

# Workforce Transformation & Tracking System (WTTS) And Entrance on Duty System (EODS) Supervisor & Manager Instruction Sheet

## Background Information

- *What is WTTS/EODS?*

WTTS/EODS is an automated system with two components, Workforce Management and a New Hire solution that is integrated (real-time) with the Federal Personnel and Payroll System (FPPS), USA Staffing (USAS) and eOPF.

WTTS is the workforce management tool that provides functionality to perform workforce projections, planning scenarios, and reporting. In addition, it begins the hiring process by providing functionality to initiate a Request for Eligible (RFE) (e.g., personnel action/SF-52) in FPPS.

EODS is the new hire tool that automates and streamlines the Entrance on Duty (EOD) process by allowing the Human Resources Office (HRO) to provide new hires immediate access to the required documents for completion and submission prior to their reporting date.

- *What will WTTS/EODS do?*

WTTS/EODS provides a mechanism for supervisors and managers to manage their workforce effectively and for HR to expedite the EOD process for new hires. In addition, it provides quality control, reporting, and other capabilities not currently available.

WTTS/EODS allows new hires to complete and submit employment documents electronically prior to their report date, significantly reducing the amount of time it takes for in-processing. The system streamlines the EOD process, eliminating redundant data entry and allowing for tracking the status and progress of forms completion. In addition, it allows the HRO to immediately return incomplete or erroneous forms to the new hire for correction or to submit correct forms to FPPS for processing. Because it is integrated with USAS and FPPS the system eliminates redundant data entry, ensures data integrity, and provides for efficient personnel action processing of accession actions.

## How to Access and Use WTTS/EODS

- *Obtaining a User Name and Password*

- Supervisors and managers will request a FPPS User ID and password to access WTTS/EODS.
- Agencies that use ezPIV, will utilize their ezPIV generated password in lieu of the FPPS password
- When filling a supervisory or managerial position, the gaining supervisor completes an [IBC HR Systems Access Request Form](#) requesting access for the incoming supervisor or manager and submits the form to the HRO.

For Non-DOI Agencies, your Security Point of Contact, will be able to reset your password. DOI Agencies will contact the Customer Support Center for assistance with password reset. Follow your agency process for requesting password reset in FPPS.

- *Accessing the System*

- Internet Explorer 11 supports WTTS/EODS. Browsers such as Mozilla Firefox and Google Chrome should also be compatible. You may access the system by using the following link: <https://wtts.ibr.doi.gov/WTTS/>
- Supervisors and managers will initiate the recruitment process electronically from the WTTS/EODS, view real-time status on vacancies, announcements, and EOD via WTTS/EODS. Please see Attachment 1 for step-by-step instructions for accessing WTTS/EODS, creating a fill action and viewing real-time status

**When to Access WTTS/EODS**

- You will use WTTS/EODS to initiate Recruitment/Request for Eligible personnel actions when filling a vacant position.

**Web Based Training**

- Supervisor and Manager can access web based training via [HR Academy](#)
- You will need to have an account for this website
- Please follow the instructions for creating a new account if you don't have one established

**Questions on WTTS/EODS?**

Questions on WTTS/EODS should be directed to your servicing Human Resources Specialist or Human Resources Assistant.

## Attachment 1

# The WTTS Application

### About Using WTTS/EODS

With access to WTTS/EODS, you can do all of the following:

- Generate an RFE action based on the position information input in WTTS
- Monitor hiring activity from beginning to end
- Plan, report and track activities of newhires

If you have been set up as an FPPS user, you will use your FPPS User Id and Password to access WTTS/EODS. If you have not been set up as an FPPS User, contact your HR Specialist or Assistant who can provide you with the required documentation to become a user.

### Logging in

1. Launch Internet Explorer and go to <https://wtts.ibc.doi.gov/WTTS/> (See Figure 1).
2. If your agency has instituted use of ezPIV utilized your ezPIV generated password.
3. If you are not using ezPIV, please enter your FPPS Userid and password.

