



Accessibility in Workday Applications: Update 23

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The document covers the accessibility functionality within the HTML-Accessibility version of Workday applications.

The accessibility functionality covered includes Employee Self-Service and Manager Self-Service in these products*:

- Workday Human Capital Management
- Workday Payroll for United States
- Workday Payroll for Canada
- Workday Time Tracking
- Workday Procurement
- Workday Expenses
- Workday Core Financials
- Workday Grants Management
- Workday Recruiting**

* Includes the corresponding medium enterprise versions of these listed applications (also referred to as Lifecycle Deployment Program (LDP) versions).

** While Workday Recruiting is covered, the External Career Site portions of the product are not. The External Career Site is currently in review.

This document also includes information about functionality outside the Employee Self-Service and Manager Self-Service for common administrative tasks in these areas:

- Absence Management
- Benefits
- Expenses
- Financial Management
- Payroll for United States
- Payroll for Canada
- Procurement
- Time Tracking
- Human Capital Management tasks (as identified in our sample security configurations)
 - Benefits Partners
 - Compensation Partners
 - HR Partners
 - HR Administrators

No information is included about:

- Any Workday application or functionality not listed above.
- Workday desktop application (Flex and HTML5 functionality)
- Workday Integration Cloud
 - Cloud Connect for Benefits
 - Cloud Connect for Third-Party Payroll
 - Workday Studio
- Workday mobile applications
- Third-party integrations
- Big Data Analytics
- Workday Student Systems
- Future applications that are not yet Generally Available

While this list is not exhaustive, Workday does not currently deliver accessibility for:

- Add Approvers for Ad Hoc Approvals
- Composite Reports
 - Users can view the generated Composite Report data, but can't create a new Composite Report using the Composite Designer.
- Concurrent Edits
- Custom Tooltips
- Delegation Dashboard
- Enterprise Interface Builder (EIB)
- Embedded Analytic Worklets
- Global Search Scopes
 - The Workday Accessibility Functionality returns results for All of Workday.
- Localization
- Preferred Currency
- Recruiting Toolbar
 - Users can't use the recruiting toolbar, but can perform actions, such as moving a candidate forward, using the Mass Actions button instead.
- Saved Searches In Faceted Search
- Social Share widget
- Table functionality for sorting rows, row mover, and freezing or unfreezing columns
- W: Drive and asynchronous Notifications Alert for W:Drive
- Workbox and Tagging in Workbox
- Worklet Personalization

Note: Some Workday-delivered layouts for business forms in PDF may not have an equivalent page in HTML.

Please refer to the Accessibility documentation on the Workday Community for additional information:
<https://community.workday.com/doc/core/dan1370797895504>

Summary Table of Workday Product Accessibility (Section 508 of the U.S. Rehabilitation Act)

Section 508 References	Supporting Features	Comments and Exceptions
Section 1194.21 Software Applications and Operating Systems	Not Applicable	Not Applicable
Section 1194.22 Web-based Internet Information and Applications	Included	Refer to the section for details.
Section 1194.23 Telecommunications Products	Not Applicable	Not Applicable
Section 1194.24 Video and Multi-media Products	Not Applicable	Not Applicable
Section 1194.25 Self-Contained, Closed Products	Not Applicable	Not Applicable
Section 1194.26 Desktop and Portable Computers	Not Applicable	Not Applicable
Section 1194.31 Functional Performance Criteria	Included	Refer to the section for details.
Section 1194.41 Information, Documentation and Support	Included	Refer to the section for details.

Section 1194.22 Web-based Internet Information and Applications

Criteria	Supporting Features	Comments and Exceptions
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports with Exceptions	<ul style="list-style-type: none"> • Alt text for icons and analytic indicators specified by the application developer may be missing or may not be intuitive. • Alt text for images and photos taken from the application DisplayID may not be intuitive.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not Applicable	
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not Applicable	
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not Applicable	
(g) Row and column headers shall be identified for data tables.	Supports with Exceptions	<ul style="list-style-type: none"> • Derived and concatenated column headers are not supported. • Dynamic column labels are not passed from an active view to the edit page. • Some row headers for view-only grids may not be specified. • The text for "Total:" for total rows in grids may not be in the first column.

