

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 <u>www.gsa.gov/ereta</u>, and continue to email questions to <u>eRETA@gsa.gov</u>.

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





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.

ETA	VA ENTRY TRACKING PLICATION SF DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES	- 10° -4J	G		
t Date and Time:	- Oreate Work Request - Modify Work Request/RWA Tuesdog - Contract Street 7 PM	Print/Save Report			
te Board & User Re	sources				
National RETA Note Board:	Did you miss the eRETA Digest Training on 11/7/24? Watch the video via the link below! Need Help? eRETA Digest Training, including recordings of past events, is available at GSA's Client Enrichment Series Website: https://www.gsa.gov/about-us/events-and-training/gsa-training-programs/training-for-federal-employees/client- enrichment-series System issues or specific eRETA questions? Contact us at eRETA				
Logged in User D	etails				
User ID:	richard.wright@gsa.gov				
Agency(ies):	01234 - DEPARTMENT OF AGRICULTURE, ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) 01011 - THE JUDICIARY, UNITED STATES COURTS OF APPEALS 01044 - THE JUDICIARY, DISTRICT CLERK 01237 - DEPARTMENT OF AGRICULTURE, FOOD SAFETY AND INSPECTION SERVICE (FSIS) 01232 - DEPARTMENT OF AGRICULTURE, OFFICE OF THE CIO NITC - FT. COLLINS COMPUTER CENTER 01236 - DEPARTMENT OF AGRICULTURE, GRAIN INSPECTION, PACKERS & STOCKYARDS ADMINISTRATION	N V			
Group(s):	ERETA_DATA_ENTRY				
Other Applications & Resources:	RWA Customer Site (www.gsa.gov/rwa) RWA Form 2957 (www.gsa.gov/forms) RWA Billing Details - Vendor & Customer Self Service (VCSS) (Separate log-in will be required) Treasury Credit Card Site (www.pay.gov)				

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.





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

-			Customer Info	ormation	
CUSTOMER					Read-Only View
INFORMATION					
BILLING	WR/RWA Number: W3718124	Customer Request Date:	Requested	By:	
INFORMATION	Status: Pre-planning	Customer Signature:	_GSA Data En	<u>try:</u>	
	Input Code: A	GSA Region: 03	Estimate Tracking	<u>No</u> :	
ACCOUNTING DETAILS					Required Fields
CUSTOMER	* Agency Bureau: 0	01001-The Judiciary-Administrative Office Of U.S. C	courts	~	
APPROVAL	* Primary Building State: V	West Virginia V	* City: I	ewisburg V	
	Building: V	WV0246ZZ	Building Name:	GREENBRIER VALLEY AIRPORT PA	4
PBS	Address: U	JS-219 N	Zip Code: 2	4901 -	
INFORMATION	Room Number/Specific Location in Facility:		(L	Request for multiple buildings fyes. Address in Desc. of Reqts.)	
AUTHORIZING	* <u>Request Category</u> :	Severable (Overtime Utilities) 🔹 🗸 👔	Requested Period of Performance:	to 🚺	
DETAILS	* Estimated FY Needed:	Current 🗸	Kahua Related RWA Number(s):)
PBS		This work is related to other RWA(s)	Related RWA Number(s):		
APPROVAL	* Estimated Amount: U	Under \$2,000 🗸	Kahua PM/POC:		
	* <u>Agency POC:</u> Name: Phone:		GSA PM/POC: (if known) Name: Phone:		
	Agency RWA Mailbox:	Add new 🗸			
	* Description of Requirements:	To provide funding to cover electrical charges incurre	ed for computer room A/C operations 24	1/7-365 days a year.	
				11	
		(Limited to 1,000 Characters) Changes made above w	ill simultaneously be made to the linked Estima	Ite	
	information to GSA:				
	l				
			Delete	Save Submit Request	Reset Form
Documentation	Comments				

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





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.