Workforce Transformation Tracking System  
WTTS v18.3

WTTS Login    What's New    Contact Us    FAQs

In order to login in to WTTS you must have a valid WTTS account with us. If you are not sure if you already have an account or you need additional assistance, please [Contact Us](#).

**NOTE: This is a U.S. Government System. This system is for the use of authorized users only. By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.**

WTTS User ID (Required)

Password (Required)

Login    Logon Help

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Figure 1 – WTTS Login Page

NOTE: If you've received a "login information invalid" error message more than once, the system may be indicating your password has expired. Click the "Logon Help" button to access the change/reset password screen. Click the "FPPS Verify/Change Password" button. Validate your password is correct, or if necessary, change it and then return to the WTTS to Logon page.

You may change your password at any time. However, you will be forced to change your password if you are logging on for the first time or your password has expired. You may not use the same password over again. The FPPS password rules are as follows:

- Your password must contain 8 characters
- Begin and end with an alpha character
- Must contain a number some place in the middle
- Cannot be any of the last 24 passwords you have used

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**FPPS users who have forgotten your password or locked your account**  
If you do not know if you are an FPPS user, please contact your WTTTS Point of Contact.

FPPS Verify/Change Password    FPPS Automated Password Reset Tool

**Non-FPPS users have you forgotten your username and/or password?**

1. Select what you need assistance with - forgotten password, username, or both password and username.
2. Supply the required information based on what you need assistance with. If you are unsure of what is on file, please contact your WTTTS Point of Contact for assistance.
3. Answer the security question to verify you are a real person submitting the request. Note: The math may result in a negative answer (i.e. -15).
4. Any information you request will be sent to the email address we have on file for you. If you do not receive your email(s), first check your spam folder before contacting your WTTTS Point of Contact.

What do you need help with? (Required)    Please make a selection

Human validation, answer the question to continue (Required)    11 MINUS 65 equals

Continue

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Figure 2 – Change/Reset Password Screen

You should register your user ID with the self-service password reset Tool, by clicking on the “FPPS Automated Password Reset Tool” button and following the prompts. Once you begin the process to register your user ID, a pop-up window will appear advising you that your “password has expired.” Please change your password using the FPPS password rules identified above.

### Session Timeout

Users are prompted 5 minutes before they are going to time out. You will be prompted to respond via a session timeout pop-up box: click “Stay Connected” to remain logged in or click “Log Out Now” to logout. If there is no response within 5 minutes, you will automatically be logged out.

