

Voluntary Product Accessibility Template (VPAT)

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VPAT Version: TA-3.0

Name of Product: WorkForce Time

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Introduction

The purpose of the Voluntary Product Accessibility Template, or VPAT™, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial “Electronic and Information Technology” products and services with features that support accessibility.

WorkForce Accessibility is a mode of WorkForce Time designed for screen readers and launched from a desktop browser. WorkForce Accessibility supports core employee and manager functionality with the exception of time off request balance graphs and password change functionality.

Certain functions in the WorkForce Time full version are not supported in WorkForce Accessibility, including these less commonly used administrative or management functions: group time/schedule entry, schedule assignment, reports, delegation, assignment group management, system administration, policy editor.

Summary Table

Criteria	Supporting Features	Remarks and Explanations
Section 1194.21 Software Applications and Operating Systems	Supports	See Table 1
Section 1194.22 Web-based internet information and applications	Supports	See Table 2
Section 1194.23 Telecommunications Products (Refer to link here for details)	Not applicable	WorkForce Time is not a telecommunications product.
Section 1194.25 Self-Contained, Closed Products (Refer to link here for details)	Not applicable	WorkForce Time is not a self-contained, closed product.
Section 1194.26 Desktop and Portable Computers	Supports	See Table 3
Section 1194.31 Functional Performance Criteria	Supports	See Table 4
Section 1194.41 Information, documentation and supports	Supports with exceptions	See Table 5

Table 1 - reponses refer to WorkForce Accessibility

Section 1194.21 Software Applications and Operating Systems

* Refer to this link for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and Explanations
a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supports when combined with Compatible Assistive Technology	All functions supported within WorkForce Accessibility as listed above are keyboard accessible (when a screen reader is used, such as JAWS or VoiceOver).
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supports	WorkForce Accessibility does not disrupt any other products or features of the operating system.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports when combined with Compatible Assistive Technology	WorkForce Accessibility displays a well-defined indication of current focus (when a screen reader is used, such as JAWS or VoiceOver).
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Not applicable	WorkForce Accessibility uses ARIA attributes to make all information and controls of the application available to assistive technologies.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supports	WorkForce Accessibility uses images with consistent meaning throughout the application.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports	WorkForce Accessibility uses standard HTML for displaying text and input fields.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	Although WorkForce Accessibility uses style sheets to set display attributes, the user can override these.

Table 1 - continued**Section 1194.21 Software Applications and Operating Systems**

* Refer to this link for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and Explanations
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Not applicable	No animation is used in WorkForce Accessibility to display information to the user.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	Information in WorkForce Accessibility which is communicated by color is also communicated by text.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Not applicable	WorkForce Time does not internally support users adjusting colors (although users may change colors through OS-level)
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	WorkForce Accessibility doesn't employ flashing or blinking elements
(l) When electronic forms are used, 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	WorkForce Accessibility uses standard HTML for displaying text and input fields.

Table 2 - reponses refer to WorkForce Accessibility

Section 1194.22 Web-Based Internet Information and Applications

* Refer to this link for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) A text equivalent for every non- text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	WorkForce Accessibility uses ARIA attributes to provide text equivalents to all non-text elements.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	WorkForce Accessibility does not make use of any video or multi-media elements.
(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	Information in WorkForce Accessibility which is communicated by color is also communicated by text.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	WorkForce Accessibility uses a style sheet, but is readable without it.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	WorkForce Accessibility does not use any image maps.
(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	WorkForce Accessibility does not use any image maps.
(g) Row and column headers shall be identified for data tables.	Not applicable	WorkForce Accessibility does not use any data tables.
(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.	Not applicable	WorkForce Accessibility does not use any data tables.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Not applicable	WorkForce Accessibility does not use frames.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	WorkForce Accessibility does not use flashing or flickering elements.
(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.	Not applicable	No text-only version of the application is required.
(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	WorkForce Accessibility does not make use of any video or multi-media elements.

Table 2 - continued

Section 1194.22 Web-Based Internet Information and Applications

* Refer to this link for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and Explanations
(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	Information in WorkForce Accessibility which is communicated by color is also communicated by text.
(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	WorkForce Accessibility uses a style sheet, but is readable without it.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not applicable	WorkForce Accessibility does not use repetitive navigation links
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	WorkForce Accessibility does not require any timed responses.
(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	WorkForce Accessibility does not make use of any video or multi-media elements.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) -

1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

Table 3 - responses refer to WorkForce Data Collection Devices (clock terminals)

Section 1194.26 Desktop and Portable Computers

* Refer to this link for details on the guidelines listed below.

Criteria	Supporting Features	Remarks and Explanations
(a) All mechanically operated controls and keys shall comply with §1194.23	Not applicable	Information in WorkForce Accessibility which is communicated by color is also communicated by text.
(k) (1) through (4).	Supports	WorkForce Data Collection Device Keypads meet these requirements. Key repeat is not supported.
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that	Not applicable	WorkForce Accessibility does not use repetitive navigation links
complies with §1194.23 (k) (1) through (4).	Supports	The WorkForce 1000, 2200, and Hand Recognition terminal do not use touchscreen controls. The WorkForce 4000 has touchscreen controls, but also includes a tactilely discernable keypad.
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.	Not applicable	WorkForce Data Collection devices are not designed to be expanded through the use of a port.

Table 4 - responses refer to WorkForce Accessibility

Section 1194.31 Functional Performance Criteria

Criteria	Supporting Features	Remarks and Explanations
(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 when combined with Compatible Assistive Technology	WorkForce Accessibility is fully compatible with supported screen readers (such as JAWS).
(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 when combined with Compatible Assistive Technology	WorkForce Accessibility is fully compatible with supported screen readers (such as JAWS).
(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	WorkForce does not use audio as part of the application.
(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.	Not applicable	WorkForce does not use audio as part of the application.
(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	WorkForce does not require speech control as part of the application.
(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	WorkForce Accessibility supports full use of the application through the keyboard or through other devices which act like keyboards.

Table 5 - responses refer to certain sections of documentation

Section 1194.41 Information, Documentation, and Support

Criteria	Supporting Features	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports with exceptions	Certain sections of product support documentation will be made available in alternate formats upon request. Additional charges may apply.
(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.	Supports with exceptions	Descriptions of the accessibility and compatibility features will be made available in alternate formats upon request. Additional charges may apply.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports with exceptions	Support services are provided through phone or email.