



Human Capital Management
Image 47 Accessibility
Supplemental

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Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Employee Self Service

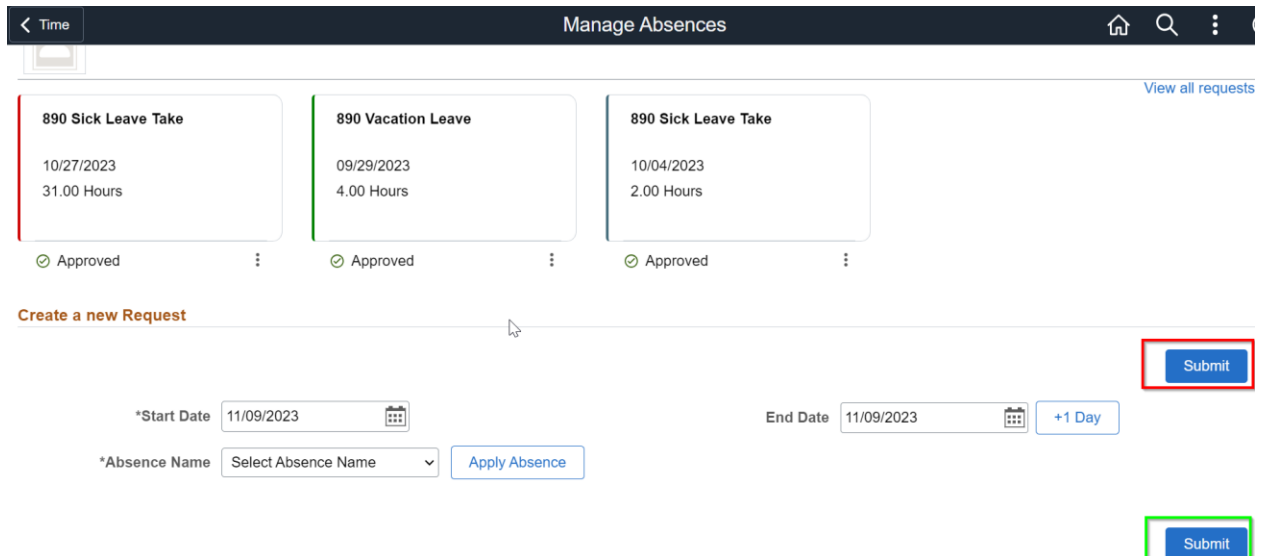
Manage Absence – Remove Duplicate Submit Button

Removed Duplicate Submit. Submit button at bottom in Screen Reader Mode. Button at top in Standard Mode.

Navigation

Employee Self Service > Time > Manage Absence

Image: Manage Absences



QRG

[9.2 Reporting Time Using a Timesheet](#)

Manage Absence – New Fields are Announced

When 'Apply Absence' button is selected, the new fields that appear are now announced to screen reader.

Navigation

Employee Self Service > Time > Manage Absence

Image: Apply Absence Button Action

The screenshot shows a web form for applying an absence. At the top, there are fields for *Start Date (11/09/2023), End Date (11/09/2023), and a '+1 Day' button. Below these is the *Absence Name dropdown (890 Sick Leave Take) and an 'Apply Absence' button. To the right is a Reason dropdown (Select Absence Reason). A green box highlights a section containing: 'Balance 422.50 Hours**', 'Partial Days None', 'DurationHours 9.00 Hours', and a 'Comments' text area. Below the form is a 'Disclaimer' section with the text: 'The current balance does not reflect absences that have not been processed.' A 'Submit' button is located at the bottom right of the form area.

QRG

[9.2 Reporting Time Using a Timesheet](#)

Timesheet Summary Contrast/Comments

- This solution fixes the contrast of the time summary text on time summary page so that someone with low vision or color blindness can read the content on the page.
- Added Date to header.
- Message Dialog Added for clearing time reporting comments results.
- Will read out the period selected along with the schedule hours, reported hours on the time summary page when screen reader is enabled.

