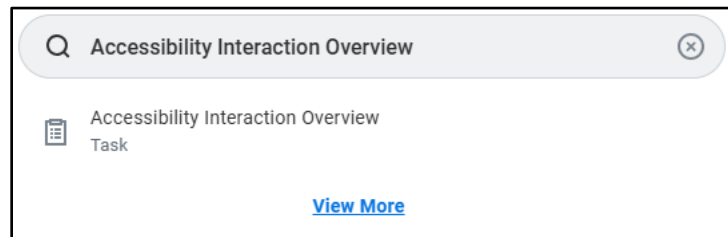


This overview provides guidance on navigating Workday when using assistive technologies, including screen readers and keyboards, and tips on how to interact with Workday.

This document also covers accessibility tips for global elements in the page structure, components and controls used across Workday, and specific pages and tasks. We organized the topics within each section alphabetically.

To view this content within Workday, access the Accessibility Interaction Overview task. You can navigate to this task via the Search box. If you use a screen reader, the Accessibility Overview button is the second tab stop on every page.



Page Structure.....	2
Actions Bars	2
Headings	2
User Interface Regions	2
Components and Controls	2
Date and Time Inputs	2
Errors and Warning	3
Input Prompts	3
Related Actions Button	4
Search, Popup Menus, and Listboxes	5
Tables	5
Page and Tasks	6
Accessible W-2	6
Guided Tours	6
Notifications	6
Organization Charts	7
Skip to Main Content	7
Time Off and Absence Calendar	7
Absence and Time Calendar	8

Page Structure

Actions Bars

- Action bars display at the end or bottom of some business process tasks or dialog boxes. Use buttons on the action bar to navigate to the next step.
- Alt + 4 (Option + 4 on Mac) navigates to the action bar from anywhere on the page.

Headings

- Most Workday tasks begin with a heading (level one) that identifies the purpose of, or business process associated with the task.
- Workday can also display other heading levels, providing a task with an additional hierarchical structure beneath heading one.

User Interface Regions

If searching for specific regions with a screen reader, you can expect the following on most Workday pages:

- Banner
- Search
- Main

Additional regions include:

- Action toolbar
- Errors or warnings
- Navigation containing a list of items
- Reading panes containing details about navigation items

Components and Controls

Date and Time Inputs

Date and time inputs allow you to input a date or time to a task.

1. To navigate date and time inputs (including the year, month, day, hour, minute, second, and millisecond), use:
 - Left arrow to move to previous field.
 - Right arrow to move to next field.
 - Up arrow to increase value.
 - Down arrow to decrease value.

Errors and Warning

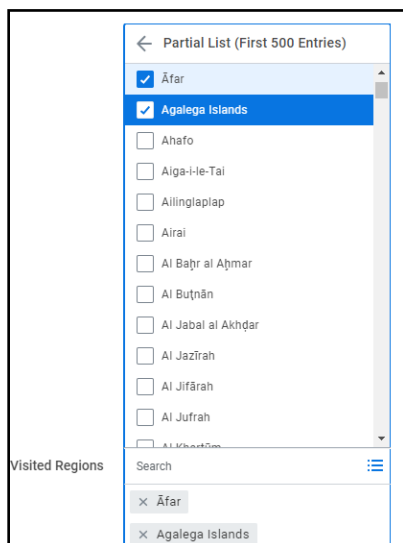
Errors prevent a user from submitting a form or completing a task. Warnings provide a recommendation but will not prevent a user from completing a task.

1. Workday displays an error or warning when you:
 - Enter information outside of an allowed range.
 - Do not complete the required field.
2. Each issue with a specific input field in the View All pop-up and Errors and Warnings panel has a link you can select to:
 - Close the pop-up modal.
 - Move your focus to the specific field.
 - Hear the details about the error or warning.
3. To interact with error pop-ups using a screen reader:
 - After form submission, the keyboard focus automatically sets on the errors and warnings at the end of the form.
 - If lost, we recommend that you use the Alt + 4 keystroke to set focus to the action bar along the bottom of the page. Use the Tab key to locate the errors and warnings again.
 - Alternatively, you can go to the bottom of the page by selecting Control + End.

