Employee Center Pro Accessibility Conformance Report

International Edition

Based on VPAT® Version 2.4

Report Details

| Field | Description |
|------------------------|--|
| Name of Product | ServiceNow® Employee Center Pro |
| Version | Xanadu |
| Report Date | November 07, 2024 |
| Product Description | Employee Center Pro provides a single unified portal for multi- department service delivery, enabling organizations to easily scale their service solutions across IT, HR, Workplace, Legal, and Procurement so employees can easily find information, get help, and request the services they need. |
| 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. |
| | This version of the report replaces the Washington DC Employee Center Pro version dated April 4, 2024. |



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, VoiceOver, TalkBack, and ZoomText. Additionally, the keyboard was used exclusively 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 Employee Center Pro. 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 (Open Functionality Software) | | Employee Center Pro provides sufficient text |
| 11.1.1.1.2 (Closed Functionality Software) | Supports | alternatives for any instances of non-text 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 |
|---|-------------------|--|
| 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) | | Employee Center Pro does not contain prerecorded |
| • 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software) | Not Applicable | 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 |
|--|-------------------|---|
| 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) | | Employee Center Pro does |
| • 11.1.2.2 (Closed Software) | Not Applicable | 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) | | |
| • 11.1.2.3.1 (Open Functionality Software) | Not Applicable | Employee Center Pro does not contain prerecorded video content that would |
| • 11.1.2.3.2 (Closed Software) | Noi Applicable | require audio description or a media alternative. |
| • 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 |
|---|-------------------|---|
| 1.3.1 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 Employee Center Pro are |
| • 11.1.3.1.2 (Closed Software) | Supports | provided through object information or are available |
| • 11.8.2 (Authoring Tool) | | 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 Employee Center |
| • 11.1.3.2.2 (Closed Software) | Supports | Pro is 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 Employee Center Pro do not rely solely |
| • 11.1.3.3 (Closed Software) | 3000013 | on sensory characteristics. |
| 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 |
|---|-------------------|---|
| 1.4.1 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) 602.3 (Support Docs) | Supports | Employee Center Pro site content and functionality do not convey information through color alone. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|------------------------------|
| 1.4.2 Audio Control (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.4.2 (Web) | | |
| 10.1.4.2 (Non-web document) | | |
| 11.1.4.2 (Open Functionality Software) | | Employee Center Pro does |
| • 11.1.4.2 (Closed Software) | Supports | not contain audio that plays |
| • 11.8.2 (Authoring Tool) | | automatically. |
| • 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 |
|---|-------------------|--|
| 2.1.1 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) | Supports | Employee Center Pro functionality can be accessed and operated using a keyboard. |



| 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 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) Revised Section 508 • 501 (Web) (Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) | Supports | Employee Center Pro does not include any known keyboard traps. |





| 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 | Employee Center Pro allows users to extend the session |
| • 11.2.2.1 (Closed Software) | 3000013 | 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) | Conformance Level | Remarks and Explanations |
| 11.2.2.2 (Open 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 | Employee Center Pro 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 Applicable | Employee Center Pro does not contain any flashing or |
| • 11.2.3.1 (Closed Software) | Noi Applicable | 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 11.2.4.2 (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 | Pages in Employee Center Pro have appropriate page titles. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-----------------------------|---|
| Criteria 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) | Conformance Level Supports | Components in Employee Center Pro receive focus in a |
| 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) | | meaningful order. |



| 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 | Employee Center Pro can be determined from the link text |
| • 11.2.4.4 (Closed Software | Supports | 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 | Supports | In Employee Center Pro, 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 Employee Center Pro, 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 Employee Center Pro match the text associated with the programmatic |
| • 11.2.5.3.2 (Closed Software) | | 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 | Supports | In Employee Center Pro, 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 Employee |
| • 11.3.1.1.2 (Closed Software) | Supports | Center Pro is identified using the LANG attribute in the |
| • 11.8.2 (Authoring Tool) | | HTML 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) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-----------------------------|--|
| 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) | Conformance Level Supports | Components in Employee Center Pro do not initiate a |
| 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) | | change of context when in focus. |





| 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 Employee Center Pro, the |
| • 11.3.3.1.2 (Closed Software) | Supports | error is identified, and an error message is provided as |
| • 11.8.2 (Authoring Tool) | | 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 the input fields in |
| • 11.3.3.2 (Closed Software) | 3000013 | Employee Center Pro. |
| • 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 | Employee Center Pro 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) | | User interface components in Employee Center Pro |
| 11.4.1.2.2 (Closed Software) – Not required | Supports | provide programmatic name, role, and/or state information. |
| • 11.8.2 (Authoring Tool) | | information. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



