

Functional Requirements Document (FRD)		
Project# 00413	Project Title: EmpowHR 508 Findings - Release 6	Date Prepared: V 3.0 10/20/10

Scope:	The scope of this project is to make changes to the EmpowHR system to make it compliant with Section 508 of the American Disabilities Act. This SCR includes items that were scheduled for Release 5 but were not able to be implemented at that time.
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Assumptions:	Any issues that are not related to a customization or a configuration but inherent to the PeopleSoft application will be sent to Oracle as a change request. Since the changes listed in this FRD are items that are carried over from SCR 00144, It is assumed that this SCR is already funded through the funds received for SCR 00144.
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Functional Requirements	
To be completed by the responsible person (Project Owner or SRB representative) before being sent to the agency.	
Payroll Systems Branch (PASB) Requirements	
>>>>> Not Applicable <<<<<	
Personnel Systems Branch (PESB) Requirements	
>>>>> Not Applicable <<<<<	
Administrative Applications Systems Branch (AASB) Requirements	
>>>>> Not Applicable <<<<<	
Web Applications Systems Branch (WASB) Requirements	
>>>>> Not Applicable <<<<<	
Human Resources Applications Staff (HRAS) Requirements	
<p>Issue 1 Some Save Edits identify the exact field and page on which the error occurred; others do not specify but rely on coloring. If color is used to denote where the error occurred, the save edit also needs to specify where the error occurred. The focus after the save edit error message must return to the page and should return to the missing field on which the error occurred.</p> <p>Issue 2 There are two issues with Applied records, the first is view validation and the other is how a screen reader reads applied records. 1. Being grayscale, the records are difficult to see by anyone with visual impairments, although high contrast options help, it is still difficult to read. This issue can be resolved using the contrast and color settings available in the base PeopleSoft and Microsoft applications; therefore this issue is being removed from the SCR. 2. A screen reader will automatically start reading the fields in tab order, until it reaches the bottom of the page. This requires a person using a screenreader to carefully listen to the information. This creates a feature that is not as accessible for a visually impaired</p>	

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individual. In meetings with OAST it was discusses that this was not an issue as the fields can be read and this issue is based on the capabilities of a specific assistive technology and not a compliancy issue.

Issue 3- On the PAR page, when in accessible mode, two customized fields display in between a field label and the field. This occurs on the Position Information, Description page where the PAR Remarks link is between the Short Title field and field label. This also occurs on the Position information, Specific Information page where the Budgeted field and checkbox appear between the Work Phone field and field label

Issue 4- The tab order of pages, is not in a left to right top to bottom logical sequence for certain pages. These pages also do not allow for customization of the tab order by the user. The following pages do not have logical tab orders and cannot be customized: Financial Allotment Health Savings, Labor Relation > Grievances > Arbitration tab, Labor Relations > Unfair Labor Practices > Unfair Labor Practice 2 tab, Manage Performance . LC Employee Appraisal 2 tab, Exit Interview. PAR Processing > HR Processing > Personal Data tab, PAR Processing > HR Processing > Employment 2 tab, PAR Processing > HR Processing > Benefit tab, PAR Processing > Hire > Personal Data tab, PAR Processing > Hire > Employment 2 tab, PAR Processing > Hire > Benefit tab, PAR Processing> HCCUP > Personal Data, PAR Processing > HCCUP > Employment 2 tab, PAR Processing > HCCUP > Benefit tab, Position Management > Job Code

Issue 5- The Security warning agreement page for all EmpowHR environments contains images that do not have alternative text. Alternative text is necessary for 508 compliancy.

Issue 6- On the logon page for all EmpowHR environments, the USDA and EmpowHR logos do not have alternative text. Alternative text is necessary for 508 compliancy.

Issue 7 - The Official Position Title Code and Organization Position Title text entry fields on the Job codes page do not have labels. Since these fields do allow for text entry with a code value of 9999, then the text fields require a label.

Issue 8 The Pay Plan/Table/Grade fields need to each have a label and explicit label. This field is on the Job Codes, HR Processing, History Override, Hire Employee, Correct Applied Action and Update Applied Action pages.

Payroll/Personnel Systems Policy Staff (PPSPS) Requirements

>>>>> Not Applicable <<<<<

Signature of Project Owner:

Date:

Billy Dantagnan
Chief, Human Resources Applications Branch /s/

1/25/11