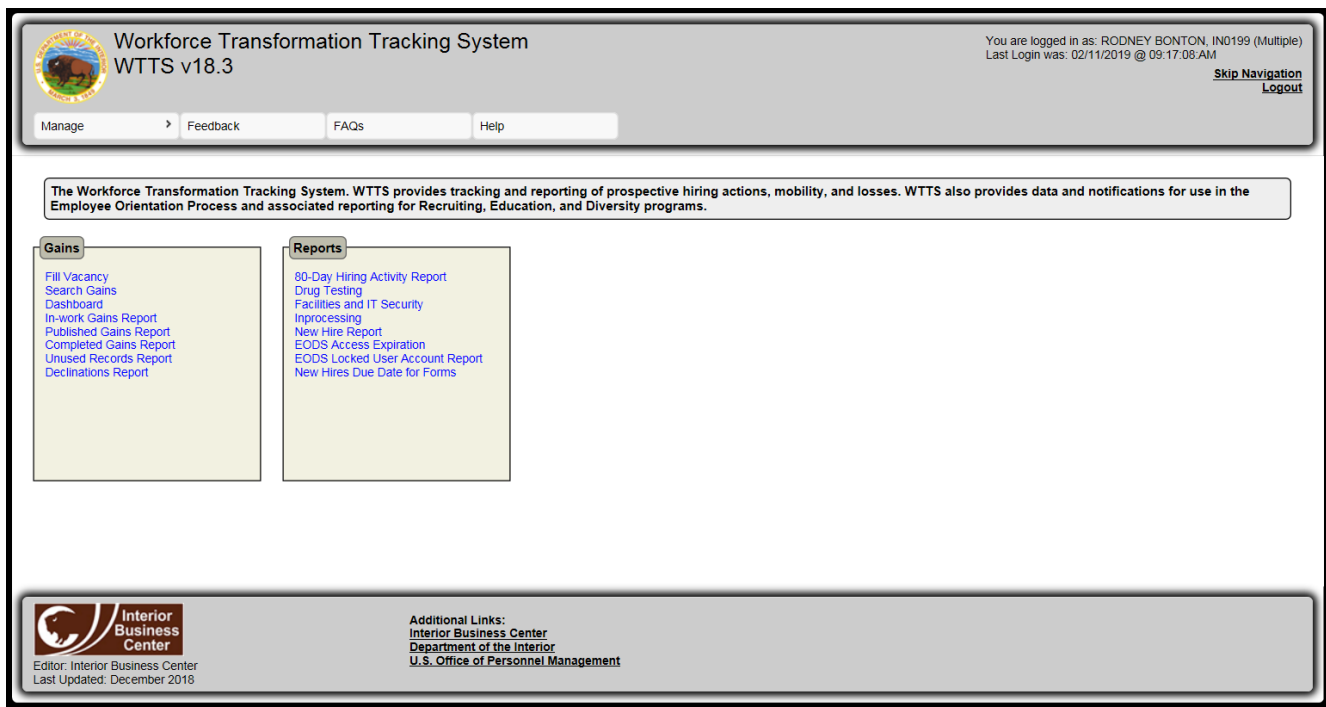


Figure 3 – WTTS Home Page

## WTTS Home Page

### ➤ Top row menu bar

Immediately below the WTTS logo banner is a menu bar which allows you to select options based on your level of system access.

- The **FEEDBACK** tab allows you to email the system manager, however before utilizing this feature it is recommended that you contact your WTTS Security Administrator
- The **FAQS** tab opens a new window containing frequently asked questions
- The **HELP** tab opens a new window allowing you to access the WTTS User’s Guide

### ➤ To the far right of the screen above the top row menu bar is the **Logout** tab that ends the WTTS session

### ➤ In the middle of the home page there will be modules that identify particular functions within the system. Click on the **hyperlink** of the desire function and you will be taken to the corresponding location in WTTS.

**Gains** Module - Select if you are inputting, tracking and/or reporting:

- Fill Vacancy
- Search Gains
- Dashboard
- In-work Gains Report
- Published Gains Report
- Completed Gains Report
- Unused Records Report
- Declinations Report

All records in the Gains Module (In-Work Gains, Published Gains, Completed Gains, etc.) have a link to “Export to Excel” at the top and bottom of each page. If you are exporting a report that has more than one page of data, all the records are exported to the report.

**Reports** Module - Select if you are running/viewing reports and/or checking the status of forms sent to a new hire. Depending on your access, the reports available are:

- 80-Day Hiring Activity Report
- Drug Testing
- Facilities and IT Security
- Inprocessing
- New Hire Report
- EODS Access Expiration
- New Hires Due Date for Forms

## **CREATING A FILL ACTION**

**Step 1:** Click **Fill Vacancy** hyperlink in the **Gains** Module. This displays the Create Vacancy tab (See Figure 4). Proceed to Step 2.

**OR**

Click on the **GAINS Dashboard** hyperlink. This launches the Gains dashboard.

- The dashboard displays a count of Gains by status for your organization. Here you can change the Dashboard type: Graph, Hiring Status and Workforce Planning.
- The **REPORTS** tab takes you to the summary list of reports in the Gains module and allows access or search capabilities for individual records reflective of the information displayed on the dashboard.

**Step 2:** Click the **FILL VACANCY** tab. This begins the recruitment process by allowing you to input position information specific to the vacancy you want to fill and submitting it to FPPS to generate the SF-52.

Clicking the **FILL VACANCY** displays the Create Vacancy tab (See Figure 4).

