



UKG Accessibility Conformance Report

UKG Ready

Release 94 / August 2024



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The source code for Equinox is available for free download at www.eclipse.org.

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UKG Accessibility Conformance Report

Based on VPAT Version 2.5 International Edition

Name of Product/Version: UKG Ready R94

Report Date: September 2024

Product Description: UKG Ready is a web-based human capital management system providing full suite capabilities including time, attendance, scheduling, human resources, benefits, and payroll.

Contact Information: accessibility@ukg.com

Notes: Testing was performed on a representative sample of the top ten employee user flows, cutting across the major groups of functionalities.

The top ten employee user flows evaluated are:

- Log in, access home dashboard, and interact with dashboard widgets
- Complete and submit an employee timesheet
- Visit To Dos and Notifications in My Mailbox, review/complete/mark as read
- Review Pay History
- Clock in/out
- Request Time Off
- Review/edit my profile
- Review my schedule
- Complete an HR Actions
- Complete a new government form (I-9)

Evaluation Methods Used:

Testing is based on general product knowledge and included testing with:

1. Supported screen reader and browser combinations: VoiceOver in Safari; JAWS in Chrome; NVDA in Firefox
2. Keyboard-only manual testing
3. Automated testing with Axe DevTools
4. Color contrast checkers

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 (WCAG) 2.2	Level A Level AA
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	Yes
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11)	No

Terms

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.
- **Partially Supports:** 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 be used only in WCAG 2.0 Level AAA.

WCAG 2.2 Report

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
<p>1.1.1 Non-text Content (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: All non-text content has appropriate screen reader equivalent information or, in instances of decorative content, is ignored by assistive devices.
<p>1.2.1 Audio-only and Video-only (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not include audio-only or video-only prerecorded content.
<p>1.2.2 Captions (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not leverage pre-recorded content.
<p>1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not include content that requires audio descriptions.
<p>1.3.1 Info and Relationships (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 	Web: Partially Supports	Web: Most relationships are programmatically determined. Known issues include instances of missing headings in some dialogs, incorrect

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 		heading hierarchy on legacy pages, and the report grids lack semantic table structure.
<p>1.3.2 Meaningful Sequence (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Reading sequences are programmatically determined.
<p>1.3.3 Sensory Characteristics (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Instructions for understanding and operating content do not rely on sensory characteristics.
<p>1.4.1 Use of Color (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most information is conveyed without use of color alone to indicate meaning. Known issues include background color as an indicator of state in My Mailbox, calendar popovers, and My Schedule.
<p>1.4.2 Audio Control (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not include audio content.

Criteria	Conformance Level	Remarks and Explanations
<p>2.1.1 Keyboard (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Majority of content is accessible via keyboard. There is a known issue with the in-page calendar in Time Off Requests.
<p>2.1.2 No Keyboard Trap (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Keyboard traps are largely avoided. Instances of keyboard traps may appear at the bottom of pages at high zoom levels, and there are known bugs on some Timesheets and Time Off Requests pages that prevent the user from navigating backwards.
<p>2.1.4 Character Key Shortcuts (Level A 2.1 only)</p> <p>Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Ready does not leverage character key shortcuts.
<p>2.2.1 Timing Adjustable (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Ready offers the ability to turn off, adjust, and extend the time limit of the application.
<p>2.2.2 Pause, Stop, Hide (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Moving content in Ready is limited to the Fun widget on the Dashboard, which can be hidden.
<p>2.3.1 Three Flashes or Below Threshold (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 	Web: Supports	Web: UKG Ready does not leverage flashing content.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 		
<p>2.4.1 Bypass Blocks (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: UKG Ready uses skip links throughout the application.
<p>2.4.2 Page Titled (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Pages have descriptive titles.
<p>2.4.3 Focus Order (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most content follows logical focus orders. There are limited instances of focus loss or misplacement; known issues include closing widget menus on the Dashboard and the calendar popovers and rows in Timesheets.
<p>2.4.4 Link Purpose (In Context) (Level A)</p> <p>Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most links are descriptive in context. Some links lack additional descriptions, such as the “View More” links and links in the report grids.
<p>2.5.1 Pointer Gestures (Level A 2.1 and 2.2)</p> <p>Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: All functionalities can be operated using a single pointer.
<p>2.5.2 Pointer Cancellation (Level A 2.1 and 2.2)</p> <p>Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Pointer events can be cancelled.
<p>2.5.3 Label in Name (Level A 2.1 and 2.2)</p> <p>Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Components with visual labels have accessible names that contain the same text.

