

Turning on the Accessibility Features in HR Direct

Turning on the accessibility features improves the accessibility of HR Direct when you use a screen-reader **such as JAWS for Windows or VoiceOver on the Mac.**

Available to all employees with access to HR Direct, the accessibility features include:

- Alternate text for images, group boxes, buttons, collapsible section icons, and hide and expand grid tabs.
- Table summaries and column headings for table columns.
- Additional links and anchors that enable keyboard-only users to bypass navigation content, such as page tabs.
- The removal of icon links within a page and the removal of page links from the bottom of pages to reduce redundancy when using screen reader software.
- A feature that presents the elements on the body of a page in a linear format.

For assistance with setting up this feature or for help with a screen-reader, please contact **Matt McCubbin, Adaptive Technology Specialist, at (617) 287-5243 or via email at matt.mccubbin@umb.edu.**

By following the instructions in this job aid, you will be able to:

- Turn on the accessibility feature
- Change the format of the main menu
- Turn off the accessibility feature

Procedure

Turn on the Accessibility Features

Log into HR Direct and click on **Main Menu** in the upper left corner of the screen.

Note to screen-reader users: Main Menu is not a link or a heading. Use the down arrow to navigate from the top of the page to Main Menu.

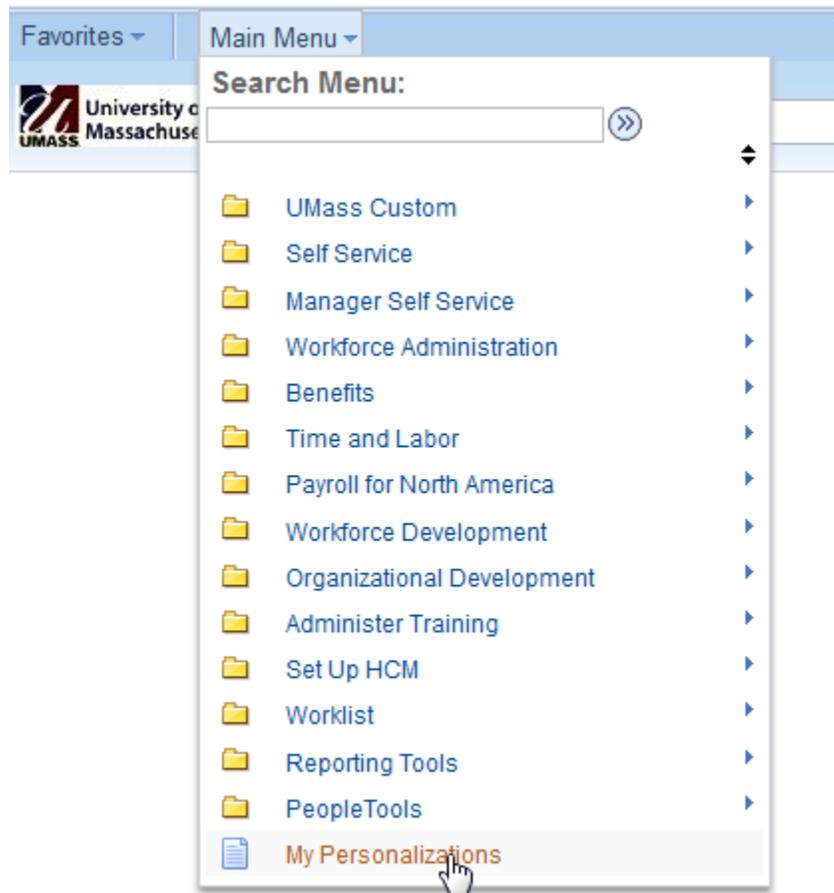


Image of HR Direct Main Menu.

