

# Seattle Colleges ctcLink Work Plan June – August, 2020

**\*Updated 5/29/2020**

# 8 Months to Go Live

June 1, 2020 – June 30, 2020

## Headlines

- ❖ **Cycle 2 Validation 6/19 – 7/2**
- ❖ BPFPG Sessions Continuing & Lots of work on Financial Aid & Student Financials configuration

## Heavily Impacted Employees

Registrars, Advisors, Credentials Evaluators, FA Directors, - Workshops & Configuration  
College Business Officers, Finance Managers, Accounting - Validation

HR/Payroll Directors and Staff - Validation

**Finance / Student Services / Instruction / HR / Payroll staff working on validation**

## Communications

- Newsletter updates
- Supporting staff engaged in Cycle 2 conversion
- Communications Committee updates Comm Plan

## SCD IT Activities

- Assist with Automated Cycle 2 Data Validation for Transcripts & Grades
- Use Cycle 2 data extracted via query to test and refine integration plans
- IT staff continue crosswalking datalink fields to ODS

## ctcLink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctcLink production environment

## ctcLink Configuration Activities

### Finance

- Work on any feedback from April/May configuration assignments

### HCM (Human Capital Management)

- Work on any feedback from April/May configuration assignments

### Campus Solutions – All the BPFPG Sessions

- Credentials Evaluation BPFPG – 6/1 - WebEx
- Academic Advising BPFPG – 6/2 - WebEx
- CS Special Populations BPFPG – 6/3 & 6/4 - WebEx
- CS Core – Communications, Comments, Checklists (3Cs) – 6/5 – WebEx
- Student Mobile Applications Configuration – 6/9
- Continue working on South EPC to Plan Code configuration with SBCTC

### Student Financials – All the BPFPG Sessions

- Priorities, Waivers, & Refunds – 6/8 - WebEx
- Term Fees, Course Fees, Class Fees – 6/9 – 6/10 - WebEx
- Cashiering & Collections – 6/11 – WebEx
- 3<sup>rd</sup> Party Contracts (1/2 day) – June 12 AM
- Running Start Billing (1/2 day) – June 12 PM

### Financial Aid – All the BPFPG Sessions

- FA Pell / Loans / SNG / CBS / WorkStudy BPFPG – 6/1 - WebEx
- FA SAP / R2T4 / State & Federal Reporting BPFPG – 6/2 - WebEx
- FA Dual Processing BPFPG – 6/5 - Webex
- FS/SF Combined 3Cs, Message Center & document uploads – 6/15

## Cycle 2 Data Validation

- **HCM & Campus Solutions:** June 19 – July 2
- **Finance:** June 19 – July 2

**See details on next two slides**

# CYCLE 2 CAMPUS SOLUTIONS MANUAL VALIDATION TEAM - *DRAFT*

DATA TYPE	NORTH	CENTRAL	SOUTH
Course & Class	Farideh Faraz, Jeanette U, Star Conrad, Vladimir Vilkevich, Roberta Lord, Chris McCurdy, Nancy Leverton, Jeff Wang, Jan Wessman, Jasmine Adamek	Marilyn McCamey, Semhar Tekeste, Susan Tsoglin, Michelle Slaughter, Jennifer Lowe, Alexis Fein, Karita Randall, Barbara Ceiga, Doug Romine, Melissa Matthews, Lina Tjok, Maricres Tuliao	Danelle Weston, Sandy Long, Aimee Goodwin, Ann Witt, Teresa Yamada, Khin Naing, Kathy Reistad, Andrea Sloan, Mary Lynch
Student Plans & Degrees <i>Asking IR to assist</i>	Kathy Rhodes, Tam Nguyen	Quirino Colobong, Diane Coleman, Marlene Enriquez-Campos, Lisa Linville, Maki Nikita	Arne Reed, Carol Fernandez, Joyce Allen, Gabriela Picazo Rodriguez
Student Enrollment & Grades <i>Asking IT to assist</i>	Kathy Rhodes, Tam Nguyen	Diane Coleman, Marlene Enriquez-Campos, Lisa Linville, Liz Yau-Luu	Joyce Allen, Gabriela Picazo Rodriguez, Linda Martin, Kimloan Hoang, Luz Saavedra, Ben Johnson,
Academic Standing	Leanna Bordner,	Diane Coleman, Lisa Linville, Geela Greer	Carol Fernandez, Gabriela Picazo Rodriguez
Service Indicators & Student Groups	Kathy Rhodes, Tam Nguyen	Diane Coleman, Marlene Enriquez-Campos, Lisa Linville	Joyce Allen, Carol Fernandez, Gabriela Picazo Rodriguez , Linda Martin, Kat Coehlo-Vermeulen
Fee Pay Status	To be Updated	Tess Evangelista, Arlen Rushwald	Katherine Stoner, Joyce Allen, Linda Martin
Veteran's Benefits	Gregg Tessensohn	Diem-Thuy Tran	Dolores Taylor
Placement Test Scores	Tam Nguyen	Lisa Linville, Rahmah Niek	Lauren Getty
Student Accounts	Helen Lee	Deanne Kupietz	Melanie Meligro

Mikyong Gil, Pauline Simons, Gaiana Mosesova from District Accounting

**CS Cycle 2 Data Validation**  
**June 19 – July 2**

- Mark Baumann, Derreck Pressley, Tam Nguyen, Gabriela Picazo Rodriguez and Lisa Linville will begin validating full-time on June 19
- We will ask Student Services and Instruction employees (*tentatively listed above*) to each do **3 hours of validation** between 6/25 and 7/2

