

Seattle Colleges ctcLink  
Work Plan  
September – December 2020

\*Updated 9/14/2020

# September – Overview

5 Months to Go Live on 02/22/2021

## Headlines

**Employee Training:** Focus on ctcLink training for staff participating in User Acceptance Testing

**Cycle 3 Validation Continues:** Finance, Student Services, and HR/Payroll teams will continue Cycle 3 validation until 9/9/20.

**Preparation for Cycle 4 Data Conversion:** Finalizing our configurations for our last full conversion & validation test cycle. Preparation for Cycle 4 includes updating configuration files and submitting updated student and finance.

## Heavily Impacted Employees

- Registrars, FA Directors, Enrollment staff – Cycle 3 validation & prep for Cycle 4
- College HR & Payroll staff – Cycle 3 validation, Parallel testing for Payroll
- Business Offices, Cashiering, Accounting – Cycle 3 validation & prep for Cycle 4
- Instruction staff – Class scheduling workshops & building Winter class schedule in ctcLink

## Communications

- Communications Committee focuses on developing student and faculty communication plans for Fall and Winter
- Updated ctcLink Website now online with [training assignments by role](#)
- Supporting staff engaged in Validation & prepping for User Acceptance Testing
- Promote go live date (02/22/2021) on college and district websites by end of month

## Training

ctcLink training is now underway for all employees.

- [Training assignments by job role are online](#)
- User Acceptance Testers need to complete their courses by **September 28**. See [required courses here](#).
- All staff need to complete their trainings by **November 20**.

# September – Key Activities, Dates & Deadlines

## 5 Months to Go Live

### ctcLink Data & Configuration Activities

#### Finance

- Revise Finance Departments based on Cycle 3 validation – all due - 9/14
- Update data files for Cycle 4: Assets, 1099 balances, Grants/Projects – 9/14
- Address FMS data errors in legacy cleanup files – 9/17

#### HCM (Human Capital Management)

- Define UAT Testing roles: 9/8 – 10/2
- Update HR and Payroll configurations based on Cycle 3 validation

#### Campus Solutions

- Update data files for Cycle 4: Test Scores, Student Groups, Academic Standing, International Student Birth Country / Country of Citizenship – due 9/14
- Student Data cleanup from Cycle 3 – duplicate students, etc

### Conversion & Validation

#### Cycle 3 Data Validation (continuing from August)

- **Campus Solutions:** August 21 – September 9
- **Finance:** August 25 – September 9
- **HCM:** August 25 – September 9

#### Cycle 4 Conversion Preparation

- CS Configurations due 9/9/20
- HCM and Finance Configurations due 9/14/20
- Cycle 4 Snapshot on **9/18/20**

### ctcLink Production Activities

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

**Class Schedule Production Workshop (9/8 - 9/11):** Staff training on how to build and maintain classes and schedules. Includes production time.

### ctcLink (PeopleSoft Maintenance / Data Entry)

- Dual-entry (SMS and ctcLink) of course and class changes into ctcLink production and SMS..
- Purchasing enters new supplier entries into ctcLink production environment.

### SCD IT Activities

- **HelpDesk:** Continue work on ctcLink End User Support Plans.
- **Data:** Continue to work on data integrations for Web Services and IT. ctcLink data will flow from ctcLink production servers to an online repository (datalink), and be pulled down by our IT teams.
- **Security:** Populating Security Matrices for User Acceptance Testing Users – due 9/25.
- **Testing Support:** Supporting User Acceptance Testing Spring 1 – Access & data connections for Parallel testing participants.

### ctcLink Testing

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

### Parallel Testing

- Payroll Parallel Test #1 - 9/16 – 10/6 (7A)

# October - Overview

4 Months to Go Live on 02/22/2021

## Headlines

**Faculty Leads:** Faculty lead at each college who will communicate with faculty about ctcLink and lead Faculty Self-Service training sessions. Faculty Change Leaders join go-live team at their college, and the district-wide project team to help support faculty adoption of ctcLink.

**User Acceptance Testing Sprint #1 Begins October 26:** This is our first major testing process, to ensure our admissions, enrollment and tuition calculations process work correctly. During Sprint 1, we will also test employee hiring processes, pay for part-time instructors, and many finance processes.

