1103 New System Features and Enhancements

SYSTEM

Enhanced User Interface

In the 1103 release, USA Staffing has updated its integration with USAJOBS 3.0 and deployed significant improvements to the HR user interface. These improvements include the following features:

- Enhanced login page, including pre-login access to Online Help and the USA Staffing Resource Center
- Improved full browser viewing
- Less scrolling to view parts of the screen
- Enhanced Advanced Search, including defaulted Partial Search functionality
- Upgrades to tables and grids to improve sorting of data
- Improved Reporting workflow

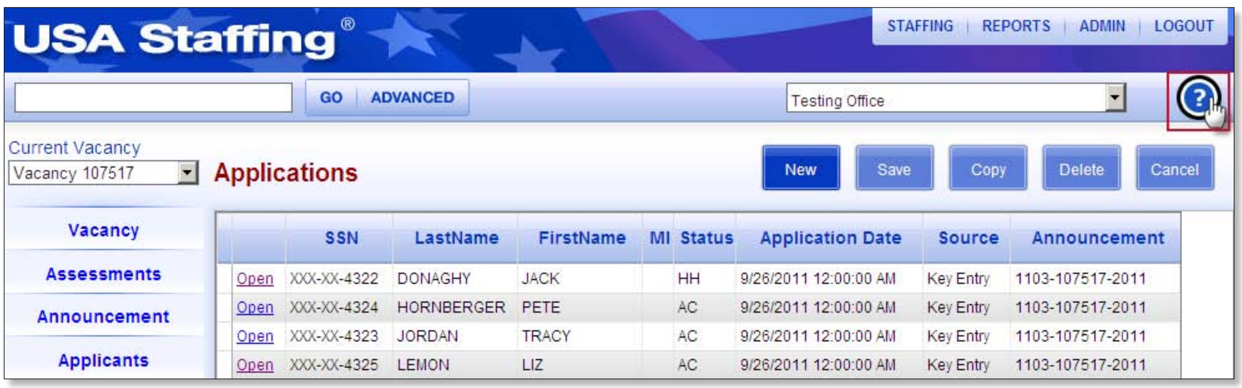
TABLE OF CONTENTS

New Online Help System

This system deployment includes a complete refresh and reorganization of help content for USA Staffing. The help platform has migrated to MediaWiki, which is already in use for the USA Staffing Resource Center, Selection Manager, and Onboarding Manager. This new platform allows the USA Staffing Program Office to update help content in real time as needed.

The new USA Staffing online help system incorporates the 1103 enhancement features. The style and format of the content are simple and cover common help desk inquiries. The flow of online help content corresponds to the general order in which users complete tasks within the system.

The online help system is accessible through the question mark icons in USA Staffing. These icons are included on each screen and provide context-sensitive help. When users click a question mark icon, online help will open on the topic matching that USA Staffing page.



Clicking the Home page link will bring you to the main help page. This page has three options: Help for USA Staffing HR Users, Onboarding Manager Users and Selection Managers. Clicking Help for USA Staffing HR Users will allow you to select ***Help by Page***, ***Help by Task, Online Search*** or a link to the ***USA Staffing Resource Center.***

- ***Help by Page:*** Contains detailed reference information explaining the system areas.
- ***Help by Task:*** Contains extensive step-by-step instructions to accomplish tasks within the system.
- ***Online Help Search Feature:*** To find a specific topic or task, utilize the search feature located on the top of each page.
- ***USA Staffing Resource Center:*** For current system information and other information visit http://help.usastaffing.gov/USAStaffing/index.php/USA_Staffing_Resource_Center.

USAJOBS 3.0 Integration

The USAJOBS 3.0 launch on October 12, 2011 will affect USA Staffing in the following areas: job location codes, Central Personnel Data File (CPDF) Agency codes, and job announcement fields. For more information about the USAJOBS 3.0 transition, visit the USA Staffing Resource Center.

Exclusive Posting Link

There is a new Exclusive Posting link for internal merit promotion job announcements. Exclusive Posting announcements do not appear on USAJOBS or Intranet web sites.

The new link is http://www.usajobs.gov/GetJob/ViewDetails/xxxxxxxxx. The Xs represent the USAJOBS Control Number assigned when the vacancy has been released to USAJOBS.

Browser Compatibility

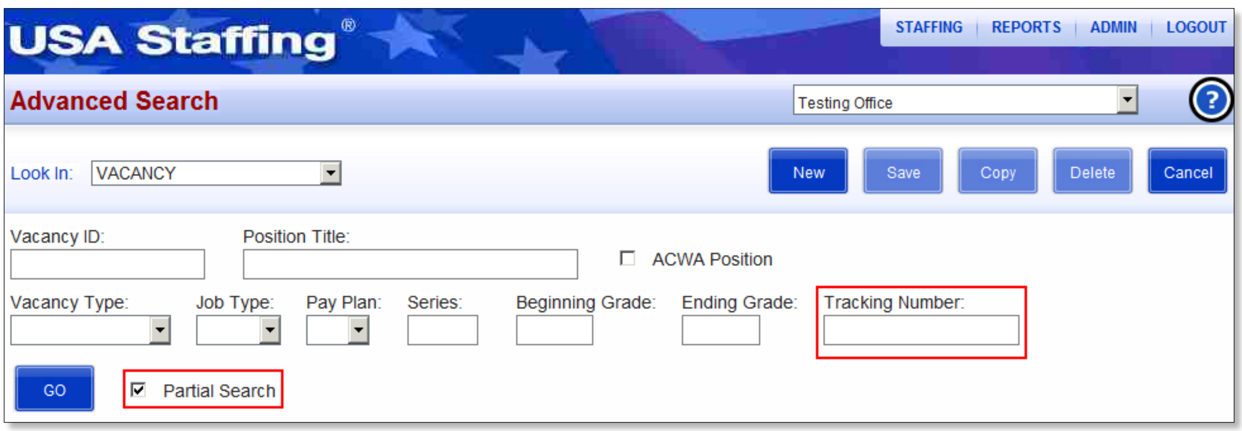
The following browser versions have been tested and are now compatible with USA Staffing, Selection Manager, and Application Manager.

- Internet Explorer 8 or higher
- Firefox 3.6 or higher
- Chrome 8 or higher
- Safari 4.x or higher

Note: USA Staffing supports Internet Explorer 7, but users may experience minor issues with the appearance of certain system tables. USA Staffing strongly recommends all users upgrade to Internet Explorer 8 to most effectively use USA Staffing.

Advanced Search

The ***Partial Search*** box on the ***Advanced Search*** screen is now defaulted to checked. The ***Partial Search provides a broader search result.*** Additionally, users can search for tracking numbers at the vacancy and referral request levels.



Stored Reports Purge

All stored reports will be purged from USA Staffing regardless of preference settings during this deployment. This purging is part of a reports improvement process with the 1103 release. **Please save any needed reports prior to the October 7 deployment.** This purge of stored reports does not affect letters in applicant records.

Performance Enhancement

USA Staffing includes further performance improvements to enhance application ratings and applicant notifications.

Security

This release includes several security upgrades to both USA Staffing and Application Manager to ensure that USA Staffing stays current with Federal IT security requirements.

Section 508 Standards

USA Staffing and Application Manager incorporate additional changes to ensure compliance with Section 508 standards.

VACANCY

Supporting Documents Page

Titles of some supporting document types have changed to meet USAJOBS requirements. Documents previously submitted under ***Veterans Documentation*** will be categorized under the ***Other Veterans Document*** type**.** Documents previously submitted under ***Miscellaneous*** and/or ***Qualifications*** will be categorized under the ***Other*** document type**.** This change affects these supporting document types in new and existing vacancies.

Users can now customize the ***Other*** document title on the Supporting Documents page. To change this field, mark the ***Accept*** check box next to ***Other***. A text box will display on the lower portion of the page that allows users to customize the title. This customized title field has a 500 alphanumeric character limit.

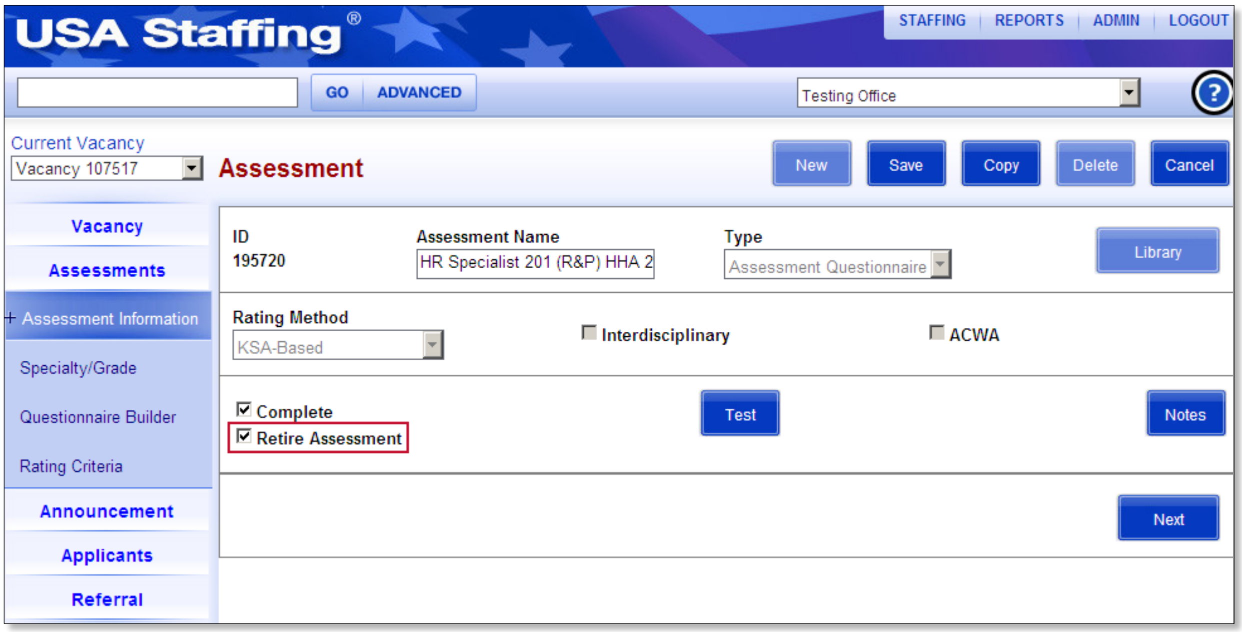
Use the ***Accept/Required Docs*** TAG to display all accepted document types in the announcement. This includes the customized title.

Note: Applicants can view customized titles in the job announcements. However, when uploading documents in Application Manager, they will only see the ***Other*** type and not the customized title.

ASSESSMENTS

Retire Assessments

USA Staffing now offers users the ability to mark assessments as ***Retired*** on the Assessment > Assessment Information page. The ***Retire Assessment*** check box is located below the ***Complete*** box. Marking an assessment as ***Retired*** indicates the assessment should not be used in future announcements.



If a retired assessment is added to a vacancy, users will receive a pop-up warning message when the announcement is marked as ***Complete***. This message prompts the user to confirm their use of a retired assessment.

Note: Users should check with their USA Staffing Office Administrator before using any assessments marked as Retired.

Users can mark assessments as ***Retired*** based on their Assessment permission profile settings.

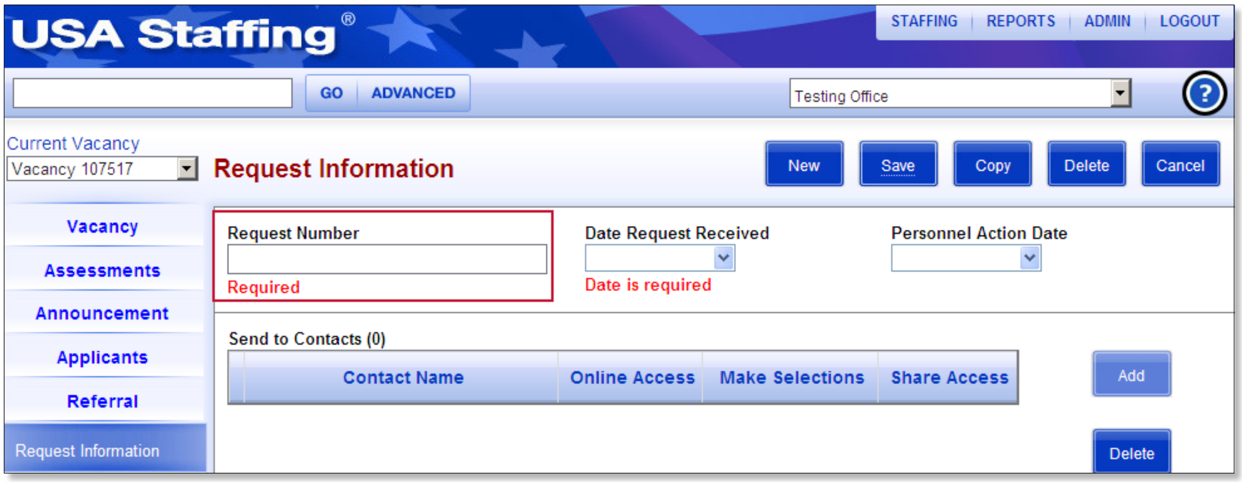
- Users with permission profiles set to ***Questionnaire Templates Developer*** or ***Assessment Components Developer*** can mark assessments as ***Retired*** and un-mark (un-check) ***Retired Assessments***.
- Users with permission profiles set to ***Questionnaire Templates – User***, the assessment setting of the ***Standard User*** permission profile, or ***Assessment Components – User*** can mark or un-mark only <u>their own</u> assessments as ***Retired.***

