



Human Capital Management

Image 53 Accessibility Overview

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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.

Accessibility

Fixed: Focus Issues for Manager Team Time Pages

Prior Image 53, the focus incorrectly landed on “Get Employee” button on the Enter Time page. Team Time has two-panel layout where the left-hand section has several menu choices which upon selection open the selected page in the right-hand area. Since the focus was directly landing on the last button on the page in the right-hand area, screen reader users had difficulty navigating and understanding the page layout.

In Image 53, the focus correctly lands on the top of the banner on “Back to Manager Self Service” button of the two-panel-layout page as expected.

Navigation

Manager Self Service > Team Time

Image: Prior to Image 53, focus incorrectly landed on “Get Employee” button on the Enter Time page

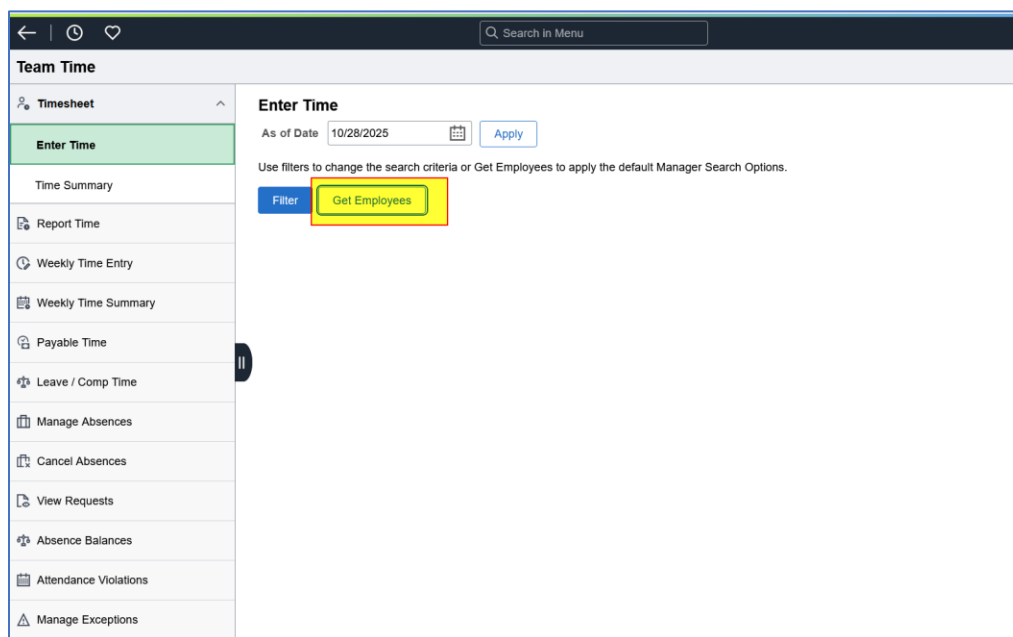


Image: In Image 53, focus correctly lands on “Back to Manager Self Service” button on the top banner

Team Time

Timesheet

Enter Time

Time Summary

Report Time

Weekly Time Entry

Weekly Time Summary

Payable Time

Leave / Comp Time

Manage Absences

Cancel Absences

View Requests

Absence Balances

Attendance Violations

Enter Time

As of Date 10/28/2025 Apply

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Filter Get Employees

Fixed: Focus goes to Close Button on Self Service View Paycheck Screen

Prior to Image 53, when the View Paycheck page opened the focus shifted to close button of the page.

In Image 53, focus correctly goes to top of the View Paycheck Page on the first field.

Navigation

Employee Self Service > Payroll Tile > Paychecks

Image: Prior to Image 53, focus incorrectly landed on the close button of the page

View Paycheck

Company State Board for Comm. and Tech

Address 1500 Jefferson St SE

Olympia, WA 98501-2355

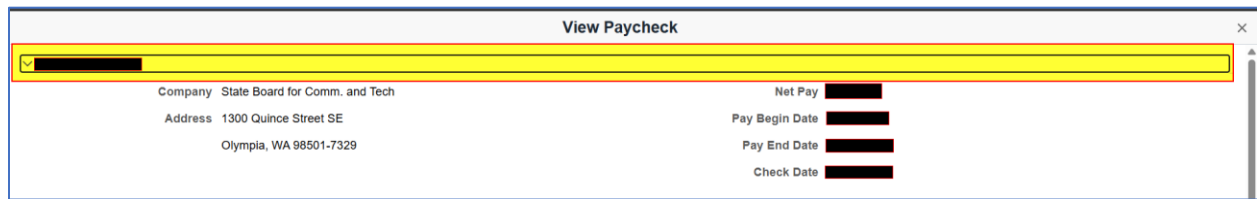
Net Pay

Pay Begin Date

Pay End Date

Check Date

Image: In Image 53, focus correctly lands on the first field on the top of the page



Fixed: Focus Indicator on Submit button on Enter Time page is not visible

Prior to Image 53, when user navigated to Submit button on Enter Time page, the focus indicator was not clearly visible.

In Image 53, a dotted line border displays around Submit button to indicate that the button has the focus.

