

Workforce Optimization for HR Accessibility Conformance Report

International Edition

Based on VPAT® Version 2.4

Report Details

Field	Description	
Name of Product	ServiceNow® Workforce Optimization for HR	
Version	Washington DC	
Report Date	March 7, 2024	
Product Description	Enhancing managerial efficiency and productivity via effective workforce optimization across HR	
Contact Information	accessibility@servicenow.com	
Notes	This product is a web-only application. The information contained in this report only applies to this release of this application.	
	Accessibility conformance details for other ServiceNow products are covered in separate reports. See Accessibility Conformance Reports on the Product Documentation site.	
	Any customization of this application or the Now Platform may have an impact on the specifics in this report.	



Evaluation Methods Used

- This application was evaluated using the most recent versions of multiple browsers (Chrome, Safari, and Edge Chromium).
- Assistive technologies used in this evaluation included NVDA, JAWS, and VoiceOver, as well as exclusive use of the keyboard to navigate and operate the product content and functionality.
- The evaluation process used a combination of independent 3rd party assessments and automated checks, as well as human testing/evaluation of specific workflows.
- This Accessibility Conformance Report is based on known conformance issues related to Workforce Optimization for HR. Other potential accessibility and usability issues may exist but are unknown at this time.

Applicable Standards/Guidelines

This report covers the degree of conformance to the following accessibility standards/guidelines:

Standard/Guideline	Included in Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
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)	(Yes)



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.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x 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.



Table 1: Level A Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open	Conformance Level	Remarks and Explanations Workforce Optimization for
 Functionality Software) 11.1.1.1.2 (Closed Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Supports	HR provides sufficient text alternatives for any instances of non-text content.



Criteria	Conformance Level	Remarks and Explanations
1.2.1 Audio-only and Video- only (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.1 (Web)		
10.1.2.1 (Non-web document)		
• 11.1.2.1.1 (Open Functionality Software)		Workforce Optimization for HR does not contain
• 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software)	Not Applicable	prerecorded audio-only or video-only media.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
 Criteria 1.2.2 Captions (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.2 (Web) 10.1.2.2 (Non-web document) 11.1.2.2 (Open Functionality Software) 11.1.2.2 (Closed Software) 	Conformance Level Not Applicable	Workforce Optimization for HR does not contain prerecorded synchronized media.
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 		
504.2 (Authoring Tool)602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.3 (Web)		
10.1.2.3 (Non-web document)		Workforce Optimization for
• 11.1.2.3.1 (Open Functionality Software)	Not Applicable	HR does not contain prerecorded video content
• 11.1.2.3.2 (Closed Software)	Hor Applicable	that would require audio description or a media alternative.
• 11.8.2 (Authoring Tool)		allemative.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.1 Info and Relationships (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.1 (Web)		
10.1.3.1 (Non-web document)		
11.1.3.1.1 (Open Functionality Software)		Visual structure and relationship information for Workforce Optimization for
• 11.1.3.1.2 (Closed Software)	Supports	HR are provided through object information or are
• 11.8.2 (Authoring Tool)		available in text.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.2 Meaningful Sequence (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.2 (Web)		
10.1.3.2 (Non-web document)		
11.1.3.2.1 (Open Functionality Software)		Content in Workforce Optimization for HR is
• 11.1.3.2.2 (Closed Software)	Supports	presented in a meaningful sequence.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.3 Sensory Characteristics (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.3 (Web)		
10.1.3.3 (Non-web document)		
11.1.3.3 (Open Functionality Software)	Supports	Instructions in Workforce Optimization for HR do not
• 11.1.3.3 (Closed Software)	3000013	rely solely on sensory characteristics.
• 11.8.2 (Authoring Tool)		Characteristics.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria 9.1.4.1 (Web) 10.1.4.1 (Non-web document) 11.1.4.1 (Open Functionality Software) 11.1.4.1 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool)	Partially Supports	Workforce Optimization for HR site content and functionality do not convey information through color alone, with the following exception: Color is used as the only means of conveying information on the Create HR Case page.





Criteria	Conformance Level	Remarks and Explanations
2.1.1 Keyboard (Level A) Also applies to: EN 301 549 Criteria 9.2.1.1 (Web) 10.2.1.1 (Non-web document) 11.2.1.1.1 (Open Functionality Software) 11.2.1.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	 Workforce Optimization for HR functionality can be accessed and operated using a keyboard, with the following exceptions: Many menu items are not read with a screen reader. Unable to open filter dropdowns via speech input. Close intro button does not react to voice command. Unable to select options from dropdown menus. Buttons within widgets are inaccessible for speech input users. Speech input users are unable to expand table rows. Navigating within tables scrolls the entire page.



