



# UKG Workforce Tablet Voluntary Product Accessibility Template (VPAT)

Document Revision: June 2021



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Support Language	Definition
<b>Supports</b>	Use this language when you determine the product fully meets the letter and intent of the Criteria.
<b>Supports with exceptions</b>	Use this language when you determine the product does not fully meet the letter and intent of the Criteria, but provides some level of access relative to the Criteria.
<b>Supports through equivalent facilitation</b>	Use this language when you have identified an alternate way to meet the intent of the Criteria or when the product does not fully meet the intent of the Criteria.
<b>Supports when combined with compatible assistive technology (AT)</b>	Use this language when you determine the product fully meets the letter and intent of the Criteria when used in combination with compatible AT. For example, many software programs can provide speech output when combined with a compatible screen reader (commonly used AT for people who are blind).
<b>Does not support</b>	Use this language when you determine the product does not meet the letter or intent of the Criteria.
<b>Not applicable</b>	Use this language when you determine that the Criteria do not apply to the specific product.
<b>Not applicable — Fundamental alteration exception applies</b>	Use this language when you determine a fundamental alteration of the product would be required to meet the Criteria (see the access board standards for the definition of “fundamental alteration”).

## Principle 1: Perceivable

Information and user interface components must be presentable to users in ways they can perceive.

Criteria	Supporting Features	Remarks
<p><b>Guideline 1.1 Text Alternatives: Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols, or simpler language.</b></p> <p>1.1.1 Non-text Content: All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below (Level A). Controls, Input: If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Guideline 4.1 for additional requirements for controls and content that accepts user input.) Time-Based Media: If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to Guideline 1.2 for the additional requirements for media.) Test: If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content. Sensory: If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content. CAPTCHA: If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities. Decorative, Formatting, Invisible: If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.</p>	<p>Supports with exceptions</p>	<p>Most images have a text alternative, but there are some instances where images either lack a text alternative or have an overly verbose alternative. Some examples include:</p> <ul style="list-style-type: none"><li>• Some images used as buttons lack a text alternative.</li><li>• Some back buttons announced as “iPad popover back”</li><li>• Some barcode/scan button announced as “barcode btticon.”</li><li>• Several images contain redundant “Click to” instructions in the text alternative.</li></ul>

## Principle 1: Perceivable (cont'd)

Information and user interface components must be presentable to users in ways they can perceive.

Criteria	Supporting Features	Remarks
<b>Guideline 1.2 Time-based media: Provide alternatives for time-based media.</b>		
1.2.1 Audio-only and Video-only (Prerecorded): For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such (Level A). Prerecorded Audio-only: An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content. Prerecorded Video-only: Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.	Not applicable	The UKG Tablet app does not include pre-recorded audio-only media or pre-recorded video-only media.
1.2.2 Captions (Prerecorded): Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)	Not applicable	The UKG Tablet app does not include pre-recorded audio content.
1.2.3 Audio Description or Media Alternative (Prerecorded): An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)	Not applicable	The UKG Tablet app does not include time-based media or prerecorded video content.
1.2.4 Captions (Live): Captions are provided for all live audio content in synchronized media. (Level AA)	Not applicable	The UKG Tablet app does not include synchronized media containing live audio.
1.2.5 Audio Description (Prerecorded): Audio description is provided for all prerecorded video content in synchronized media. (Level AA)	Not applicable	The UKG Tablet app does not include synchronized media containing prerecorded video.

## Principle 1: Perceivable (cont'd)

Information and user interface components must be presentable to users in ways they can perceive.

Criteria	Supporting Features	Remarks
<b>Guideline 1.3 Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure.</b>		
1.3.1 Info and Relationships: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)	Supports with exceptions	HTML pages within the UKG Tablet app contain structured markup, with the following exceptions: <ul style="list-style-type: none"> <li>• Some headings are not identified.</li> <li>• Some headings are used out of sequence.</li> <li>• Some lists are not identified.</li> <li>• Some data tables are malformed.</li> </ul>
1.3.2 Meaningful Sequence: When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined. (Level A)	Supports with exceptions	Content within the UKG Tablet app mostly follows a logical reading order, with some exceptions that include: <ul style="list-style-type: none"> <li>• In some instances the reading order doesn't match the visual/logical order.</li> <li>• Some disclosure buttons reveal content before the button, rather than after the button.</li> <li>• Submit buttons occasionally appear before/above the related form controls rather than after/below them.</li> </ul>
1.3.3 Sensory Characteristics: Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. (Level A)	Supports	Instructions provided for understanding and operating content within the UKG Tablet app do not rely solely on sensory characteristics.

