



USA Staffing®
Great Government Starts Here®

USA Staffing Upgrade

Production Release Notes

Release 7.9

April 1, 2017

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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

- Fixed the "Go To" bar at the top of the HR user screens to once again allow the entry of a full or partial request/vacancy/ announcement number for easy navigation.
https://help.usastaffing.gov/USAS/index.php?title=Basic_and_Advanced_Search
- Updated the list of reasons associated with the cancellation of a Vacancy to include 'Request Failed' and 'Request Not Filled' request cancellation options. This offers a more robust set of options for explaining the rationale for the cancellation of a vacancy.
https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Case_File
- Changed the request status "Announcement Open" to "Active Recruitment." This change completes the planned updates started two months ago where request statuses will now go from Pending Recruitment to Active Recruitment to Selection Made.
https://help.usastaffing.gov/USAS/index.php?title=Cancelling_a_vacancy
- Updated the New Hire page on the Onboard New Hire request to allow the selection of a staffing workflow specifically for that request type prior to approval. Only workflows with a purpose of "Staffing" and a Request Type of "Onboard New Hire" may be selected.
https://help.usastaffing.gov/USAS/index.php?title=New_Hire

- Updated the Vacancy Supporting Documents page to not allow the removal of a required document designation after an announcement is released. The removal of the required document flag could not be reflected on applications currently in progress and was preventing those applicants from submitting a completed application. <https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Supporting Documents>
- Enhanced the Vacancy Documents window to allow a choice between adding a document from your desktop and adding a document from USA Staffing. Adding a document from your desktop will allow the standard upload capability to be performed. Adding a document from USA Staffing will allow a user to add documents to the Vacancy Documents window that are attached to any request that is linked to the vacancy. The user will no longer need to download those files and re-upload them to the Vacancy Documents window. When you click the Add from USA Staffing option, a modal will open up allowing you to choose one or more documents to add to the Vacancy Documents window. This feature will add a link to the current document; it will NOT create a copy of that document. You may still access that document from the original request. Deleting the document from either the Request or the Vacancy Documents windows will not delete that document from the other location. This is the first instance of this functionality in USA Staffing and we will be looking at adding the same feature to other document windows in the coming months. <https://help.usastaffing.gov/USAS/index.php?title=Adding a USA Staffing Vacancy Document> <https://help.usastaffing.gov/USAS/index.php?title=Uploading a vacancy document>
- Added steps to prevent hidden html from being accidentally added to text boxes on the Announcement Text page through the pasting of text from webpages and other html based sources. <https://help.usastaffing.gov/USAS/index.php?title=Announcement Text>
- Enabled HR users to preview assessment content in PDF format by clicking on the gear button inside of an individual assessment and selecting “PDF Preview.” This is in addition to the “Text Preview” added last month. Both options are available from assessments in vacancies or templates. <https://help.usastaffing.gov/USAS/index.php?title=Previewing assessment questionnaire in PDF format>
- Updated the Review Instructions and Certificate Instructions text entry boxes to rich text, allowing bold, underline, italics, and other special features to be used. This enhancement also increased the allowable character limit from 500 characters to 5,000 characters for review and certificate instructions. <https://help.usastaffing.gov/USAS/index.php?title=Creating a review from a certificate>
- Removed text on the Veterans Preference question posed to applicants that directed applicants to provide documentation when selecting a CP preference. The text is now consistent with the other preference options.
- Completed a feature that will allow a user to override Min Quals and Final Ratings for multiple applicants at the same time on an applicant list. The user may select one or more applicants on an applicant list, select “Override Rating” from the Apply Action button, select the rating combinations that should be overwritten, and choose a new rating. Please note that overrides can only be made to applicants on a single page. To update more than 25 applicants, you will need to apply the mass overrides on each page of the applicant list individually. ✓
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25 applicants, you will need to apply the mass overrides on each page of the applicant list individually. ✓

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

- Added a warning banner to alert users before issuing a certificate when there are applicants in a Pending Assessment (PA) status or who have a reasonable accommodation claim that has not been adjudicated.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - New York State Tax Form • Updated the following forms already available in USA Staffing:
 - TSP 19
- Fixed a bug that prevented HR from sending a tentative of official offer notification to a New Hire after the New Hire declined the initial offer. Now the restriction only applies after the New Hire accepts the respective job offer.
- Updated the creation of a New Hire record from a certificate to check if there are “Form Review” or “Document Upload” onboarding tasks associated with the request number used to select the New Hire. If so, the system will assign all forms, linked to such tasks, to the New Hire record.

Hiring Manager Functionality


- None

Administrative Functionality

- Increased the character limits for assessment item stems to 10,000 characters. This is for items created in a vacancy, Assessment Package Templates, and Competency Networks.
https://help.usastaffing.gov/USAS/index.php?title=Competency_Library
- Added a Request Number data insert in the Position section for onboarding notification templates.
https://help.usastaffing.gov/USAS/index.php?title=Create_a_Notification_Template
- Renamed two data inserts in the Position section for onboarding notification templates to make their meaning clearer to administrators. Actual Start Date is now named “Date HR Confirmed Entry on Duty” and Projected Start Date is now “Projected EOD Date.”
https://help.usastaffing.gov/USAS/index.php?title=Adding_available_data_inserts_to_a_notification_template

Reporting and Analytics

- Added the Applicant Scores by Assessment report in the Assessments folder in Staffing Reports.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Updated the eOPF Transmissions report in the New Hire folder in Staffing Reports to update which prompts are required to run the report.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders
- Updated the Task List report in the Task folder in Staffing Reports to add “Task Actual Days” as a new column value.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders
- Added the Additional Selection request type to the Time to Hire Dashboard, completing the Time to Hire Phase 3 feature. 
- Added a new “Workflows” name space to Staffing Reports. This will allow users to build custom reports around their custom Workflows in USA Staffing.
- Added “Task Type” and “Task Actual Days” to the Tasks namespace in Staffing Reports.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders