

USA Staffing[®]


Stage Release Notes

Release 25.08

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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Program Roadmap. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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Staffing Functionality

System

Updated USA Staffing's help content platform and migrated content to Zendesk for improved user experience. HR Users will now benefit from faster page loads, enhanced navigation, higher-resolution images, and improved search capabilities when accessing online help.

Request

Modified Onboard New Hire requests in Submitted or Incomplete status to remove the *Vacancies* field on the Location page and default the number of vacancies to 1 upon request creation or approval. This change streamlines the process and eliminates the need to manually enter this value for each request.

Vacancy

Added an *All Requests* tab to the Linked Requests page, which allows HR Users to quickly view all Additional Selection Requests linked the Vacancy regardless of status. The original New Vacancy request is displayed at the top of the table along with any requests created with a null *Requestor* or a *PP-Series-Grade* that does not match the *PP-Series-Grade* of the Vacancy, which require further action. **Note:** Requests will still need to be edited and approved within the *Awaiting Approval* tab on the Linked Requests page.

Enhanced the Linked Requests > *Awaiting Approval* tab to provide HR Users additional flexibility in managing requests before approving them:

- Added the following filter options:
 - *Customer*
 - *Requester*
 - *Request Process Owner*
 - *Workflow*
- Added a *Request Number* search box, which enables user to perform a full or partial search.
- Modified RPI requests to allow customers to send over RPI requests that have a *PP-Series-Grade* that does not exactly match the *PP-Series-Grade* in the Vacancy. The system will create the *Staffing Approach* and display the request on the Linked Requests page.

Announcement

Added a warning banner to inform users they must *Update USAJOBS* after making any changes to announcement questionnaire items if an announcement is in *Pending Open Date* status (has been released to USAJOBS with a future open date). **Note:** Any changes made after an announcement has been released to USAJOBS require users to update the announcement for changes to be published to USAJOBS.

Applicant Overview

Added the original document format each applicant submitted alongside the converted PDF version, so users have access to the exact version of the document the applicant submitted with their application. This facilitates the document review process especially for documents that cannot be properly converted to PDF.

Added a banner to alert HR Users that a Hiring Manager has selected and flagged an applicant for Immediate Onboarding. The banner includes a *View Selections* link that takes the user to the Certificates Selections page, which is automatically filtered to display only applicants who have been flagged for Immediate Onboarding. **Note:** This banner is also displayed on the Certificate page.

Added a validation message informing users there is missing information for non-selected rating combinations before sending out final disposition letters when there are certificates that have not yet been audited and marked complete.

New Hire

The following forms have been updated in USA Staffing:

- ARC MOU 30 PERCENT DAV TERM
- ARC MOU GMA
- ARC MOU TERM APPT
- DA 7782
- NAF DUAL COMP 1

Hiring Manager Functionality

Added the original document format each applicant submitted alongside the converted PDF version, so Hiring Manager have access within Applicant List and Panel Reviews to the exact version the applicant submitted with their application. This facilitates the document review process especially for documents that cannot be properly converted to PDF.

Administrative Functionality

User Profile

Restricted HR Users' ability to modify the *Position Title* within their profile for reporting integrity purposes. **Note:** Office Administrators retain permission to perform these updates. Please contact your designated Office Administrator for assistance.

Workflows

Updated the Workflow Activities page to display the number of rules applied to a task within a workflow and added a hover over tooltip box, which enables users to see which rules have been applied without having to access the *Define and Add Task Rules* modal.

USA Hire Functionality

No updates.

Reporting and Analytics

Reporting and analytics enhancements can be reviewed on the Release Notes page of the [USA Staffing Data Resource Center](#).