



UKG Accessibility Conformance Report

Based on VPAT Version 1

Product Name:	UKG GovTA™
Issue Date:	May 6, 2024
Product Version:	1.7.2

Table of contents

UKG Accessibility Conformance Report	1
Terminology.....	4

Section 508 Chapter 1: Application and Administration.....	5
Section 508 Chapter 2: Scoping Requirements.....	5
Section 508 Chapter 3: Functional Performance Criteria (FPC).....	14
Section 508 Chapter 4: Hardware	16
Section 508 Chapter 5: Software	20
Section 508 Chapter 6: Support Documentation and Services.....	22
Customer Specific Conformance Issues	22
Legal Disclaimer.....	24

Accessibility Conformance Report Product Version 1.7.2 – May 6, 2024

Name of Product/Version:	UKG GovTA
Product Description:	Web application
Date:	May 6, 2024
Evaluation Methods Used:	This ACR is based on an internal audit completed by the UKG Team. UKG does regular testing on the core 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.
Applicable Standards/Guidelines	This report covers the degree of conformance for the following accessibility standards/guidelines: <ul style="list-style-type: none">• Web Content Accessibility Guidelines (WCAG) 2.0 Level A and Level AA.• Revised Section 508.

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 ACR 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](#).

WCAG 2.0 Report

Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content	Supports	All non-text content within UKG GOVTA are provided with a text alternative that services the equivalent purpose.
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)	Not applicable	UKG GOVTA does not include synchronized media.
1.2.3 Audio Description or Media Alternative (Prerecorded)	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: <ul style="list-style-type: none">• A confirmation message is needed when Assign Schedule Templates page is saved.

Criteria	Conformance Level	Remarks and Explanations
		<ul style="list-style-type: none"> • The Project module needs to display success messages when projects are added, removed, or moved, and when delegates are assigned or removed. • The table on the payroll file View preview feature has missing headers and nested tables. • A confirmation message is needed when a timesheet is successfully validated with warnings. • The Send Message tile needs a header above the recipients checkboxes. • Throughout the app, placeholders are not dismissible with the escape key, but need to be. • The Active and Inactive Project labels need to be associated with the control on the Daily Project Report. The Project label needs to be associated with the control on the Project Status Report. • The Summary of Accounts by Pay Period Report has a table with rows that span columns. • There's a missing header on the data table called Select Project on Select a Project page. • A column header is missing in the LTP Accounts table. • A table caption is missing on the Timekeeper Assignments table.

Criteria	Conformance Level	Remarks and Explanations
		<ul style="list-style-type: none"> Accounting Fields and Field Values tables use an asterisk to denote "forever" but no legend is available.
1.3.2 Meaningful Sequence	Supports	A correct reading sequence can be programmatically determined throughout UKG GOVTA.
1.3.3 Sensory Characteristics	Supports	Instructions provided for understanding and operating content within UKG GOVTA do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound.
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	<p>All functionality of the content within UKG GOVTA is operable using the keyboard alone, with the following exceptions:</p> <ul style="list-style-type: none"> On the GraphQL page, Execute, Prettify, Merge and Copy buttons are not keyboard accessible. (The GraphQL framework is managed by a non-UKG vendor).
2.1.2 No Keyboard Trap	Supports with exceptions	<p>Focus can be moved to all components on pages within UKG GOVTA without incurring a keyboard trap.</p> <ul style="list-style-type: none"> Focus can be trapped inside the GraphQL query editor and variables editor. (The GraphQL framework is managed by a non-UKG vendor).

