



All College Meeting – October 20, 2021

What is the ctcLink Project?

- System migration project --> Upgrade to Oracle PeopleSoft
- "Legacy" --> "ctcLink"
- State-wide initiative

The screenshot shows a terminal window titled "Secure92: 0 (P270 - HP/UX Renton Technical College)". The interface is a text-based menu system. At the top, it says "CM3001-012 Num 4 of 4 COURSE CATALOG Eff YRQ Beg 8562 Eff YRQ End Z999". The main content is a list of course details for "AVIA 101". The details include: Course Title: AVIATION GROUND SCHOOL - PRIVATE PILOT; Course Seq: [S]; Enr Cnt Meth: []; Allow TTone Reg: [Y]; Allow Alt Class: []; Clock Hr Ind: [N]; Cr [5.0] Var Cr [N]; Contact Hr Lec: [60]; Contact Hr Lab: []; Contact Hr Clin: []; Contact Hr Othr: []; Contact Hr Sys: []; Instr Contact: [60.00] Class Cap: []; Course Pay Typ: []; Instit FTEF: []; Instit Int: [22] [VOCATIONAL]; Num Sect Sum: []; Num Sect Fal: []; Num Sect Spr: []; Branch: []; Admin Unit: [TE] [STU FUNDED]; Alloc Grp: []; Footnote 1: []; Footnote 2: []; Misc 1: []; Misc 2: []; Misc 3: []; Misc Srt: []; Fnd Src: [5]; Prg Indx: []; Org Indx: []; Fee Pay Rate: []; Fee Pay Stat: [99] Dist Ed: []; Class Fee 1: []; Class Fee Cd1: [EJ] Rqsit Set Id: []; Class Fee 2: []; Class Fee Cd2: []; Rm Assgn Typ: []; Copy Course Id: []; CIP: [490102]. At the bottom, it says "9023:INQUIRY complete. Enter key data, press function key". Below the text are several function keys: ADD, CHANGE, PRINT, REFRESH, DELETE, NEXT SCREEN, HELP, and MENU/CANCEL.

The screenshot shows the "ctcLink CS Staff Homepage" with a "Course Catalog" tab selected. The page displays details for Course ID 179187. The "Catalog Data" tab is active, showing fields for Effective Date (12/09/2021), Status (Active), and Course Offering (1 of 1). The "Description" field contains "Aviation School/Private Pilot". The "Long Course Title" field contains "Aviation Ground School - Private Pilot". The "Long Description" field contains a detailed description: "This 60 hour aviation pilot ground course offers guidance and training to help pass the required FAA written knowledge test, the first step required toward achieving a FAA Pilot License. Also a great course for those just interested in learning more about aviation as it relates associated flight operations. 1/2 hour of Motion Simulator." The "Course Units/Hours/Count" section shows Minimum Units (5.00), Maximum Units (5.00), and a checkbox for "Last Course of Mult Term Seq". The "Enrollment Unit Load Calc Type" is set to "Actual Units".

Who's involved and when?

- Deployment Group 6 (DG6)
 - **Go-Live Feb. 28, 2022 (DG6-A)**
 - Lake Washington Institute of Technology
 - **Renton Technical College**
 - Shoreline Community College
 - **Go-Live April 25, 2022 (DG6-B)**
 - Clover Park Technical College
 - Columbia Basin College
 - Walla Walla Community College
 - **Go-Live May 9, 2022 (DG6-C)**
 - Bates Technical College
 - South Puget Sound Community College
 - Yakima Valley College



