



SctcLink

Human Capital Management Image 46 Supplemental Accessibility Information

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Introduction

This document is intended to supplement the Image/Upgrade Overview Document and provide ctcLink users with a more detailed summary of the accessibility changes that will be made in the system as a result of the upcoming HCM image 46. Oracle releases multiple updates every year that often include improvements to PeopleSoft's accessibility. Below is an overview of the accessibility enhancements that you can expect to see as part of HCM image 46.

Accessibility

Accessible W-2/W-2c PDF year-end forms

W-2 PDF year-end forms were not accessible prior to Image 46. In Image 46, Oracle added the functionality to support accessible W-2 PDF year-end forms starting year 2022 for single page W-2 PDF form as well as W-2 PDF Form with an overflow.

Navigation

Employee Self Service > Payroll Tile > W-2 W-2c Forms Tile

W-2/W-2c Forms

There are changes to the View W-2/W-2c Forms page delivered in image 46. In screen reader mode, column label "Printer Version" is renamed to "PDF Version" and button "Printable W-2" is renamed to "View PDF".

Image: W-2/W-2c Forms Page Prior To Image 46

PDF versions of W-2/W-2c forms were available only for printing in screen reader mode.

A Payroll		View	View W-2/W-2c Forms					\oslash
View W-2/W-	2c Forms							
		Tax Year 2021 V						
Company Name	e: Global Business Insti	tute						î↓
Tax Form	Issue Date	Year End Form	Printer Version	Filing Instruction	IS			
W-2	02/04/2022	View W-2 Form	Printable W-2	Filing Instructions				

W-2 PDF did not show any Accessibility tags when opened in Acrobat.

	Form W-2 Wage and Tax Statement 2020	7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheid	^	× Accessibility tags
N	C Employer's name, address, and ZIP code	Alocated tps	3 Social security wages	4 Social socurity tax withhold		Accessionity tags
	the Real research to the real of the real	9 10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12		E. Ma Tana and lake
	e Employues name, acones, and zir coos	13 Bellary Bellarian Storawy	14 Other	120		No Tags available
	THE R. P. LEWIS CO., NAMES OF CO.	Tumber (EIN)	state of the local second	120		
	15 State Employers state ID number 16 State wages, tips, etc.	17 State income tax 18 L	cel weges, tps, utc. 19 Local in	come tax 20 Locality name		
	Copy B-To Be Filed With Employee's FEDERAL Tax Return	This information is being turnished to the Int	ornal Revenue Service. CMB No. 1545-0008	Dept. of the Treasury - IRS Visit the IRS wabste at www.im.goviatia		
		Thus is	formation is being furnished to the Internal Revenue	e Service. If you are required to He a last return, a		

Image: W-2/W-2c Forms Page in Image 46

PDF versions of W-2/W-2c forms starting year 2022 are now available for reading in screen reader mode.

View W-2/W-2	c Forms			
		Tax Year 2022 ~		
Company Name:	Company TYD - US	/ear End Comp		
				Ţ↑ [
Tax Form	Issue Date	Year End Form	PDF Version	Filing Instructions
W-2	02/01/2023	View W-2 Form	View PDF	Filing Instructions

W-2 PDF has Accessibility tags when opened in Acrobat .

		d Wasse time allow some	^ × Accessibility tags (i) ···
Form W-2 Wage and Tax Statement 2022	7 Social security tips	1 wages, tips, other comb. 2 Pederal income tax with tax	
c Employer's name, address, and ZIP code	8 Allocated tips	3 Social security warmen 4 Social security tax withhold	V 🄀 Tags
14C1 EXAMPLE DESIRE ON	9	5 Medicare wages and time 6 Medicare tax withheld	
LANSING IN CLASS. CON	10 Dependent care benefits	11 Nonqualified plans 12a See instructions for box 12	
e Employee's name, address, and ZIP code	13 Statutory Betrament Third-party sick play	14 Other 12b	V 🎺 <part></part>
19521 2077 APR CT X	h Employer identification number (EIN	1DD 12c	✓ 📃 <sect></sect>
ADDRESS OF TAXABLE	a Employee's social security no.	12d	> 🧳 <form></form>
15 State Employer's state ID no. 16 State wages, tips, etc.	17 State income tax 18 Los	cal wages, tips, etc. 19 Local income tax 20 Locality name	> 🧳 <hi></hi>
Conv B To Ba Filed With Employac's EEDEDAL Tax Baturo	This information is being furnished to the	Internal Devenue Consider	> ¶ <p></p>
		MISN as 1645-0008 Visit the IRS Web Site at www.trs.gov/ette	- · · · · · · · · · · · · · · · · · · ·
		This information is being furnished to the internal Revenue Service. If you are required to file a tax return, a negligance panalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
Form W-2 Wage and Tax Statement 2022	7 Social security tips	1 Wages, tips, other comp. 2 Federal income tax withheld	> ¶ <p></p>
c Employer's name, address, and ZIP code	8 Allocated tips	3 Social security wage 4 Social security tax withheld	> ¶ <p></p>
TARK PARENT DEPARTMENT	9	5 Medicare wages and tips 6 Medicare tax withheld	► 🥖 <form></form>
Construct de l'estat-cara	10 Dependent care benefits	11 Nonqualified plans 12a See instructions for box 12 G	
e Employer's name, address, and ZIP ande.	13 Statutory Retrament Third-party plan sick play	14 Other 12b	> ¶ <p></p>
SHEEK SLAT WELCT II	b Employer identification number (EIN	12c	> ¶ <p></p>
STANKE W. SOLT	a Employee's social security no.		> 🧳 <form></form>
15 State Employer's state ID no. 16 State wages, tips, etc.	17 State income tax 18 Los	cal wages, tips, etc. 19 Local income tax 20 Locality name	> ¶ <p></p>

