

Creating Overtime Utility Requests & Continuing Resolution Guidance

In this Quick Reference Guide, we will preview how GSA customer agencies can utilize eRETA to request GSA Estimate for your Overtime Utility Service. All federal customers must send Overtime Utility Requests to GSA through eRETA. External customers can access additional information on our website at www.gsa.gov/ereta, and continue to email questions to eRETA@gsa.gov.

Last Revision: 3/6/25

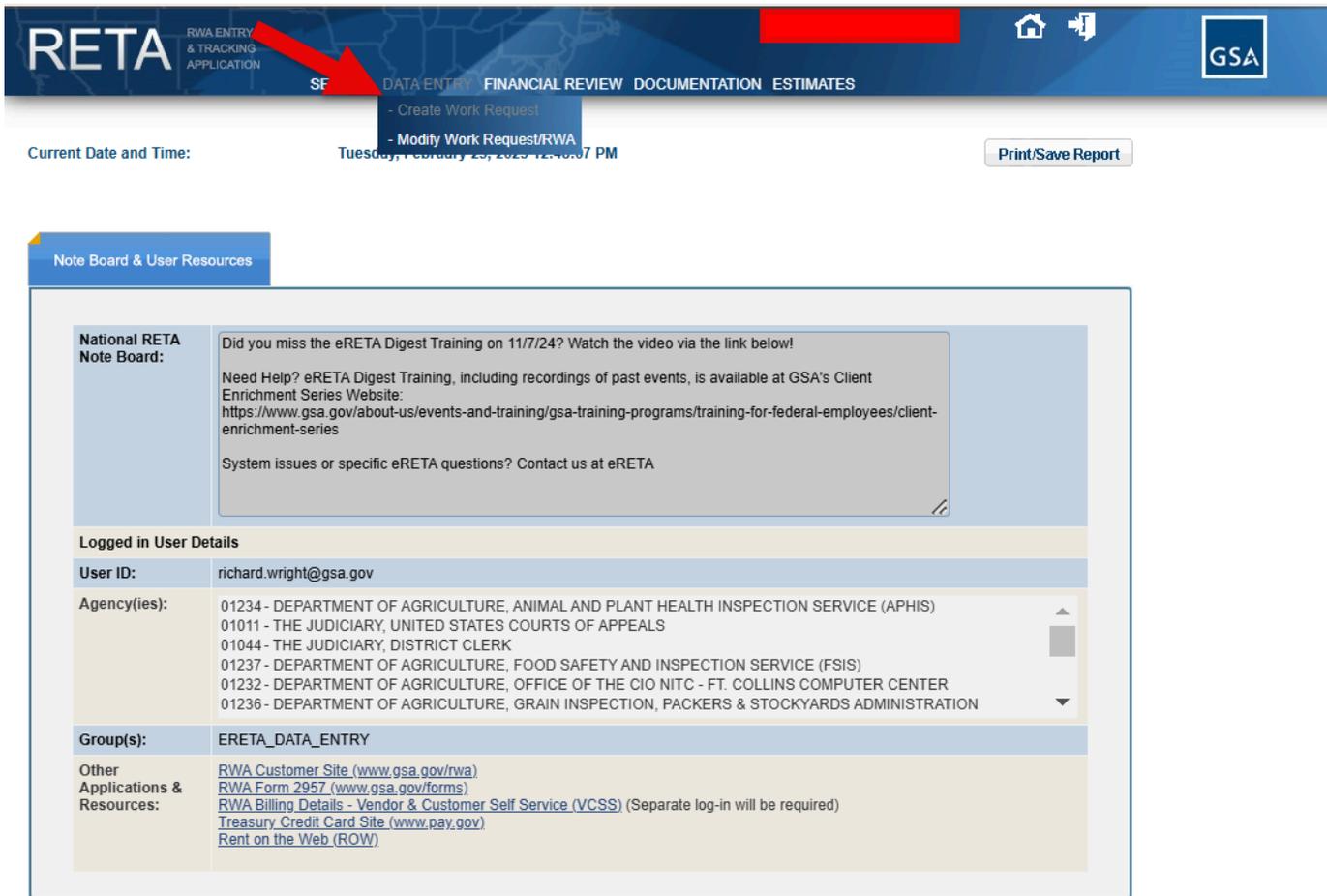
Table of Contents

1. Instructions if you do not an existing GSA Estimate for your OU Service.....	2
2. Instructions if you already have a GSA Estimate for your OU Service.....	5
3. How to process OU RWAs during a Continuing Resolution.....	5

Creating Overtime Utility Requests & Continuing Resolution Guidance

1. Instructions if you do not an existing GSA Estimate for your OU Service

1. Create an RWA Work Request (WR) by moving your cursor over the “Data Entry” dropdown and selecting “Create Work Request.” from the eRETA welcome screen.



