



# UKG Dimensions

## Accessibility Job Aid

Task instructions for keyboard and screen reader users for UKG Dimensions.



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# Task Instructions for Keyboard and Screen Reader Users for UKG Dimensions

This document is subject to change as updates are made to the user interface for UKG Dimensions.

It is advised that users use Chrome browser with JAWS screen reader ensuring that the latest updates of browser and screen reader are installed.

Users can also use the Fire fox browser with the Nonvisual Desktop Access screen reader if desired as well ensuring that latest updates are installed for browser and screen reader.

If using JAWS, ensure that the settings for JAWS forms mode are set to auto. This can be verified by accessing the JAWS context menu and selecting utilities and settings center. Type in forms mode into the search field and tab to the forms mode options to verify that the auto option is selected. If this option is not selected, press space to select and tab to the apply and ok buttons to save this change. If this option is already selected by default, no changes need to be made and escape can be used to exit the settings dialog.

## Adding time to timecard

There are 2 (two) ways of navigating to the timecard. There is a timecard tile that may be configured on the home page or by navigating to the my information my timecard from the main menu.

### Path 1: From the tile on the home page

From the main menu (hamburger menu) button, tab to the timecard tile and press space or enter to open the tile

Alternatively, the “R” key can be pressed to navigate to the main landmark of tiles and then tabbing to the my timecard tile

After opening the tile, tab to my timecard button and press enter to go to the timecard page

### Path 2: From the main menu

Press space or enter on the main menu button

Tab into the location options that start with home and use arrow keys to navigate through these options until focus lands on my information

Press space or enter on my information and tab to the submenu options

Use arrow keys to place focus on my timecard and press enter to navigate to the timecard page

## Entering times on the timecard page

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Once on the timecard page, tab or use the “B” key to navigate to the list/table view button on the action bar

If the button says list view, press space or enter to change this to list view

If the button says table view, no changes need to be made

Note: A landmark will be added to navigate quickly to the timecard weekdays in a future release of UKG Dimensions, from the main menu on the timecard page, press the "R" key to place focus on the various landmarks

Tab into the timecard weekdays

Tab to the weekday button such as Monday with date or tab into the details area containing time entries

Press enter to activate a panel containing details for each weekday

Tab to the add punch button and press enter to activate the add punch panel

Tab to the time field if focus is not already in this field

Enter in a time

Tab to the apply button and press enter

Focus will return to the original day details panel

Tab to the out edit field and enter in a time

Alternatively, the "E" key can be used to navigate to the in and out edit fields

If additional time entries need to be added for a single day, keep using the add punch button and follow the same sequence of steps above

If no additional time entries need to be added for a single day, there is a carousel at the top of the day details panel to change days

Tab to this carousel and use the next button to display the next weekday, the previous day button will then become enabled to navigate to previous days

Follow the same steps above to add punches

Continue using the carousel at the top of the panel to add the remaining time entries for each of the weekdays

After all time entries have been entered, tab to the save button and press enter

The timecard will update with all time entries

The tab key can be used to navigate through each weekday to review time entries. Shift plus tab goes backwards through the weekdays after tabbing forwards

### **Edit time entries**

Follow the same steps above by tabbing into the weekdays and locating the day to be edited

Press enter to open the day details panel for that day and follow the sequence of steps above to add the missing time entry or correct a time entry

Tab to the save button and press enter when finished to update the timecard entries with the edits

### **Remove a time entry**

Tab into the weekdays and locate the day to remove a time entry

Press enter to activate the day details panel for that day

Tab to the time entry field to remove and press the backspace key

Tab to the save button when finished to update the timecard time entries

### **Approve a timecard**

After tabbing into the weekdays and reviewing time entries, press shift plus tab to place focus on the approve button

If no review is needed, press the “B” key to place focus on the approve button

Press enter to approve the timecard

A message will display confirming the approval

After approving a timecard, there is a remove approval button to remove the approval

Tab to this button and press enter to remove the approval

A message will display confirming the removal

### **Review timecard pending changes**

After navigating to the timecard page, tab or press the “B” key to place focus on the pending changes button

Press enter to open the pending changes panel

Use arrow keys to read through the text content

Tab to the approve or reject buttons and press enter on the desired choice

The panel will close with the changes approved or rejected

## **Request time off**

From the main menu button, tab to the my time off tile and press space or enter to open the tile

Tab to the advanced options button and press enter to activate a panel

Tab into the pay code options and use arrow keys to navigate through and space to select

After selecting a pay code type, tab to the apply button and press enter to activate a second panel

Tab into the calendar which is directly after the previous, today, and next buttons

When focus is placed inside of the calendar, use the arrow keys to navigate through the days and press space to select and deselect

After selecting a day or multiple days, tab to the apply button and press enter to activate a third panel

Tab into the duration type options and select an option by using the arrow keys to navigate and space to select

If hours is selected, additional fields will display

Tab to the start field and enter in a time in hour and minute format, for example, type in zero eight colon 00 for 8 o'clock

Tab to the end field and type in a time in the same format as the start field

Tab to the pay code options and use arrow keys to navigate and space to select an option

Tab to the review button to review or make edits to the request, the request can also be deleted in the review panel as well

After reviewing the request, tab to the submit button and press enter

The request will be submitted for manager approval and a message will display confirming the successful submission

Note: Reviewing the request does not need to be part of the process, the request can also be submitted from the third panel which contains the duration types and pay code types by tabbing to the submit button instead of the review button

## **Cancel a time off request**

Press space or enter to open the main menu button

Tab into the location options and use arrow keys to place focus on my information

Press tab to place focus on the submenu options and use arrow keys to locate my calendar and press enter

Tab to or press the “R” key to focus on the right side information panel containing events and requests information

Tab to the requests link and press enter to view all requests

Use arrow keys to read the text content for each request and tab to the more actions button and press enter to cancel a specific request that opens a panel containing request information

Tab or use arrows when in this panel to place focus on the cancel request button and press enter to cancel the request

A confirmation message will display for the cancellation