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 | Employee Center Pro 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 | Employee Center Pro does not contain prerecorded |
| • 11.1.2.5 (Closed Software) | Not Applicable | video content that would |
| • 11.8.2 (Authoring Tool) | | require audio 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) | | Employee Center Pro does |
| 11.1.3.4 (Open Functionality Software) | Supports | not contain fixed orientation for page displays. |
| • 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 | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| 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) | | In Employee Center Pro, the purpose of each specifically |
| • 11.1.3.5.1 (Open Functionality Software) | Supports | identified input field collecting information about the user can be |
| • 11.1.3.5.2 (Closed Software) | | programmatically determined. |
| • 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 |
|--|-------------------|--|
| 1.4.3 Contrast (Minimum) (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.4.3 (Web) | | |
| 10.1.4.3 (Non-web document) | | |
| 11.1.4.3 (Open Functionality Software) | Supports | Text in Employee Center Pro meets minimum contrast requirements, including the |
| • 11.1.4.3 (Closed Software) | 3000013 | 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 | Employee Center Pro 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) 11.1.4.10 (Open Functionality Software) 11.1.4.10 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Partially Supports | Employee Center Pro content reflows at different screen widths without loss of information or functionality and without requiring scrolling in two dimensions, with the following exceptions: Pages that use the Record List Result UI require 2-dimensional scrolling. Pages that use the Record UI require 2- dimensional scrolling. The Favorites page requires 2-dimensional scrolling. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| Criteria 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) | Supports | Components in Employee Center Pro meet minimum contrast requirements, including the text color on hover and focus states. |
| Revised Section 508 – Does not apply | | |



| 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 | Employee Center Pro 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) | | Employee Center Pro allows hover content to be manually dismissed. |
| • 11.1.4.13 (Closed Software) | | mandany 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) | | |
| 10.2.4.6 (Non-web document) | | Employee Center Pro uses |
| 11.2.4.6 (Open Functionality Software) | Supports | meaningful semantic headings to label content blocks. Form input labels are |
| • 11.2.4.6 (Closed Software) | 3000013 | associated with their inputs |
| • 11.8.2 (Authoring Tool) | | and provide a useful label to |
| • 12.1.2 (Product Docs) | | those inputs. |
| • 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 |
|---|-------------------|--|
| 2.4.7 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) | Supports | Focusable elements in Employee Center Pro have a visible keyboard focus indicator. |



| 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 Employee Center Pro default webpages, the language of each portion of |
| 11.3.1.2 (Closed Software) Does not apply | Supports | 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 | Employee Center Pro 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 Employee Center Pro are |
| 11.3.2.4 (Closed Software)Does not apply | | |
| • 11.8.2 (Authoring Tool) | | 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 |
| • 11.3.3.3 (Open Functionality Software) | Supports | automatically detected within a native data entry form in Employee Center |
| • 11.3.3.3 (Closed Software) | 3000013 | Pro, the resulting error |
| • 11.8.2 (Authoring Tool) | | message provides |
| • 12.1.2 (Product Docs) | | suggestions for 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 Employee Center Pro submit actions |
| 11.3.3.4 (Open Functionality Software) | Supports | that cause legal commitments or financial transactions to occur, nor do |
| • 11.3.3.4 (Closed Software) | Supports | 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) | | |
| 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) - Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Supports | In Employee Center Pro, 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 | Supports | Employee Center Pro is functional to screen reading technology. |
| 302.2 With Limited Vision | Supports | Employee Center Pro supports text and screen enlargement. |
| 302.3 Without Perception of Color | Supports | There is nothing within Employee Center Pro where color alone is being used to convey information. |
| 302.4 Without Hearing | Supports | There is nothing within Employee Center Pro that explicitly requires hearing. |
| 302.5 With Limited Hearing | Supports | There is nothing within Employee Center Pro that explicitly requires hearing. |
| 302.6 Without Speech | Supports | There is nothing within Employee Center Pro that explicitly requires speech. |
| 302.7 With Limited Manipulation | Supports | Features and functions within Employee Center Pro can be manipulated via the keyboard. |
| 302.8 With Limited Reach and Strength | Supports | Features and functions within Employee Center Pro can be manipulated via the keyboard. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 302.9 With Limited Language, Cognitive, and Learning Abilities | Supports | Employee Center Pro uses standard terms, which are 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. |
| 504.2.1 Preservation of Information Provided for Accessibility in Format Conversion | Not Applicable | Employee Center Pro is not an authoring tool. |



