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UKG Accessibility Conformance Report

UKG GovTA™

Report Date: August 2022

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Name of Product: UKG GovTA

Report Date: August 31, 2022

Product Description: Web application

Contact for More Information: **accessibility@ukg.com**

Evaluation Methods Used: This VPAT® is based on an internal audit completed by the UKG Team. UKG does regular testing on the application to identify any new or missed WCAG issues. The most recent test results are noted in the report and details are listed under the "Remarks and Explanations" column. These issues will be triaged for inclusion in the software's future releases.

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Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A Level AA
Revised Section 508.	Yes

Terminology

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Supports with exceptions:** Some functionality of the product does not meet the criterion.
- **Does not support:** The majority of product functionality does not meet the criterion.
- **Not applicable:** The criterion is not relevant to the product.
- **Not evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG 2.0 Level AAA.

Section 508 Chapter 1: Application and Administration

This VPAT is based on the Revised 508 Standards which incorporates WCAG 2.0 by reference.

Section 508 Chapter 2: Scoping Requirements

As UKG GOVTA is a web application, the following standards specifically apply:

- All Web Content Accessibility Guidelines (WCAG) 2.0 Level A and Level AA, available at **http://www.w3.org/TR/WCAG20**.
- Section 508 Chapter 3: Functional Performance Criteria (FPC).
- Section 508 Chapter 6: Support Documentation and Services.

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

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Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
[1.1.1 Non-text Content](#) (Level A)	Supports with exceptions	All non-text content within UKG GOVTA are provided with a text alternative that services the equivalent purpose, with the following exceptions: • Trash can icons are missing alternate text.
[1.2.1 Audio-only and Video-only (Prerecorded)](#)	Not applicable	UKG GOVTA does not include audio-only or video-only content.
[1.2.2 Captions (Prerecorded)](#) (Level A)	Not applicable	UKG GOVTA does not include synchronized media.
[1.2.3 Audio Description or Media Alternative (Prerecorded)](#) (Level A)	Not applicable	UKG GOVTA does not include synchronized media.
[1.3.1 Info and Relationships](#)	Supports with exceptions	All information, structure and relations conveyed through presentation within UKG GOVTA can be programmatically determined or are available in text, with the following exceptions: • On the Calendar Management page, the delete column is missing a column label.
[1.3.2 Meaningful Sequence](#)	Supports	A correct reading sequence can be programmatically determined throughout UKG GOVTA.
[1.3.3 Sensory Characteristics](#)	Supports	A correct reading sequence can be programmatically determined throughout UKG GOVTA.

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Table 1: Success Criteria, Level A (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.4.1 Use of Color	Supports	Color is not used as the only visual means of conveying information, indicating and action, prompting a response, or distinguishing a visual element within UKG GOVTA.
1.4.2 Audio Control	Not applicable	UKG GOVTA does not include any audio that plays automatically for more than three seconds.
2.1.1 Keyboard	Supports with exceptions	All functionality of the content within UKG GOVTA is operable using the keyboard alone, with the following exceptions: • The modal dialog of Terminate COP Account is not keyboard accessible. • Some fields on the employee and timesheet ¬¬profiles are disabled but should be read-only so assistive technology can recognize and announce. • The up/down arrows don't work when the user attempts to navigate the calendar (with JAWS turned on).
2.1.2 No Keyboard Trap	Supports	Focus can be moved to all components on pages within UKG GOVTA without incurring a keyboard trap.
2.2.1 Timing Adjustable	Supports	UKG GOVTA features time limits but provides a mechanism for users to extend the time limit. For example, users are notified that their session will expire after a period of inactivity but are given the opportunity to continue working.

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Table 1: Success Criteria, Level A (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
2.2.2 Pause, Stop, Hide	Not applicable	UKG GOVTA does not include content that blinks, scrolls, or updates very regularly.
2.3.1 Three Flashes or Below Threshold	Supports	UKG GOVTA does not include pages that flash more than three times in any one second, or the flash is below the general and red flash thresholds.
2.4.1 Bypass Blocks	Supports	Mechanisms are available within UKG GOVTA to bypass blocks of content that are repeated on multiple Web pages.
2.4.2 Page Titled	Supports	Web pages within UKG GOVTA have titles that describe their topic or purpose.
2.4.3 Focus Order	Supports with exceptions	Where web pages within UKG GOVTA can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability, with the following exception: • Focus order is not correct in an obscure application error. • Throughout the application, the focus varies on page load. • Focus order is incorrect when adding columns or conditionals while creating an Adhoc Report.
2.4.4 Link Purpose (In Context)	Supports	The purpose of each link within UKG GOVTA can be determined from the link text alone or from the link text along with the programmatically determinable context.