The screenshot shows the 'Create Vacancy' form in the WTTTS v18.3 system. The form is titled 'Create Vacancy' and is part of the 'Fill Vacancy' section. It contains several input fields and checkboxes. The 'Number of Vacancies (Required)' field is set to 1. The 'Fiscal Year (Required)' field is set to 2019. The 'Gaining Organization (Required)' section includes dropdown menus for Department (IN), Bureau (01 - OFC OF THE SECRETARY), Subbureau (99 - OFFC OF THE SEC, IBC), and Organization (Select a Gaining Organization). The 'Announcement Type' section has checkboxes for Competitive, External Merit Promotion, Internal Merit Promotion, TBD, Student Vacancies, Special Appointment Authorities, and Senior Executive Service. The 'Appointment Type' section has checkboxes for Permanent, Temporary, Term, Temporary Promotion, Seasonal, Summer, Presidential Management Fellows, Recent Graduates, Multiple Appointment Types, Internships, Intermittent, ICTAP Only, Agency Employees Only, Telework, Transfer from Another Agency, Excepted Appointee, Military Detailee, CADRE, VSEE, and IPA. There are 'Create Vacancy' buttons at the top and bottom of the form area.

Figure 4 – Create Vacancy Tab

The system will pre-populate the number of vacancies (1) and the Fiscal Year (Current FY year).

You may change any of these data elements, however, if you are changing the number of vacancies, the system will generate additional WTTTS “records” for each position being filled. You will need to complete and submit each WTTTS record to FPPS individually.

NOTE: If you need to create multiple FPPS transactions with the same position information, it is recommended that you complete one record and then use the “c” copy function from the tools column. By using this function, all information will be copied and you will not have to go into each individual record to populate position information.

**Step 3:** Select a radio button reflective of how this position will be filled. If you haven’t determined your recruitment options, select Announcement Type: TBD.

**Step 4:** Select the Gaining Bureau from the drop-down menu.

**Step 5:** Select the Gaining Subbureau from the drop-down menu.

**Step 6:** Select the Gaining Organization from the drop-down menu.

**Step 7:** Select the Fiscal Year from the drop-down menu.

**Step 8:** Click **Create Vacancy** button. This takes you to the Position Info. Tab (Figure 5).

NOTE: The fields that are marked with a pound or hashtag (#) are required fields to be input by the Requesting Office (i.e. Supervisor/Manager). The fields marked with an asterisk (\*) are required to be input by the HR Office.

**Step 9:** Input the position information in the Position Info. Tab (See Figure 5).





Edit Record

Save   Send RFE to FPPS   Send to eRecruit   Send EODS eMail(s)   Send Selectee Info to FPPS   Publish

Position Info   Create Hire Action   Recruitment Request Info   Upload Doc   Staffing/EOD Conditions   Notes   Security   Selectee Info

Hiring Doc   Diversity   Pre-Work   Progress

Position Number	0000TBD
Position Number Suffix	
Position Description Content	
Proposed Effective Date #	03/21/2019
OPM Position Title #^+~	AUDITOR
Gaining Functional Job Title	TBD
How will this Job be filled (Announcement Type)?	<p><b>Announcement Type</b></p> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> External Merit Promotion <input type="checkbox"/> Internal Merit Promotion <input type="checkbox"/> TBD <input type="checkbox"/> Student Vacancies <input type="checkbox"/> Special Appointment Authorities <input type="checkbox"/> Senior Executive Service
How will this Job be filled (Appointment Type)?	<p><b>Appointment Type</b></p> <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Term <input type="checkbox"/> Temporary Promotion <input type="checkbox"/> Seasonal <input type="checkbox"/> Summer <input type="checkbox"/> Presidential Management Fellows <input type="checkbox"/> Recent Graduates <input type="checkbox"/> Multiple Appointment Types <input type="checkbox"/> Internships <input type="checkbox"/> Intermittent <input type="checkbox"/> ICTAP Only <input type="checkbox"/> Agency Employees Only <input type="checkbox"/> Telework <input type="checkbox"/> Transfer from Another Agency <input type="checkbox"/> Excepted Appointee <input type="checkbox"/> Military Detainee <input type="checkbox"/> CADRE <input type="checkbox"/> VSEE <input type="checkbox"/> IPA
Not to Exceed	