Criteria	Conformance Level	Remarks and Explanations
2.5.4 Motion Actuation (Level A 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply	Web: Supports	Web: UKG Ready does not use device motion for functionality.
3.1.1 Language of Page (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Page languages are defined.
3.2.1 On Focus (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Supports	Web: Changes in focus do not cause changes in context.
3.2.2 On Input (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Majority of interactions on input do not cause a change of context. There is a known issue in the Browse & Select modals that closes when a user selects a radio option.
3.2.6 Consistent Help (Level A 2.2 only) Also applies to: Revised Section 508– Does not apply	Web: Supports	Web: Help is consistently located across all pages in the header.
3.3.1 Error Identification (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most errors are identified in text but lack descriptions of the issues. Known issues include My Profile, Government Forms, Timesheets, and Time Off Requests.
3.3.2 Labels or Instructions (Level A) Also applies to: Revised Section 508 <ul style="list-style-type: none"> 501 (Web)(Software) 	Web: Partially Supports	Web: Most content includes instructions or labels for how to operate. There are limited instances in which inputs lack visible labels.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 		
<p>3.3.7 Redundant Entry (Level A 2.2 only) Also applies to: Revised Section 508– Does not apply</p>	Web: Supports	Web: Information that the user has already provided is prepopulated or selectable.
<p>4.1.1 Parsing (Level A) WCAG 2.0 and 2.1 – Always answer ‘Supports’ WCAG 2.2 (obsolete and removed) – Does not apply Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Does Not Apply	Web: WCAG 4.1.1 has been deprecated with the release of WCAG 2.2.
<p>4.1.2 Name, Role, Value (Level A) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most content has a programmatic name, role, or value. Exceptions include limited instances of buttons on Dashboards, radio elements, inputs, and checkboxes buttons in report grids, and missing ARIA roles for legacy date control inputs.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not include live content.
<p>1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: UKG Ready does not include pre-recorded content that requires audio description.
<p>1.3.4 Orientation (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Orientation is not restricted in the UKG Ready web application.
<p>1.3.5 Identify Input Purpose (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Most input field purposes are programmatically determined. Discrepancies may appear in My Profile.
<p>1.4.3 Contrast (Minimum) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Partially Supports	Web: Majority of text meets minimum color contrast requirements. Exceptions include “Submitted” status in Timesheets, amount headers in Pay History, and date descriptions in My Schedule.
<p>1.4.4 Resize text (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 	Web: Partially Supports	Web: All content can be resized up to 200%. Issues may include truncation, loss of non-crucial

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 		functionality (such as the “pin” functionality of the main menu), and loss of H1 elements on pages.
<p>1.4.5 Images of Text (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Does Not Support	Web: Images of text are present in the forms section of UKG Ready.
<p>1.4.10 Reflow (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Content reflows to 400%. There are known issues of obscured information due to sticky headers in alert dialogs and modals with tables, losses of H1 elements on some pages, and minor instances of horizontal scrolling.
<p>1.4.11 Non-text Contrast (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Most non-text content meets contrast requirements. There are known issues including clear buttons, show/hide password buttons, and legacy calendar controls.
<p>1.4.12 Text Spacing (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Text spacing can be adjusted on content without loss of information; however, there are known instances of truncation in the main menu, My Pay, and the Start widget on the dashboard.
<p>1.4.13 Content on Hover or Focus (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Content that appears on hover or focus can be dismissed using the keyboard.
<p>2.4.5 Multiple Ways (Level AA) Also applies to: Revised Section 508</p>	Web: Supports	Web: UKG Ready leverages both a navigation menu and a global search.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 		
<p>2.4.6 Headings and Labels (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most headings and labels are descriptive. There are known instances of buttons and actionable elements with repeated labels, examples of which include report grids, My Timesheet inputs, and “more action” buttons.
<p>2.4.7 Focus Visible (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports	Web: Most elements have visible focus indicators. Known instances of non-conformance include “No Schedule”/“Scheduled Hours” buttons in Timesheets and links in the HR Actions table.
<p>2.4.11 Focus Not Obscured (Minimum) (Level AA 2.2 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Majority of focus is not obscured by author-created content. Some instances of sticky headers may obscure focus states, and there known instances of focus being obscured by dialog headers at higher zoom levels and some fixed table columns.
<p>2.5.7 Dragging Movements (Level AA 2.2 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Ready does not leverage dragging movements in the employee experience.
<p>2.5.8 Target Size (Minimum) (Level AA 2.2 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: Actionable elements meet the minimum target size of 24 by 24 pixels.

Criteria	Conformance Level	Remarks and Explanations
<p>3.1.2 Language of Parts (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Supports	Web: Languages of parts are programmatically determined.
<p>3.2.3 Consistent Navigation (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: Navigational mechanisms appear in a consistent order across UKG Ready.
<p>3.2.4 Consistent Identification (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs 	Web: Supports	Web: Components with the same functionality are identified consistently.
<p>3.3.3 Error Suggestion (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 	Web: Partially Supports	Web: Some errors do not include suggestions to fix, including errors in My Information and My Timesheet.
<p>3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to: Revised Section 508</p> <ul style="list-style-type: none"> • 501 (Web)(Software) 	Web: Supports	Web: User submissions are checked and include confirmation steps.

Criteria	Conformance Level	Remarks and Explanations
<ul style="list-style-type: none"> 504.2 (Authoring Tool) 602.3 (Support Docs) 		
<p>3.3.8 Accessible Authentication (Minimum) (Level AA 2.2 only) Also applies to: Revised Section 508 – Does not apply</p>	Web: Supports	Web: UKG Ready supports password entry by password managers.
<p>4.1.3 Status Messages (Level AA 2.1 and 2.2) Also applies to: Revised Section 508 – Does not apply</p>	Web: Partially Supports	Web: Most status messages are announced to assistive devices. There are inconsistencies of announcements when inputs autocorrect and when errors appear on page refresh.

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Notes: This product is supported without Claim of Equivalent Facilitation, and other standards in this document cover the product.

Chapter 4: Hardware

Notes: Not Applicable

Chapter 5: Software

Notes: Not Applicable

Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Applicable – not tested	
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section
602.4 Alternate Formats for Non-Electronic Support Documentation	Applicable – not tested	
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Applicable – not tested	
603.3 Accommodation of Communication Needs	Applicable – not tested	

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).