1. Click the **My Personalizations** menu.

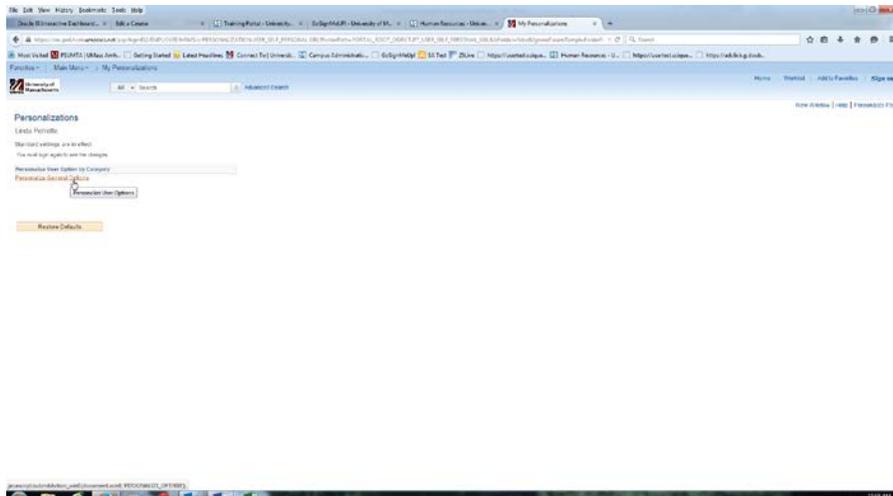


Image of Personalizations page.

2. Click the **Personalize General Options** link.

Option Category: General Options

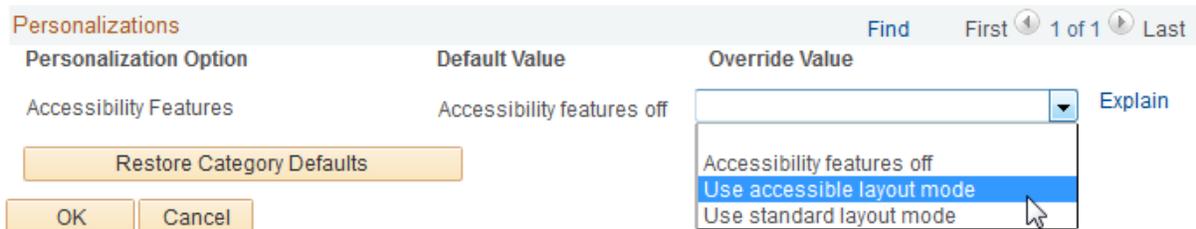


Image of General Options page.

3. Click the **Override Value** combo box.
4. Select the **Use accessible layout mode** list item.
5. Click the **OK** button. The Save Confirm page will be displayed.

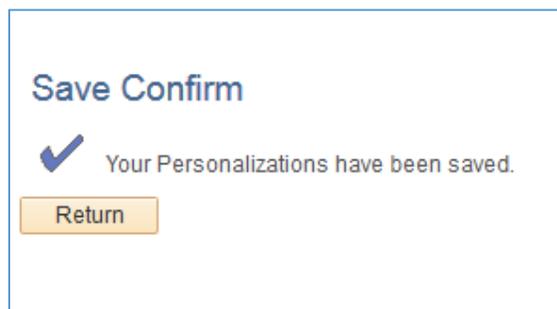


Image of Save Confirm page.

6. Click the **Return** button on the **Save Confirm** page.

In order for the changes to take effect, you will have to sign out of HR Direct and then sign back in.

7. Click the **Sign out** link in the upper right corner.
8. Return to the HR Direct launch page and sign in again.

Change Your Main Menu

The following steps are optional but highly recommended for screen-reader users. Changing how the Main Menu is displayed may enhance your experience with the accessibility feature. The menu items and submenus will be displayed vertically as links. They will be listed in the same order as they appear in the Main Menu, not in alphabetical order.

1. On the HR Direct home page, click the **Personalize Content** link in the upper right corner.

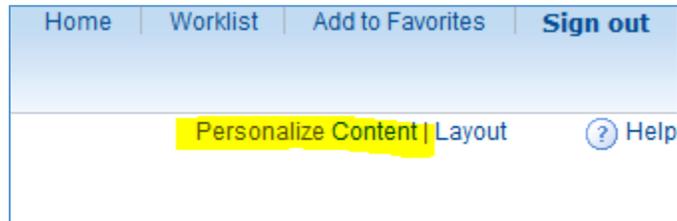


Image of Personalize Content link.

The **Personalize Content: My Page** screen will appear.