## Principle 1: Perceivable (cont'd)

Information and user interface components must be presentable to users in ways they can perceive.

Criteria	Supporting Features	Remarks
<b>Guideline 1.4 Distinguishable: Make it easier for users to see and hear content including separating foreground from background.</b>		
1.4.1 Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. (Level A)	Supports with exceptions	Color is not used as the only visual means of conveying information within the UKG Tablet app, with some exceptions: <ul style="list-style-type: none"><li>• Color alone is used to indicate the status for actual hours tabs in the Manage Tasks section.</li><li>• Color alone is used to indicate status for times in the Manage Timecards section.</li><li>• Pins for “in,” “out,” and “transfer” in the map view in the Manage Timecards section are distinguished by color alone.</li><li>• The currently selected day in the “Schedules” section is indicated by color alone.</li></ul>
1.4.2 Audio Control: If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level. (Level A)	Not applicable	The UKG Tablet app does not include audio.

## Principle 1: Perceivable (cont'd)

Information and user interface components must be presentable to users in ways they can perceive.

Criteria	Supporting Features	Remarks
<b>Guideline 1.4 Distinguishable: Make it easier for users to see and hear content including separating foreground from background.</b>		
<p>1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA) Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1; Incidental: Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement. Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.</p>	Supports with exceptions	<p>An appropriate level of contrast between text/functional icons and their background is provided in most cases throughout the UKG Tablet app, although there are several exceptions throughout the application with insufficient contrast. Examples include:</p> <ul style="list-style-type: none"> <li>• Colored icons with low contrast against a white background in the Manage Requests section.</li> <li>• Black heading on a dark background on MobileViews landing page.</li> <li>• Light gray text on the blue background in the Requests (Employee) section.</li> </ul>
<p>1.4.4 Resize Text: Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality. (Level AA)</p>	Does not support	<ul style="list-style-type: none"> <li>• The UKG Tablet app does not allow text to be resized by the user.</li> <li>• With the exception of a few pop-up dialogs, the app does not adapt its text size based on iOS' system-wide text size setting.</li> </ul>
<p>1.4.5 Images of Text: If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following: (Level AA) Customizable: The image of text can be visually customized to the user's requirements; Essential: A particular presentation of text is essential to the information being conveyed.</p>	Supports	<p>The UKG Tablet app does not use images of text.</p>

## Principle 2: Operable

User interface components and navigation must be operable.

Criteria	Supporting Features	Remarks
<b>Guideline 2.1 Keyboard Accessible: Make all functionality available from a keyboard.</b>		
<p>2.1.1 Keyboard: All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints. (Level A)</p>	<p>Supports with exceptions</p>	<p>Most functionality throughout the UKG Tablet app can be operated using the on-screen keyboard and an external keyboard (with VoiceOver active, for full keyboard support), with some exceptions:</p> <ul style="list-style-type: none"><li>• It is not possible to expand some shift disclosure buttons in the Request (Employees) section when VoiceOver is running.</li><li>• The edit button is not reachable or operable in the “Request shift review,” “Request to cover review,” and “Shift swap review” screens in the Request (Employees) section when VoiceOver is running.</li><li>• The edit view for a specific shift segment in the “Shift info” dialog in the Schedules section is not reachable with VoiceOver running. When the “Shift info” dialog is dismissed, it is not possible to open another “Shift info” dialog when VoiceOver is running.</li><li>• The home button in the top navigation of the “Reconcile Timecard” screen in the Reports section is not reachable or operable using a keyboard.</li><li>• When the user selects “Return” after entering text to filter search requests in the Manage Requests section, the keyboard is not automatically dismissed.</li></ul>

## Principle 2: Operable (cont'd)

User interface components and navigation must be operable.

Criteria	Supporting Features	Remarks
<b>Guideline 2.1 Keyboard Accessible: Make all functionality available from a keyboard.</b>		
<p>2.1.2 No Keyboard Trap: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. (Level A)</p>	<p>Supports with exceptions</p>	<p>Keyboard trapping is rare within the UKG Tablet app, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• There is an infinite set of edit fields in the “Actual hours” screen in the Manage Tasks section, resulting in endless swiping using VoiceOver.</li> <li>• Focus starts on a hidden timecard on the “Reconcile timecard” screen in the Reports section that traps the focus and further masks the home button from being reachable or operable with VoiceOver running.</li> </ul>
<b>Guideline 2.2 Enough Time: Provide users with enough time to read and use content.</b>		
<p>2.2.1 Timing Adjustable: For each time limit that is set by the content, at least one of the following is true: (Level A)            Turn off: The user is allowed to turn off the time limit before encountering it; or Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, “press the space bar”), and the user is allowed to extend the time limit at least ten times; or Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or Essential Exception: The time limit is essential and extending it would invalidate the activity; or 20-Hour Exception: The time limit is longer than 20 hours.</p>	<p>Supports with exceptions</p>	<p>The UKG Tablet app does not have time limits, with the following exceptions.</p> <ul style="list-style-type: none"> <li>• The success messages throughout the Request (Employees) section are displayed for a short amount of time and so may not be read in their entirety by some people.</li> </ul>

## Principle 2: Operable (cont'd)

User interface components and navigation must be operable.