**Cycle 4 Data Validation kicks off October 26:** This will be our 4<sup>th</sup> of 5 total conversion runs to prepare for the final move to ctcLink.

## Heavily Impacted Employees

- Registrars & enrollment staff – Testing admissions and enrollment processes in UAT sprint #1
- Financial Aid staff - UAT sprint #1
- College Business Officers, Finance Managers, Accounting, Cashiering - UAT sprint #1
- HR & Payroll teams – testing hiring and employees change processes in UAT sprint #1

## Communications

- Launch ctcLink countdown clock to go live by first week in October
- Internal communication of Limited Services due to ctcLink work and Go-Live schedule & activities
- Supporting staff engaged in UAT Sprints
- Messaging to staff to complete their online training in Canvas by November 20
- Work with College Deployment Leads to enlist student government leaders in helping build awareness of ctcLink with student body.

## Training

ctcLink training is now underway for all employees.

- [Training assignments by job role are online](#)
- User Acceptance Test walkthrough sessions begin October 12 – [schedule online](#). There are remote, instructor-led presentations that walk through all the testing steps.
- All staff need to complete their trainings by **November 20**.

# October - Key Activities, Dates & Deadlines

4 Months to Go Live

## ctcLink Testing

ctcLink 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

#### HCM (HR & Payroll)

- HCM – Hire to Payroll with Centralized Absence
- Faculty Workload (FWL) - Assign Work thru Send Pay to HCM/Payroll

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

- Finance – Commitment Control
- Finance – Grant/Non-Grant Billing to General Ledger #1
- Finance – Travel & Expense thru General Ledger
- Finance – Procurement to Pay thru General Ledger

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

- CS – Admissions through Enrollment
  - International Application through Matriculation
  - Admissions thru GL for Running Start
  - Admissions to Financial Aid Application Processing
- Student Financials - Tuition Calculation through General Ledger
  - Tuition Calculation and Cashiering thru GL
  - Tuition Calculation, Waivers, Concurrent, & High-Low thru GL
  - Posting Miscellaneous Transactions
- CS & FA - Enrollment to Financial Aid Award & Packaging

## ctcLink Production Activities

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

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

### ctcLink (PeopleSoft Maintenance / Data Entry)

- Instructions staff continue dual-entry (SMS and ctcLink) of course and class changes
- Begin dual-entry (SMS and ctcLink) of course and class fee changes
- Purchasing enters new supplier entries into ctcLink production environment.

## SCD IT Activities

- **HelpDesk:** Continue to work on ctcLink End User Support Plans.
- **Data:** Continue to work on data integrations for Web Services and IT
- **Testing Support:** Supporting UAT #1 validation effort (computer labs / access / automated validation)
- **Security:** Maintain & update User Security for UAT participants. Begin populating security setting for all users – 10/16 – 12/11

## Conversion & Validation

### Cycle 4 Data Validation Begins

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

# November – Overview

## 3 Months to Go Live on 02/22/2021

### Headlines

**User Acceptance Testing:** November's ctcLink activities will focus on completing UAT Sprint 1, and preparing for Sprint 2.

**Training:** The deadline for employee's to complete their online trainings is November 20.

### Heavily Impacted Employees

- Registrars & enrollment staff – Testing admissions and enrollment processes in UAT sprint #1
- Financial Aid staff - UAT sprint #1
- College Business Officers, Finance Managers, Accounting, Cashiering - UAT sprint #1
- HR & Payroll teams – testing hiring and employees change processes in UAT sprint #1
- Instruction staff – dual-entry of winter quarter class schedule changes into SMS and ctcLink

### Communications

- Create, review, and distribute internal communications for:
  - Internal communication of Limited Services days
  - Internal communication of Go-Live schedule & activities
  - Supporting staff engaged in User Acceptance Testing

### Training

ctcLink training underway for all employees. Early in November, we will begin outreach to employees and who have not made appropriate training progress.

- [Training assignments by job role are online](#)
- User Acceptance Testers will participate in a second set of UAT support trainings, based on SBCTC's lessons learned from previous deployment groups. These sessions begin November 2 – [schedule online](#).
- All staff need to complete their online training on Canvas by **November 20**.