| Criteria | Conformance Level | Remarks and Explanations |
|--------------------|-------------------|---|
| 504.2.2 PDF Export | Not Applicable | Employee Center Pro is not an authoring tool. |
| 504.3 Prompts | Not Applicable | Employee Center Pro is not an authoring tool. |
| 504.4 Templates | Not Applicable | Employee Center Pro 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 |
| (00.0 A coordibility and | Not Applicable | This report covers accessibility conformance for Employee Center Pro and does not address Support Documentation or Support Services. |
| 602.2 Accessibility and Compatibility Features | | For Product Documentation accessibility conformance, see the Product Documentation site ACR on the Accessibility Conformance Reports 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 Employee Center Pro 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 Employee Center Pro only and does not address Support Documentation or Support Services. |
| 603.3 Accommodation of Communication Needs | Not Applicable | This report covers accessibility conformance for Employee Center Pro only and does not address Support Documentation or Support Services. |



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Notes:

Chapter 4: Functional Performance Statements (FPS)

| Criteria | Conformance Level | Remarks and Explanations |
|---|--------------------|---|
| 4.2.1 Usage without vision | Supports | Employee Center Pro is functional to screen reading technology. |
| 4.2.2 Usage with limited vision | Partially Supports | With some minor exceptions noted above, Employee Center Pro supports text and screen enlargement. |
| 4.2.3 Usage without perception of color | Supports | There is nothing within Employee Center Pro where color alone is being used to convey information. |
| 4.2.4 Usage without hearing | Supports | There is nothing within Employee Center Pro that explicitly requires hearing. |
| 4.2.5 Usage with limited hearing | Supports | There is nothing within Employee Center Pro that explicitly requires hearing. |
| 4.2.6 Usage with no or limited vocal capability | Supports | There is nothing within Employee Center Pro that explicitly requires speech. |
| 4.2.7 Usage with limited manipulation or strength | Supports | Features and functions within Employee Center Pro can be manipulated via the keyboard. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 4.2.8 Usage with limited reach | Supports | Features and functions within Employee Center Pro can be manipulated via the keyboard. |
| 4.2.9 Minimize photosensitive seizure triggers | Supports | There is nothing within Employee Center Pro that would act as a photosensitive seizure trigger. |
| 4.2.10 Usage with limited cognition, language, or learning | Supports | Employee Center Pro uses standard terms, which are understandable by users with limited language, cognitive, or learning abilities. |
| 4.2.11 Privacy | Supports | Employee Center Pro has systems in place to protect the privacy of individual users. |

Chapter 5: Generic Requirements

Notes: Not Applicable – There is no closed functionality in Employee Center Pro.

Chapter 6: ICT with Two-Way Voice Communication

Notes: Not Applicable

Chapter 7: ICT with Video Capabilities

Notes: Not Applicable

Chapter 8: Hardware

Notes: Not Applicable

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



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 | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.4 Assistive technology | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 11.5.2.5 Object information | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.6 Row, column, and headers | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.7 Values | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.8 Label relationships | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.9 Parent-child relationships | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.10 Text | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.11 List of available actions | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.12 Execution of available actions | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.13 Tracking of focus and selection attributes | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.14 Modification of focus and selection attributes | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------------------------|--|
| 11.5.2.15 Change notification | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.16 Modifications of states and properties | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.5.2.17 Modifications of values and text | Not Applicable | Employee Center Pro 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 | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.6.2 No disruption of accessibility features | Not Applicable | Employee Center Pro is a web- based application that relies on user-agent functionality. |
| 11.7 User preferences | Not Applicable | Employee Center Pro 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. |
| 11.8.3 Preservation of accessibility information in transformations | Not Applicable | Employee Center Pro is not an authoring tool. |

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| Criteria | Conformance Level | Remarks and Explanations |
|--------------------------|-------------------|---|
| 11.8.4 Repair assistance | Not Applicable | Employee Center Pro is not an authoring tool. |
| 11.8.5 Templates | Not Applicable | Employee Center Pro 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 Employee Center Pro 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 Employee Center Pro only and does not address Documentation or Support Services. |



| Criteria | Conformance Level | Remarks and Explanations |
|---------------------------------|----------------------|---|
| 12.2.3 Effective communication | Not Applicable | This report covers accessibility conformance for Employee Center Pro only and does not address Documentation or Support Services. |
| 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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