Criteria	Supporting Features	Remarks
<b>Guideline 2.2 Enough Time: Provide users with enough time to read and use content.</b>		
2.2.2 Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: (Level A) Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is essential; and Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential.	Not applicable	The UKG Tablet app does not include any content that moves, blinks, scrolls, or updates.
<b>Guideline 2.3 Seizures: Do not design content in a way that is known to cause seizures.</b>		
2.3.1 Three Flashes or Below Threshold: Web pages do not contain anything that flashes more than three times in any one-second period, or the flash is below the general flash and red flash thresholds. (Level A)	Supports	The UKG Tablet app does not contain content that flashes more than three times in any one-second period.

## Principle 2: Operable (cont'd)

User interface components and navigation must be operable.

Criteria	Supporting Features	Remarks
<b>Guideline 2.4 Navigable: Provide ways to help users navigate, find content, and determine where they are.</b>		
2.4.1 Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)	Supports with exceptions	<p>The UKG Tablet app uses structured markup including structured headings and landmark regions to assist users in navigating the content, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• User must navigate through shift bar items before reaching the calendar section in the Schedule (Everyone) landing page.</li> <li>• Landmark regions are not provided on the “List of requests” screen in the Manage Requests section.</li> </ul>
2.4.2 Page Titled: Web pages have titles that describe topic or purpose. (Level A)	Supports with exceptions	All pages within the UKG Tablet app are provided with a title or primary heading, but the text provided does not clearly indicate the current step in the process in the Request (Employees) section.
2.4.3 Focus Order: If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability. (Level A)	Does not support	<p>There are several instances throughout the UKG Tablet app where the focus order is illogical or unnecessary elements are included in the reading order. Some issues include:</p> <ul style="list-style-type: none"> <li>• Dismissing some dialogs resets focus to the top of the screen.</li> <li>• There are several disclosure buttons that require the user to navigate backward to find the revealed content.</li> <li>• When the user selects “Return” after entering text to filter search requests in the Manage Requests section, the keyboard is not automatically dismissed.</li> <li>• Hidden elements are included in the swipe focus order on a small number of screens.</li> </ul>

## Principle 2: Operable (cont'd)

User interface components and navigation must be operable.

Criteria	Supporting Features	Remarks
<b>Guideline 2.4 Navigable: Provide ways to help users navigate, find content, and determine where they are.</b>		
2.4.4 Link Purpose (In Context): The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)	Supports	Some interface elements in the UKG Tablet app are links to web pages that are appropriately named.
2.4.5 Multiple Ways: More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process. (Level AA)	Supports	The UKG Tablet app provides several navigation mechanisms.
2.4.6 Headings and Labels: Headings and labels describe topic or purpose. (Level AA)	Supports with exceptions	Headings and labels within the UKG Tablet app mostly describe topic or purpose, with the following exceptions: <ul style="list-style-type: none"> <li>• Missing or inappropriate labels on the Punchlanding page.</li> <li>• Missing or inappropriate labels on the “Select job” panel screen in the Schedules (Everyone) section.</li> </ul>
2.4.7 Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)		The VoiceOver cursor is available for all focusable elements throughout the UKG Tablet app with the following exceptions: <ul style="list-style-type: none"> <li>• All main page content is visibly removed after swiping when the “Options” disclosure button is expanded on the “Request open shifts,” “Request to cover shifts,” and “Shift swap” screens in the Request (Employees) section.</li> </ul>

## Principle 3: Understandable

Information and the operation of user interface must be understandable.