Navigation

Employee Self Service > Time Tile > Enter Time

Image: Prior to Image 53, focus indicator on Submit button was not visible

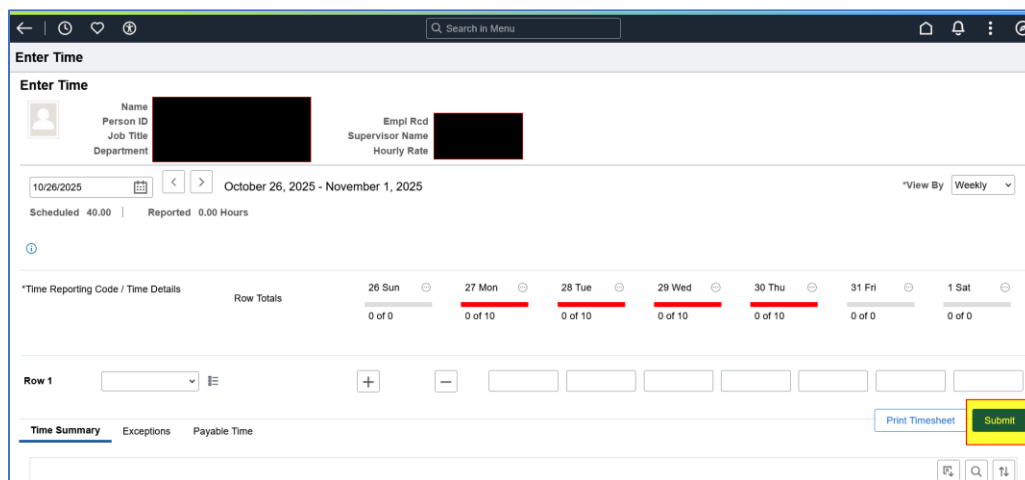


Image: In Image 53, focus indicator with dotted line border displays around Submit button

The screenshot shows the 'Enter Time' application. At the top, there's a navigation bar with icons for back, home, and search. Below this, the 'Enter Time' section contains user details and a date range selector. A table displays time tracking data for the week of October 26 to November 1, 2025. The 'Submit' button is located at the bottom right of the interface, highlighted with a yellow border.



Fixed: All Required Fields Do Not Have Asterisks

Asterisk indicator displayed with the field indicates that it is a required field.

There are several fields on Direct Deposit - Add Account Page, where data entry is required. These fields are “Payment Method”, “Routing Number”, “Account Number”, “Retype Account Number”, “Account Type”, “Deposit Type” and “Amount or Percent”. The only field on the page where data entry is not required is “Nickname”.

Prior to Image 53, only “Payment Method”, “Account Type” and “Deposit Type” fields displayed asterisk indicator. Missing indicators for other required fields caused confusion for accessibility users.

In Image 53, asterisk is added to all the fields except “Nickname” field on Direct Deposit - Add Account page.

Navigation

Employee Self Service > Payroll tile > Direct Deposit tile > Add Account

Image: Prior to Image 53, all required fields did not have asterisk

Cancel

Add Account

Save

** Indicates required field*

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Direct Deposit ▾

Bank

Routing Number

i

Account Number

Retype Account Number

Pay Distribution

*Account Type

▾

*Deposit Type

▾

Amount or Percent

Image: In Image 53, all required fields have asterisk

Cancel Add Account Save

* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method Direct Deposit ▾

Bank

*Routing Number ⓘ

*Account Number

*Retype Account Number

Pay Distribution

*Account Type ▾

*Deposit Type ▾

*Amount or Percent

Fixed: Redundant Information Indicators for APPLY/RESET Buttons

Prior to Image 53, information indicators “i” displayed next to the “Apply” and “Reset” buttons on the View Compensation History page. Hovering over the information indicators displayed a message “Press Enter for Details of Apply/Reset”. Information indicators are not action buttons, so this message was misleading. Also “Apply” and “Reset” buttons are self-explanatory, so information indicators were not needed for them.

In Image 53, misleading information indicators are removed from the 'Apply' and 'Reset' buttons.

Navigation

Employee Self Service > Payroll Tile > Compensation History

Image: Prior to Image 53, information indicators “i” displayed next to the “Apply” and “Reset” buttons with message “Press Enter for Details of Apply/Reset”

Compensation History

[Redacted]

Grid Display Options

Salary Frequency
Annual

Displayed in Currency
Issued Currency

Filter Options

Source
[Dropdown]

Type
[Dropdown]

Job Title
[Dropdown]

Time Period
All

Compensation History

> View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type
07/01/2025	[Redacted]	[Redacted]	3.0	Base Salary	Pay Rate Change
07/01/2024	[Redacted]	[Redacted]	3.0	Base Salary	Pay Rate Change
07/01/2023	[Redacted]	[Redacted]	4.0	Base Salary	Pay Rate Change
07/01/2022	[Redacted]	[Redacted]	3.3	Base Salary	Pay Rate Change
07/01/2021	[Redacted]	[Redacted]	3.0	Base Salary	Pay Rate Change
11/01/2020	[Redacted]	[Redacted]	0.0	Base Salary	Hire

Image: In Image 53, information indicators “i” are removed from the “Apply” and “Reset” buttons

Search in Menu

Compensation History

Apply

Reset

Grid Display Options

Salary Frequency

Annual

Displayed in Currency

Issued Currency

Filter Options

Source

Type

Job Title

Time Period

All

Compensation History

> View Chart

Date of Change	Amount	Salary Change Amount	Salary Change Percent	Source	Type
07/01/2024			3.0	Base Salary	Pay Rate Change
07/01/2023			4.0	Base Salary	Pay Rate Change
07/01/2022			3.3	Base Salary	Pay Rate Change
07/01/2021			3.0	Base Salary	Pay Rate Change
11/01/2020			0.0	Base Salary	Hire



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Washington State Board for Community and Technical Colleges