# CYCLE 2 FINANCE & HCM MANUAL VALIDATION TEAM - DRAFT

DATA TYPE	NORTH	CENTRAL	SOUTH	DISTRICT
HCM – Time & Labor Setup	Josh Ernst, Melissa Pond	Scott Rixon, Shayne Wong	Joy Maldonado	Susan Engel, Young Lim, Annie Butler
HCM – Employee Job Data	Josh Ernst, Melissa Pond	Scott Rixon, Shayne Wong	Joy Maldonado	Sylvia Juarez
HCM – Payroll Data	-	-	-	Susan Engel, Annie Butler
HCM – HR Departments	Josh Ernest, Melissa Pond	Scott Rixon, Shayne Wong	Joy Maldonado	Susan Engel
HCM – Benefits Participation	-	-	-	Michelle Large, Alan Suarez, Linda Tran, Susan Engel
Finance – GL Transactions / Finance Departments	Soroush Maleki	Dennis Yasukochi	Cody Hiatt	Jennifer Strother, Susan Dressler
Finance - 1099 Balances				Pat Wallace
Finance – Non-Student AR Balances				Mikyong Gil
Finance – Grants / Projects / Contracts	Soroush Maleki, Kelly Paustain	Dennis Yasukochi, Stephanie Wong, Anastasia Brunets	Cody Hiatt	Lolita Khachaturova

**Cycle 2 HCM and Finance Data Validation  
June 19 – July 2**

- Terri Plischke and Jessica Wagner will validate full-time from June 19 – July 2.
- We will ask specific District Accounting, Finance, HR, & Payroll employees to each complete **3 hours** of validation. (*tentative names above*)

# 7 Months to Go Live

July 1, 2020 – July 31, 2020

## Headlines

- ❖ **College Go-Live Coordinator:** Create process and recruit for college go-live coordinators
- ❖ Departments are busy making ctLink configuration changes after Cycle 2 Validation

## Heavily Impacted Employees

Registrars – updating configuration files

HR/Payroll Directors and Staff – updating configuration files

## Communications

- Newsletter updates
- Communications regarding Cycle 3 Validation

## SCD IT & Security Activities

- **7/8** – Begin working with SBCTC to create College Security Support Plan
- **7/10** – Security Permissions walkthrough with SBCTC
- **7/13** – Begin working on populating Security Matrixes
- Confirm Bio-Demo information populated into datalink with Cycle 2, crosswalk to ODS
- Planning for Cycle 3 validation effort (computer labs / access / automated validation)

## ctLink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctLink production environment

## ctLink Configuration Activities

### Finance

- Revise earlier configuration assignments based on results of Cycle 2 validation – submit by 7/28
- Address any FMS data errors in legacy cleanup files
- Update data files for Cycle 3: **Assets**, Vouchers, 1099 balances
- Complete Finance ‘Delta’ files for new Budget Codes

### HCM (Human Capital Management)

- Revise earlier configuration assignments based on SBCTC feedback and results of Cycle 2 validation – submit by 7/28

### Campus Solutions

- Update data files for Cycle 3: Test Scores, Student Groups, Academic Standing, International Student Birth Country / Country of Citizenship
- Complete ‘Delta’ files for Courses, EPCs, Unusual Action Codes
- Revise earlier configuration assignments based on SBCTC feedback and results of Cycle 2 validation – Submit by 7/8

## Data Conversion & Validation Activities

### Cycle 2 - Validation Feedback & Configuration Updates

- Based on validation results we will make changes to Finance, CS, Student Financials, and HCM configurations

### Cycle 3 - Legacy Snapshot

- Copy taken of SMS/FMS/PPMS) on 7/17

*Dates are tentative & subject to change*

# 6 Months to Go Live

August 1, 2020 – August 31, 2020

## Headlines

**Cycle 3 Validation Begins** - Limited Service days in Enrollment Services, Financial Aid, Finance, HR/Payroll

**College Go-Live Coordinator:** Select/assign college go-live coordinator

## Heavily Impacted Employees

Registration & enrollment staff – Cycle 3 data validation

Cashiering, Business Offices, Financial Aid staff – Cycle 3 data validation (student accounts)

Instruction staff - Cycle 3 data validation, Course Catalog Workshop

## Communications

- Newsletter updates
- Supporting staff engaged in Cycle 3 conversion

## SCD IT & Security Activities

- Major work continues on Security Mapping – due 9/25
- Confirm Bio-Demo information populated into datalink, crosswalk to ODS
- Supporting Cycle 3 validation effort (computer labs / access / automated validation)
- Improve automated validation efforts

## ctclink Configuration Activities

### Finance

- Populate Security Matrix Spreadsheets (for UAT participants only):

### HCM (Human Capital Management)

- Populate Security Matrix Spreadsheets (for UAT participants only):
- Start preparations with SBCTC for parallel payroll testing

### Campus Solutions

- Populate Security Matrix Spreadsheets (for UAT participants only):

**Course Catalog Production Workshop (8/10 – 8/13)** to train staff to maintain courses in PeopleSoft. Includes production time to actually check and update converted courses.

## Cycle 3 Data Validation

- **Campus Solutions:** August 21 – September 3
- **Finance:** August 26 – September 8
- **HCM:** August 26 – September 8

## ctclink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctclink production environment
- Begin maintaining Course Catalog in ctclink – Course Managers

*Dates are tentative & subject to change*