

WTTS & FPPS Reporting Guidance

The bulleted list (collapsed) and the table below contain all the information needed to complete WTTS for end-to-end and time-to-hire reporting. In the table below, the steps in red indicate where this guidance differs from the last guidance that was issued.

NOTE:

- DO NOT accept documents outside of FPPS or WTTS.
- DO NOT delete FPPS actions prior to moving WTTS actions to unused.
- DO NOT extend an offer without a WTTS and FPPS action.
- DO NOT link the action in EZHire until after the vacancy announcement has been approved to post and the open/close dates are set.
- DO NOT reuse a WTTS action after a declination.

WTTS AND FPPS GUIDANCE:

- Receiving RFEs from the Requesting Office (RO)
- Returning RFEs to the Requesting Office (RO)
- Directing Requesting Office (RO) to Reinitiate WTTS Action
- Competitive Details
- Additional Selections/Non-Competitive Appointments
- Reannouncements
- Declinations
- Unused RFEs