager.
  https://help.usastaffing.gov/USAS/index.php?title=Assessment_Information

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

- January - HR Users with permission to 'Create/Edit Assessment Package Templates' now have the ability to promote a vacancy's assessment package to a template. Using the 'Save as Template' option under the gear icon, users can add a template name, description and tags to the assessment package and publish it for re-use by others within the tagged offices or organizations.
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package

APPLICANT

- April - If an applicant updates his/her application after a previous application is marked as 'Reviewed' by HR, the system will now notify HR users with an internal alert. The 'Reviewed' toggle can be enable/disabled from the applicant record or an applicant list as HR users complete their minimum qualifications reviews.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts
https://help.usastaffing.gov/USAS/index.php?title=Overview

- January - HR and Hiring Manager users can now batch print multiple applicants' documents into a single PDF that can be printed or saved. Users can specify which applicant document types should be included in the batch and are notified via internal alert when the file is ready to view.
https://help.usastaffing.gov/USAS/index.php?title=Printing_multiple_applicant_documents_in_a_single_PDF

- A new Veterans' Preference option has been added so that HR users can adjudicate applicants as having 'NP - No Preference' in addition to the 'NV – No Preference Claimed' option. This distinction makes it clear in applicant notifications whether Veterans' Preference was claimed, not claimed or adjudicated.
https://help.usastaffing.gov/USAS/index.php?title=Eligibilities_and_Ratings

APPLICANT LIST/CERTIFICATE

- Added a 'Missing Required Documents' toggle on applicant lists. This red paper icon identifies applicants who are missing a required document and can be used to filter applicant lists.
https://help.usastaffing.gov/USAS/index.php?title=Overview

- Adjusted the functions that can be performed on a certificate so that applicant responses to assessment questions cannot be edited and only the ratings used to issue the certificate can be viewed.

NOTIFICATIONS

- January - The system now tracks if applicants have received the 'Referral' and 'Disposition' touchpoints by tracking which notification types have been sent to each applicant. When HR users select the 'Send Notifications' option from the Applicant Overview page, only applicants who have not already received a notice of that type will be sent emails.

Completed Release Plan Items -

https://help.usastaffing.gov/USAS/index.php?title=Applicant_-History

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

ONBOARDING/NEW HIRE

- January - Captured a history of notifications sent to New Hires, which is displayed under the Overview tab within a New Hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Notification_History

- Enabled Help links for each questionnaire presented to New Hires and HR Users.
  https://help.usastaffing.gov/USAS/index.php?title=Using_Online_Help

- Captured visual audit history for all user interactions with a form, including: HR Users are able to view a visual audit history for individual forms, which records all user interaction with the form, such as: Viewed Form, Confirmed PDF Displayed, Signed Form, Submitted Form, Accepted Form, Return Form for Correction, Returned Form for Signature, Unaccepted Form, Added Form to eOPF Queue, and Transmission Result Received.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

- Enabled HR Users to change the onboarding Process Owner for a New Hire record from the New Hire dashboard.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires

ADMINISTRATION

- April - Added document upload to position descriptions created in the PD library. When PDs are selected to copy into requests and vacancies, the uploaded documents are added to the vacancy case file.
  https://help.usastaffing.gov/USAS/index.php?title=Uploading_documents_to_a_position_descri ption

- Added a 'Tag Type' filter to the Tag management page.
  https://help.usastaffing.gov/USAS/index.php?title=Filtering_tags

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.