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Table 1: Success Criteria, Level A (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
3.1.1 Language of Page	Supports	The human language of all pages in UKG GOVTA is correctly identified.
3.2.1 On Focus	Supports	When components within UKG GOVTA receive focus, changes of context (such as opening a new page) are not initiated.
3.2.2 On Input	Supports	Changing the setting of any user interface component within UKG GOVTA does not automatically cause a change of context.
3.3.1 Error Identification	Supports with exceptions	Errors within UKG GOVTA are identified and described to the user in text, with the following exceptions: • In several forms, entering an invalid date causes a failure in displaying the other form errors.
3.3.2 Labels or Instructions	Software: Partially Supports	Labels or instructions within UKG GOVTA are provided when content requires user input, with the following exceptions: • A text area on the Login Banner is missing a label or description
4.1.1 Parsing	Supports	Markup-based content within UKG GOVTA does not have any parsing issues known to have an accessibility impact.

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Table 1: Success Criteria, Level A (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
4.1.2 Name, Role, Value	Supports with exceptions	User interface components within UKG GOVTA, 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, with the following exceptions: • On the role dropdown on the left navigation, ARIA role = presentation is incorrectly present when the element is made visible. • The Session Timeout modal is missing a title/role heading.

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Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live)	Not applicable	Software: The UKG Pro iOS app does not include any "synchronized multimedia" (video with an audio track).
1.2.5 Audio Description (Prerecorded)	Not applicable	Software: The UKG Pro iOS app does not include any "synchronized multimedia" (video with an audio track)
1.4.3 Contrast (Minimum)	Supports with exceptions	The visual presentation of text and images of text within UKG GOVTA has a contrast ratio of at least 4.5:1, with the following exceptions: • The asterisks on the Telework Request form fail the color contrast requirement.
1.4.4 Resize text	Supports	Text within UKG GOVTA can be resized up to 200 percent without a loss of content or functionality.
1.4.5 Images of Text	Supports	All text within UKG GOVTA is used to convey information rather than images of text.
2.4.5 Multiple Ways	Supports	There is more than one way to locate a web page within related web pages within UKG GOVTA, except where the pages are steps in a process.

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Table 2: Success Criteria, Level AA (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
2.4.6 Headings and Labels	Supports with exceptions	Headings and labels within UKG GOVTA describe the topic and purpose, with the following exceptions: • The Edit LTP Account page has duplicate labels on delete buttons. • Heading structure is incorrectly repeated in the same place on most pages. • When Confirmation is present, the additional Cancel button creates non-unique label names.
2.4.7 Focus Visible	Supports with exceptions	All user interface elements within UKG GOVTA that receive focus have a visible focus indicator, with the following exceptions: • When the left navigation bar is collapsed, there is a loss of focus.
3.1.2 Language of Parts (Level AA) Also applies to: Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Supports	All changes in human language in the UKG GOVTA content are correctly identified.
3.2.3 Consistent Navigation	Supports	Navigation mechanisms that are repeated on multiple Web pages within UKG GOVTA occur in the same relative order each time they are repeated.

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Table 2: Success Criteria, Level AA (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
3.2.4 Consistent Identification	Supports	Navigation mechanisms that are repeated on multiple Web pages within UKG GOVTA occur in the same relative order each time they are repeated.
3.3.3 Error Suggestion	Supports	For all automatically detected input errors within UKG GOVTA where suggestions for correction are known, the suggestions are provided to the user.
3.3.4 Error Prevention (Legal, Financial, Data)	Not applicable	UKG GOVTA does not include forms that represent legal commitments or financial transactions.