Configuration for accessing overflow pages of W-2/W-2c PDF

For year-end forms to be processed by the screen reader properly in the case of overflow, the system splits the multi-page PDF into multiple single-page PDFs.

In image 46, in addition to viewing overflow form pages separately, configuration options are available which provide the choice of accessing all pages of an overflow form together in a single consolidated PDF in standard mode, screen reader mode, or both.

Navigation

Set Up HCM > Install > Product Specific >Payroll for NA Installation

Image: W-2 Consolidated PDF on Overflow options

The screen has two checkboxes.

If "View Consolidated PDF in Standard Mode" Checkbox is selected then users will be able to view all pages of an overflow year-end form in a single consolidated PDF in standard mode.

If "View Consolidated PDF in Screen Reader Mode" Checkbox is selected then users will be able to view all pages of an overflow year-end form in a single consolidated PDF in screen reader mode.

Quick Calculation	Year-End Self Service
Enable Quick Calculation Disable Calculate button after Final Calculation	Fluid HTML View in Standard Mode
	□ Canada
	W-2 Consolidated PDF on Overflow Uiew Consolidated PDF in Standard Mode View Consolidated PDF in Screen Reader Mode
Last ROE Number 1	Last Dir Dep File Creation Nbr
U.S. Parameters	

In the event of an overflow, selecting the View PDF button on the View W-2/W-2c Forms page will open a separate page. This page will list individual single overflow pages of W-2 PDF where user can choose to view and print overflow pages by accessing "View PDF" buttons against W-2 PDF pages. Additional button "View all pages" becomes available when "View Consolidated PDF in Screen Reader Mode" Checkbox is selected in Configuration. Accessing "View all pages" button allows user to view/print all pages of an overflow form together in a single consolidated PDF.

	View	PDF	×
Tax Form	W-2		
Tax Year	2022		
Year-Form Issue Date	02/01/2023		
			Filing Instructions
View/Print Individual W-2 F	PDFs		
W-2 PDF Pages		PDF Version	
Page 1 of 6		View PDF	
Page 2 of 6		View PDF	
Page 3 of 6		View PDF	
Page 4 of 6		View PDF	
Page 5 of 6		View PDF	
Page 6 of 6		View PDF	
View All Pages			

Display of Check Date / Net Pay Column on Paychecks Page

Prior to Image 46, Check date and Net Pay columns appeared combined, making it hard for the JAWS readers to move to a given check number. In Image 46, Check date and Net Pay columns are separated.

Navigation

Employee Self Service > Payroll > Paychecks

Image: Paychecks Page Prior To Image 46

Check Date and Net Pay columns appear together on Paycheck screen with single column header "Check Date /Net Pay" in screen reader mode.

Paycheck	ks			
Paycheck S	election			I ↓
Check Date	/ Net Pay	Company	Pay Begin Date / Pay End Date	Paycheck Number
07/25/2023	1-10-10	Para-balac	07/01/2023 07/15/2023	Paycheck 1
07/10/2023	1000A	Periodiana	06/16/2023 06/30/2023	Paycheck
06/26/2023	HOLD .	Percellation	06/01/2023 06/15/2023	Paycheck
06/09/2023	800.0	Place (Kent	05/16/2023 05/31/2023	Paycheck
05/25/2023	1000	Percelants	05/01/2023 05/15/2023	Paycheck
05/10/2023	NAME OF BRIDE	Passiband	04/16/2023 04/30/2023	Paycheck .
04/25/2023	101.0	Paradolical	04/01/2023 04/15/2023	Paycheck

Image: Paychecks Page in Image 46

Check Date and Net Pay columns appear separately on Paycheck screen with separate column headers for Check Date and Net Pay in screen reader mode.