Navigation

Employee Self Service > Time > Timesheet Summary

Image: Time Summary page header

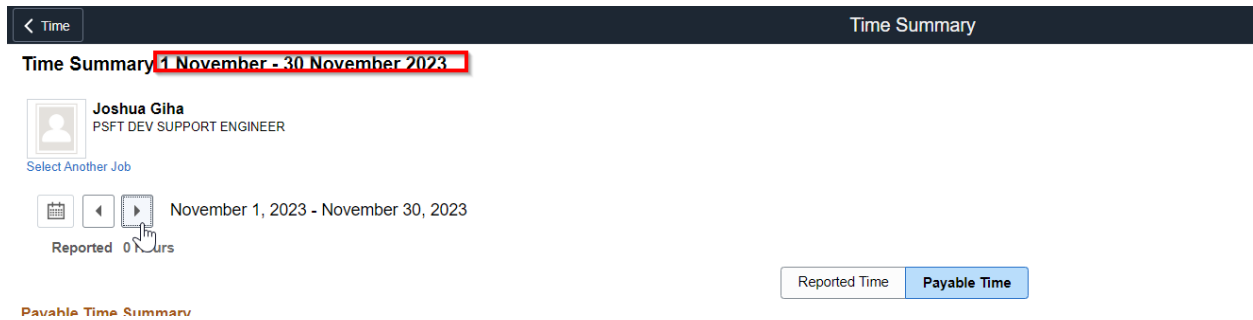
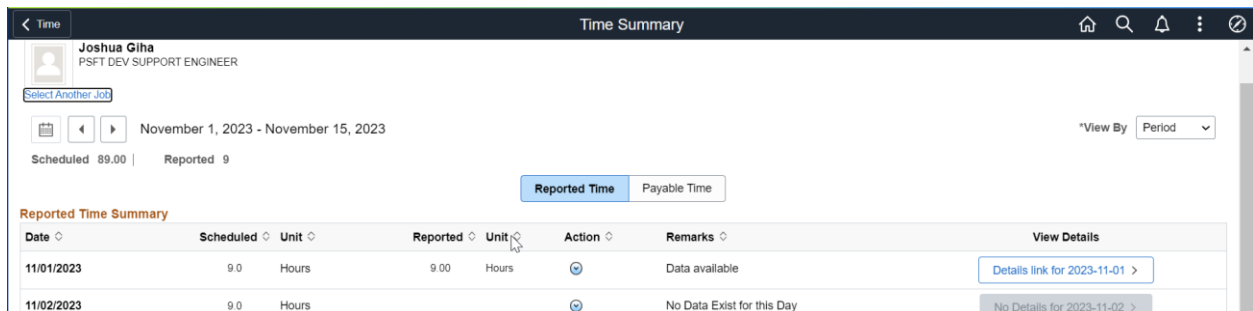
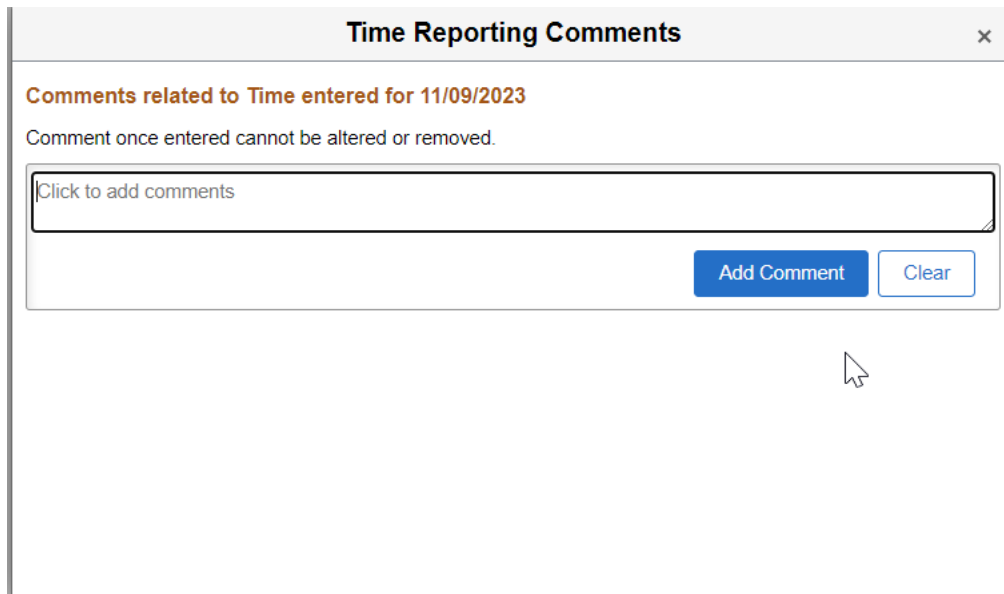