Criteria	Conformance Level	Remarks and Explanations
2.1.2 No Keyboard Trap (Level A) Also applies to: EN 301 549 Criteria • 9.2.1.2 (Web) • 10.2.1.2 (Non-web	Conformance Level	Remarks and Explanations
document) 11.2.1.2 (Open Functionality Software) 11.2.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs)	Supports	Workforce Optimization for HR does not include keyboard traps.
 Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		



Criteria	Conformance Level	Remarks and Explanations
2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.1.4 (Web) • 10.2.1.4 (Non-web document) • 11.2.1.4.1 (Open Functionality Software) • 11.2.1.4.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs)	Supports	Workforce Optimization for HR does not use any single-key shortcuts, other than those restricted to a focused component.
• 12.2.4 (Support Docs)		
• 11.2.1.4.2 (Closed	supports	those restricted to a focused
• 12.2.4 (Support Docs) Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
2.2.1 Timing Adjustable (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.1 (Web)		
10.2.2.1 (Non-web document)		
11.2.2.1 (Open Functionality Software)	Supports	Workforce Optimization for HR allows users to extend the
• 11.2.2.1 (Closed Software)	3000013	session timeout as required.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.2.2 Pause, Stop, Hide (Level A) Also applies to: EN 301 549 Criteria 9.2.2.2 (Web) 10.2.2.2 (Non-web document) 11.2.2.2 (Open	Conformance Level	Workforce Optimization for
 Functionality Software) 11.2.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 	Not Applicable	HR does not include elements that move, blink, scroll, or auto-update.
• 501 (Web) (Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.3.1 Three Flashes or Below Threshold (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.3.1 (Web)		
10.2.3.1 (Non-web document)		
11.2.3.1 (Open Functionality Software)	Not Amplionale	Workforce Optimization for HR does not contain any
• 11.2.3.1 (Closed Software)	Not Applicable	flashing or strobing content.
11.8.2 (Authoring Tool)		_
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		





Criteria	Conformance Level	Remarks and Explanations
2.4.2 Page Titled (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.2 (Web)		
10.2.4.2 (Non-web document)		
 11.2.4.2 (Open Functionality Software) - Does not apply 		Pages in Workforce
 11.2.4.2 (Closed Software) Does not apply 	Supports	Optimization for HR have appropriate page titles.
11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria 9.2.4.3 (Web) 10.2.4.3 (Non-web document) 11.2.4.3 (Open Functionality Software) 11.2.4.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	Components in Workforce Optimization for HR receive focus in a meaningful order, with the following exceptions: • User focus does not always land at the beginning of a new page. • Focus returns to the top of the page after interacting with filter drop-downs.



Criteria	Conformance Level	Remarks and Explanations
2.4.4 Link Purpose (In Context) (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.4.4 (Web)		
10.2.4.4 (Non-web document)		The purpose of each link in
• 11.2.4.4 (Open Functionality Software)	Supports	Workforce Optimization for HR can be determined from
• 11.2.4.4 (Closed Software	3000013	the link text alone or from the
• 11.8.2 (Authoring Tool)		programmatic context of the link.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.1 (Web) • 10.2.5.1 (Non-web document) • 11.2.5.1 (Open Functionality Software) • 11.2.5.1 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Not Applicable	In Workforce Optimization for HR, there is no functionality that uses multipoint or pathbased gestures to operate.
2.5.2 Pointer Cancellation (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.2 (Web) • 10.2.5.2 (Non-web document) • 11.2.5.2 (Open Functionality Software) • 11.2.5.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	In Workforce Optimization for HR, the down-event of the pointer is not used to execute any part of the function.



Criteria	Conformance Level	Remarks and Explanations
2.5.3 Label in Name (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.3 (Web)		
10.2.5.3 (Non-web document)		Visual labels of components
• 11.2.5.3.1 (Open Functionality Software)	Supports	within Workforce Optimization for HR match the text associated with the
• 11.2.5.3.2 (Closed Software)		programmatic names.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
2.5.4 Motion Actuation (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.4 (Web) • 10.2.5.4 (Non-web document) • 11.2.5.4 (Open Functionality Software) • 11.2.5.4 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Not Applicable	In Workforce Optimization for HR, there is no functionality that can be operated by device motion or user motion.