Screenshot of create work request button found on the eRETA welcome page.

2. Enter all required fields (as denoted by a red asterisk), select “Yes” from the “Overtime Utilities” pull-down menu, and enter the requested service period.
3. Enter any non-required fields that you are able to provide.
4. Click Save at the bottom of the page.

Creating Overtime Utility Requests & Continuing Resolution Guidance

- Double check that all required fields are completed and click the "Submit Request" button on the bottom of the page.

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Customer Information [Read-Only View](#)

WR/RWA Number: W3718124

Status: Pre-planning

Input Code: A

Customer Request Date:

Customer Signature:

GSA Region: 03

Requested By: [GSA Data Entry](#)

Estimate Tracking No:

*** Required Fields**

* Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts

* Primary Building State: West Virginia

Building: WV0246ZZ

Address: US-219 N

Room Number/Specific Location in Facility:

* Request Category: Severable (Overtime Utilities)

* Estimated FY Needed: Current

* Estimated Amount: Under \$2,000

* Agency POC:

Name:

Phone:

Agency RWA Mailbox: Add new...

* Description of Requirements: To provide funding to cover electrical charges incurred for computer room A/C operations 24/7-365 days a year.

(Limited to 1,000 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

City: Lewisburg

Building Name: GREENBRIER VALLEY AIRPORT PA

Zip Code: 24901

Request for multiple buildings (If yes, Address in Desc. of Reqs.)

Requested Period of Performance: to

Kahua Related RWA Number(s):

Related RWA Number(s):

Kahua PM/POC:

GSA PM/POC: (if known) Add new...

Name:

Phone:

Screenshot of filled out and saved Customer Information Tab shortly before submission to GSA.

Creating Overtime Utility Requests & Continuing Resolution Guidance

Please Note: no action will be taken by GSA for saved but un-submitted Work Requests. These requests will stay unprocessed in “Pre-Planning Status” until a formal submission is made.

- Acknowledge GSA Terms and conditions using the check box and click “save”.
- After submission, your work request will enter “Unassigned Status”. It may take up to 5 business days for GSA to assign you a Project Manager and begin generating an Estimate for your request.

Customer Information [Read-Only View](#)

WR/RWA Number: W3718124 Customer Request Date: Requested By: [GSA Data Entry](#)

Status: Pre-planning Customer Signature: Estimate Tracking No: **OUWV0100125056001**

Input Code: A GSA Region: 03

*** Required Fields**

* Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts

* Primary Building State: West Virginia * City: Lewisburg

Building: WV0246ZZ Building Name: GREENBRIER VALLEY AIRPORT PA

Address: US-219 N Zip Code: 24901 -

Room Number/Specific Location in Facility: Request for multiple buildings (if yes, Address in Desc. of Regts.)

* Request Category: Severable (Overtime Utilities) Requested Period of Performance: to

* Estimated FY Needed: Current Kahua Related RWA Number(s):

This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: Under \$2,000 Kahua PM/POC:

* Agency POC: [Redacted] GSA PM/POC: (if known) richar.wright@gsa.gov

Name: Wright, Richard Phone: (571) 507-5322

Agency RWA Mailbox: Add new...

* Description of Requirements: To provide funding to cover electrical charges incurred for computer room A/C operations 24/7-365 days a year.

(Limited to 1,000 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Delete Save Submit Request Reset Form

[Documentation](#) [Comments](#)

Screenshot of filled out and saved Customer Information Tab with Estimate shortly before submission to GSA.

Creating Overtime Utility Requests & Continuing Resolution Guidance

2. Instructions if you already have a GSA Estimate for your OU Service

1. Create an RWA Work Request (WR) by moving your cursor over the “Data Entry” dropdown and selecting “Create Work Request” from the eRETA welcome screen.
2. Enter or copy/paste the Estimate Tracking Number (ETN) in the “Estimate Tracking No.” field at the top right of the screen.
3. Enter all required fields (as denoted by a red asterisk).
4. Enter any non-required fields that you are able to provide.
5. Click Save at the bottom of the page.
6. Double check that all required fields are completed and click the “Submit Request” button on the bottom of the page.
7. Acknowledge GSA Terms and conditions using the check box and click “save”.

