

# CTCLINK

## 5 MONTHS TO GO

### Agenda

- ctcLink: What's Included?
- ctcLink Deployment Group Timeline
- Project Plan
- Month-by-Month walkthrough

*October 7, 2020*

Daniel Cordas – Project Director



**SEATTLE COLLEGES**  
*Central · North · South*

# CTCLINK – WHAT’S INCLUDED?

## PeopleSoft

*Made by Oracle, managed by SBCTC*

### Campus Solutions (CS) Pillar

*Student self-service, Faculty self-service, Registration, Financial Aid, Cashiering, etc*  
*- Replaces SMS, FAM, Degree Audit, Instructor Briefcase*

### Finance (FIN) Pillar

*Accounting, Purchasing, Grant Management etc*  
*- Replaces FMS, FMSQuery, Travel Requests*

### Human Capital Management (HCM) Pillar

*Employee self-service, HR, payroll*  
*- Replaces PPMS, NeoGov, TLR, eForms*



### Canvas LMS

*Integrated with PeopleSoft*

### HighPoint

*Student self-service mobile interface*

### 25Live

*Integrated for classroom scheduling*

### DirectLine MegaMations

*Facility management*

### CampusCE

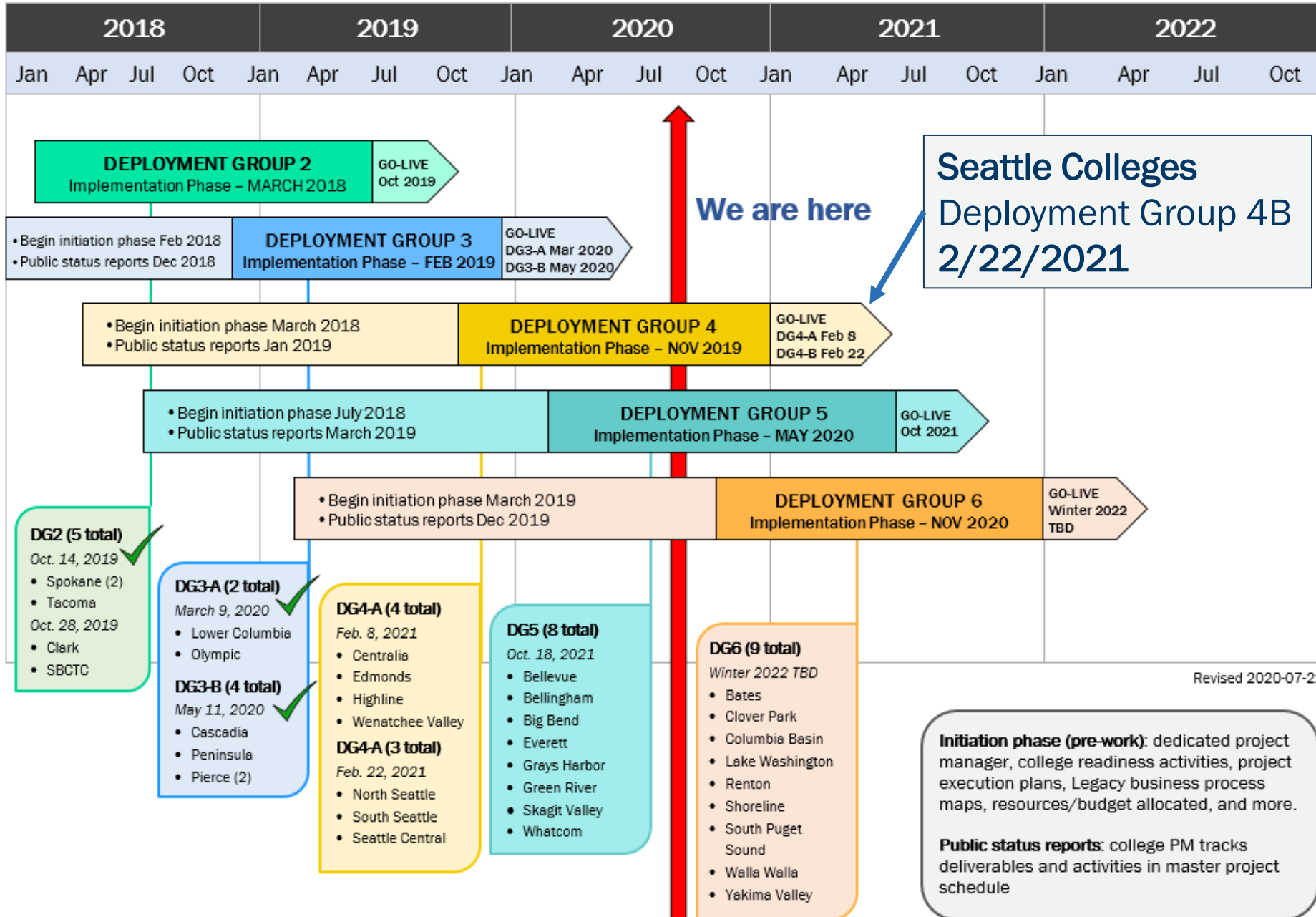
*Continuing Education*

*“ctcLink” is the name of both SBCTC’s project and the name of how the system has been configured.*

We expect to integrate and continue using:

- **Azorus CRM** for outreach & marketing
- **Alma/Primo** for libraries
- **Starfish** for advising and student services

# ctcLink DEPLOYMENT GROUPS AND TIMELINE



# HIGH-LEVEL SEATTLE COLLEGES PROJECT SCHEDULE



## Training

Staff Begin Canvas Courses

Online ctcLink Canvas Courses -  
by 11/20 for all staff  
by 10/1 for testers

## Security Setup

ctcLink Configuration

15 Business Process  
Fit/Gap (BPG) Sessions  
5/27 - 6/15

+Completing Configuration  
Assignments

Security Permission Setup