Criteria	Supporting Features	Remarks
<b>Guideline 3.1 Readable: Make text content readable and understandable.</b>		
3.1.1 Language of Page: The default human language of each Web page can be programmatically determined. (Level A)	Supports	The default human language is identified in the UKG Tablet app.
3.1.2 Language of Parts: The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. (Level AA)	Not applicable	There are no changes in the human language of screens within the UKG Tablet app.
<b>Guideline 3.2 Predictable: Make Web pages appear and operate in predictable ways.</b>		
3.2.1 On Focus: When any component receives focus, it does not initiate a change of context. (Level A)	Supports	Components within the UKG Tablet app do not initiate a change of context when they receive focus.
3.2.2 On Input: Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component. (Level A)	Supports with exceptions	<p>Changing the settings of components within the UKG Tablet app does not automatically cause a change of context, with the following exception:</p> <ul style="list-style-type: none"> <li>• After entering a value using the keyboard with VoiceOver running, after the keyboard disappears focus is set to “Activity Stop,” rather than returning to the relevant form control on the MobileViews landing page.</li> </ul>

## Principle 3: Understandable (cont'd)

Information and the operation of user interface must be understandable.

Criteria	Supporting Features	Remarks
<b>Guideline 3.2 Predictable: Make Web pages appear and operate in predictable ways.</b>		
3.2.3 Consistent Navigation: Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user. (Level AA)	Supports	The UKG Tablet app supports a consistent navigation mechanism across pages within the application.
3.2.4 Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Level AA)	Supports	The UKG Tablet app contains components that have the same functionality throughout the application.
<b>Guideline 3.3 Input Assistance: Help users avoid and correct mistakes.</b>		
3.3.1 Error Identification: If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text. (Level A)	Supports	User errors are identified and described to the user in text where appropriate in the UKG Tablet app.
3.3.2 Labels or Instructions: Labels or instructions are provided when content requires user input. (Level A)	Supports with exceptions	Labels or instructions are provided for when content requires user input in the UKG Tablet app with the following exception: <ul style="list-style-type: none"> <li>Day, month, and year labels are not provided for the date pickers throughout the Requests (Employee) section.</li> </ul>
3.3.3 Error Suggestion If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. (Level AA).	Not applicable	There are no known suggestions for user errors in the UKG Tablet app, but users are informed if they make an error.

## Principle 3: Understandable (cont'd)

Information and the operation of user interface must be understandable.

Criteria	Supporting Features	Remarks
<b>Guideline 3.3 Input Assistance: Help users avoid and correct mistakes.</b>		
3.3.4 Error Prevention (Legal, Financial, Data): For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true: (Level AA) Reversible: Submissions are reversible. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.	Not applicable	The UKG Tablet app does not have functionality to cause legal commitments or financial transactions for the user to occur. The nature of the application means that users are able to modify or delete user-controllable data in data storage systems, but confirmation requests are provided, and the user is warned where action needs to be taken.

## Principle 4: Robust

Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

Criteria	Supporting Features	Remarks
<b>Guideline 4.1 Compatible: Maximize compatibility with current and future user agents, including assistive technologies.</b>		
4.1.1 In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)	Not applicable	The UKG Tablet app is a native iOS application.
4.1.2 Name, Role, Value: For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)	Does not support	<p>The UKG Tablet app contains several interface elements throughout the application whose names, roles, states, properties, and values are not exposed to user agents, including assistive technologies. Examples include:</p> <ul style="list-style-type: none"> <li>• Buttons and checkboxes without an accessible name, and buttons with non-descriptive names.</li> <li>• Some edit boxes do not have an accessible name.</li> <li>• Radio buttons do not have a radio button role throughout the Requests (Employee) section.</li> <li>• The “Day,” “Month,” “Year” items in the date picker do not have an accessible name throughout the Requests (Employee) section.</li> <li>• Some disclosure buttons do not indicate the expanded/collapsed state.</li> <li>• Some dialogs do not have a dialog role, or an accessible name.</li> <li>• Success alerts are not announced in their entirety throughout the Requests (Employee) section.</li> <li>• The sort order of sortable data table columns is not programmatically exposed.</li> <li>• Selected items in the Manage Requests section do not programmatically expose their selection status.</li> </ul>

## About UKG

At UKG (Ultimate Kronos Group), our purpose is people™. Built from a merger that created one of the largest cloud companies in the world, UKG believes organizations succeed when they focus on their people. As a leading global provider of HCM, payroll, HR service delivery, and workforce management solutions, UKG delivers award-winning Pro, Dimensions, and Ready solutions to help tens of thousands of organizations across geographies and in every industry drive better business outcomes, improve HR effectiveness, streamline the payroll process, and help make work a better, more connected experience for everyone. UKG has more than 13,000 employees around the globe and is known for an inclusive workplace culture. The company has earned numerous awards for culture, products, and services, including consecutive years on Fortune's 100 Best Companies to Work For list. To learn more, visit [ukg.com](https://www.ukg.com).