- 6. Acknowledge GSA Terms and conditions using the check box and click "save".
- 7. 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 WR/RWA Number: W3718124 Customer Request Date: Requested By: BILLING INFORMATION Status: Pre-planning Customer Signature: GSA Data Entry: ACCOUNTING DETAILS Input Code: A GSA Region: 03 Estimate Tracking No: OUWV0100125056001 Required File CUSTOMER APPROVAL *Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts • Required File PBS INFORMATION Building: WV0246ZZ © Building Name: GREENBRIER VALLEY AIRPORT PA Address; US-219 N PBS INFORMATION Boom Number/Specific Location In Customer Customer Customer
BILLING INFORMATION WR/RWA Number: W3718124 Customer Request Date: Requested By: Status: Pre-planning Customer Signature: GSA Data Entry: Input Code: A GSA Region: 03 Estimate Tracking No: OUWV0100125056001 ACCOUNTING DETAILS *Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts *Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts * City: *PROVAL * Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts * Primary Building State: West Virginia * City: Building: W02462Z Building Name: City: Code: Building: W2-219 N Zip Code: 24901 Room Number/Specific Location in Customer Provide for multiple building
INFORMATION Status: Pre-planning Customer Signature: GSA Data Entry: Input Code: A GSA Region: 03 Estimate Tracking No: OUWV0100125056001 Imput Code: A ACCOUNTING DETAILS * Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts * Required File CUSTOMER APPROVAL * Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts * City: Lewisburg * Primary Building State: West Virginia * City: Lewisburg * Building: WV0246ZZ Building Name: GREENBRIER VALLEY AIRPORT PA Address: US-219 N Zip Code: 24901 Boom Number/Specific Location in * *
Accounting DETAILS CUSTOMER ApprovAL PBS INFORMATION Boom Number/Specific Location in CUS-19 N COAR Region: 65 COAR Region: 6
Agency Bureau: 01001-The Judiciary-Administrative Office Of U.S. Courts APPROVAL Primary Building State: West Virginia Primary Building: Wv0246ZZ Building Name: GREENBRIER VALLEY AIRPORT PA Building: Wv0246ZZ Building Name: GREENBRIER VALLEY AIRPORT PA Zip Code: 24901 Downet for multiple buildings
APPROVAL * Primary Building State: West Virginia * City: Lewisburg Building: WV0246ZZ Image: State: Building: Building: State:
Building: WV0246ZZ Building: Building: Comparison PBS Address: US-219 N Zip Code: 24901 - INFORMATION Boom Number/Specific Location in Document for multiple buildings
PBS Address: US-219 N Zip Code: [2490] -
Eaclity: (If yes, Address in Desc, of Redits.)
AUTHORIZING * <u>Request Category</u> : Severable (Overtime Utilities) V 👔 <u>Requested Period of Performance</u> : 1 to 1
DETAILS * Estimated FY Needed: Current ∨ Kahua Related RWA Number(s):
PBS Discrete to other RWA(s) Related RWA Number(s):
▲ APPROVAL ★ Estimated Amount: Under \$2,000 ✔ Kahua PM/POC:
*Agency POC: GSA PM/POC: (if known) richar.wright@gsa.gov ▼ Q
Phone: Ph
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
Decumentation Comments

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



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.

 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.



GS2

Creating Overtime Utility Requests & Continuing Resolution Guidance

Deele 1							
Basic Information	* <u>Total Bldg, Rentable Sq Ft:</u> Hr. Rate for Mechanics:	1 \$0.00	*Overtime Sq Et: Number of Agencies:	1	Star	nd-Alone	Estimate
Miscellaneous Factors	* KWH Usage Rate: (EUAS)	\$0.0100	KWH Demand Rate:	\$0.00	FL CO:	UNCTION	CODE KDOWN
Calculation of	Miscellaneous Cost: Misc. Cost Description:	\$1,028,527.61	* Function Code: PC	511	C	ontinuing esolution	(\$70,000.00)
Hours	RWA Management Fee:	RWA Management Fee	▶	\$67,096.93	PG511 Mis PGA11 J PGA31	cellaneou: Janitorial Gas	s\$1,028,527.61 \$0.00 \$0.00
Fuel Costs	Continuing Resolution:	-\$70,000.00			PGA32 PGA33 PGA34	Water Electric Steam	\$0.00 \$0.00 \$0.00
Maintenance Feeder	Services Provided:	(Limited to 1000 characters 6 Subject Matter Expert	s) ts for the PoP 9/27/23 to 9/26/24:	<u>^</u>	PGA36 PGA37 Ch PGA42/ M PGA47	Oil illed Water echanical	\$0.00 r \$0.00 \$0.00
Equipment		2080 hours / year x \$82 \$171,421.27 x 6 positio	2.42 / hr = \$171,421.27 ns = \$1,028,527.61	•	PG983 Ma	RWA anagement Fees	t \$0.00
Additional Program Equipment	<u>Special Notes:</u>	(Limited to 1000 character	\$)		PG984 Fe	RWA anagement ees (non- ecurring)	t \$67,096.93
Pass Through				1		TOTAL	\$1,025,624.54
Cost				Save & Proceed >>> Reset For	m		
Summary							
Submit and Approval							

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.

6 | Page

QRG - Creating Overtime Utility Request & Continuing Resolution Guidance



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