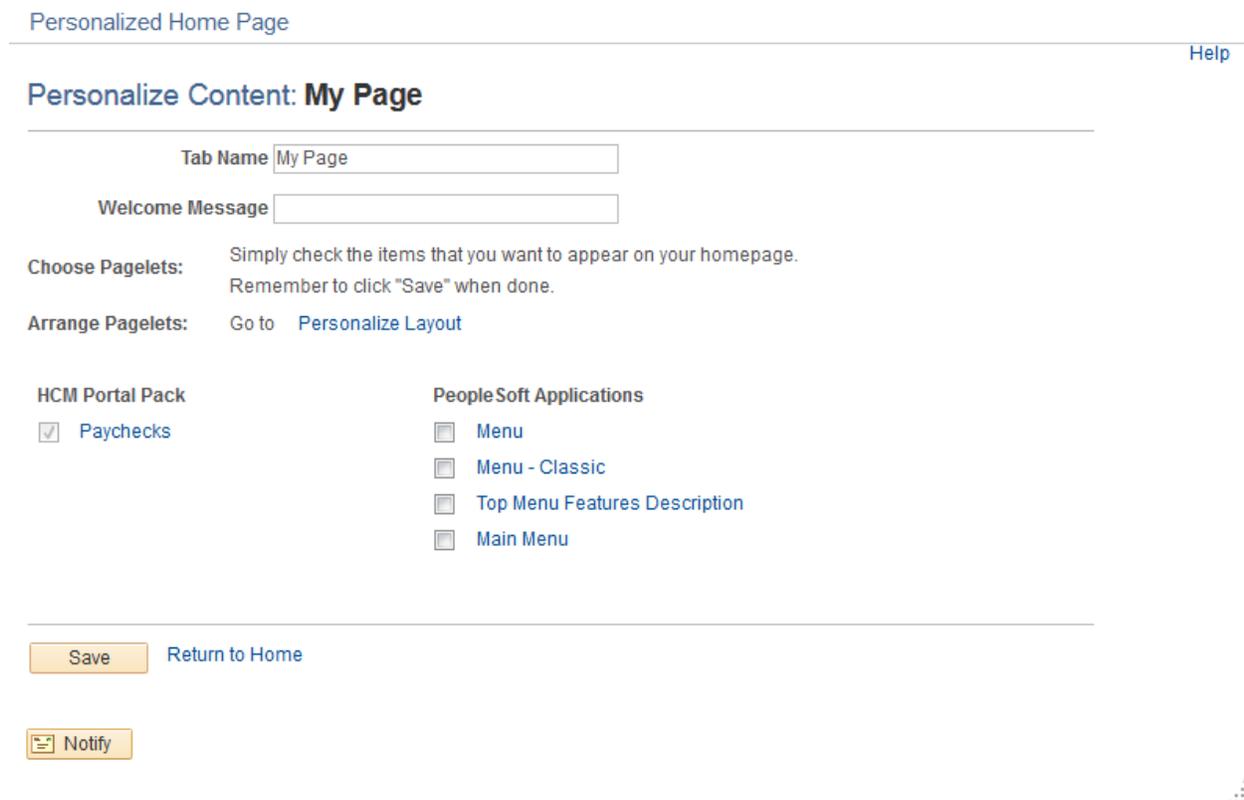


Image of Personalize Content: My Page

2. Under PeopleSoft Applications, click in the check box to select **Main Menu**.
Note: For screen-reader users, navigate to the table with 2 columns and 4 rows. Click the checkbox designated "Main Menu."
3. Click the **Save** button. You will return to the Home page.