Criteria	Supporting Features	Comments and Exceptions
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports with Exceptions	<ul style="list-style-type: none"> • Some subgrids may not have a <caption> if table information was not specified by application developers. • Data tables may have a <caption> for the table description. If no additional information is specified by the application developer, only the row information or no information is displayed in the <caption>. • Derived and concatenated column headers are not supported. • Dynamic column labels are not passed from an active view to the edit page. • Some row headers for view-only grids may not be specified. • The text for "Total:" for total rows in grids may not be in the first column.
(i) Frames shall be titled with text that facilitates frame identification and navigation.	Not Applicable	
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Supports through Equivalent Facilitation	Support at this time is limited to Employee Self-Service and Manager Self-Service functionality. See pages 2 and 3 of this document for a list of supported functionality.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports with Exceptions	The functionality may have some focus issues when dynamic content is updated on the page.

Criteria	Supporting Features	Comments and Exceptions
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Not Applicable	
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports with Exceptions	<ul style="list-style-type: none"> • Dynamic labels are not passed from an active view to the edit page. • Some error checking may not be enforced at the time the errors occur. • Some form fields do not have group markup since they may be grouped by another component, such as a table cell. • Some form fields, such as Validate, have the same label. However, in many cases, more specific programmatic information, such as the title or use of fieldset/legend, distinguishes them.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports with Minor Exceptions	If the user doesn't immediately dismiss the validation alert message, there are focus issues when the session timeout warning and the remote validation alert message both appear.

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Comments and Exceptions
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports with Exceptions	In most cases, the functionality can be used by people who are visually impaired. Exceptions are noted in Section 1194.22 Web-based Internet Information and Applications.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Supports	
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Supports	
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supports	
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	

Section 1194.41 Information, Documentation and Support

Criteria	Supporting Features	Comments and Exceptions
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Documentation is available to customers in accessible electronic format on the Workday Community.	See the Documentation section of Workday Community at: https://community.workday.com/doc/books
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Documentation about accessibility in the Workday applications is available on the Workday Community.	See the Accessibility documentation under Workday Documentation » Manage Workday » Tenant : https://community.workday.com/doc/core/dan1370797895504
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Customers request assistance through their Named Support Contacts.	Contact your company's Named Support Contact to log a case with Workday Support.

W3C Web Content Accessibility Guidelines 2.0 Level “A” Success Criteria

Guidelines	Supporting Features	Comments and Exceptions
<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)</p> <ul style="list-style-type: none"> • 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 components 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 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. • Decoration, 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>Supports with Exceptions</p>	<ul style="list-style-type: none"> • Alt text for icons and analytic indicators specified by the application developer may be missing or may not be intuitive. • Alt text for images and photos taken from the application DisplayID may not be intuitive.

Guidelines	Supporting Features	Comments and Exceptions
<p>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)</p> <ul style="list-style-type: none"> • 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	
<p>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)</p>	Not Applicable	
<p>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)</p>	Not Applicable	
<p>1.3.1 Info and Relationships: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)</p>	Supports with Exceptions	<ul style="list-style-type: none"> • Dynamic labels are not passed from an active view to the edit page. • Some error checking may not be enforced at the time the errors occur. • Some form fields do not have group markup since they may be grouped by another component,

Guidelines	Supporting Features	Comments and Exceptions
		<p>such as a table cell.</p> <ul style="list-style-type: none"> • Some form fields, such as Validate, have the same label. However, in many cases, more specific programmatic information, such as the title or use of fieldset/legend, distinguishes them. • Some subgrids may not have a <caption> if table information was not specified by application developers. • Derived and concatenated column headers are not supported. • Dynamic column labels are not passed from an active view to the edit page. • Some row headers for view-only grids may not be specified. • The text for “Total:” for total rows in grids may not be in the first column. • The <fieldset> element is used to group information. Information that is presented as display-only instead of an editable view with form fields will also be grouped in a fieldset. • Data tables may have a <caption> for the table description. If no additional information is specified by the application developer, only the row information or no information is displayed in the <caption>. • Headings at this time are limited to <h1> headings.
<p>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)</p>	<p>Supports</p>	
<p>1.3.3 Sensory Characteristics: Instructions provided for understanding and operating content do not rely solely on sensory</p>	<p>Supports</p>	

Guidelines	Supporting Features	Comments and Exceptions
<p>characteristics of components such as shape, size, visual location, orientation, or sound. (Level A)</p>		
<p>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)</p>	Supports with Minor Exceptions	Some icons may use color as an indicator. The icons should also have alt text information distinguishing the icons.
<p>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)</p>	Not Applicable	
<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>	Supports with Exceptions	Focus may be lost after dynamic content is updated on the page.
<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>	Supports	
<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)</p> <ul style="list-style-type: none"> • Turn off: The user is allowed to turn off the 	Supports with Minor Exceptions	If the user doesn't immediately dismiss the validation alert message, there are focus issues when the