Criteria	Conformance Level	Remarks and Explanations
3.1.1 Language of Page (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.1 (Web)		
10.3.1.1 (Non-web document)		
11.3.1.1.1 (Open Functionality Software)		The default language of each page in Workforce Optimization for HR is
• 11.3.1.1.2 (Closed Software)	Supports	identified using the LANG attribute in the HTML
• 11.8.2 (Authoring Tool)		element.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



3.2.1 On Focus (Level A) Also applies to: EN 301 549 Criteria • 9.3.2.1 (Web) • 10.3.2.1 (Non-web document) • 11.3.2.1 (Open Functionality Software) • 11.3.2.1 (Closed Software) • 11.8.2 (Authoring Tool) Supports Supports Components in Workforce Optimization for HR do not initiate a change of context when in focus.
 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508
 11.3.2.1 (Open Functionality Software) 11.3.2.1 (Closed Software) Supports Components in Workforce Optimization for HR do not initiate a change of context





Criteria	Conformance Level	Remarks and Explanations
3.3.1 Error Identification (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.1 (Web)		
10.3.3.1 (Non-web document)		
• 11.3.3.1.1 (Open Functionality Software)		Where errors are automatically detected in Workforce Optimization for
• 11.3.3.1.2 (Closed Software)	Supports	HR, the error is identified and an error message is provided
• 11.8.2 (Authoring Tool)		as text.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.3.2 Labels or Instructions (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.2 (Web)		
10.3.3.2 (Non-web document)		
11.3.3.2 (Open Functionality Software)	Supports	A label is provided for each of Workforce Optimization
• 11.3.3.2 (Closed Software)	3000013	for HR's input fields.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria 9.4.1.1 (Web) 10.4.1.1 (Non-web document) 11.4.1.1.1 (Open Functionality Software) 11.4.1.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	Workforce Optimization for HR webpages use semantically correct markup for all interface elements and have complete start and end tags.



Criteria	Conformance Level	Remarks and Explanations
4.1.2 Name, Role, Value (Level A) Also applies to: EN 301 549 Criteria 9.4.1.2 (Web) 10.4.1.2 (Non-web document) 11.4.1.2.1 (Open Functionality Software) 11.4.1.2.2 (Closed Software) – Not required 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially supports	User interface components in Workforce Optimization for HR provide programmatic name, role, and/or state information, with the following exception: In the Manager Workspace home page, many interactive elements do not have a name assigned in code.



Table 2: Level AA Success Criteria

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria 9.1.2.4 (Web) 10.1.2.4 (Non-web document) 11.1.2.4 (Open Functionality Software) 11.1.2.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Not Applicable	Workforce Optimization for HR does not contain live synchronized media.



Criteria	Conformance Level	Remarks and Explanations
1.2.5 Audio Description (Prerecorded) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.5 (Web)		
10.1.2.5 (Non-web document)		
• 11.1.2.5 (Open Functionality Software)	Not Applicable	Workforce Optimization for HR does not contain prerecorded video content
• 11.1.2.5 (Closed Software)	Noi Applicable	that would require audio
• 11.8.2 (Authoring Tool)		description.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
1.3.4 Orientation (Level AA 2.1 only) Also applies to: EN 301 549 Criteria		
 9.1.3.4 (Web) 10.1.3.4 (Non-web document) 11.1.3.4 (Open Functionality Software) 11.1.3.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply 	Supports	Workforce Optimization for HR does not contain fixed orientation for page displays.



Criteria	Conformance Level	Remarks and Explanations
 Criteria 1.3.5 Identify Input Purpose (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.3.5 (Web) 10.1.3.5 (Non-web document) 11.1.3.5.1 (Open Functionality Software) 11.1.3.5.2 (Closed Software) 11.8.2 (Authoring Tool) 	Supports	In Workforce Optimization for HR, the purpose of each specifically identified input field collecting information about the user can be programmatically determined.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
1.4.3 Contrast (Minimum) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.3 (Web)		
10.1.4.3 (Non-web document)	Supports	Text in Workforce
• 11.1.4.3 (Open Functionality Software)		Optimization for HR meets minimum contrast
• 11.1.4.3 (Closed Software)		requirements, including the text color on hover and
• 11.8.2 (Authoring Tool)		focus states.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		





Criteria	Conformance Level	Remarks and Explanations
1.4.5 Images of Text (Level AA) Also applies to: EN 301 549 Criteria 9.1.4.5 (Web) 10.1.4.5 (Non-web document) 11.1.4.5.1 (Open Functionality Software) 11.1.4.5.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Supports	Workforce Optimization for HR uses text instead of images of text.



