



## USA Staffing Task Statuses and Triggers

Task	Beginning Status	Trigger(s)	New Status	Default Owner
Review Request	None	Request is submitted to HR	Active	Unassigned
	Active	Request is approved	Complete	HR User who approved the Request
	Active	Request is deleted	Complete	HR User who approved the Request
Complete Assessment Package	None	Request is approved	Active	HR User who approved the Request
	Active	Assessment Package is completed for the first time	Complete	HR User who approved the Request
	Active	A completed Assessment Package Template is copied into the Vacancy	Complete	HR User who approved the Request
	Complete	Assessment complete check box is unchecked	Active	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Return Review	None	Review is created	Pending	Unassigned
	Pending	Review is sent	Active	First reviewer with 'Return to HR' permission
	Active	Review is returned to HR	Complete	First reviewer with 'Return to HR' permission
Release Announcement	None	Request is approved	Active	HR User who approved the Request
	Active	Announcement is released to USAJOBS 1st time	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
	None	Announcement content is updated and saved after it has been released to USAJOBS	Active	HR User who made the changes needing re-release to USAJOBS
	Active	Announcement is re-released to USAJOBS	Complete	HR User who made the changes needing re-release to USAJOBS
Review Applicants	None	Request is approved	Pending	HR User who approved the Request
	Pending	Announcement closes	Active	HR User who approved the Request
	Pending	Request is approved and linked to a vacancy which has already closed	Active	HR User who approved the Request
	Active	Certificate is issued	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request

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Issue Certificates	Pending	Certificate is issued	Active	HR User who approved the Request
	Pending	Request is approved and linked to a vacancy which has already has a referred certificate	Active	HR User who approved the Request
	Active	Certificate is sent in a Review	Complete	HR User who approved the Request
	Complete	Review is recalled	Active	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Send Certificates	Pending	Certificate is issued	Active	HR User who approved the Request
	Active	Certificate is sent in first Review	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Notify Applicants Of Referral	None	Request is approved	Pending	HR User who approved the Request
	Pending	Certificate is issued	Active	HR User who approved the Request
	Active	First 'Notice of Referral' notification is sent for first list (regardless of recall and re-issue)	Complete	HR User who approved the Request
	Active	'Notice of Referral and Notice of Results' notification sent	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Make and Return Selections	None	Request is approved	Pending	Hiring Manager who submitted Request
	Pending	Certificate is sent in a Review	Active	Hiring Manager (HM) who approved the request - AND- the HM(s) identified in Certificate Review with selection permission and "Return to HR responsibility" (Note: Separate task is created for each HM owner)
	Active	Certificate Review is returned with selection(s)	Complete	HM who submitted Request
Audit Certificates	Pending	Certificate Review is returned to HR	Active	HR User who approved the Request
	Pending	After previously 'Audit Complete' checkbox is unchecked	Active	HR User who approved the Request
	Active	A certificate audit is marked complete ('Audit Complete' checkbox)	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request

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Notify Applicants Of Referral Disposition	Pending	Certificate review is returned to HR	Active	HR User who approved the Request
	Active	First Notice of Disposition notification is sent	Complete	HR User who approved the Request
	Any	Vacancy is cancelled	Cancelled	HR User who approved the Request
Send Tentative Offer	None	HR individually assigns the Task to a New Hire	Active	HR User who individually assigned the Task
	Active	'Tentative Offer' notification is sent to the New Hire	Complete	HR User who approved the Request
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Receive Tentative Offer Response	None	HR individually assigns the task to a New Hire	Active	HR User who individually assigned the Task
	Active	'Accept' or 'Decline' response submitted by New Hire	Complete	HR User who individually assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Initiate Background Invest/Security Clearance	None	HR individually assigns the Task to a New Hire	Active	HR User who individually assigned the Task
	Pending	'Tentative Offer' notification is sent to New Hire	Active	HR User who approved the Request or individually assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Send Official Offer	Pending	'Tentative Offer' notification is sent to New Hire	Active	HR User who approved the Request or individually assigned the Task
	Active	'Official Offer' notification is sent to New Hire	Complete	HR User who approved the Request
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Receive Official Offer Response	None	HR individually assigns the Task to a New Hire	Active	HR User who individually assigned the Task
	Active	'Accept' or 'Decline' response submitted by New Hire	Complete	HR User who individually assigned the Task
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Confirm Entry on Duty	Pending	'Official Offer' notification is sent to the New Hire	Active	HR User who approved the Request
	Active	HR manually completes the Task	Complete	HR User who approved the Request
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Transmit Forms to eOPF	None	System determines there is at least one form eligible for transmission to eOPF that is 'Complete'	Active	Onboarding Process Owner for the New Hire
	Active	System determines all forms eligible for transmission to eOPF have a Transmission Status of 'Confirmed' or 'Not Transmitted'	Complete	Onboarding Process Owner for the New Hire

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	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	
Transmit Documents to eOPF	None	System determines there is at least one document eligible for transmission to eOPF that is 'Complete'	Active	Onboarding Process Owner for the New Hire
	Active	System determines all documents eligible for transmission to eOPF have a Transmission Status of 'Confirmed' or 'Not Transmitted'	Complete	Onboarding Process Owner for the New Hire
	Any	New Hire, Request, or Vacancy is cancelled	Cancelled	