4. The Main Menu will be displayed in the new format.

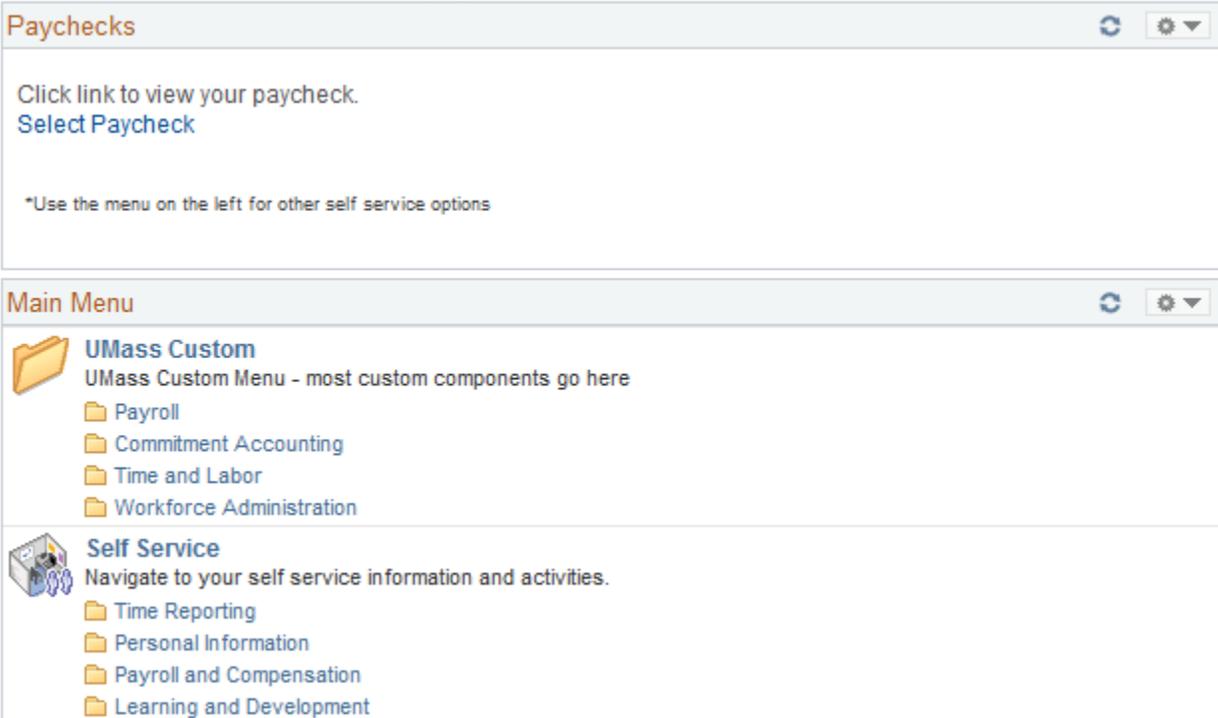


Image of Main Menu in Vertical Link Format

5. If you want to remove the vertical menu format:

- Click on the **Pagelet Settings** icon  to the right of the Main Menu.
- Click on **Remove**. The Removal Confirmation page will appear.
- Click on **Yes – Remove**. You will be returned to the Home page.

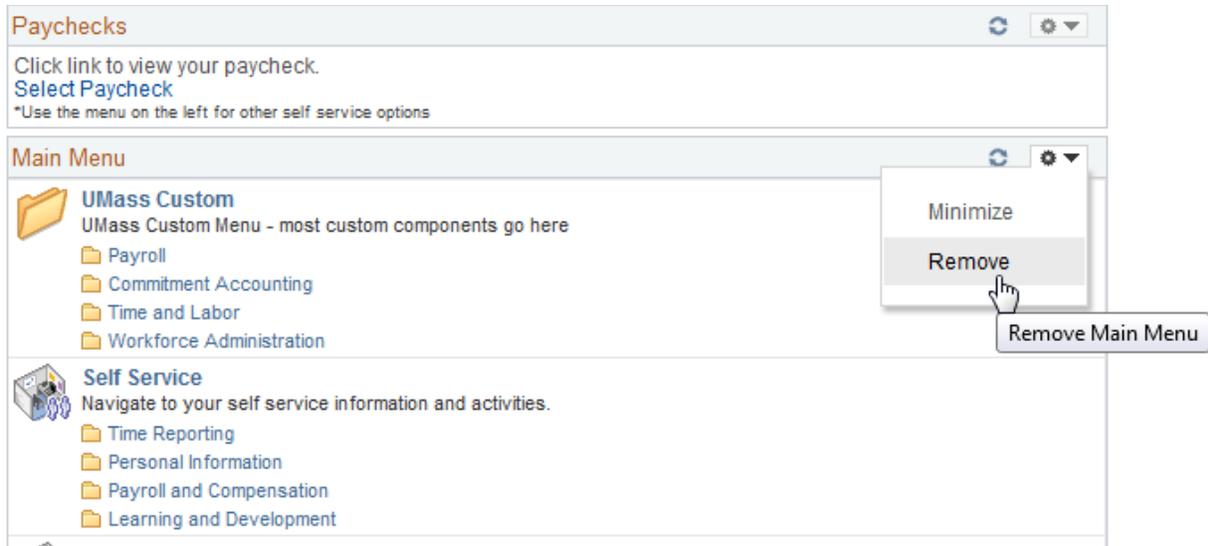


Image of Pagelet Settings menu.

Main Menu

Removal Confirmation

? Are you sure you wish to remove this pagelet from your home page?
You can add it later by going to the 'Personalize Home Page Content' page.

Yes - Remove

No - Do Not Remove

Image of Removal Confirmation page.

Turn Off the Accessibility Features

1. On the **Main Menu**, click on **My Personalizations**.
2. On the **Personalizations** page, click the **Restore Defaults** button. A message will appear.
3. Click the **OK** button. The **Save Confirm** page will appear.
4. Click **Return**.
5. Sign out of HR Direct, then sign in again to effect the change.