Users can search for ***Retired Assessments*** by checking the ***Show Retired Assessments*** check box on the Assessment Advanced Search page. USA Staffing will not return the retired assessments in a default search of the Assessment Library.

REFERRAL

Request Information Page

The ***Request Number*** field on the Request Information page now has a ***Required*** warning message. This field is mandatory and is intended to collect the number that agency personnel offices assign to the Request for Referral of Eligibles (SF-39) or Request for Personnel Action (SF-52).

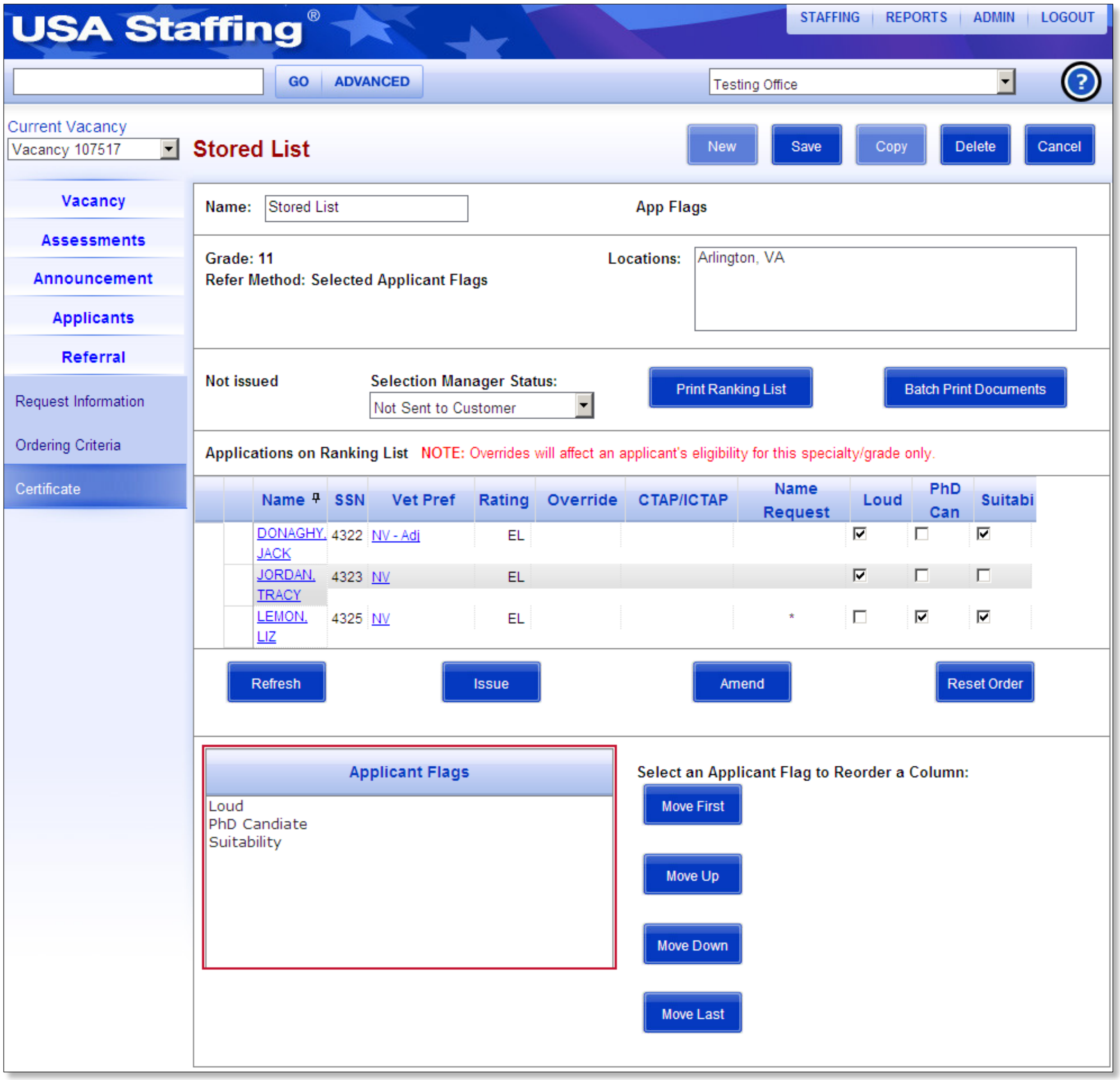


Stored List Page

When using the ***Merit Referral*** or ***Non-Traditional*** certificate types and ***Selected Applicant Flags*** as the ***Refer Method***, stored lists can be sorted according to applicant flags. Users are no longer restricted to viewing applicant flag columns in alphabetical order. At the bottom of the Stored List page where applicant flags are selected as the ***Refer Method***, users can select a specific flag from the ***Applicant Flags*** table and use the following buttons to reorder the column display:

- ***Move First***. Moves the selected flag to the first or far left applicant flag column.
- ***Move Up***. Moves the selected flag one column space to the left.
- ***Move Down***. Moves the selected flag one column space to the right.
- ***Move Last***. Moves the selected flag to the last or far right applicant flag column.

Note: This enhancement applies to stored lists only and does not change the order or grouping of applicants on certificates.



In addition, USA Staffing now automatically transfers users back to the Stored List page instead of the Ordering Criteria page after adjudicating CTAP/ICTAP or veterans' preference from the links on the Stored List page.

Audit Page

The certificate audit codes and explanation text for alternate selections have been renamed and updated. The following are the new alternate selection audit codes:

- 01 – Not Selected – AS 1
- 02 – Not Selected – AS 2
