# Getting Started: Workday Accessibility

WORKDAY ACCESSIBILITY

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 have 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 bar. If using a screen reader, the Accessibility Interaction Overview button is the second tab stop on every page.
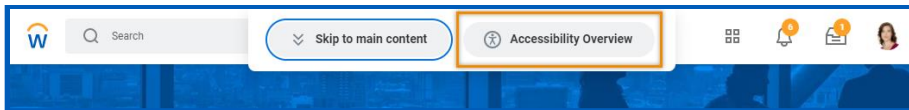
PAGE STRUCTURE

ACTION BAR

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

HEADINGS

- Most Workday tasks begin with a heading (level 1) that identifies the purpose or business process associated with the task.
- Workday can also display other heading levels, providing a task with additional hierarchical structure beneath heading 1.

USER INTERFACE REGIONS

Common Regions in Workday:

- If searching for specific regions with a screen reader, you can expect the following on most Workday pages:
  - Banner
  - Search
  - Main
- Additional Regions
  - Action Toolbar
  - Error / Warnings
  - Navigation containing a list of items
  - Reading pane 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.

- To navigate date and time inputs, including date, month, and year as well as minutes, seconds, and milliseconds, 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 WARNINGS

Errors prevent a user from submitting a form or completing a task.

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Warnings provide a recommendation but will not prevent a user from completing a task.

- Workday displays an error or warning when you:
  - Enter information outside of an allowed range.
  - Do not complete a required field.

- Each issue with a specific input field in the View All pop-up and Errors and Warnings panel has a link you can click to:
  - Close the pop-up modal.
  - Move your focus to the specific field.
  - Hear the details about the error or warning.

- Errors or warnings contain a link if tied to a specific input field.

- To interact with error pop ups using a screen reader:
  - After form submission, keyboard focus automatically sets onto the errors and warnings button.
  - 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 button again.
  - Alternatively, you can jump to the bottom of the page by pressing the CTRL + END keys.

- Warning messages, also called Alerts, do not prevent you from completing a task. However, you must resolve error messages to complete a task.

INPUT PROMPTS

Prompts are controls that allow single-option or multiple-option selection.

- To filter the list of options, type a Search term and press enter.

- To display all available options, leave the prompt empty and press enter.

- To navigate through displayed options, use:
  - Down arrow to navigate to the next item.
  - Up arrow to navigate to the previous item.
  - Enter or space to select an option.
  - Select a single option. Workday closes the menu once you have made a selection.
  - Esc to close the prompt.

- To navigate to selected options, first ensure that your focus is in the prompt input. Then use:
  - Up or down arrow to navigate to a selected option.
  - Delete to remove an option from the prompt selection.

Select a single option. Workday closes the menu once you have made a selection.
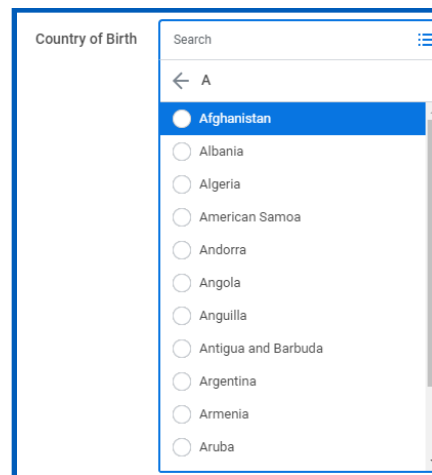
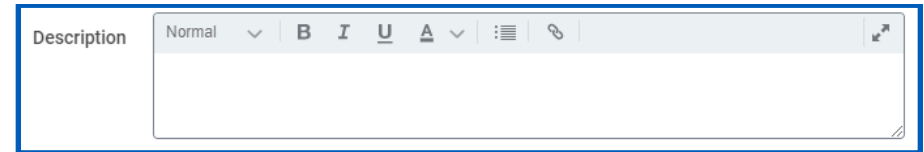Select one or more options. Press Esc to close the prompt.
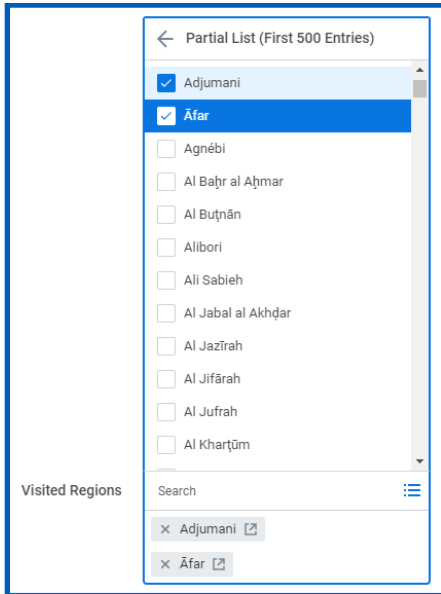
RELATED ACTIONS BUTTON

The Related Actions button allows you to see all actions related to a specific item.

- Use Enter or the spacebar to select/open.
- Use the Up Arrow to navigate to the previous item.
- Use the Down Arrow to navigate to the next item.

RICH TEXT EDITOR

A rich text editor is a text area that supports font formatting and styling.

Field	Description
Alt+0	Opens the Accessibility Instructions dialog window.
Alt+F10	Enters the toolbar or tab list of the currently open dialog window.
Alt+F11	Enters the elements path.
Right arrow	Moves to the next toolbar button within the group, context menu sub option, dialog window element, or dialog window tab while in the tab list.
Down arrow	Moves to the next drop-down list or context menu option.
Left arrow	Moves to the previous toolbar button within the group, context menu parent option, elements path element, dialog window element, or dialog window tab while in the tab list.
Up arrow	Moves to the previous drop-down list or context menu option.
Space or Enter	Activates a toolbar button, a context menu option, a drop-down list option, an elements path element, or a dialog window tab once selected. Also enters a context menu submenu, if it is available.

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SEARCH

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 a suggested option.

PAGES 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. Click your **Profile Picture**.
2. Select **My Account** > **Change Preferences**.
3. Under Account Preferences, select the Simplified View **checkbox**.
4. Click **OK** to submit the change.
5. Click your **Profile Picture**, then click **View Profile**.
6. Click **Pay**.
7. Click the **Tax Documents** tab.
8. Click the **Accessible Form** button. This will show an accessible HTML version of the W-2 form.

ENTERING TIME CALENDAR

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.

GUIDED TOURS

When using a task with a Guided Tour configured, you can select the:

- Close button to dismiss the Help Available pop up.
- "Don't 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 that the tour has initiated.
  - 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.
- Use Tab to navigate between the:
  - Field that corresponds to the help text.
  - Close button on the pop-up.
  - External links on the pop-up (optional).

INBOX AND NOTIFICATION

To navigate through the Inbox:

- 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.

ORG CHARTS

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.

- Press Enter on the current person to navigate to the person'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.
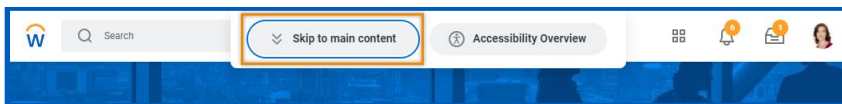
TIME OFF AND ABSENCE CALENDAR

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 Space to select (or clear) the focused date.

- Once you have selected a date, holding 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 navigates to the beginning of the week that currently has focus.

- End key navigates to the end of the week that currently has focus.

- Control + Home navigates to the first date of the month.

- Control + End navigates to the last date of the month.