Criteria	Conformance Level	Remarks and Explanations
<u>2.2.1 Timing Adjustable</u>	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.
<u>2.2.2 Pause, Stop, Hide</u>	Not applicable	UKG GOVTA does not include content that blinks, scrolls, or updates very regularly.
<u>2.3.1 Three Flashes or Below Threshold</u>	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.
<u>2.4.1 Bypass Blocks</u>	Supports	Mechanisms are available within UKG GOVTA to bypass blocks of content that are repeated on multiple Web pages.
<u>2.4.2 Page Titled</u>	Supports	Web pages within UKG GOVTA have titles that describe their topic or purpose.
<u>2.4.3 Focus Order</u>	Supports with exceptions	<p>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 exceptions:</p> <ul style="list-style-type: none"> • In Help, when tabbing through topics, the focus sometimes jumps to the skip link. • Focus doesn't persist on Add New button when navigating back to a page after clicking cancel button. • When stepping through multiple pages on the timesheet profile, the focus jumps to the tabs at the top of the page.

Criteria	Conformance Level	Remarks and Explanations
		<ul style="list-style-type: none"> Alert messages on the log in page are grouped; they need to be separated to be navigated to and read properly.
2.4.4 Link Purpose (In Context)	Supports with exceptions	<p>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 with the following exceptions:</p> <ul style="list-style-type: none"> In Help, the pagination links are read as link 1, link 2, link 3 which doesn't convey the purpose.
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	Errors within UKG GOVTA are identified and described to the user in text.
3.3.2 Labels or Instructions	Supports with exceptions	<p>Labels or instructions within UKG GOVTA are provided when content requires user input.</p> <ul style="list-style-type: none"> Pages with Control Logic feature should have instructions to help the user understand how to add and remove.
4.1.1 Parsing	Supports	Markup-based content within UKG GOVTA does not have any parsing issues known to have an accessibility impact.

Criteria	Conformance Level	Remarks and Explanations
<p>4.1.2 Name, Role, Value</p>	<p>Supports with exceptions</p>	<p>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:</p> <ul style="list-style-type: none"> • When dropdowns have a “blank” option, AT tools fail to read the option. • The tool tip in the date field under dollar transaction should read as “Month Day Year”.

Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level AA
Notes:

Criteria	Conformance Level	Remarks and Explanations
<u>1.2.4 Captions (Live)</u>	Not applicable	UKG GOVTA does not include any live audio content in synchronized media.
<u>1.2.5 Audio Description (Prerecorded)</u>	Not applicable	UKG GOVTA does not include any prerecorded video content that requires audio description.
<u>1.4.3 Contrast (Minimum)</u>	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: <ul style="list-style-type: none"> Some text on the GraphQL page has insufficient color contrast between the foreground and background text. (The GraphQL framework is managed by a non-UKG vendor.)
<u>1.4.4 Resize text</u>	Supports	Text within UKG GOVTA can be resized up to 200 percent without a loss of content or functionality.
<u>1.4.5 Images of Text</u>	Supports	All text within UKG GOVTA is used to convey information rather than images of text.
<u>2.4.5 Multiple Ways</u>	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.

Criteria	Conformance Level	Remarks and Explanations
<u>2.4.6 Headings and Labels</u>	Supports	Headings and labels within UKG GOVTA describe the topic and purpose.
<u>2.4.7 Focus Visible</u>	Supports	All user interface elements within UKG GOVTA that receive focus have a visible focus indicator.
<u>3.1.2 Language of Parts</u>	Supports	All changes in human language in the UKG GOVTA content are correctly identified.
<u>3.2.3 Consistent Navigation</u>	Supports	Navigation mechanisms that are repeated on multiple Web pages within UKG GOVTA occur in the same relative order each time they are repeated.
<u>3.2.4 Consistent Identification</u>	Supports	Components that have the same functionality across Web pages within UKG GOVTA are identified consistently.
<u>3.3.3 Error Suggestion</u>	Supports	For all automatically detected input errors within UKG GOVTA where suggestions for correction are known, the suggestions are provided to the user.
<u>3.3.4 Error Prevention (Legal, Financial, Data)</u>	Not applicable	UKG GOVTA does not include forms that represent legal commitments or financial transactions.