- 03 – Not Selected – AS 3

These changes will not disclose the alternate selection status to applicants in their notifications. Disposition letters will display the alternate selection audit code explanation as: ***The selecting office has indicated that you were not selected for the position.***

For agencies that use a Management Initiated hiring process, a new certificate audit code has been added. The ***Management Initiated (MI) – Not Referred/Not Considered*** audit code appears in the ***Selection Action*** drop-down list within Selection Manager. When disposition letters are sent, ***MI*** will appear for the audit code with the following code definition: ***Not Referred/Not Considered*** and code explanation text of ***You were not referred or considered for this position as it was filled through a management initiated action.*** In addition, the name of the selectee will not display on the disposition letter of such applicants

This new audit code affects the text of applicant disposition letters via a new configuration setting in Admin > Preferences > Configurations > Reports > ***Hide referral information and body text on disposition letters when MI code is used***. This configuration is defaulted to ***Yes*** and can be set to either ***Yes*** or ***No***.

When the configuration is set to ***Yes***, the system will hide the following information on disposition letters of applicants coded as MI:

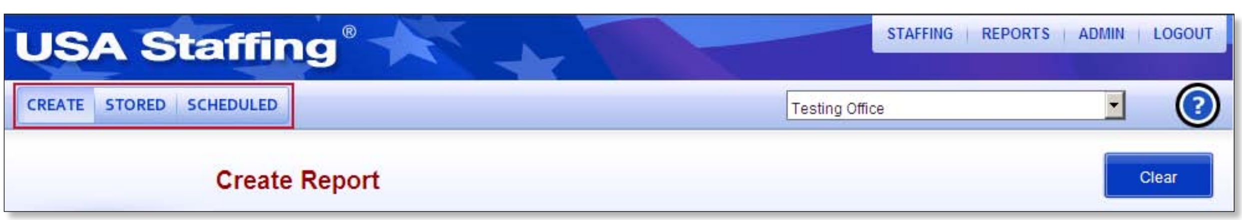
- Referral Type
- Appointment Type
- Specialty/Grade
- Promotion Potential
- Locations

REPORTS

Reports

The Reports area now has a more consistent look and feel and improved usability. The upper-left corner of Reports now has Create, Stored, and Scheduled areas.

- **Create.** The Create Report page is the default view and is where users establish the report criteria.
- **Stored.** The Stored Reports page displays reports created by the user. In this page, users can view, print, or save a report.
- **Scheduled.** The Scheduled Reports page displays scheduled reports created by the users within an office.