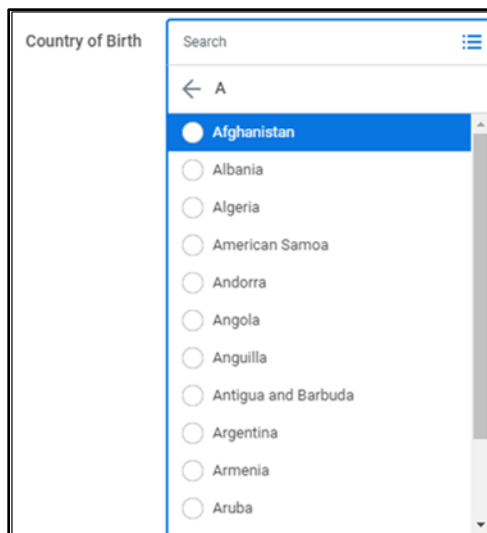
Input Prompts

1. Prompts are controls that allow single-option or multiple-option selection.
 - To filter the list of options, type a search term and select Enter.
 - To display all options, leave the prompt empty and select Enter.
2. To navigate through the displayed options, use:
 - Down arrow to navigate to the next item.
 - Up arrow to navigate to the previous item.
 - Right arrow to open a submenu.
 - Left arrow to close a submenu.
 - Enter or spacebar to select an option.
 - Single-option selection. Workday closes the menu once you select an option.
 - Esc to close the prompt.
3. To navigate selected options, first ensure that your focus is on the prompt input. Then use:
 - Up or down arrow to navigate to a selected option.
 - Delete to remove an option from the prompt selection.

- Single-option selection. Workday closes the menu once you select an option.



- For multi-optional prompts, select one or more options. Select Esc to close the prompt.



Related Actions Button

1. The Related Actions button allows you to review all actions related to a specific item. Use:
 - Enter or the spacebar to select and open.
 - Up arrow to navigate to the previous item.
 - Down arrow to navigate to the next item.
 - Right or left arrow to open or close a submenu.
2. A rich text editor is a text area that supports font formatting and styling. Use:
 - Tab and Shift + Tab to focus the formatting toolbar above the text area.

- Right arrow to navigate to the next button in the formatting toolbar.
- Left arrow to navigate to the previous button in the formatting toolbar.
- Space or Enter to activate buttons on the formatting toolbar.



Search, Popup Menus, and Listboxes

- To interact with a suggested option, use:
 - Down arrow to move to the next option.
 - Up arrow to move to the previous option.
 - Enter to activate the suggested option.

Tables

- Page numbers display automatically. Users can move to the last and first page or enter a page. The Show All Rows feature allows the user to display all rows on one page.
- To interact with a suggested option, use:

110 Items

Employee ID	Legal Name in General Display Format	Effective Date	Business Process Type	Business Process Reason	Position - Current	Position - Proposed	Job Code - Current	Job Code - Proposed	Manager(s) - Current	Manager(s) - Proposed
21152	Laurie Jenkins	02/01/2008	Request Compensation Change	Request Compensation Change > Adjustment > Plan Restructuring	Senior Customer Services Representative	Senior Customer Services Representative	39035	39035		
		02/01/2008	Change Organization Assignments for Worker		Senior Customer Services Representative	Senior Customer Services Representative	39035	39035		Graham Roberts
		02/01/2008	Change Organization Assignments for Worker		Senior Customer Services Representative	Senior Customer Services Representative	39035	39035		Graham Roberts
		04/01/2010	Request Compensation Change	Request Compensation Change > Adjustment > Plan Restructuring	Senior Customer Services Representative	Senior Customer Services Representative	39035	39035		
		04/01/2010	Request Compensation Change	Request Compensation Change > Adjustment > Plan Restructuring	Senior Customer Services Representative	Senior Customer Services Representative	39035	39035		
		04/01/2011	Move Worker (Supervisory)		Senior Customer Services Representative	Senior Customer Services Representative	39035	39035	Scott Wilkinson	Alan Dubois
		04/01/2011	Move Worker (Supervisory)		Senior Customer Services Representative	Senior Customer Services Representative	39035	39035	Scott Wilkinson	Amelia Casias
		04/02/2011	Edit Position		Senior Customer Services	Senior Customer Services	39035	Senior_Customer_Services_Rep	Amelia Casias	

Items per page: 30 1-30 of 110 items 1 2 3 4 >>

- Tab to move to the next option.
- Shift + Tab to move to the previous option.
- Down or Up arrow to scroll through the table contents.
- Tab to select and Enter to activate the selected option.
- Tab to Items per page field, use down arrow, Enter to select All.