Criteria	Conformance Level	Remarks and Explanations
1.4.10 Reflow (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.10 (Web)		
• 10.1.4.10 (Non-web document)		Workforce Optimization for HR content reflows at
11.1.4.10 (Open Functionality Software)	Supports	different screen widths without loss of information or functionality, and without
• 11.1.4.10 (Closed Software)		requiring scrolling in two dimensions.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		



Criteria	Conformance Level	Remarks and Explanations
1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.11 (Web) 10.1.4.11 (Non-web document) 11.1.4.11 (Open Functionality Software) 11.1.4.11 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	Components in Workforce Optimization for HR meet minimum contrast requirements, including the text color on hover and focus states.



Criteria	Conformance Level	Remarks and Explanations
1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Supports	Workforce Optimization for HR allows text style adjustments to meet the minimum thresholds for text spacing.



Criteria	Conformance Level	Remarks and Explanations
1.4.13 Content on Hover or Focus (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.4.13 (Web)		
10.1.4.13 (Non-web document)	Supports	
11.1.4.13 (Open Functionality Software)		Workforce Optimization for HR allows hover content to be manually dismissed.
• 11.1.4.13 (Closed Software)		be mandally distributed.
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		





Criteria	Conformance Level	Remarks and Explanations
2.4.6 Headings and Labels (Level AA) Also applies to: EN 301 549 Criteria • 9.2.4.6 (Web)		Workforce Optimization for
 10.2.4.6 (Non-web document) 11.2.4.6 (Open Functionality Software) 11.2.4.6 (Closed Software) 11.8.2 (Authoring Tool) 	Partially Supports	HR uses meaningful semantic headings to label content blocks. Form input labels are associated with their inputs and provide a useful label to those inputs, with the following exception:
12.1.2 (Product Docs)12.2.4 (Support Docs)		 Many buttons have the same name of "More options".
Revised Section 508		'
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
2.4.7 Focus Visible (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.7 (Web) 10.2.4.7 (Non-web document) 11.2.4.7 (Open Functionality Software) 11.2.4.7 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Partially Supports	Focusable elements in Workforce Optimization for HR have a visible keyboard focus indicator, with the following exception: No focus border is present on widget scroll bars.



Criteria	Conformance Level	Remarks and Explanations
3.1.2 Language of Parts (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.2 (Web)		
10.3.1.2 (Non-web document)		
11.3.1.2 (Open Functionality Software) – Does not apply	Supports	Within Workforce Optimization for HR default webpages, the language of
 11.3.1.2 (Closed Software) Does not apply 	Supports	each portion of the page is programmatically
• 11.8.2 (Authoring Tool)		determinable.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.2.3 Consistent Navigation (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.3 (Web)		
10.3.2.3 (Non-web document) – Does not apply		
11.3.2.3 (Open Functionality Software) – Does not apply		
11.3.2.3 (Closed Software)Does not apply	Supports	Workforce Optimization for HR provides consistent and
• 11.8.2 (Authoring Tool)		repeatable navigation.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
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		



Criteria	Conformance Level	Remarks and Explanations
3.2.4 Consistent Identification (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.2.4 (Web)		
10.3.2.4 (Non-web document) – Does not apply		
11.3.2.4 (Open Functionality Software) – Does not apply	Supports	Components that have the same functionality within Workforce Optimization for
11.3.2.4 (Closed Software)Does not apply		
• 11.8.2 (Authoring Tool)		HR are identified consistently.
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
 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		



Criteria	Conformance Level	Remarks and Explanations
3.3.3 Error Suggestion (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.3 (Web)		
10.3.3.3 (Non-web document)		When an error is automatically detected
• 11.3.3.3 (Open Functionality Software)	Supports	within a native data entry form in Workforce
• 11.3.3.3 (Closed Software)	3000013	Optimization for HR, the
• 11.8.2 (Authoring Tool)		resulting error message provides suggestions for
• 12.1.2 (Product Docs)		correction.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.3.4 (Web)		
10.3.3.4 (Non-web document)		No forms within Workforce Optimization for HR submit
11.3.3.4 (Open Functionality Software)	Supports	actions that cause legal commitments or financial transactions to occur, nor do
• 11.3.3.4 (Closed Software)	30000118	any forms submit actions
• 11.8.2 (Authoring Tool)		that modify or delete user-
• 12.1.2 (Product Docs)		controllable data in the data storage system.
• 12.2.4 (Support Docs)		3 - 3, - 3
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		