Create Area

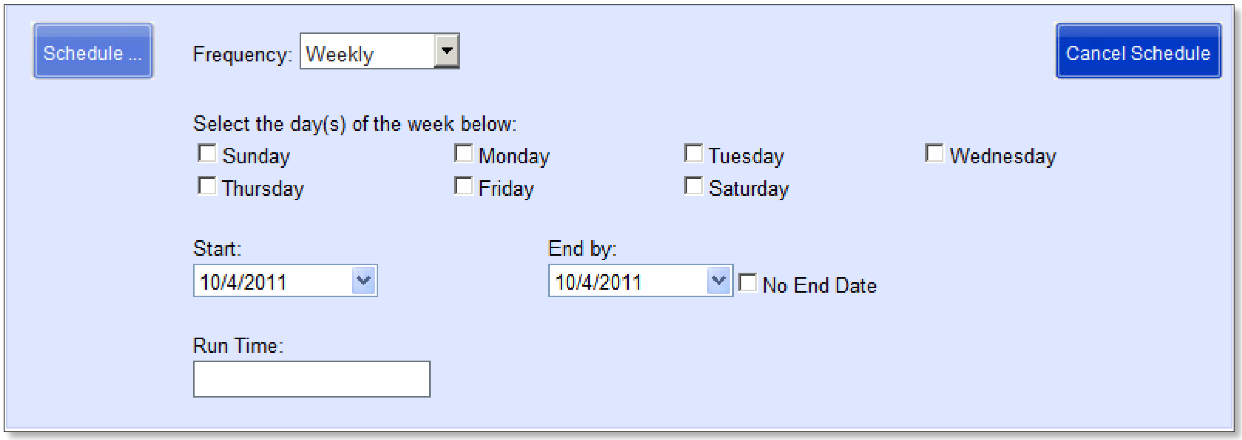
The Create area is comprised of two sections:

- **Report Criteria.** For most reports, the Criteria fields are similar to the criteria users previously used to run reports. A ***Clear*** button has been added on the top right side of the page to clear the entire report criteria at any time. The ***Deselect*** button was renamed to ***Deselect All*** and clears all selections made for an item.
- **Report Options.** This section allows users to specify the report destination as either ***Preview*** or ***Send Email and Store Printable Letters***. The default ***Action*** is ***Preview***.
  - The ***Preview*** will display the report and users should review the text prior to sending it as an email. The letter default text can be changed in Admin > Preferences > Default Text.
  - The ***Send Email and Store Printable Letters*** is selected to send letters to applicants who specified an email address in their application and store a printable copy of the letter for those applicants who did not provide an email address in their application. These reports are separated into two report types, ***Emailed*** and ***Print***, on the Stored Reports page. A copy of the emailed letters is automatically saved in the Applicants > Report Information Page and their Application Manager account. Once sent, emailed letters cannot be removed from Application Manager or the applicant records. These modifications eliminate the previous check boxes for ***Include Applicants Specifying E-mail*** and ***Show in Application Manager***.
- The ***Go*** button has now replaced the ***Create Report*** button.

Note: Stored Reports displays only reports created by the user. In order to see stored reports created by other users, the user must select the ***Show All Reports*** button.

Schedule a Report

The schedule reports capability is now fully activated. The ***Schedule*** option under Report Options allows for reports to be scheduled. Each frequency selected includes customized options, including dates and ***Run Time*** that specifies the time the report will begin. Scheduled reports can now be stored or emailed. Previously, emailed letters could not be scheduled. This new feature will assist agencies sending out large numbers of applicant notices because emails can now be scheduled to run during non-business hours.



Complete Applicant Record Printout (CARP)

The CARP has been modified to include multiple assessments. The CARP will now display the names for each assessment above the applicant responses for that assessment.

Cancellation Letters

The layout of the Cancellation Letters report was modified to resemble other applicant correspondence. Cancellation Letters will show only the series and grade(s) for which an applicant applied. The letter previously showed all grades for the VIN.

Disposition Letters

When a certificate is audited with an ***Audit Type*** of ***Each Applicant*** but no applicants are marked as ***Selected***, the disposition letter now includes correct information stating that no selection was made. Previously users had to mark the ***Audit Type*** as ***Unused*** in order to get that language to appear.

