



**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

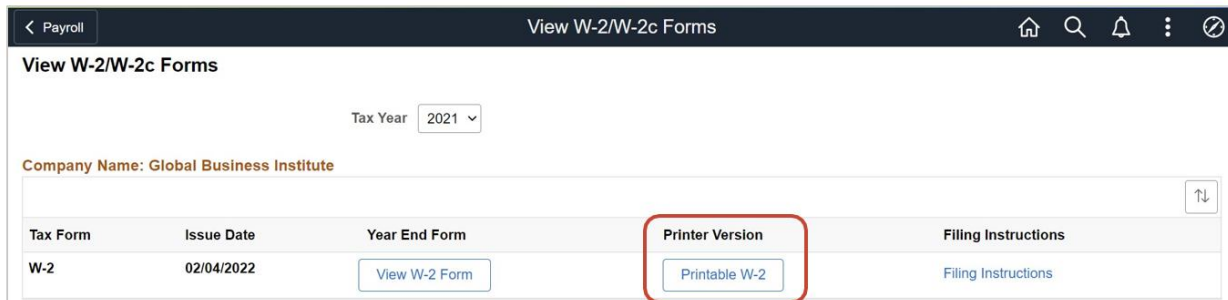
Employee Self Service > Payroll Tile > W-2 W-2c Forms Tile

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.



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

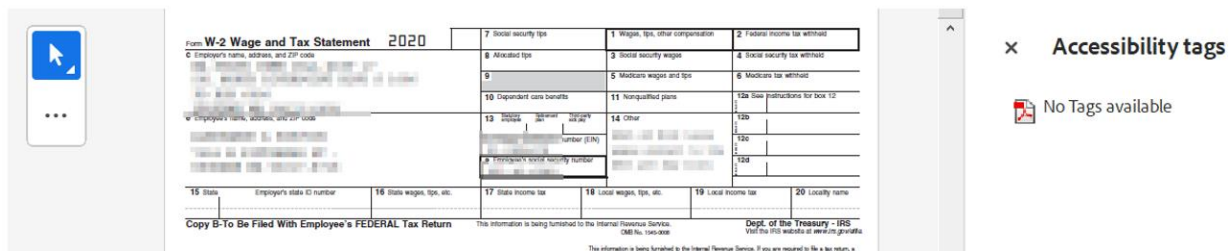


Image: W-2/W-2c Forms Page in Image 46

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

View W-2/W-2c Forms

Tax Year

Company Name: Company TYD - US Year End Comp

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 .

The image shows a W-2 Wage and Tax Statement 2022 form. The form is divided into several sections, including: 7 Social security tips, 8 Allocated tips, 9, 10 Dependent care benefits, 11 Nonqualified plans, 12a See instructions for box 12, 12b DD, 12c, 12d, 13, 14 Other, 15 State, 16 State wages, tips, etc., 17 State income tax, 18 Local wages, tips, etc., 19 Local income tax, and 20 Locality name. The form is displayed in a grid layout. On the right side of the image, the Accessibility tags panel is open, showing a list of tags including <Document>, <Part>, <Sect>, <Form>, <H1>, <P>, <H2>, <P>, <P>, <Form>, <P>, <Form>, and <P>. The tags are organized into a tree structure, with expandable/collapsible icons next to each item.

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.

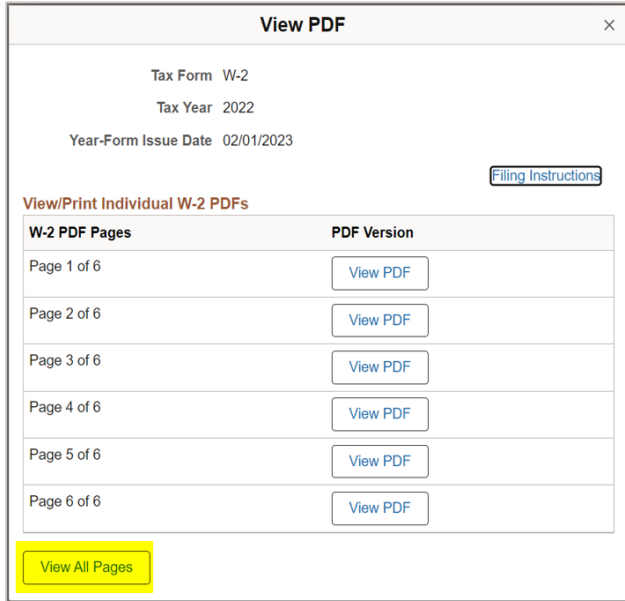
If “View Consolidated PDF in Standard Mode” Checkbox is selected then users will be able to view all pages of an overflow year-end form in a single consolidated PDF in standard mode.