Symbol Legend

(Required)	Required for saving record
*	Required for Publishing
#	Required for Send RFE to FPPS
^	Required for Send Selectee Info to FPPS
+	Required for Interface to PSTS
~	Required for Interface to USAS-CAU
(CC/BCC)	Emails or Emails w/Letters has a Cc and/or Bcc added
(ATTCH)	Emails has document attached
Error	Error Indicator

Record Summary

WTTTS ID	153160
FPPS Transaction Number	TBD
Pay Plan/Occ	GS/0511/09
Series/Grade	
Position Title	AUDITOR
Dept/Burr/Subbur/Org	IN/01/98/63420000
Selectee	TBD
EOD	TBD

Record Details

Created On	02/26/2019 07:39:04
Created By	BONTON, RODNEY
Last Modified On	03/05/2019 08:00:26
Last Modified By	BONTON, RODNEY

Status

WTTTS Status	I - INITIATED
Error Status	
PSTS Status	
PSTS Error Status	

Figure 5 – Position Info. Tab

Dept/Bureau/SubBureau #^	IN/01/98
Gaining Organization (Required) #^	03420000 - COMPLIANCE TEAM B
Fiscal Year (Required)	2019
Line of Business (DOT/FAA)	
Position Allocation	
Procurement Integrity Act Ind	Please make a selection
Appropriation Code	
Cost Center Code	
Network Access Required	Please make a selection
Work Schedule	F - FULL-TIME
Shift Description	
Part Time Hours	
Total Number of Openings	
CTAP List Clearance	Please make a selection
CTAP Notes	
ICTAP List Clearance	Please make a selection
ICTAP Notes	
Advertised Duty Station(s)	<input type="text" value="Advertised Duty Station Code(s)"/> NOTE: Only the first code will be sent to FPPS <input type="button" value="Add Duty Station"/>
Office Location (Building):	
Office Location (Room or Office Number):	
Pay Plan #^	GS - GENERAL SCHEDULE (CH52, 5 U.S.C)
Occupational Series 1 Code #^ ~	<input type="text" value="Occupational Series 1 Code"/> Series 1 Code #^ ~ 0511 - AUDITING Advertised Grade Level 1 #^ ~ 09 FLSA 1 Non-Exempt
Occupational Series 2 Code	<input type="text" value="Occupational Series 2 Code"/> Series 2 Code Please make a selection Advertised Grade Level 2 Please make a selection FLSA 2 Please make a selection
Occupational Series 3 Code	<input type="text" value="Occupational Series 3 Code"/> Series 3 Code Please make a selection Advertised Grade Level 3 Please make a selection FLSA 3 Please make a selection
Full Performance Level	12
Minimum Salary	
Maximum Salary	
Pay Basis #^	PA - PER ANNUM
Position Sensitivity #^	5 - MODERATE RISK
Position Tenure	<input type="button" value="Select Position Tenure"/>
Computer/ADP Position	Please make a selection
Key Personnel Indicator	Please make a selection
Trainee	Please make a selection
Supervisory Status Indicator	Please make a selection
Supervisory Level	8 - ALL OTHER POSITIONS
Required to Fill Out Financial Disclosure Form	Please make a selection
Position Drug Testing Requirement #^	N - NOT SUBJECT TO DRUG TESTING
Bargaining Unit Status (BUS)	Please make a selection
Competency	<input type="button" value="Select Competency"/> TBD <input type="checkbox"/>

Figure 6 – Position Info. Tab (Continued)

NOTE: All information requested on this screen can be located on the Position Description Cover Sheet, Optional Form (OF) 8.

**Step 10:** If the position is already established, input the **Position Number**, otherwise leave this as the default “TBD”.

**Step 11:** Input **Proposed Effective Date** by clicking in the corresponding blank field to access a calendar. Select a day in the current month or scroll through the months using the arrow in the upper right corner. Once you have identified the correct day, click the date to select.