Web Content Accessibility Guidelines (WCAG) 2.0 Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<u>1.2.6 Sign Language (Prerecorded)</u>	Not evaluated	
<u>1.2.7 Extended Audio Description (Prerecorded)</u>	Not evaluated	
<u>1.2.8 Media Alternative (Prerecorded)</u>	Not evaluated	
<u>1.2.9 Audio-only (Live)</u>	Not evaluated	
<u>1.4.6 Contrast Enhanced</u>	Not evaluated	
<u>1.4.7 Low or No Background Audio</u>	Not evaluated	
<u>1.4.8 Visual Presentation</u>	Not evaluated	
<u>1.4.9 Images of Text (No Exception) Control</u>	Not evaluated	
<u>2.1.3 Keyboard (No Exception)</u>	Not evaluated	
<u>2.2.3 No Timing</u>	Not evaluated	
<u>2.2.4 Interruptions</u>	Not evaluated	
<u>2.2.5 Re-authenticating</u>	Not evaluated	
<u>2.3.2 Three Flashes</u>	Not evaluated	
<u>2.4.8 Location</u>	Not evaluated	
<u>2.4.9 Link Purpose (Link Only)</u>	Not evaluated	
<u>2.4.10 Section Headings</u>	Not evaluated	
<u>3.1.3 Unusual Words</u>	Not evaluated	
<u>3.1.4 Abbreviations</u>	Not evaluated	
<u>3.1.5 Reading Level</u>	Not evaluated	
<u>3.1.6 Pronunciation</u>	Not evaluated	
<u>3.2.5 Change on Request</u>	Not evaluated	
<u>3.3.5 Help</u>	Not evaluated	
<u>3.3.6 Error Prevention (All)</u>	Not evaluated	

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.
302.8 With Limited Reach and Strength	Not applicable	UKG GOVTA is not a free-standing or installed product.

Criteria	Conformance Level	Remarks and Explanations
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.

Section 508 Chapter 4: Hardware

Notes: UKG GOVTA is not a hardware product.

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality		
<i>402.1 General</i>		
<i>402.2 Speech-Output Enabled</i>		
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	
<i>402.3 Volume</i>		
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		
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	
<i>407.3 Input Controls</i>		
407.3.1 Tactilely Discernible	Not applicable	

Criteria	Conformance Level	Remarks and Explanations
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	
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	
408.3 Flashing	Not applicable	
409 Status Indicators		

Criteria	Conformance Level	Remarks and Explanations
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		
<i>412.2 Volume Gain</i>		
412.2.1 Volume Gain for Wireline Telephones	Not applicable	
412.2.2 Volume Gain for Non-Wireline ICT	Not applicable	
<i>412.3 Interference Reduction and Magnetic Coupling</i>		
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	
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	

Criteria	Conformance Level	Remarks and Explanations
415 User Controls for Captions and Audio Descriptions		
415.1.1 Caption Controls	Not applicable	
415.1.2 Audio Description Controls	Not applicable	

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	
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	

Criteria	Conformance Level	Remarks and Explanations
503.3 Alternative User Interfaces	Not applicable	
<i>503.4 User Controls for Captions and Audio Description</i>		
503.4.1 Caption Controls	Not applicable	
503.4.2 Audio Description Controls	Not applicable	
504 Authoring Tools		
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	

Section 508 Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
<i>601.1 Scope</i>		
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	

Customer Specific Conformance Issues

The list below details issues found in customer specific extensions.

Criteria	Conformance Level	Remarks and Explanations
<u>2.4.3 Focus Order</u>	Supports with exceptions	<ul style="list-style-type: none"> • Tab focus is out of order on Terminate COP Account modal. • Focus should be on the skip to main content when Add Org. Roles>Select User page loads.
<u>1.3.1 Info and Relationships</u>	Supports with exceptions	An info message is needed when user successfully

Criteria	Conformance Level	Remarks and Explanations
		adds or removes an organization role.

Legal Disclaimer

© 2024 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.

Published by UKG Incorporated 900 Chelmsford Street, Lowell, MA 01851 USA
Phone: 978-250-9800, Fax: 978-367-5900
UKG Incorporated Global Support: 1-800-394-HELP (1-800-394-4357)
For links to information about international subsidiaries of UKG Incorporated, go to
<http://www.UKG.com>