Benefits

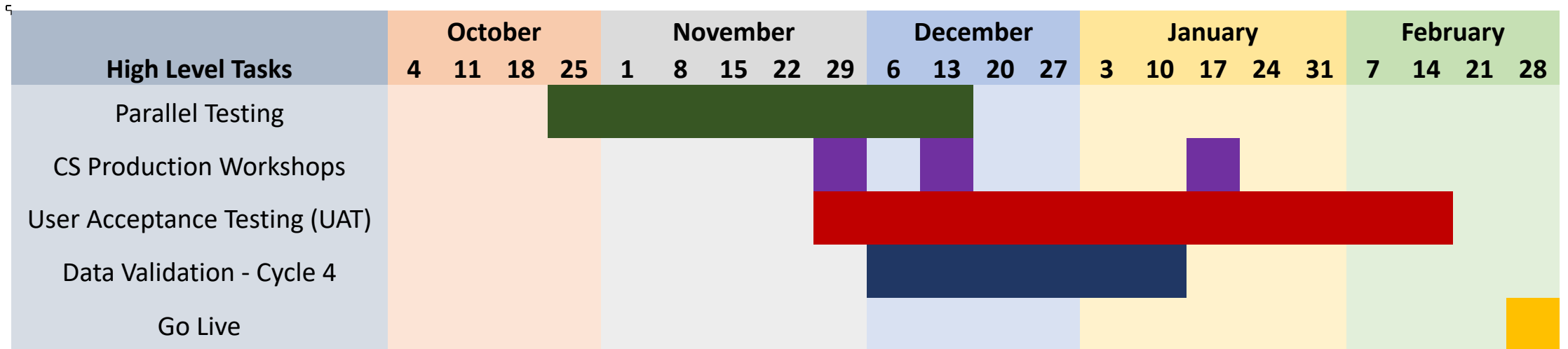
- One-Stop Shop
 - Employee Self-Service
- One System, One ID
 - All 34 WA CTCs will use ctcLink
 - Same login for each school



What have we been doing so far?

- Continuous data cleanup
- Fit gap configurations
- Test data conversions & validations
- Production workshops – building things from scratch
- Training! Training! Training!

What is coming up next?



The Impact

- Cut off dates for certain activities
- Shutdown periods for certain services
- Mandatory workshops and deadlines
- Delayed responses from high-impact areas
- Supplemental Systems will need to be re-configured
- All students and staff will have ctcLink IDs

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
		First Day - Winter Quarter			• Purchase Requisitions CUTOFF • Travel Authorizations / Expenses CUTOFF	
09	10	11	12	13	14	15
16	17	18	19	20	21	22
	HOLIDAY					
23	24	25	26	27	28	29
30	31	01	02	03	04	05

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
06	07	08	09	10	11	12
• Payroll Changes CUTOFF (direct deposit, W4, etc.)					• Legacy Admissions / Enrollment CUTOFF	
13	14	15	16	17	18	19
• FA / Cashiering Transactions CUTOFF		• Final Timesheets in TLR DUE				
20	21	22	23	24	25	26
HOLIDAY			• Legacy Shutdown	GO LIVE WEEKEND		
27	28	01	02	03	04	05
GO LIVE WEEKEND • Final Validation • Go/No Go Decision		CTCLINK LIVE! • Activate Accounts - Leads, SMEs, Security				
06	07	08	09	10	11	12

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	01	02	03	04	05
SBCTC SME Workshops / Services Shut Down →	CTCLINK LIVE! • Activate Accounts - Leads, SMEs, Security	• [ALL] Timesheet / Leave Workshop (activate accounts)		• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	
06	07	08	09	10	11	12
SBCTC SME Workshops / Services Shut Down →	• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	• Activate Accounts - Faculty/Staff • [ALL] Employee Self Service Workshop	• Activate Accounts - Faculty/Staff • [FAC] Faculty Center Workshop	
13	14	15	16	17	18	19
• Activate Accounts – Students →	• [SS] First Time Admissions Workshop • [SS] First Time Registration Workshop	• [BO] First Time Cashiering Workshop • [INST] First Time PTF Contracts Workshop	• [SS] Advisor Center Workshop		• [FAC] First Time Grading Workshop	
20	21	22	23	24	25	26
• Activate Accounts – Students →			Last Day - Winter Quarter		• [FAC] Winter Grades Due	
27	28	29	30	31	01	02
• Activate Accounts – Students →	• [SS] First Time Grades Processing Workshop					
03	04	05	06	07	08	09
• Activate Accounts – Students →		First Day - Spring Quarter				

Summary of Important Dates – Plan Ahead!

Date	Event
January 7, 2022	Purchase Requisitions / Travel Authorizations & Expenses Cutoff
February 7, 2022	Payroll Changes Cutoff (direct deposit, W4, etc.)
February 11, 2022	Last Admissions & Enrollment in Legacy
February 14, 2022	Financial Aid / Cashiering Transactions Cutoff
February 15, 2022	Last Timesheets Due in TLR (no changes after this point until ctcLink)
February 24, 2022	Legacy Shutdown
February 28, 2022	ctcLink Live

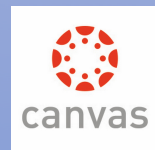
*Note: Dates are subject to change as we learn more information.