# November - Key Activities, Dates & Deadlines

## 3 Months to Go Live

### ctcLink Testing

ctcLink 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** *Detail on previous slide*

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

#### HCM (HR & Payroll)

- HCM – Payroll to Finance
- HCM – Tax Reporting

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

- Finance – Grant/Non-Grant Billing to GL #2
- Finance – Asset Management thru GL
- Finance – Treasury thru GL
- Finance – General Ledger

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

- CS – Enrollment through End of Term
- CS – Advising through Graduation
- Financial Aid – Post FA Disbursements to SF
- Financial Aid – FA Disbursements – Reconciliation & Reporting
- Student Financials - Third Party Contracts & Payment Plans
- Student Financials – Refunds & Collections

#### Parallel Testing

- Student Financials Tuition Calculation Parallel Test – 11/11 – 1/6
- Financial Aid Dual Processing Parallel Test – 11/11 – 12/8
- Payroll Parallel Test #2 - 11/2 – 11/20 (7B)

### ctcLink Production Activities

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

**Enrollment Requirements Production Workshop (11/16 - 11/18):** Staff training on building enrollment requirements. Includes some production time.

### ctcLink (PeopleSoft Maintenance / Data Entry)

- Instructions staff continue dual-entry (SMS and ctcLink) of course and class changes
- Continue dual-entry (SMS and ctcLink) of course and class fee changes
- Purchasing enters new supplier entries into ctcLink production environment.

### SCD IT Activities

- **Data:** Create cutover plan for integrated systems. Critical integrations include
  - MySeattleColleges/EAD – employee and student email
  - Alma/Primo – the library system
  - Key Card Systems
  - Starfish student success platform
- **HelpDesk:** Create routing for ctcLink tickets, onboard Pillar Leads to ticketing system
- **Security:** Continue maintaining User Security for UAT participants
- **Security:** Continue populating security setting for all users – 10/16 – 12/11

### Cycle 4 Data Validation Continues

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

# December – Overview

## 2 Months to Go Live on 02/22/2021

### Headlines

**Focus on User Acceptance Sprint 2:** This includes significant testing of backend payroll and accounting processes. We will also test enrollment and advising systems during this period.

### Heavily Impacted Employees

- Financial Aid – Testing
- Enrollment – Transfer Credit workshop & build, enrollment testing, AAR workshop & build
- Advising – Advising process testing and AAR workshop and build
- College Business Officers & Finance Managers, Cashiering, Accounting – testing for accounting, cashiering, etc
- HR and Payroll Director, Payroll staff - working on Payroll testing

### Communications

Create, review, and distribute communications for:

- Resources & activities for Go-Live weeks.
- Closure to students and public between 2/15 and 3/5. This provides staff the week before deployment to close out our legacy SMS, FMS, PPMS systems. Also provides two weeks after deployment to address issues and training gaps.
- Student & Faculty account activation process. All students and faculty will need to use their SID to activate their ctclink account and get their new EMPLID.

### Training

December training will focus on staff participating in online, instructor-led training sessions.

- Instructor Led Training Sessions begin December 1 – [schedule online](#). There are remote, instructor-led presentations that walk through how to perform major process.



# December - Key Activities, Dates & Deadlines

## 2 Months to Go Live

### **ctcLink Data & Configuration Activities**

#### **Finance**

- Work on Cycle 5 / Dry Run configurations, crosswalks, deltas – due 1/14

#### **HCM (Human Capital Management)**

- Work on Cycle 5 / Dry Run configurations, crosswalks, deltas – due 1/14

#### **Campus Solutions**

- Work on Cycle 5 / Dry Run configurations, crosswalks, deltas – due 1/14

### **User Acceptance Testing – Sprint #2: 11/30 – 1/8 (continues)**

#### **HCM (HR & Payroll)**

- HCM – Payroll to Finance
- HCM – Tax Reporting

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

- Finance – Grant/Non-Grant Billing to GL #2
- Finance – Asset Management thru GL
- Finance – Treasury thru GL
- Finance – General Ledger

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

- CS – Enrollment through End of Term
- CS – Advising through Graduation
- Financial Aid – Post FA Disbursements to SF
- Financial Aid – FA Disbursements – Reconciliation & Reporting
- Student Financials - Third Party Contracts, Payment Plans
- Student Financials - Student Financials – Refunds, Collections

#### **Parallel Testing**

- Financial Aid Dual Processing Parallel Test – 11/11 – 12/8

### **ctcLink Production Activities**

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

#### **Academic Advising Report (AAR) Production Workshop (12/1-12/4):**

Staff training on buildings AARs (degree requirements). Includes significant production time.