Criteria	Conformance Level	Remarks and Explanations
4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.4.1.3 (Web) • 10.4.1.3 (Non-web document) • 11.4.1.3 (Open Functionality Software) • 11.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 11.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 10.4.1.3 (Product Docs) • 12.1.2 (Product Docs) Revised Section 508 – Does not apply	Supports	In Workforce Optimization for HR, status messages can be programmatically determined through roles or properties so that they can be presented to the user by assistive technologies without receiving focus.

Table 3: Level AAA Success Criteria

Notes: Not Evaluated

Revised Section 508 Report



Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	With some minor exceptions noted above, Workforce Optimization for HR is functional to screen reading technology.
302.2 With Limited Vision	Supports	Workforce Optimization for HR supports text and screen enlargement.
302.3 Without Perception of Color	Partially Supports	There are a few instances in Workforce Optimization for HR where color is being used to convey information.
302.4 Without Hearing	Supports	There is nothing within Workforce Optimization for HR that explicitly requires hearing.
302.5 With Limited Hearing	Supports	There is nothing within Workforce Optimization for HR that explicitly requires hearing.
302.6 Without Speech	Supports	There is nothing within Workforce Optimization for HR that explicitly requires speech.
302.7 With Limited Manipulation	Partially Supports	There is some functionality within Workforce Optimization for HR that cannot be manipulated via the keyboard.
302.8 With Limited Reach and Strength	Partially Supports	There is some functionality within Workforce Optimization for HR that cannot be manipulated via the keyboard.



Criteria	Conformance Level	Remarks and Explanations
302.9 With Limited Language, Cognitive, and Learning Abilities	Partially Supports	Certain terms and descriptions of features necessary for the use of Workforce Optimization for HR use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.

Chapter 4: Hardware

Notes: Not Applicable

Chapter 5: <u>Software</u>

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
502 Interoperability with Assistive Technology	Heading cell – no response required	Does not apply to a web-only application.
503 Applications	Heading cell – no response required	Does not apply to a web-only application.
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	Not Applicable	See information in <u>WCAG 2.x</u> section.



Criteria	Conformance Level	Remarks and Explanations
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion	Not Applicable	Workforce Optimization for HR is not an authoring tool.
504.2.2 PDF Export	Not Applicable	Workforce Optimization for HR is not an authoring tool.
504.3 Prompts	Not Applicable	Workforce Optimization for HR is not an authoring tool.
504.4 Templates	Not Applicable	Workforce Optimization for HR is not an authoring tool.

Chapter 6: Support Documentation and Services

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	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR and does not address Support Documentation or Support Services.
Compatibility Features		For Product Documentation accessibility conformance, see the Product Documentation site ACR on the <u>Accessibility</u> <u>Conformance Reports</u> page of the Product Documentation site.



Criteria	Conformance Level	Remarks and Explanations
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Support Documentation or Support Services.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Support Documentation or Support Services.
603.3 Accommodation of Communication Needs	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Support Documentation or Support Services.



EN 301 549 Report

Notes:

Chapter 4: Functional Performance Statements (FPS)

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision	Partially Supports	With some minor exceptions noted above, Workforce Optimization for HR is functional to screen reading technology.
4.2.2 Usage with limited vision	Supports	Workforce Optimization for HR supports text and screen enlargement.
4.2.3 Usage without perception of color	Partially Supports	There are a few instances in Workforce Optimization for HR where color is being used to convey information.
4.2.4 Usage without hearing	Supports	There is nothing within Workforce Optimization for HR that explicitly requires hearing.
4.2.5 Usage with limited hearing	Supports	There is nothing within Workforce Optimization for HR that explicitly requires hearing.
4.2.6 Usage with no or limited vocal capability	Supports	There is nothing within Workforce Optimization for HR that explicitly requires speech.
4.2.7 Usage with limited manipulation or strength	Partially Supports	There is some functionality within Workforce Optimization for HR that cannot be manipulated via the keyboard.



