

**The University of Texas at El Paso  
Electronic and Information Resources (EIR)  
Accessibility Exception Request**

**1. Requestor Information**

Name: Krista Snow

Title: Director of Corporate Partnership Programs

Department: College of Business Administration

Phone Number: 915-747-8636

Email: [klsnow@utep.edu](mailto:klsnow@utep.edu)

**2. Description of EIR**

**Is the EIR:**

Proposed purchase/renewal

Under development

Under revision

Completed/acquired

Completion date: \_\_\_\_\_

**EIR Type:**

Web page

Software application

Electronic form

Multimedia or video content

Electronic document (PDF, MS Word, PPT, etc.)

Information technology hardware or office equipment

External electronic resource (subscriber databases)

**EIR Title:** ADP Vantage Human Capital Management (<https://adpvantage.adp.com>)

**EIR Brief Detailed Description:** Vantage is a system that delivers streamlined and integrated services for the purposes of managing HR (referred to by ADP as human capital management) within an organization. These services are delivered by ADP who hold expertise in human capital management and payroll systems. The business college at UTEP is currently working to build an HCM Academy with ADP that will launch in fall 2016. The academy will entail a block of classes (9-12 credits) that students can take in order to receive a certificate in HCM. These classes, taught by COBA faculty, will integrate trainings and lectures from executives at ADP, in order to build the skillsets and real-world experience for our students. Vantage is the system that ADP employs and will be used to train the students in the HCM academy.

**The EIR is (enter X for all that apply):**

Mission critical for service delivery

Required to perform an essential job function

Used for research

Used in staff development or training

Accessed by UTEP log-in only

Other \_\_\_\_\_

**Identify the Population & Number of Users:**

Students 20-30 per year

Faculty \_\_\_\_\_

Staff \_\_\_\_\_

General public

Specialized group \_\_\_\_\_

Other \_\_\_\_\_

**3. Contract Amount & Expiration Date of Exception:**

**Contract amount:** Use of Vantage is free to UTEP - sponsored by ADP

**Anticipated date of expiration:** N/A

**4. Justification for Exception**

**Describe the significant difficulty and/or expense in achieving accessibility and how often the EIR is accessed:**

The EIR will be accessed in 2 (1.5 credit) labs associated with the academy. Homework will be assigned by the students weekly based on the lecture material presented in the accompanying human resources classes.

**Do similar products exist?**  Yes  No

**If yes, what is the name of the product and what is the associated cost:**

This software has been exclusively designed by ADP and is used within their human capital management services division. Vantage streamlines the HR services division by integrating various business services into one software (payroll, benefits, taxes, etc.) versus requiring the use of separate systems for each area.

## **5. Alternative Methods**

*Describe how alternative access is to be provided including the time and expense required to implement the alternate access (Alternate access methods include voice, fax, teletypewriter, internet posting, captioning, text-to-speech synthesis, and audio description):*



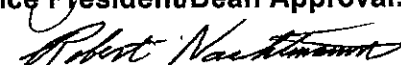
I have spoken extensively with Rich Dugan in the UTEP library and he has assisted us in determining whether the Vantage software is handicapped-accessible. We have confirmed that there is no issue with accessibility for those that are hearing-impaired, as Vantage provides a text option for all videos that are included across all modules within the software.

We have also confirmed that the software is compatible with the text-to-speech software (JAWS) that is available on the UTEP server in all instances but a select few. There are particular instances in the software where it requires hands-on work by the student to accompany a particular topic and in these cases, the student follows "text bubbles" that appear and guide students on where to click and what information to input. These instances are short, only in particular trainings (which might not even be used in the classes – it will be at the discretion of the instructor to decide which exercises to assign out of hundreds of available training modules) and are very rare.

We plan to address this issue in the short-run by assigning a TA to assist students if/when necessary during the lab exercises that they will complete where this type of exercise is present. I have been in contact with Devon Ramella, an HCM consultant from ADP's corporate headquarters, about this issue as well and he has done more research for us on the matter. He replied to let me know that he spoke to quite a few executives at their corporate office and said that ADP is aware of the handicapped-accessibility issue and this is on the road map for them with Vantage. They are working on it and they hope to resolve the issue completely within the next year.

Based on this information, our resolution to have an accompanying TA to assist vision-impaired students (if necessary) would only be temporary and needed for two semesters before the issue is completely resolved.

**6. Approval/Denial**

<b>Requestor's signature:</b> 	<b>Date:</b> March 18, 2016
<b>Department Head/Chair Approval:</b> 	<b>Date:</b> March 18, 2016
<b>Vice President/Dean Approval:</b> 	<b>Date:</b> March 18, 2016
<b>Dr. Riter, VPIRP Approval:</b>	<b>Date:</b>