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.

The screenshot displays the 'Year-End Self Service' configuration interface. It is divided into several sections:

- Quick Calculation:** Contains two checkboxes: Enable Quick Calculation and Disable Calculate button after Final Calculation.
- Year-End Self Service:** Contains a sub-section titled 'Fluid HTML View in Standard Mode' with checkboxes for Canada and U.S. Below this is a red-bordered box titled 'W-2 Consolidated PDF on Overflow' containing two checkboxes: View Consolidated PDF in Standard Mode and View Consolidated PDF in Screen Reader Mode.
- Canadian Parameters:** Includes input fields for 'Last ROE Number' (with the value '1'), 'Last Dir Dep File Creation Nbr', and 'Last CPS Transmission ID Nbr'.
- U.S. Parameters:** Includes a checked checkbox for 'Minimum Wage Jurisdiction'.

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.



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.

Paychecks

Paycheck Selection

Check Date / Net Pay	Company	Pay Begin Date / Pay End Date	Paycheck Number
07/25/2023	Person/Dept	07/01/2023 07/15/2023	Paycheck 123456
07/10/2023	Person/Dept	06/16/2023 06/30/2023	Paycheck 123456
06/26/2023	Person/Dept	06/01/2023 06/15/2023	Paycheck 123456
06/09/2023	Person/Dept	05/16/2023 05/31/2023	Paycheck 123456
05/25/2023	Person/Dept	05/01/2023 05/15/2023	Paycheck 123456
05/10/2023	Person/Dept	04/16/2023 04/30/2023	Paycheck 123456
04/25/2023	Person/Dept	04/01/2023 04/15/2023	Paycheck 123456

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

Paycheck Selection

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/09/2023	Peace/Orlando	05/16/2023 05/31/2023	1,000.00	100000
05/25/2023	Peace/Orlando	05/01/2023 05/15/2023	1,000.00	100000
05/10/2023	Peace/Orlando	04/16/2023 04/30/2023	1,000.00	100000
04/25/2023	Peace/Orlando	04/01/2023 04/15/2023	1,000.00	100000
04/10/2023	Peace/Orlando	03/16/2023 03/31/2023	1,000.00	100000
03/24/2023	Peace/Orlando	03/01/2023 03/15/2023	1,000.00	100000
03/10/2023	Peace/Orlando	02/16/2023 02/28/2023	1,000.00	100000

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 [REDACTED]

Deposit Information

1 of 1 View All

+ * Effective Date [REDACTED] * Status [REDACTED]

Suppress DDP Advice Print

Distribution Information

1 of 1 View All

+ **Your Bank Information**

Country Code USA United States [Add New Bank](#)

Bank ID International ACH Bank Account Prenotification Required

Distribution

*Account Type [REDACTED] *Deposit Type [REDACTED]

Net Pay Percent [REDACTED] Net Pay Amount [REDACTED]

* Priority [REDACTED] Prenote Date [REDACTED]

Account Number [REDACTED]

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 [REDACTED]

Deposit Information

1 of 1 View All

+ * Effective Date [REDACTED] *Status [REDACTED]

Suppress DDP Advice Print

Distribution Information

1 of 1 View All

Your Bank Information

Country Code USA United States [Add New Bank](#)

Bank ID [REDACTED] International ACH Bank Account Prenotification Required

Distribution

*Account Type [REDACTED] *Deposit Type [REDACTED]

Net Pay Percent [REDACTED] Net Pay Amount [REDACTED]

* Priority [REDACTED] Prenote Date [REDACTED]

Account Number [REDACTED]

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 Grade Table
Categorization Defaults
Salary Step Components
Grade Advance Criteria

Set ID Salary Administration Plan

Salary Grade Standard Hours Salary Basis

Salary Grade

1 of 1 View All

+ **-** Effective Date Status

Description Increment Type

Salary Step

View All

+ **-** ***** Step Step Description

Months to Next Step Increment

Salary Components

Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent	Add row	Delete row
<input type="text"/> <input type="text"/>	<input type="text"/>	Details	<input type="text"/>	<input type="text"/>	<input type="text"/>		+	-

Next Step



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Washington State Board for Community and Technical Colleges