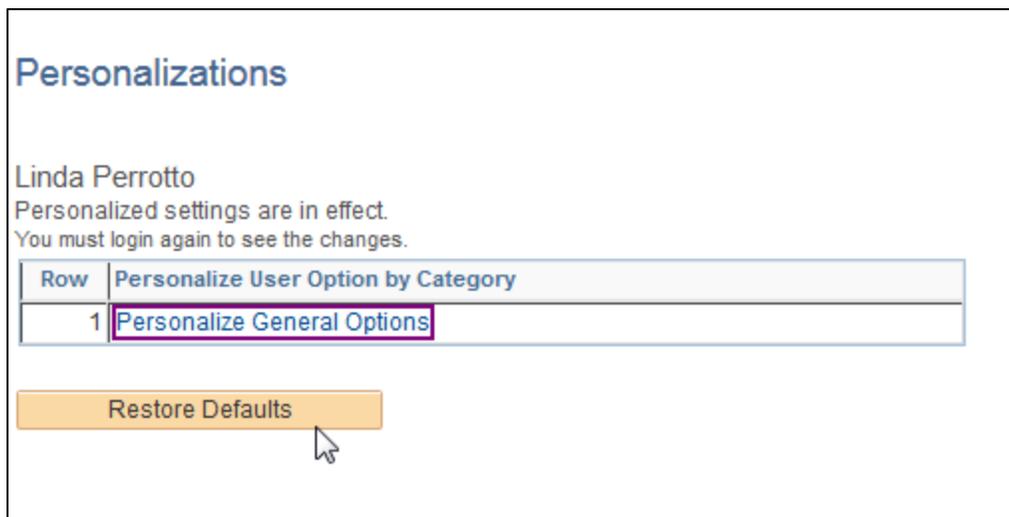


Image of Personalizations page.

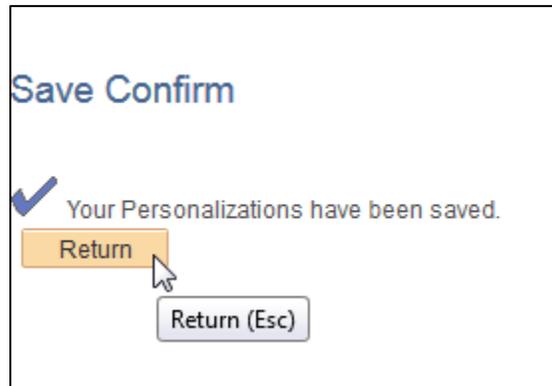


Image of Save Confirm page.

What follows are examples of how some pages in HR Direct will look with the Accessibility feature activated. Note that the pages seem left justified.

Example 1:

Main Menu > Self Service > Time Reporting > Report Time > Timesheet

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)

TEST
 Search

Timesheet

Michael Mahan
 Senior Academic Advisor Employee ID: 10003317
 Empl Record: 0
 Earliest Change Date: 10/23/2014

[Select Another Timesheet](#)

Previous Week Next Week *View By Week
 *Date 12/14/2014 Scheduled Hours 37.500 Reported Hours 0.000

From Sunday 12/14/2014 to Saturday 12/20/2014

Row	Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Total	Time Reporting Code	*Taskgroup	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields	Add a new row at row %1	Delete
1										UM_EXP	UMBOS				ChartFields	+	-
2										UM_EXP	UMBOS				ChartFields	+	-
3										UM_EXP	UMBOS				ChartFields	+	-

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#)

Reported Time Status

Personalize | Find | 1 of 1

Row	Date	Total	TRC	Description	Comments
1		0.000000			

[Self Service](#)
[Time Reporting](#)

Image of Time Sheet

Example 2:

Main Menu > Self Service > Personal Information > Home and Mailing Address

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Personal Information](#) > [Home and Mailing Address](#)

TEST
 Search

Home and Mailing Address

Steve Marquis

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Addresses

Row	Address Type	Status	As Of	Country	Address	Edit
1	Home	Current	12/15/2014	USA	222 Test St Warwick, RI 02888	

*Address Type

* Required Field

Image of Home and Mailing Address Page

Example 3:

Main Menu > Self Service > Personal Information > Personal Information Summary

Steve Marquis [Expand All](#) [Collapse All](#)

Name

Name
Steve Marquis

Home/Mailing Addresses

Row	Address Type	Status	As Of	Country	Address
1	Home	Current	12/15/2014	USA	222 Test St Warwick, RI 02888

Phone Numbers

Row	Phone Type	Phone Number	Preferred
1	Mobile	401/555-1212	✓

Image of Personal Information Summary Page

End of Procedure.