Page and Tasks

Accessible W-2

The Accessible W-2 exists to provide users with an accessible complement to the W-2 tax form. To use it:

1. Select your Profile photo.
2. Select **My Account > Change Preferences**.
3. Under Account Preferences, select the **Simplified View** checkbox.
4. Select **OK** to submit the change.
5. Select your **Profile** photo icon, then select **View Profile**.
6. From the worker profile, choose the **Pay** tab.
7. Choose the **Tax Documents** tab.
8. Select the **Accessible Form** button, which shows an accessible HTML version of the W-2 form.

Guided Tours

1. When using a task with a guided tour, you can select the:
 - Close button to dismiss the Help Available pop-up.
 - Do not display this message again checkbox to prevent the Help Available pop-up from displaying in the future.
 - Show Me button to display the guided tour.
 - When you select the Show Me button, your screen reader announces the initiation of the tour.
 - In the guided tour, Workday displays question mark buttons next to fields with help text. Select a question mark button to view help text in a pop-up.
2. Use Tab to navigate the following elements:
 - Field that corresponds to help text.
 - Close button on the pop-up.
 - External links on the pop-up (optional).

Notifications

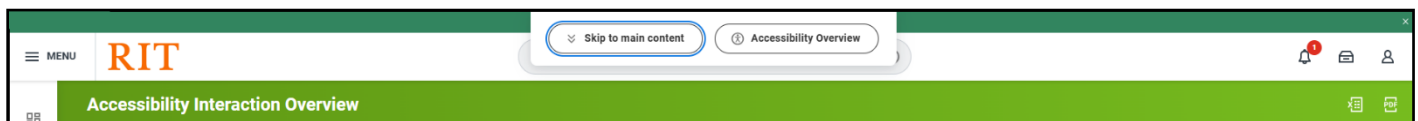
1. To navigate the notifications:
 - Tab to the left pane with notifications.
 - Use up arrow to navigate to more recent messages.
 - Use down arrow to navigate to older messages.
 - Set focus on a message on the left panel to have it display in the right reading pane.

Organization Charts

1. You can use a screen reader to navigate between people on Workday org charts. With your screen reader set to Forms mode, use:
 - Left arrow to navigate horizontally to the left between people in a level.
 - Right arrow to navigate horizontally to the right between people in a level.
 - Up arrow to navigate vertically upwards between organization levels. The initial focus goes to the first person in each level.
 - Down arrow to navigate vertically downwards between organization levels. The initial focus goes to the first person in each level.
 - Enter on the current person to navigate to the worker's profile.

Skip to Main Content

On every page in Workday, there is a hidden Skip to main content link that is the first tab stop with a keyboard. Activating the Skip to main content link moves focus directly to the main content region.



Entering Time Calendar

1. For Enter Time and other calendar-related tasks, Workday provides an alternative calendar that you can use instead of the standard calendar. Use the Tab button to access the Alternative Calendar View link.
 - Workday continues to display the alternative calendar until you change the view back to the standard calendar.
 - Use the Tab button to navigate between links (e.g., “Enter Time” on the Enter My Time task), as well as to edit previously entered dates.
 - Use the headings of each date to determine which day to enter time.

Time Off and Absence Calendar

1. Workday has an accessible absence and time off calendar with enhanced functionality for screen reader and keyboard users. To navigate through the calendar, use:
 - Tab to focus on the calendar.
 - Up, down, left, and right arrows to navigate through dates on the calendar.
 - Enter or spacebar to select (or clear) the focused date.
 - Shift while using the arrow keys will select multiple days.
 - Tab to focus and interact with any previous requests or other events in the month.

- Home key to navigate to the beginning of the week that currently has focus.
- End key to navigate to the end of the week that currently has focus.
- Control + Home to navigate to the first date of the month.
- Control + End to navigate to the last date of the month.

Absence and Time Calendar

Keyboard-only users can now display additional contextual information. The tooltip meets Workday accessibility standards.

1. To show the tooltip, hover or use the Tab key to place focus on the event.