3. How to process OU RWAs during a Continuing Resolution

When operating under a Continuing Resolution (CR), customer agencies may not be able to fund Overtime Utility (OU) RWAs for the normal 12 month period. The following instructions and screenshots show how to process OU RWAs and amendments while operating under a CR. Additional instructions as well as how to process OU RWAs and amendments after a full budget has passed.

1. **Determine Amount to be funded under CR :** If the full authorized amount of your OU RWA cannot be funded due to a CR, first determine what period of performance (PoP) of the service can be funded. Then let the GSA Project Manager (PM) / (POC) know that the RWA Overtime Utility Estimate (OUE) needs to be adjusted to reflect the amount of service time that can be funded. The estimator will update both the PoP and the cost on the GSA provided cost estimate.

Creating Overtime Utility Requests & Continuing Resolution Guidance

The screenshot shows the 'Miscellaneous Factors' tab in the RETA system. The 'Continuing Resolution' field is set to -\$70,000.00. The 'Services Provided' field contains the following text: "6 Subject Matter Experts for the PoP 9/27/23 to 9/26/24: 2080 hours / year x \$82.42 / hr = \$171,421.27. \$171,421.27 x 6 positions = \$1,028,527.61". The 'Stand-Alone Estimate' table on the right shows a total of \$1,025,624.54.

Stand-Alone Estimate	
FUNCTION CODE COST BREAKDOWN	
Continuing Resolution	(\$70,000.00)
PG511 Miscellaneous	\$1,028,527.61
PGA11 Janitorial	\$0.00
PGA31 Gas	\$0.00
PGA32 Water	\$0.00
PGA33 Electric	\$0.00
PGA34 Steam	\$0.00
PGA36 Oil	\$0.00
PGA37 Chilled Water	\$0.00
PGA42/PGA47 Mechanical	\$0.00
RWA Management Fees (recurring)	\$0.00
PG983 RWA Management Fees (recurring)	\$0.00
PG984 RWA Management Fees (non-recurring)	\$67,096.93
TOTAL	\$1,025,624.54

Screenshot of modified Miscellaneous Factors tab that incorporates a CR.

2. Create Work Request or Amend Existing RWA with Adjusted CR amount :

If you have an existing signed RWA which needs to be adjusted, you will process an amendment to the RWA.

1. Search for your RWA, click the Edit (pencil) icon at the top right of the RWA Summary screen and process an X-input code.
2. Edit the Agency Certified Amount field on the Billing Information tab, as well as the Authorized Line Amount on the Accounting Details tab to the new (lower) amount being funded under the CR.
3. Save and proceed to the Customer Approval tab to enter your signatory information.
4. Save and proceed to the Amendment Summary tab and click "send to GSA" for processing.

If your Work Request / RWA is not signed yet, you can simply enter edit mode to make the required changes.

1. Search for your RWA, click the Edit (pencil) icon at the top right of the RWA Summary screen.

Creating Overtime Utility Requests & Continuing Resolution Guidance

2. Edit the Agency Certified Amount field on the Billing Information tab, as well as the Authorized Line Amount on the Accounting Details tab to the new (lower) amount being funded under the CR.
3. Save and proceed to the Customer Approval tab to enter your signatory information.
4. Click “Send to GSA” for processing.

3. Amend RWA in eRETA to full amount:

1. Once GSA has adjusted the estimate and you received the email notification, log in to eRETA and search for the associated RWA to initiate an amendment.
2. Click the Edit (pencil) icon and initiate an X-input code.
3. On the Billing Information tab, adjust the *Agency Certified Amount* to the full amount.
4. Save and proceed to the Accounting Details tab and adjust the *Authorized Line Amount* to the full amount.
5. Save and proceed to the Customer Approval tab, enter your signatory information, then save and proceed to the Amendment Summary tab
6. Send to GSA for potential acceptance.

For Additional Questions the following resources are available:

- Navigate to www.gsa.gov/ereta for eRETA user guides (including this one) and FAQs
- Email us at ereta@gsa.gov with questions about using or navigating eRETA (once inside the application itself)