Criteria	Conformance Level	Remarks and Explanations
4.2.8 Usage with limited reach	Partially Supports	There is some functionality within Workforce Optimization for HR that cannot be manipulated via the keyboard.
4.2.9 Minimize photosensitive seizure triggers	Supports	There is nothing within Workforce Optimization for HR that would act as a photosensitive seizure trigger.
4.2.10 Usage with limited cognition, language, or learning	Partially Supports	Certain terms and descriptions of features necessary for the use of Workforce Optimization for HR use standard terms, which may not be understandable by users with limited language, cognitive, or learning abilities.
4.2.11 Privacy	Supports	Workforce Optimization for HR has systems in place to protect the privacy of individual users.

Chapter 5: Generic Requirements

Notes: Not Applicable – There is no closed functionality in Workforce Optimization for HR.

Chapter 6: ICT with Two-Way Voice Communication

Notes: Not Applicable

Chapter 7: ICT with Video Capabilities

Notes: Not Applicable

Chapter 8: <u>Hardware</u>

Notes: Not Applicable



Chapter 9: Web (See WCAG 2.x section)

Notes:

Chapter 10: Non-Web Software

Notes: Not Applicable

Chapter 11: Software

Criteria	Conformance Level	Remarks and Explanations
11.0 General (informative)	Heading cell – no response required	Heading cell – no response required
11.1.1.1 through 11.4.1.3	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
11.5 Interoperability with assistive technology	Heading cell – no response required	Heading cell – no response required
11.5.1 Closed functionality	Heading cell – no response required	Heading cell – no response required
11.5.2 Accessibility services	Heading cell – no response required	Heading cell – no response required
11.5.2.1 Platform accessibility service support for software that provides a user interface	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.
11.5.2.2 Platform accessibility service support for assistive technologies	See 11.5.2.5 through 11.5.2.17	See information in 11.5.2.5 through 11.5.2.17.
11.5.2.3 Use of accessibility services	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.



Criteria	Conformance Level	Remarks and Explanations
11.5.2.4 Assistive technology	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.5 Object information	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.6 Row, column, and headers	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.7 Values	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.8 Label relationships	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.9 Parent-child relationships	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.10 Text	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.11 List of available actions	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.12 Execution of available actions	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.13 Tracking of focus and selection attributes	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.



Criteria	Conformance Level	Remarks and Explanations
11.5.2.14 Modification of focus and selection attributes	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.15 Change notification	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.16 Modifications of states and properties	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.5.2.17 Modifications of values and text	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.6 Documented accessibility usage	Heading cell – no response required	Heading cell – no response required
11.6.1 User control of accessibility features	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.6.2 No disruption of accessibility features	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.7 User preferences	Not Applicable	Workforce Optimization for HR is a web-based application that relies on user-agent functionality.
11.8 Authoring tools	Heading cell – no response required	Heading cell – no response required
11.8.1 Content technology	Heading cell – no response required	Heading cell – no response required
11.8.2 Accessible content creation	Not Applicable	See information in <u>WCAG 2.x</u> section.

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Criteria	Conformance Level	Remarks and Explanations
11.8.3 Preservation of accessibility information in transformations	Not Applicable	Workforce Optimization for HR is not an authoring tool.
11.8.4 Repair assistance	Not Applicable	Workforce Optimization for HR is not an authoring tool.
11.8.5 Templates	Not Applicable	Workforce Optimization for HR is not an authoring tool.



Chapter 12: <u>Documentation and Support Services</u>

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required
12.1.1 Accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Documentation or Support Services.
		For Product Documentation accessibility conformance, see the Product Documentation site ACR on the Accessibility Conformance Reports page of the Product Documentation site.
12.1.2 Accessible documentation	See WCAG 2.x section	See information in <u>WCAG 2.x</u> section.
12.2 Support Services	Heading cell – no response required	Heading cell – no response required
12.2.2 Information on accessibility and compatibility features	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Documentation or Support Services.
12.2.3 Effective communication	Not Applicable	This report covers accessibility conformance for Workforce Optimization for HR only and does not address Documentation or Support Services.



Criteria	Conformance Level	Remarks and Explanations
12.2.4 Accessible documentation	See WCAG 2.x section	See information in WCAG 2.x section.

Chapter 13: <u>ICT Providing Relay or Emergency Service</u> <u>Access</u>

Notes: Not Applicable



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