## Testing

User & Process Testing  
Sprint 1: 10/26 - 11/20  
Sprint 2: 11/30 - 1/8

Parallel Tests  
Payroll, Tuition Calculation,  
Financial Aid

Go Live!  
February  
22, 2021

## Data Conversion

Cycle 1 Data  
Validation  
2/24 - 3/4

Cycle 2 Data  
Validation  
6/19 - 7/2

Cycle 3 Data  
Validation  
8/24 - 9/9

Cycle 4 Data  
Validation  
10/26 - 11/16

Cycle 5  
Practice  
Conversion

# October - Key Activities, Dates & Deadlines

4 Months to Go Live

## Testing Activities

Testing includes end user and process testing (called user acceptance testing), as well as payroll, student tuition, and financial aid parallel testing.

### User Acceptance Testing – Sprint #1: 10/26 – 11/20

Testing is every morning 8:30am to noon.

#### HCM (HR & Payroll)

- HCM – Testing Job Posting, Hiring, Job Changes, Leave Accruals, etc
- Faculty Workload (FWL) - Assigning an Instructor to a Class and Generating a Contract

#### Finance (College Business Offices & Accounting)

- Finance – Commitment Control
- Finance – Grant & Billing
- Finance – Travel & Expense and Procurement & Accounts Payable

#### Campus Solutions (Student Services & Instruction)

- Student Services (CS) – Admissions and Enrollment
  - International and Running Start Enrollment
- Student Financials - Tuition Calculation, Cashiering thru GL
- Student Services & Fin Aid - Enrollment to Financial Aid Award & Packaging

#### **Conversion & Validation - Cycle 4**

- October 26 – November 6 (CS, Finance & HCM)

## Activities in ctLink

Work done by Seattle Colleges staff in the real ctLink production environment.

**Course & Class Fee Workshop (10/14 - 10/15):** Staff training on buildings Course & Class Fees. Includes limited production time.