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

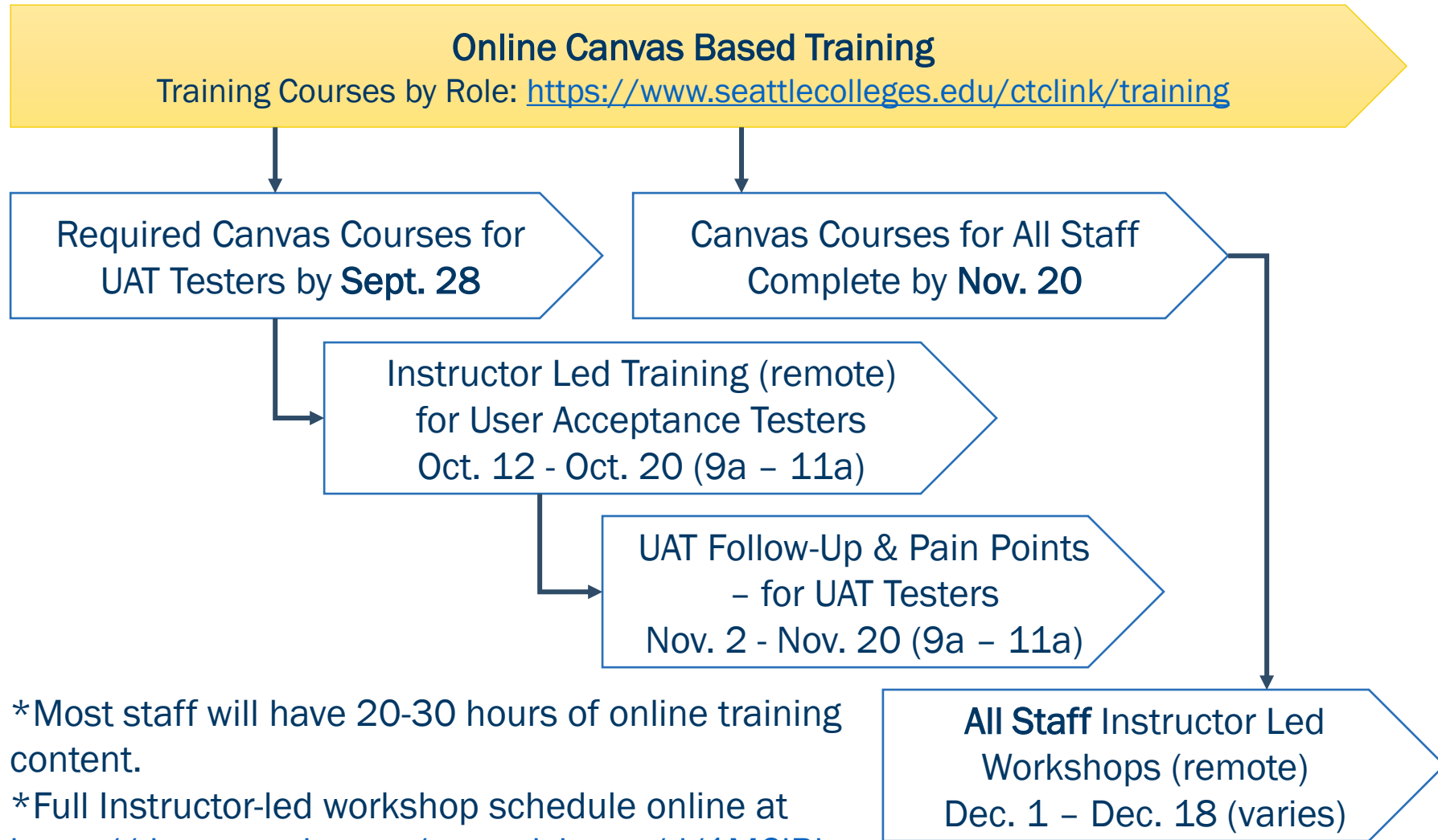
#### **ctcLink (PeopleSoft Maintenance / Data Entry)**

- Instructions staff continue dual-entry (SMS and ctcLink) of course and class changes
- Continue dual-entry of course and class fee changes
- Continue dual-entry of enrollment requirements
- Purchasing enters new supplier entries into ctcLink production environment.