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Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded)	Not evaluated	
1.2.7 Extended Audio Description (Prerecorded)	Not evaluated	
1.2.8 Media Alternative (Prerecorded)	Not evaluated	
1.2.9 Audio-only (Live)	Not evaluated	
1.4.6 Contrast Enhanced	Not evaluated	
1.4.7 Low or No Background Audio	Not evaluated	
1.4.8 Visual Presentation	Not evaluated	
1.4.9 Images of Text (No Exception) Control	Not evaluated	
2.1.3 Keyboard (No Exception)	Not evaluated	
2.2.3 No Timing	Not evaluated	
2.2.4 Interruptions	Not evaluated	
2.2.5 Re-authenticating	Not evaluated	

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Table 3: Success Criteria, Level AAA (cont'd)

Notes:

Criteria	Conformance Level	Remarks and Explanations
2.3.2 Three Flashes	Not evaluated	
2.4.8 Location	Not evaluated	
2.4.9 Link Purpose (Link Only)	Not evaluated	
2.4.10 Section Headings	Not evaluated	
3.1.3 Unusual Words	Not evaluated	
3.1.4 Abbreviations	Not evaluated	
3.1.5 Reading Level	Not evaluated	
3.1.6 Pronunciation	Not evaluated	
3.2.5 Change on Request	Not evaluated	
3.3.5 Help	Not evaluated	
3.3.6 Error Prevention (All)	Not evaluated	

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Table 4: Section 508 Chapter 3: Functional Performance Criteria (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Supports	Where a visual mode of operation is provided, UKG GOVTA provides at least one mode of operation that does not require user vision.
302.2 With Limited Vision	Supports	Where a visual mode of operation is provided, UKG GOVTA provides at least one mode of operation that enables users to make use of limited vision.
302.3 Without Perception of Color	Supports	Where a visual mode of operation is provided, UKG GOVTA provides at least one visual mode of operation that does not require user perception of color.
302.4 Without Hearing	Not applicable	UKG GOVTA does not provide an audible mode of operation.
302.5 With Limited Hearing	Not applicable	UKG GOVTA does not provide an audible mode of operation.
302.6 Without Speech	Not applicable	UKG GOVTA does not require speech for input, control or operation.
302.7 With Limited Manipulation	Supports	Where a manual mode of operation is provided, UKG GOVTA provides at least one mode of operation that does not require fine motor control or simultaneous manual operations.

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Table 4: Section 508 Chapter 3: Functional Performance Criteria (FPC) (cont'd)

Criteria	Conformance Level	Remarks and Explanations
302.8 With Limited Reach and Strength	Not applicable	UKG GOVTA is not a free-standing or installed product.
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	UKG GOVTA provides features making its use by individuals with limited cognitive, language, and learning abilities simpler and easier.

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Table 5: Section 508 Chapter 4: Hardware

Notes: UKG GOVTA is not a hardware product.

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality		
402.1 General		
402.2 Speech-Output Enabled		
402.2.1 Information Displayed On-Screen	Not applicable	
402.2.2 Transactional Outputs	Not applicable	
402.2.3 Speech Delivery Type and Coordination	Not applicable	
402.2.4 User Control	Not applicable	
402.2.5 Braille Instructions	Not applicable	
402.3 Volume		
402.3.1 Private Listening	Not applicable	
402.3.2 Non-private Listening	Not applicable	
402.4 Characters on Display Screens	Not applicable	
402.5 Characters on Variable Message Signs	Not applicable	
403 Biometrics		

Table 5: Section 508 Chapter 4: Hardware (cont'd)

Criteria	Conformance Level	Remarks and Explanations
403.1 General	Not applicable	
404 Preservation of Information Provided for Accessibility		
404.1 General	Not applicable	
405 Privacy		
405.1 General	Not applicable	
406 Standard Connections		
406.1 General	Not applicable	
407 Operable Parts		
407.2 Contrast	Not applicable	
407.3 Input Controls		
407.3.1 Tactilely Discernible	Not applicable	
407.3.2 Alphabetic Keys	Not applicable	
407.3.3 Numeric Keys	Not applicable	
407.4 Key Repeat	Not applicable	
407.5 Timed Response	Not applicable	
407.6 Operation	Not applicable	

Table 5: Section 508 Chapter 4: Hardware (cont'd)

Criteria	Conformance Level	Remarks and Explanations
407.7 Tickets, Fare Cards, and Keycards	Not applicable	
407.8 Reach, Height and Depth		
407.8.1 Vertical Reference Plane	Not applicable	
407.8.1.1 Vertical Plane for Side Reach	Not applicable	
407.8.1.2 Vertical Plane for Forward Reach	Not applicable	
407.8.2 Side Reach	Not applicable	
407.8.2.1 Unobstructed Side Reach	Not applicable	
407.8.2.2 Obstructed Side Reach	Not applicable	
407.8.3 Forward Reach	Not applicable	
407.8.3.1 Unobstructed Forward Reach	Not applicable	
407.8.3.2 Obstructed Forward Reach	Not applicable	
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward Reach	Not applicable	
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed Forward Reach	Not applicable	
408 Display Screens		
408.2 Visibility	Not applicable	