**Instructor Table Workshop (10/28):** Training on managing the Instructor Table and assigning instructors to classes.

#### **Instruction Staff**

- Updating Winter 2021 class schedule, course & class fees

#### **Finance & Accounting Staff**

- Updating course and class fee tables
- Updating purchasing suppliers

## Training

- Most staff will continue to complete their ctLink Canvas training. This include 20+ hours of training for most staff.
  - Find your training courses online:  
<https://www.seattlecolleges.edu/ctclink/training>
- Our User Acceptance Testers will have training sessions 10/12 to 10/26.
  - Full UAT [Training schedule is online](#)

# November - Key Activities, Dates & Deadlines

3 Months to Go Live

## Testing Activities

Testing includes end user and process testing (called user acceptance testing), as well as parallel testing.

### User Testing – Sprint #1: 10/26 – 11/20

Testing is every morning 8:30am to noon.

#### HCM (HR & Payroll)

- HCM – Job Postings, Hiring, Job Changes, Leave Accruals
- Faculty Workload (FWL) - Assigning an Instructor to a Class and Generating a Contract

#### Finance (College Business Offices & Accounting)

- Finance – Commitment Control
- Finance – Grant & Billing
- Finance – Travel & Expense and Procurement & AP

#### Campus Solutions (Student Services & Instruction)

- Student Services (CS) – Admissions and Enrollment
  - International and Running Start Enrollment
- Student Financials - Tuition Calculation, Cashiering thru GL
- Financial Aid Award & Packaging

#### Parallel Testing

- Student Financials Tuition Parallel Test – 11/11 – 1/6
- Financial Aid Dual Processing Parallel Test – 11/11 – 12/8
- Payroll Parallel Test #2 - 11/2 – 11/20

#### Conversion & Validation - Cycle 4

- October 26 – November 6 (CS, Finance & HCM)

## Activities in ctLink

Work done in the real ctLink production environment.

### Enrollment Requirements Workshop (11/16 - 11/18):

Staff training on building enrollment requirements.

#### Instruction Staff

- Updating Winter 2021 class schedule
- Beginning to build Spring 2021 class schedule

#### Student Services

- Updating Course Enrollment Requirements

#### Finance & Accounting Staff

- Updating course and class fee tables
- Updating purchasing suppliers

## Training

**Staff:** Continue completing ctLink Canvas training. November 20 is the deadline to complete. Find your training courses online: <https://www.seattlecolleges.edu/ctclink/training>

**Faculty:** Begin taking Faculty Self-Service course.

# December - Key Activities, Dates & Deadlines

2 Months to Go Live

## Testing Activities

Testing includes end user and process testing (called user acceptance testing), as well as parallel testing.

### User Testing – Sprint #2: 11/30 – 1/8

#### HCM (HR & Payroll)

- HCM – Payroll & Tax Reporting

#### Finance (College Business Offices & Accounting)

- Finance – Grants & Billing to GL #2
- Finance – Assets & Treasury
- Finance – General Ledger

#### Campus Solutions (Student Services & Instruction)

- CS – Enrollment through End of Term (grades)
- CS – Advising through Graduation
- Financial Aid – Disbursements, Reconciliation
- Student Financials - Third Party Contracts, Refunds, etc

#### Parallel Testing

- Student Financials Tuition Parallel Test – 11/11 – 1/6
- Financial Aid Dual Processing Parallel Test – 11/11 – 12/8

## Conversion – Preparing for Cycle 5 Practice Conversion

- Collect final configuration files for Chart of Accounts, Grants, and other Finance conversion areas.
- Make final fixes to Job & Employee Data
- Final updates to Student configuration files

## Activities in ctclink Production

**Academic Advising Report (AAR) Workshop (12/1-12/4):**  
Staff training on building AARs (degree requirements).

**Transfer Credit Workshop (12/7-12/9):**  
Staff training on buildings Transfer Credit Rules.

### Instruction Staff

- Updating Winter 2021 class schedule
- Continue to build Spring 2021 class schedule

### Student Services

- Updating Course Enrollment Requirements
- Update Transfer Credit Rules
- Build Academic Advising Reports

### Finance & Accounting Staff

- Updating course and class fee tables
- Updating purchasing suppliers

## Training

**Staff:** Focus on SBCTC's instructor-led training. [Training schedule is online.](#)

**Faculty:** Continue taking Faculty Self-Service course.

# January - Key Activities, Dates & Deadlines - Tentative

1 Month to Go Live

## Testing Activities

Testing includes end user and process testing (called user acceptance testing), as well as parallel testing.

