

CTCLINK

3 MONTHS TO GO

Agenda

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

November 23, 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

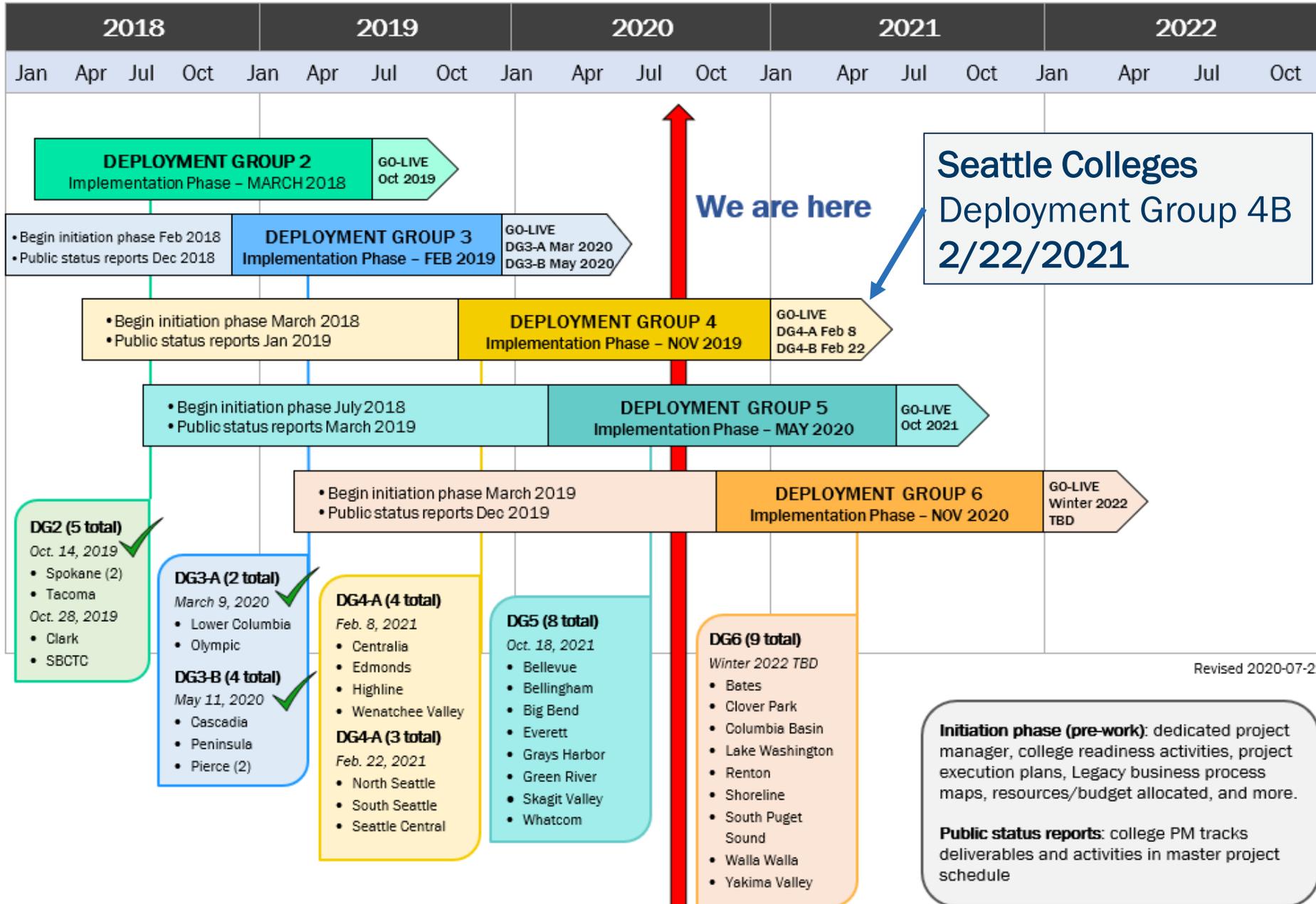
Continuing Education

“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

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

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 ctclink

Work done in the real ctclink 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 ctclink 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 (ILT). [Training schedule is online.](#)

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: **1/28/21**
 - **Full day validation activity with SBCTC on 1/28**
 - We have access to the C5 environment until 2/3
- 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: Begin completing focused training starting on Jan. 18.

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

February Interruptions: Communication of February interruptions.

February - Key Activities, Dates & Deadlines - Tentative

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

- Recruiting & Hiring - 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 –

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

Cashiering & Business Office –

- Close February Accounting month by 2/17

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

Most departments closed for student/public business. Classes continue.

- Set all student registration appointments for Spring
- Double-check Spring Quarter classes
- Validate Winter Quarter tuition calculations and fees

First employee timecard submission in ctclink!

Open for Service in ctclink (3/1)

Processing hires and employee changes.

Focus on closing out Winter quarter, and beginning Spring.

3/3 – Spring Quarter enrollment opens for Returning Students

3/8 - Spring Quarter enrollment opens for New Students

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. Attend local training WebExes.

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

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

March - Key Activities, Dates & Deadlines - Tentative

Go Live +1 Month

Key Activities in ctclink Production

Instruction Staff

- Create Faculty Workload contracts for Spring quarter
- Working on Summer and Fall Class Schedules in PeopleSoft

Student Services

- Supporting students in Spring quarter enrollment
- Continue building Academic Advising Reports

Finance & Accounting Staff

- First Month End close in ctclink
- Training and guiding staff with first Purchasing Requisitions

HR & Payroll

- **First ctclink Payroll!**
- Training and guiding staff with first Job Requisitions
- Managing first hiring processes

Training & Communication

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

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

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

Online Training: SBCTC will hold several additional online training for ctclink activities that happen in March. [Training schedule is online.](#)