Table 5: Section 508 Chapter 4: Hardware (cont'd)

Criteria	Conformance Level	Remarks and Explanations
408.3 Flashing	Not applicable	
409 Status Indicators		
409.1 General	Not applicable	
410 Color Coding		
410.1 General	Not applicable	
411 Audible Signals		
411.1 General	Not applicable	
412 ICT with Two-Way Voice Communication		
412.2 Volume Gain		
412.2.1 Volume Gain for Wireline Telephones	Not applicable	
412.2.2 Volume Gain for Non-Wireline ICT	Not applicable	
412. 3 Interference Reduction and Magnetic Coupling		
412.3.1 Wireless Handsets	Not applicable	
412.3.2 Wireline Handsets	Not applicable	
412.4 Digital Encoding of Speech	Not applicable	
412.5 Real-Time Text Functionality	Not applicable	

Table 5: Section 508 Chapter 4: Hardware (cont'd)

Criteria	Conformance Level	Remarks and Explanations
412.6 Caller ID	Not applicable	
412.7 Video Communication	Not applicable	
413 Closed Caption Processing Technologies		
413.1.1 Decoding and Display of Closed Captions	Not applicable	
413.1.2 Pass-Through of Closed Caption Data	Not applicable	
414 Audio Description Processing Technologies		
414.1.1 Digital Television Tuners	Not applicable	
414.1.2 Other ICT	Not applicable	
415 User Controls for Captions and Audio Descriptions		
415.1.1 Caption Controls	Not applicable	
415.1.2 Audio Description Controls	Not applicable	

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Table 6: Section 508 Chapter 5: Software

Notes: UKG GOVTA is not a software product.

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	Not applicable	
502 Interoperability with Assistive Technology		
502.2.1 User Control of Accessibility Features	Not applicable	
502.2.2 No Disruption of Accessibility Features	Not applicable	
502.3 Accessibility Services		
502.3.1 Object Information	Not applicable	
502.3.2 Modification of Object Information	Not applicable	
502.3.3 Row, Column, and Headers	Not applicable	
502.3.4 Values	Not applicable	
502.3.5 Modification of Values	Not applicable	
502.3.6 Label Relationships	Not applicable	
502.3.7 Hierarchical Relationships	Not applicable	
502.3.8 Text	Not applicable	

Table 6: Section 508 Chapter 5: Software (cont'd)

Criteria	Conformance Level	Remarks and Explanations
502.3.9 Modification of Text	Not applicable	
502.3.10 List of Actions	Not applicable	
502.3.11 Actions on Objects	Not applicable	
502.3.12 Focus Cursor	Not applicable	
502.3.13 Modification of Focus Cursor	Not applicable	
502.3.14 Event Notification	Not applicable	
502.4 Platform Accessibility Features	Not applicable	
503 Applications		
503.2 User Preferences	Not applicable	
503.3 Alternative User Interfaces	Not applicable	
503.4 User Controls for Captions and Audio Description		
503.4.1 Caption Controls	Not applicable	
503.4.2 Audio Description Controls	Not applicable	
504 Authoring Tools		

Table 6: Section 508 Chapter 5: Software (cont'd)

Criteria	Conformance Level	Remarks and Explanations
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	Not applicable	
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not applicable	
504.2.2 PDF Export	Not applicable	
504.3 Prompts	Not applicable	
504.4 Templates	Not applicable	

Table 7: Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope		
602 Support Documentation		
602.2 Accessibility and Compatibility Features	Not applicable	UKG GOVTA does not include any non-standard accessibility or compatibility features that require further documentation.
602.3 Electronic Support Documentation	Refer to the WCAG 2.0 section.	Refer to the WCAG 2.0 section.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not applicable	All necessary documentation for UKG GOVTA is included electronically.
603 Support Services		
603.2 Information on Accessibility and Compatibility Features	Not applicable	UKG GOVTA does not include any non-standard accessibility or compatibility features that require further documentation.
603.3 Accommodation of Communication Needs	Not Tested	

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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](ukg.com).

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