User Testing – Sprint #2: 11/30 – 1/8

### HCM (HR & Payroll)

- HCM – Payroll & Tax Reporting

### Finance (College Business Offices & Accounting)

- Finance – Grants & Billing to GL #2
- Finance – Assets & Treasury
- Finance – General Ledger

### Campus Solutions (Student Services & Instruction)

- CS – Enrollment through End of Term (grades)
- CS – Advising through Graduation
- Financial Aid – Disbursements, Reconciliation
- Student Financials - Third Party Contracts, Refunds, etc

### Parallel Testing

- Student Financials Tuition Parallel Test – 11/11 – 1/6

### **Conversion – Cycle 5 Practice Conversion**

- Final validation before Go-Live: **1/21 – 1/22**
- Address any last minute configuration issues in Finance, Campus Solutions, HCM.

## Activities in ctclink Production

### Instruction Staff

- Updating Winter 2021 class schedule
- Updating Spring 2021 class schedule

### Student Services

- Updating Course Enrollment Requirements & Transfer Credit Rules
- Building Academic Advising Reports

### Finance & Accounting Staff

- Updating course and class fee tables
- Updating purchasing suppliers

## Training & Communication

**Staff:** Finish any last Canvas courses. Internal training and practice sessions with pillar leads.

**Faculty:** Continue taking Faculty Self-Service course, prepare to grade in a new system, communicate upcoming change to students.

**Students:** Invite to Student Self-Service course. How-to websites advertised. Student 'how-to handout' distributed.

**February Interruptions:** Communication of February interruptions.



# February - Key Activities, Dates & Deadlines - DRAFT

Go Live Month

## Before the Move

All dates **tentative** as we finalize cutover schedule

Legacy System Shutdown – 2/15 – 2/19

### All Employees – Stay tuned for final dates to

- Post a new job in NeoGov - will resume 3/1 in ctclink
- Hire a new Employee – will resume 3/1 in ctclink
- Submit / approve timecards – will resume 2/23 in ctclink
- Process purchase orders - will resume 3/1 in ctclink

### Student Services – Look for final dates for

- Downloading and matriculating Web Admissions - 2/15
- Winter quarter enrollment change freeze - 2/15 to 3/1

### Cashiering & Business Office – Stay tuned for final dates to

- Process all refunds & cashiering batches - 2/15
- Cut any checks needed between 2/15 - 2/26 by 2/12

## ctclink Move In Week (2/22 to 2/26)

Most departments closed for student/public business. Week for departments to activate accounts, get situated, and prepare to serve students. Classes continue.

First employee timecard submission in ctclink!

## Open for Service in ctclink (3/1 to ...)

Open to students for enrollment & admissions.

Processing hires and employee changes.

Focus on closing out Winter quarter, and beginning Spring.

## Activities in ctclink Production

### Instruction Staff

- Updating Winter 2021 class schedule, last chance to square up class schedules before Deployment.
- Finalizing Spring 2021 class schedule

### Student Services

- Updating Course Enrollment Requirements & Transfer Credit Rules
- Building Academic Advising Reports

### Finance & Accounting Staff

- Updating course and class fee tables
- Updating purchasing suppliers

## Training & Communication

**Staff:** Work with pillar leads, managers, SBCTC staff to fill any training gaps.

**Faculty:** Prepare to grade in a new system, reinforce change to students.

**Students:** Invite to Student Self-Service course. How-to websites advertised.