USA Staffing Upgrade
Sprint 52 Stage Enhancement Notes

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

SYSTEM

- Based on the current status of a task, the system will present with a status(es) the task can be manually changed to. For example, HR users can change an 'Active' task to 'Complete' but not to 'Pending.' This ensures the integrity of timeliness data and reporting/analytics related to tasks.

REQUEST

- An HR user can now return a submitted request to "Incomplete" status so that the Hiring Manager may make updates to the content of the request prior to approval. The Hiring Manager will receive a system generated email when the request is returned, and they will have the option to delete the request or make edits before resubmitting.

REVIEWS

- ✅ October Added an option to automatically recall reviews that are past due. This setting can be customized by office in Admin > Review Default Settings. If you elect to automatically recall reviews for an office, you must specify the number of days past the due date that the review should be recalled. Users can customize this date in the actual review, and it automatically updates if the review due date is extended.

APPLICANT LIST/CERTIFICATE

- The "send remaining" functionality on the Applicant Overview page updates in real time to give greater visibility in the sending of multiple applicant notifications.
- Added a new Audit Code called 'Declined Salary.'

REPORTS

- The Task List Report shows the status of all tasks tied to a vacancy.
- The Overdue Certificate Log shows all certificates that are overdue for an organization. The report allows the user to filter by Staffing Organization Name, Staffing Office Name, Customer Name, or Certificate Due Date (Date Range).
- Added vacancy Tags to Cognos so users can report on which Tags are associated with a vacancy.

ADMINISTRATION

- The design of the Tasks sub-page when creating/editing a workflow in Admin has been updated to make the page more intuitive.
- USA Staffing now tracks the creation and editing of custom tags in the history section.

ONBOARDING/NEW HIRE

- New Hire Dashboard now displays a count of active tasks. When the number is clicked, the HR user can see all active tasks, including the task owner, due date and whether they are owned by an HR user or the new hire.
- Users now receive a status popup when approving a request or auditing a certificate results in the creation of a New Hire record. If any step in the creation in the new hire record fails, the status popup will reflect which step failed to assist in identifying the cause.
- When a new hire is created, a 'Personnel System Record Creation' task is automatically assigned if the new hire is associated with a request created by the Request Processing Interconnection.
  - This task has a form linked to it that collects the SSN and DOB. When the form is submitted, this will set a flag to let the system know the information is ready to be passed to a personnel system through RPI.
- When a tentative offer letter or final offer letter is sent to a selected new hire, their USAJOBS status will update to "Selected."
- Published these agency specific forms: OS 5, DA 3436, DA 4700, DA 5018-R, DA 7214, DA 7215, DLA OS RPA, DLA DAWIA SOU, DA 7427, DA 7428, NAF IRC 1, NAF IRC 3, DD 1056, DD 1172-2, DD 93, PS 1216, SD 814, DLA IA SOU 1.