**Step 12:** Input **OPM Position Title** which is the title of the classified position or the proposed position title if the position is not yet classified.

**Step 13:** The **How Will This Job Be Filled, Sub-bureau, Gaining Organization, and Fiscal Year** fields will populate based on the information provided in the Create Vacancy tab. If any changes are required, use the drop-down menus to make a selection.

**Step 14:** Select **Pay Plan** from drop-down menu (e.g., GS, WG, etc.).

**Step 15:** Click on the drop-down menu for **Occupational Series 1 Code** and select the appropriate occupational series (or proposed occ series) (e.g. 0544, 0301, etc.). NOTE: Follow the same process described in this step for **Occupational Series 2 & 3**, if you are advertising the job at multiple grade levels even if the occupation series remains the same.

**Step 16:** Select **Advertised Grade Level 1** from the drop-down menu. NOTE: If you are unsure of the grade level you will be recruiting for, select the grade reflective of the full performance level and document in the Note Pad section so that you can discuss with the HR Specialist.

**Step 17:** Select the **FLSA Code** from the drop-down menu.

**Step 18:** Select **Full Performance Level** from the drop-down menu.

**Step 19:** Select **Pay Basis** from the drop-down menu (e.g., PA).

**Step 20:** Select **Position Sensitivity** from the drop-down menu.

**Step 21:** Click on the radio button next to “Yes” if the position is a **trainee**, otherwise leave the default set to “No” (A trainee position is a position filled at the entry (grade) level with a career progression path)

**Step 22:** Select the **Supervisory Status** by using the drop-down menu.

**Step 23:** Click the radio button next to “Yes” if the position requires a **financial disclosure** form, otherwise, click “No”


**Step 24:** Select the appropriate code regarding the **drug testing requirement** from the drop-down menu.

**Step 25:** Click on the **Save** button located on the top/bottom of the screen and continue to the Create Hire Action tab

NOTE: Always click the “**Save**” button located at the top/bottom of the page to save information on the screen before performing another action (e.g. Send to FPPS).

NOTE: The fields that are marked with a hashtag (#) are required fields to be input by the Requesting Office. The fields marked with an asterisk (\*) are required to be input by the HR Office

**Step 26:** Input the information required on the Create Hire Action tab (See Figure 7)



**Workforce Transformation Tracking System**  
WTTS v18.3

You are logged in as: RODNEY BONTON, IN0198 (Multiple)  
Last Login was: 03/05/2019 @ 11:58:03 AM

[Skin Navigation](#)  
[Logout](#)

Fill Vacancy
Reports
Manage
Feedback
FAQs
Help

Home > Gain Dashboard > In-work Gains for FY 2019 > Edit Record 153180

**Edit Record**

Save
Send RFE to FPPS
Send to eRecruit
Send EODS eMail(s)
Send Selectee Info to FPPS
Publish

Position Info.
**Create Hire Action**
Recruitment Request Info.
Upload Doc
Staffing/EOD Conditions
Notes
Security
Selectee Info.

Hiring Doc
Diversity
Pre-Work
Progress

Emergency Response Official: Please make a selection

Emergency Response Official Type: Please make a selection

Requesting Official/Hiring Official #: SUSAN DIANE MADRID (NBCSDR0) - IN01990086460

Requesting Official/Hiring Official Email Address: SUSAN\_D\_MADRID@IBC.DOI.GOV

FPPS SF-52 Contact Name #: RODNEY G. BONTON

Contact Phone Number #: (315)867-5309

SF-52 Notes 1: BACKFILL BEHIND DENZEL WASHINGTON

SF-52 Notes 2:

SF-52 Notes 3:

SF-52 Notes 4:

FPPS Transaction Number:

**Add New Announcement**

NOTE: You must enter at least one of these values

Announcement Number	<input type="text"/>
Opened Date	<input type="text"/>
Closed Date	<input type="text"/>
First Vacancy Extension Date	<input type="text"/>
Second Vacancy Extension Date	<input type="text"/>
Third Vacancy Extension Date	<input type="text"/>
Area of Consideration	<input type="text"/>

**NOTE:**

- If there are announcements linked to this WTTS record, position information for only the first 2 announcements will be sent to FPPS.
- You can review the history of removed Announcements here [View Removed Announcements](#)

No announcements have been added.