Image: Time Summary page – Color Contrast



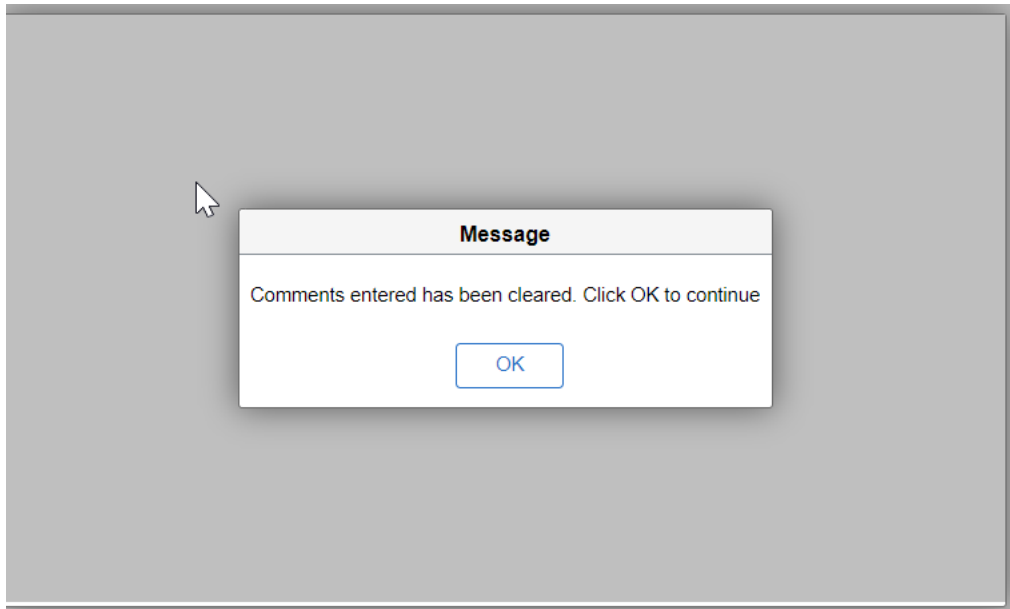
Addressed accessibility issues reported on the time reporting comments page – changed placeholder text

Image: Time Reporting Comments



Message Dialog was added for clearing time reporting comments results.

Image: Comments cleared Message



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N/A

Personal Details Tile - Input Purpose

Added required field legend to the Name, Addresses, Contact Details pages. This solution provides input purpose at top of form to inline with similar forms in HCM

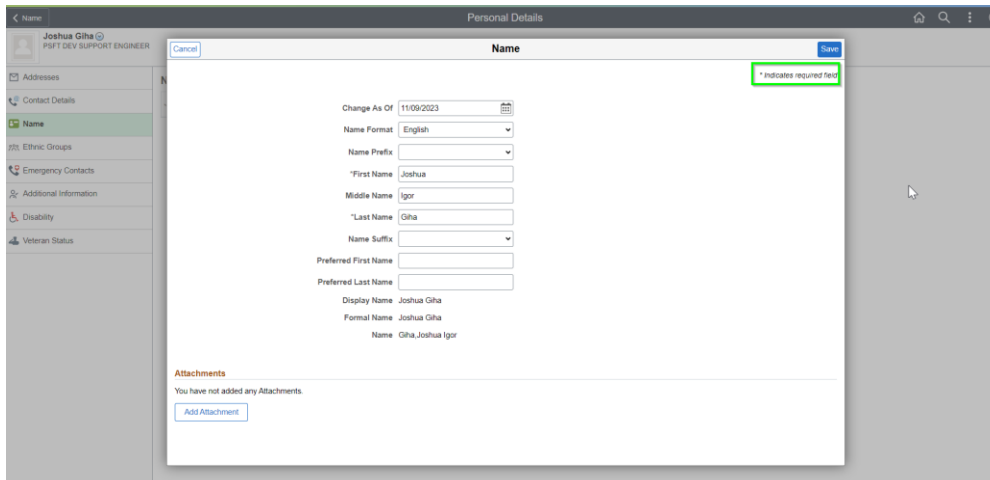
Navigation

Employee Self Service > Personal Details > Name

Employee Self Service > Personal Details > Addresses

Employee Self Service > Personal Details > Contact Details > Phone/Email

Image: Name



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[HCM Security - Change User Name displayed in the Portal](#)

Image: Addresses

Cancel Home Address Save

Instructions

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 11/09/2023

Address Type Home

*Country United States

Address 1 3307 S STREET

Address 2

Address 3

City VANCOUVER

State Washington

Postal 98663

County CLARK COUNTY

Attachments

You have not added any Attachments.

Add Attachment

Clear

* Indicates required field

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[ESS Update Home and Mailing Address \(Fluid\)](#)

Image: Phone

Cancel Phone Number Save

*Type

Preferred

Number

Extension

* Indicates required field

QRG

[9.2 ESS Add Update Phone Number \(Fluid\)](#)

Image: Email

Cancel **Email Address** Save

*Email Type
Preferred
Email Address

* Indicates required field

QRG

[ESS Add Update Email Address \(Fluid\)](#)

Manager Self Service

Updated Delegation Framework

Corrected code logic to resolve the PC error while in screen reader mode

Navigation

Manager Self Service > Delegations tile > My Delegates tile

Image: My Delegates Page

< Delegations My Delegates Home Search Notifications More Settings

Active Accepted Rejected Revoked Submitted Ended Group Transactions

No Active Transaction(s)

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N/A



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Washington State Board for Community and Technical Colleges