

## ***What to Expect when eRETA becomes Mandatory on October 1, 2019***

The transition to fully electronic RWA submission via eRETA is finally here! Starting October 1, 2019, GSA PBS will no longer accept manual submission (email, fax, etc.) of RWAs, instead all RWA Work Requests (WRs) and RWAs must be sent via eRETA and utilize eRETA's digital signature functionality. This Quick Tip provides some Q&As on what you can expect following the mandatory transition date of October 1, 2019.

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### **Starting October 1, 2019 (FY2020)...**

#### **How do I send RWA and RWA Work Request information to PBS?**

All requests must be made via eRETA. This includes your initial Work Request, request for RWA acceptance, and all amendment requests. At least one person in your agency will need eRETA Data Entry access to make any of these requests. For information on gaining access and how to send WR/RWA information to PBS, visit

[www.gsa.gov/ereta](http://www.gsa.gov/ereta).

#### **Can I still give the RWA Form 2957 to PBS?**

No, PBS will no longer accept manual submission of the RWA Form 2957. If you send PBS a manual RWA Form, the PBS representative will inform you to submit your request via eRETA.

#### **Typically I email or call a particular PBS regional POC to request work. Can I still do that?**

The first step to requesting any work is to submit a Work Request via eRETA. This ensures that your need is captured so PBS can appropriately respond to your request. You have the ability to include the name of the PBS PM/POC you typically work with on your WR, but it is ultimately at PBS's discretion who is formally assigned to your WR based on available resources.

#### **What if I have a potential project I'd like PBS to be aware of, but I'm not sure if it will be funded?**

A Work Request is not a funded RWA. It is an identification of a need for a project or service which allows PBS and the customer to develop requirements prior to applying any funding. When you receive the necessary funding and the requirements are fully developed, you can apply the funding and send the RWA to PBS for potential acceptance. PBS encourages customers to send WRs even if they are unsure when the project will receive funding, as it gives GSA an awareness of the potential project so we can better respond to the request once you are ready to fund it.

#### **If I sent my RWA to PBS using the traditional method (e.g. outside of eRETA) prior to October 1, 2019 and it was accepted by PBS, will it show up for me in eRETA after October 1, 2019?**

Yes, RWAs sent to PBS using the traditional method prior to October 1 will show up in eRETA and you will be able to view/edit them just as if you had sent them to PBS via eRETA in the first place.

#### **If I sent my RWA to PBS using the traditional method (e.g. outside of eRETA) prior to October 1, 2019 but it was not accepted by PBS, will it show up for me in eRETA after October 1, 2019?**

No, if it was not accepted then it would not show up in eRETA. If the bona fide need for the project or service still exists and you would like to re-submit in FY2020 with currently available funds, you will have to submit a Work Request in eRETA.

#### **Can I continue to sign RWAs using our traditional method (wet or electronic) and upload into eRETA before sending for acceptance?**

No, PBS will require you to utilize eRETA's digital signature functionality. Information and training on using eRETA's digital signature functionality can be found at [www.gsa.gov/ereta](http://www.gsa.gov/ereta).

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**BONUS KNOWLEDGE: Future Enhancement!**

Starting in mid-October, customers will be automatically notified when a Summary Cost Estimate (SCE) or Overtime Utility Estimate (OUE) has been linked to an already submitted Work Request (WR). The amount on the SCE or OUE serves as the total authorized amount on an RWA. This new notification will serve two purposes: i) to alert you that an estimate is available for your review and ii) that you can now submit your RWA to GSA for potential acceptance.

**DOUBLE BONUS KNOWLEDGE: Training, training and more training!**

We will continue to offer two eRETA training sessions per month through the end of the calendar year: one overview session and one advanced session. Register by visiting [www.gsa.gov/ces](http://www.gsa.gov/ces) or by clicking the links below!

- **eRETA Basics - Overview Sessions**
  - [October 8: 1-3pm \(eastern\)](#)
  - [November 12: 1-3pm \(eastern\)](#)
  - [December 3: 1-3pm \(eastern\)](#)
- **eRETA Advanced - How do I...? Feature Focus Sessions** *(attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)*
  - [September 24: 1-2:30pm \(eastern\)](#)
  - [October 24: 1-2:30pm \(eastern\)](#)
  - [November 19: 1-2:30pm \(eastern\)](#)
  - [December 17: 1-2:30pm \(eastern\)](#)

Still thirsty for more information and training on eRETA? Visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and/or email [eRETA@gsa.gov](mailto:eRETA@gsa.gov) to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!