Referral Letters

Modifications to the Referral Letter report have enhanced its layout to resemble other applicant correspondence. This report now includes additional information which makes it easier for applicants to identify status and referral information for each certification instance or consideration. The field ***Referral Type*** will now appear on this report.

Office and Organization Hiring Timeliness Reports

The ***Office Hiring Timeliness*** and ***Organization Hiring Timeliness*** reports have been removed from the Reports > Referral area. These reports are available as exports in the Admin > Data Retrieval > Exports area.

Office and Organizational License Reports

These reports now include a column displaying a user's permission profile.

ADMIN

Maintenance > Permission Profiles

Users with a ***Read Only*** Permission Profile are now able to view Applicant and Referral notes and audited certificates.

Preferences > Configurations

A new configuration under Admin > Preferences > Configurations > Selection Manager allows users to have certificates that are in ***Sent to Customer*** status and past their due date to be recalled automatically after a specified number of days. The configuration item is called ***Designate Number of Days After Which Past Due Certificates are Recalled from Selection Manager***. This item is configurable at the Organization, Office, Customer, or Vacancy level and the value can be set to 1, 2, 3, 4, 5, 7, 30, 60, 90, 120, 180, 365 days. All Offices are currently defaulted to the maximum value of 365 days.

Preferences > Default Text

An added option under Preferences > Default Text > Letters allows users to customize default text language associated with ***Referral Type*** for Referral and Disposition Letters. This customized text will replace the standard descriptions of Referral Type that appear in these letters. This change will allow agencies issuing VEOA, Schedule A, and VRA certificates under the ***Merit Referral*** type to more accurately notify applicants how they were referred.

Note: Because this feature was intended to give agencies the flexibility to more accurately describe the ***Referral Type*** listed for specific certificates, it is highly recommended that changes to default text ONLY be made at the certificate level. Making changes at other levels will impact all associated certificates.

Exports

A new export titled ***Completed Tracking Numbers By Audit Date*** can be found on the Admin > Data Retrieval > Exports page. This export provides users with announcement and certificate information for audited selectees linked to tracking numbers meeting the user-specified office(s) and date range values.

Office and Organization Hiring Timeliness Exports

The ***Office*** and ***Organization Hiring Timeliness*** exports have been modified to include the ***Tracking Number*** and ***Vacancy Type*** fields.

USAJOBS Demographic Source Export

The ***USAJOBS Demographic Source*** export no longer requires a job series for report creation. If a user does not specify a series, the report runs for all series advertised in the office meeting the user specified date range. The results are grouped by series.

SELECTION MANAGER

Selection Manager now displays a ***My Returned Actions*** dashboard. This dashboard displays all certificates returned to HR within the last 90 days for which the Selection Manager user is listed as a ***Send to Contact*** in USA Staffing under Referral > Request Information. These users cannot modify certificates displayed in this dashboard as the fields will appear grayed out. ***My Returned Actions*** also includes the post-selection fields that appear as a result of a selection.

Selection Manager also displays a ***My Selections*** dashboard. Applicants selected from certificates returned to HR in the last 90 days are displayed as links.

Note: Resent certificates (i.e. certificates that have the ***Selection Manager Status*** in USA Staffing changed from ***Customer Audit Received*** to ***Sent to Customer***) will not show in ***My Returned Actions***. Instead, the certificates will appear in ***My Hiring Actions***. If a selection was originally made, the selectee name will remain in ***My Selections***. Users will be able to modify the certificate fields in this situation. If a USA Staffing user changes the ***Selection Manager Status*** of a previously sent certificate to ***Not Sent to Customer***, the certificate will be removed from Selection Manager.

Selection Manager now includes the following post-selection fields after an applicant is coded with the ***Selected*** selection action:

- ***Tentative Offer Date:*** This is the date the tentative job offer is extended, pending favorable security review.
- ***Investigation Initiated Date:*** This is the date the security investigation is formally initiated.
- ***Job Offer Date:*** This is the date the formal offer is made after either a successful investigation or an interim clearance decision while investigation is pending.
- ***Effective Date:*** This is the effective date of the personnel action when the employee is due to start working with the agency or in the new position.

The values entered in these post-selection fields are sent to USA Staffing. These fields are not required and can be modified or removed by USA Staffing users.

In addition, hiring managers have the option to link selectees to tracking numbers in Selection Manager. USA Staffing users can add, modify, or remove a tracking number from a selectee record, if appropriate.