Paychecks					
aycheck Selection					
Ŧ					↑↓
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
06/09/2023	Parallela	05/16/2023 05/31/2023	1000	023086	
05/25/2023	Percosts	05/01/2023 05/15/2023	100.00	1201H	
05/10/2023	Parce Dates	04/16/2023 04/30/2023	1.00.4	00071	
04/25/2023	Paraditate	04/01/2023 04/15/2023	1000	ONEM	
04/10/2023	Persident	03/18/2023 03/31/2023	E.S.C.	700700	
03/24/2023	Person District.	03/01/2023 03/15/2023	1000	1284.0	
03/10/2023	Perce Onited	02/16/2023 02/28/2023	11110	100140	

Prenote Status field value on Direct Deposit Page is corrected

Prior to Image 46, Prenote Status field on Direct Deposit Page was read by Screen Reader as 'Not Submtd'. In Image 46, this is corrected and Screen Reader reads Prenote Status field as 'Not Submitted' instead of 'Not Sub mtd'.

Navigation

Payroll for North America > Employee Pay data USA >Request Direct Deposit

Image: Prenote Status field Prior To Image 46

Prenote status field on Request Direct Deposit page showed value 'Not Submtd' instead of 'Not Submitted'.

Request Direct Deposit

Deonna Smith® Person ID
Deposit Information
⑦ □ □ □ ► ► View All
+-* Effective Date
Suppress DDP Advice Print
Distribution Information
Q I I of 1 v View All
+
Your Bank Information
⑦ – Country Code USA Q United States Add New Bank
Bank ID O International ACH Bank Account OPrenotification Required
Distribution
⑦*Account Type
Net Pay Percent Net Pay Amount
* Priority Prenote Date
Account Number
Prenote Status Not Submtd
N

NVDA Speech Viewer output:

Prenote Status Not Sub mtd

Image: Direct Deposit Page Prenote Status field in Image 46

Prenote status field on Request Direct Deposit page is corrected to 'Not Submitted' in image 46, so it is read properly by Screen Readers.

Request Direct Deposit

Deonna Smith® Person ID
Deposit Information
⑦ Q I ≤ 1 of 1 ✓ ▶ ▶ View All
+-* Effective Date Status
Suppress DDP Advice Print
Distribution Information
Q I 1 of 1 ∨ I View All +
- Your Bank Information
⑦ — Country Code USA Q United States Add New Bank Bank ID Q International ACH Bank Account Prenotification Required
Distribution
⑦*Account Type ▲
Net Pay Percent Net Pay Amount
* Priority Prenote Date
Account Number
Prenote Status Not Submitted

NVDA Speech Viewer output:

Prenote Status Not Submitted

Row Header for Salary Step Components Grid is corrected

Prior to Image 46, Salary Components Grid on Salary Step Components tab had incorrect row header "Percent". This is corrected and now "Rate Code" and "Seq" are defined as row headers.

Navigation

Setup HCM> Product Related> Compensation> Base Compensation>Salary Grades > Salary Step Components Tab

Image: Salary Components Grid on Salary Step Components tab

Grid has 7 columns "Rate Code", "Seq", " Details", "Comp Rate", "Currency", "Frequency", "Percent" and two columns for Add Row and Delete Row actions. "Rate Code" and "Seq" should be marked as row headers based on the information displayed in the row.

Salary <u>G</u> rade Table	Categor	ization Defaults	Salary Step Compo	nents Grad	e <u>A</u> dvance	Criteria			
Set ID Salary Ada	Set ID Salary Administration Plan								
Salary Grade Standa	ard Hours 📕	Salary Basis	Contraction of the second						
Salary Grade									
⑦ Q I ≤	1 of 1 🗸	View All							
+ - Effective Date	St	atus							
Description ncren	nent Type								
Salary Step									
Q	34716	✓ ► ► View	w All						
+-* Step	Step Descri	ption							
Months to Next Step	Increment								
Salary Componen	ts								
0									
Rate Code S	eq Details	Comp Rate	Currency	Frequency	Percent	Add D	elete row		
	Details	0.000		<u>∎ Q</u>		+	-		
Next Step									

Image: Accessibility Tree using Browser Inspect Tool Prior To Image 4

"Percent" is incorrectly shown as Row Header after sixth grid cell



Image: Accessibility Tree using Browser Inspect Tool in Image 46

Row header is corrected in image 46. "Rate Code" and "Seq" are correctly marked as Row Headers.

∼ RootivebArea "Salary Grade Tables"
✓ Section
<pre>> main "Salary Step Components"</pre>
∀ group "Salary Grade"
~ group "Salary Step"
~ LayoutTable
~ LayoutTableRow
* LayoutTableCell "Salary Components. Table displays row 1 of 1."
table "Salary Components. Table displays row 1 of 1."
Y row
rowheader "Rate Code: Look up Rate Code: "
Prowheader "Seq: Filling D"
gridcell "Details"
gridcell "Comp Rate: Display In Other Currency"
gridcell "Currency: DLook up Currency:)"
gridcell "Frequency: A Look up Frequency:
gridcell "Percent:
gridcell "Salary Components : Add a new row at row 1"
gridcell "Salary Components : Delete row 1"





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Washington State Board for Community and Technical Colleges