Guidelines	Supporting Features	Comments and Exceptions
<p>time limit before encountering it; or</p> <ul style="list-style-type: none"> • 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>session timeout warning and the remote validation alert message both appear.</p>
<p>2.2.2 Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: (Level A)</p> <ul style="list-style-type: none"> • 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. 	<p>Not Applicable</p>	
<p>2.3.1 Three Flashes or Below Threshold:</p> <p>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)</p>	<p>Not Applicable</p>	
<p>2.4.1 Bypass Blocks: A mechanism is</p>	<p>Supports</p>	

Guidelines	Supporting Features	Comments and Exceptions
available to bypass blocks of content that are repeated on multiple Web pages. (Level A)		
2.4.2 Page Titled: Web pages have titles that describe topic or purpose. (Level A)	Supports	
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)	Supports with Exceptions	Focus may be lost after dynamic content is updated on the page.
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 with Minor Exceptions	There may be some instances of ambiguous link text.
3.1.1 Language of Page: The default human language of each Web page can be programmatically determined. (Level A)	Supports	
3.2.1 On Focus: When any component receives focus, it does not initiate a change of context. (Level A)	Supports with Minor Exceptions	The remote validation alert is triggered when a user tabs out of a field that has not been validated. Although the alert is not triggered upon component focus, it might seem like an on focus change of context.
3.2.2 On Input: Changing the setting of any user interface component does not automatically cause a change of context unless	Supports with Exceptions	Focus may be lost after dynamic content is updated on the page.

Guidelines	Supporting Features	Comments and Exceptions
the user has been advised of the behavior before using the component. (Level A)		
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 with Minor Exceptions	Some error checking may not be enforced at the time the errors occur.
3.3.2 Labels or Instructions: Labels or instructions are provided when content requires user input. (Level A)	Supports with Minor Exceptions	Some error checking may not be enforced at the time the errors occur.
4.1.1 Parsing: 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)	Supports with Exceptions	<ul style="list-style-type: none"> • Minor parsing errors that do not have negative effects on the HTML or accessibility. • The <fieldset> element is used to group information. Information that is presented as display-only instead of an editable view with form fields will also be grouped in a fieldset.
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)	Supports with Exceptions	<ul style="list-style-type: none"> • Dynamic labels are not passed from an active view to the edit page. • Some form fields do not have group markup since they may be grouped by another component, such as a table cell. • Some form fields, such as Validate, have the same label. However, in many cases, more specific programmatic information, such as the title or use of fieldset/legend, distinguishes them.

W3C Web Content Accessibility Guidelines 2.0 Level “AA”

Success Criteria

Guidelines	Supporting Features	Comments and Exceptions
1.2.4 Captions (Live): Captions are provided for all live audio content in synchronized media. (Level AA)	Not Applicable	
1.2.5 Audio Description (Prerecorded): Audio description is provided for all prerecorded video content in synchronized media. (Level AA)	Not Applicable	
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) <ul style="list-style-type: none">• 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.	Supports	
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)	Supports	

Guidelines	Supporting Features	Comments and Exceptions
<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)</p> <ul style="list-style-type: none"> • 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>Note: Logotypes (text that is part of a logo or brand name) are considered essential.</p>	Supports	
<p>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)</p>	Supports	

Guidelines	Supporting Features	Comments and Exceptions
<p>2.4.6 Headings and Labels: Headings and labels describe topic or purpose. (Level AA)</p>	<p>Supports with Exceptions</p>	<ul style="list-style-type: none"> • Dynamic labels are not passed from an active view to the edit page. • Some form fields do not have group markup since they may be grouped by another component, such as a table cell. • Some form fields, such as Validate, have the same label. However, in many cases, more specific programmatic information, such as the title or use of fieldset/legend, distinguishes them. • Headings at this time are limited to <h1> headings. • Some labels for input fields, such as radio buttons, checkboxes, and buttons, do not contain additional explicit information about the label's context within the label itself. For example, specific targets of some fields may be implied by the data table column and/or row header for the cell in which the form controls appear. Users should be familiar with the table navigation commands of their screen reader to read data table columns and row headers.
<p>2.4.7 Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)</p>	<p>Supports</p>	

Guidelines	Supporting Features	Comments and Exceptions
<p>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)</p>	Not Applicable	The functionality does not support multiple languages.
<p>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)</p>	Supports	
<p>3.2.4 Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Level AA)</p>	Supports	
<p>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)</p>	Supports	

Guidelines	Supporting Features	Comments and Exceptions
<p>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)</p> <ul style="list-style-type: none"> • 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. 	Supports	