



Time Reporting for Multiple Jobs Accessibility Overview Document

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Introduction

The Time Header Accessibility Overview Document is intended to provide ctcLink users with an overview of the Accessibility changes delivered in Configurable Header Implementation.

Header Changes in Time and Absence Pages

Prior to Configurable Header Implementation

Enter Time

Job Information

Please check the Employee Record, Hourly Rate and Supervisor Name for the selected Job Title before entering time.

Empl Record 0
Hourly Rate 24.132184
Supervisor Name [REDACTED]

[REDACTED]
GROUNDS & NURSERY SPEC 2

Select Another Job

Change Job Selection

My Jobs 2 rows

Header Line1 ↑↓	Status ↑↓	Select
GROUNDS & NURSERY SPEC 2	Selected	Select
Instr & Classroom Supt Tech 1	Not Selected	Select

- Dropzone was displayed on the header. It had three fields (Employee Record, Hourly Rate and Supervisor Name) for identifying the job when multiple jobs had same job titles.
- These fields were not an integral part of the header. As a result, they appeared in incorrect tab order on the page.
- Dropzone was available on only one page - “Enter Time” Page.
- Since dropzone was not an integral part of the header, while selecting the job (by accessing “select another job” link) the “Change Job Selection” dialog box did not display dropzone fields needed to identify the job. It only displayed job titles.

- While entering time for multiple jobs with the same job title, Screen Reader users had to take an additional step after job selection, to physically access the dropzone area to hear the screen reader read out the job identifying information. This was the only way they could confirm the correct job was selected.
- Dropzone data on the “Enter Time” page header was static (it always showed current information and did not change based on the date selected by the user).

After Configurable Header Implementation

Enter Time

 Name [REDACTED]

Person ID [REDACTED]

Job Title GROUNDS & NURSERY SPEC 2

Department Facilities & Plant Operations

Empl Rcd 0

Supervisor Name [REDACTED]

Hourly Rate 24.132184

[Select Another Job](#)

- Dropzone is replaced with Configurable Header. It has two header lines with three fields each. These additional fields will make it easy to identify the jobs when multiple jobs have the same job title.

Header Line 1 - Person ID, Employee Record, Job Title

Header Line 2 - Supervisor Name, Department, Hourly Rate

**** Please note, the header lines identified by screen reader in screen reader mode are different than the visual display of the rows in the header in the screenshot.*

- Screen reader users can access the Configurable header anytime by using the “Skip to Main Content” link.

(From browser header "Skip to Main Content" link can be enabled by pressing "Tab key" and from within the page it can be accessed by pressing "Ctrl + Alt + S" key combination.)

- Configurable Header is enabled on multiple “Time and Absence” Pages instead of just “Enter Time” page.

Time Pages - Time Summary, Enter Time

Absence Pages - Absence Balances, Cancel Absence, View Requests, Manage Absence

- Unlike dropzone fields, the fields in configurable header are an integral part of the header. As a result, while selecting the job, they remain available in the “Change Job Selection” dialog box enabling the job selection without the additional step of accessing the header after job selection.
- Configurable Header fields in Enter Time and Time Summary pages are “dynamic” (field values change based on the date selected by user).

Selecting A Job

Enter Time



Name [REDACTED]

Person ID [REDACTED]

Job Title GROUND & NURSERY SPEC 2

Department Facilities & Plant Operations

Empl Rcd 0

Supervisor Name [REDACTED]

Hourly Rate 24.132184

[Select Another Job](#)

06/08/2025

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June 8, 2025 - June 14, 2025

Scheduled 40.00 | **Reported** 0 Hours

Change Job Selection

My Jobs

2 rows

Header Line1	Header Line2	Status	Select
[REDACTED] 0	[REDACTED] GROUND & NURSERY SPEC 2 Facilities & Plant Operations 24.132184	Selected	Select
[REDACTED] 1	[REDACTED] Instr & Classroom Supt Tech 1 Student Learning Center 24.132184	Not Selected	Select

Sort My Jobs ×

Header Line1

Header Line2

Status

The "Select Another Job" Link on the header opens “Change Job Selection” dialog box which lists all the jobs that employee has. There are 4 columns in the dialog box data area - Header line1, Header line 2, Status and the column for “select” button. The Status column in this dialog box lists whether that job is "selected" or "not selected". This dialog box has a close button at the top and a toggle button above the data area which allows sorting the jobs based on Header line 1, Header line 2 and Status. Sorting is also enabled for each column individually.



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