PREVIOUS
NEXT

Save
Send RFE to FPPS
Send to eRecruit
Send EODS eMail(s)
Send Selectee Info to FPPS
Publish

**Symbol Legend**

(Required) Required for saving record

\* Required for Publishing

# Required for Send RFE to FPPS

^ Required for Send Selectee Info to FPPS

+ Required for interface to PSTS

~ Required for interface to USAS-CAU

(CC/BCC) Emails or Emails w/Letters has a Cc and/or Bcc added

(ATTCH) Emails has document attached

Error Error Indicator

**Record Summary**

WTTS ID: 153180

FPPS Transaction Number: TBD

Pay Plan/Occ: GS/0511/09

Series/Grade: GS/0511/09

Position Title: AUDITOR

Dept/Bur/Subbur/Org: IN/01/98/03420000

Selectee: TBD

ECI: TBD

EOD: TBD

**Record Details**

Created On: 02/28/2019 07:39:04

Created By: BONTON, RODNEY

Last Modified On: 03/05/2019 03:00:28

Last Modified By: BONTON, RODNEY


**Status**

WTTS Status: I - INITIATED

Error Status:

PST Status:

PST Error Status:



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Figure 7 – Create Hire Action Tab

**Step 27:** Select the **Requesting Official/Hiring Official** by using the drop-down menu and locate the name of the Supervisor/Hiring Official who will be responsible for the oversight of the position

**Step 28:** The **Requesting Office** information should automatically populate based on the information input from the previous data element

**Step 29:** Input the **FPPS SF-52 Contact Name** (e.g., person initiating the action)

**Step 30:** Input the **Contact telephone number**


**Step 31:** Input any **notes** that you would like reflected on the SF-52 note pad in FPPS. NOTE: There is a limit of 74 characters per line.

- This is where you would add a comment to flag the HR Specialist regarding the grade level of recruitment as discussed above
- For IBC supervisors, add the tracking number assigned by Human Capital Office that indicates the approval of the recruitment action

**Step 32:** Leave the **Announcement Number, Area of Consideration, Opened and Closed** fields blank as they are for use by Human Resources

**Step 33:** Click on the **Save** button located on the top/bottom of the screen and continue to the Recruitment Info tab

**Step 34: Input the information in the Recruitment Request Info Tab (See Figure 8)**



**Workforce Transformation Tracking System**  
WTTTS v18.3

You are logged in as: RODNEY BONTON, IN0198 (Multiple)  
Last Login was: 03/05/2019 @ 12:30:56 PM

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Fill Vacancy
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Home > [Gain Dashboard](#) > [In-work Gains for FY 2019](#) > Edit Record 153100

**Edit Record**

Save
Send RFE to FPPS
Send to eRecruit
Send EODS eMail(s)
Send Selectee Info to FPPS
Publish

Position Info
Create Hire Action
Recruitment Request Info
Upload Doc
Staffing/EOD Conditions
Notes
Security
Selectee Info

