

Instructions on Obtaining Your Agency's VSDP Related Executive Order 109 (EO109) Report Information

Please follow these instructions to run your Restriction Accommodations Report from Reed Group's LeavePro system:

- Sign in to the LeavePro reporting portal.
- Click on the "My Reports" tab.
- Click on "New Ad-Hoc Reports". You should see "Restriction Accommodations Detail Report" listed. Choose this report and click "Next".
- The Report Parameters screen will appear.
 - For the Start Date, use the calendar icon to select July 1, 2015.
 - For the End Date, use the calendar icon to select June 30, 2016.
 - Select the appropriate organization(s) in the Organization window.
 - For Leave Type, chose "STD".
 - You do not need to change Visibility As.
 - For Visibility Option, choose "My own and my peers' direct reports".
 - Click on "Submit".
- The Report Summary screen will appear.
 - Select the report to be in Excel format.
 - Check the box next to "Send me a notification by email after my report runs." By checking this box, LeavePro, will send you an email which will contain a link to the report when your report is ready.
 - Click on "Submit".
 - This will bring you back to the "My Reports – Home" screen.
- When you receive the email from LeavePro to advise you that your report is ready, click on the link to access the report.
- When you are back on "My Reports" tab in LeavePro, click on "view details" next to the Restriction Accommodations Detail Report you had requested.
- The "View Report Detail" screen will appear. Click on the link to pull up the report. The columns may need to be resized for better viewing. You will now see a list of your employees who had restrictions during this time period and whether you were able to accommodate the restrictions, or not.

If you have any questions or concerns please contact:

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