### **SCD IT Activities**

- Deadline for all IT system integrations to be built and tested (12/15).
- **HelpDesk:** Train & establish accounts for ctcLink Pillar Leads on ticketing system
- **Security:** Continue maintaining User Security for UAT participants
- **Security:** Continue populating security setting for all users. Deadline to submit to SBCTC is 12/11.

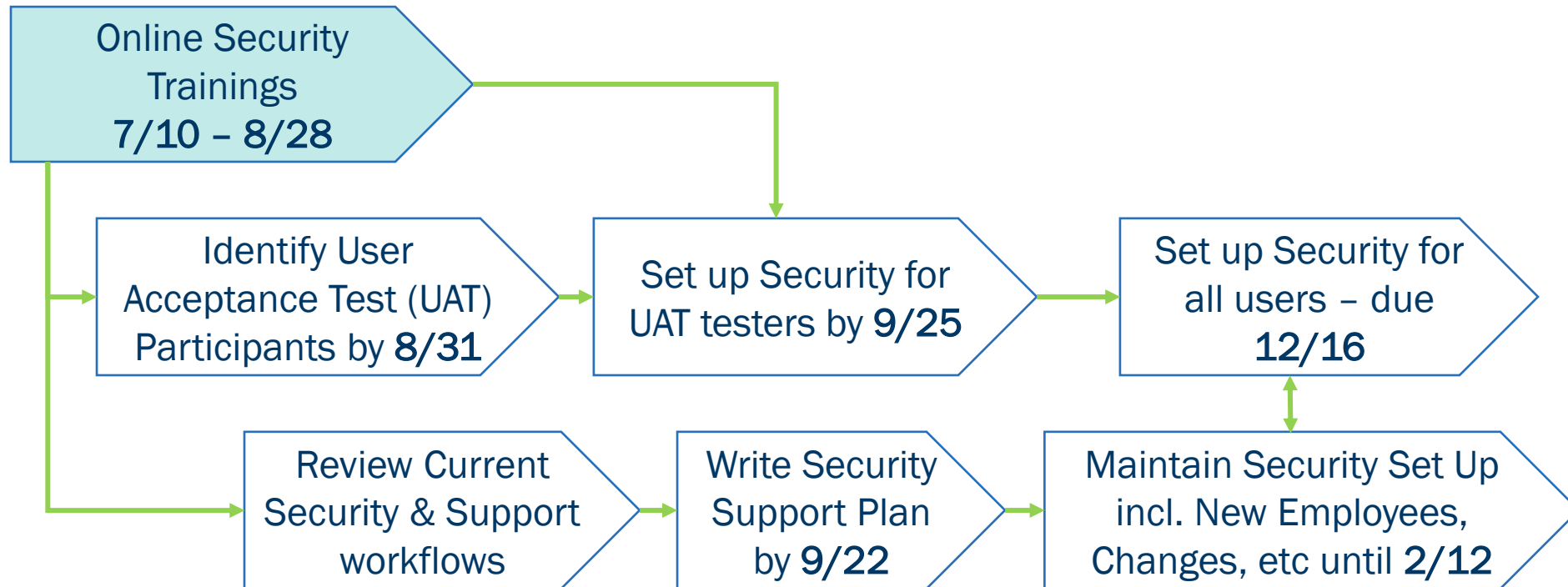
# CTCLINK TRAINING OVERVIEW & TIMELINES



\*Most staff will have 20-30 hours of online training content.

\*Full Instructor-led workshop schedule online at [https://docs.google.com/spreadsheets/d/1M6IRbHP2ZcQ-IY\\_8-nc0h\\_FJAZxWgcM-kS45MTSe18/edit#gid=30211985](https://docs.google.com/spreadsheets/d/1M6IRbHP2ZcQ-IY_8-nc0h_FJAZxWgcM-kS45MTSe18/edit#gid=30211985)

# CTCLINK SECURITY & TESTING OVERVIEW & TIMELINES



\*Fleda Ramos and Linh Tang are our ctcLink Security Leads

\*All Security trainings are recorded and online

<http://ctclinkreferencecenter.ctclink.us/m/56084/l/1279211-local-security-management-training-sessions-dg4>