Hiring Doc
Diversity
Pre-Work
Progress

Request Type	Please make a selection	▼
Applicant Eligibility Internal	Please make a selection	▼
Applicant Eligibility Public	Please make a selection	▼
Applicant Eligibility Status	Please make a selection	▼
Applicant Eligibility USA Jobs Internal	Please make a selection	▼
Vacancy Announcement Approved Date	<input type="text"/>	
Approved to Recruit in Monster Date	<input type="text"/>	
Proposed Announcement Open Date	<input type="text"/>	
Proposed Announcement Close Date	<input type="text"/>	
Qualifications Summary	<input style="width: 100%; height: 20px;" type="text"/>	
Education Level	Please make a selection	▼
ISCED Education Level	Please make a selection	▼
Program/Degree Name	<input style="width: 100%; height: 20px;" type="text"/>	
Minimum Age Requirement	<input type="text"/>	
Maximum Age Requirement	<input type="text"/>	
License Type	<input style="width: 100%; height: 20px;" type="text"/>	
Language Requirement	<input style="width: 100%; height: 20px;" type="text"/>	
Travel Percentage	Please make a selection	▼
Travel Preference Desc	<input style="width: 100%; height: 20px;" type="text"/>	
Relocation Assistance Authorized	Please make a selection	▼
Relocation Assistance Desc	<input style="width: 100%; height: 20px;" type="text"/>	
Available for Telework	Please make a selection	▼
Additional Information	<input style="width: 100%; height: 20px;" type="text"/>	

PREVIOUS
NEXT

Save
Send RFE to FPPS
Send to eRecruit
Send EODS eMail(s)
Send Selectee Info to FPPS
Publish

**Symbol Legend**

- [Required] Required for saving record
- ⊖ Required for Publishing
- # Required for Send RFE to FPPS
- ⊕ Required for Send Selectee Info to FPPS
- ⊕ Required for Interface to PSTS
- ⊖ Required for Interface to USAS-CAU
- (CC/BCC) Emails or Emails w/Letters has a Cc and/or Bcc added
- (ATTCH) Emails has document attached
- Error! Error Indicator

**Record Summary**


WTTTS ID	153100
FPPS Transaction Number	TBD
Pay Plan/Occ	GS/0511/00
Series/Grade	AUDITOR
Position Title	IN/01/98/83420000
Dept/Unit/Subunit/Org	TBD
Selectee	TBD
EOD	TBD

**Record Details**

Created On	02/20/2019 07:38:04
Created By	BONTON, RODNEY
Last Modified On	03/05/2019 08:00:29
Last Modified By	BONTON, RODNEY

**Status**

WTTTS Status	I - INITIATED
Error Status	
PSTS Status	
PSTS Error Status	



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Figure 8 – Recruitment Request Info Tab

NOTE: All information requested on this screen can be located on the Recruitment Checklist

**Step 35:** Select the **Proposed Announcement OpenDate**

**Step 36:** Select the **Proposed Announcement CloseDate**

**Step 37:** Input **License Type** (if required)


**Step 38:** Select the **Travel Percentage**

**Step 39:** Select if **Relocation Assistance is Authorized**

**Step 40:** Select if this position is **Available for Telework**

**Step 41:** Click on the **save** button as this is what updates the WTTS Status Code (located on the top/bottom of the screen).

**Step 42:** Click on the **Send RFE to FPPS** button located at the top/bottom of the screen.

NOTE: If you need to edit a WTTS record, you can access it from the “In-Work” Gains Report by selecting the  icon. Please remember to make a note of the WTTS ID for your use when checking the status of an action.

You will receive a “Send Hires Information to FPPS” pop-up screen reflecting the WTTS ID and the information that you input. Confirm the information and then click the **Send** button to forward the information to FPPS. When the information is sent to FPPS the SF-52 (RFE) is generated and the FPPS transaction number will be populated in the data field shown on the Create Hire Action tab.

NOTE: There is functionality that provides the ability to attach recruitment documents in WTTS via the upload docs tab. These documents are NOT sent to FPPS. It is the IBC’s Policy to not access this functionality at this time.

**Step 43:** Click **Login to Web FPPS OR Login to Bluezone** in order to sign and route the SF-52 (RFE) through your normal FPPS approval process.

You may log in at any time during the process to view the real-time status of your RFE. To view an individual record, follow the steps outlined above to get to the Gains Dashboard Screen. Navigate to reports from the homepage by clicking the hyperlink of the report you wish to view or via the Dashboard by either clicking the title under **REPORTS** on the WTTS Menu Bar or by clicking the link to the report in the Gain Reports window. You will see the list of Gains and the status. To find your specific action, locate the WTTS ID that was assigned at the time you initiated the action (record). You may also search for a specific WTTS record via the search functionality.