Preparation – Trainings

Pre-Go Live

SBCTC Canvas Trainings

- Disbursed: November 2021
- Due: February 2, 2022



Post-Go Live

RTC “First Time” Workshops

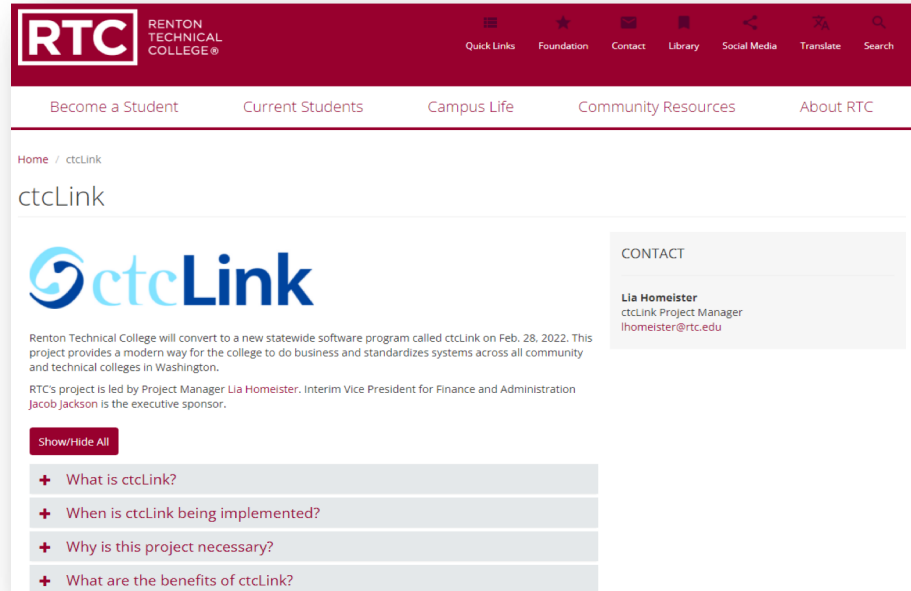
- Disbursed: March 2022
- Due: Continuous



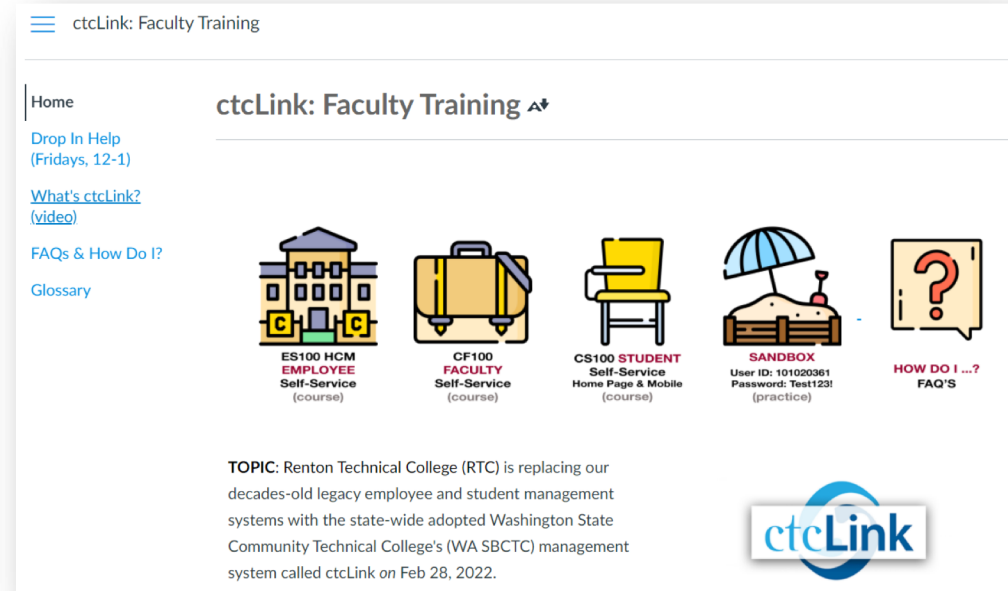
Preparation – Trainings (cont.)

- At Minimum:
 - Required for all employees: **HCM: ES100 Employee Self-Service**
 - Required for all managers (supervisors): **HCM: MS100 Manager Self-Service**
 - Required for student-facing employees: **CS: CS100 Student Self-Service**
- Additional trainings assigned based on department/role.
 - I will be meeting with supervisors to determine appropriate trainings for each employee.
 - Training team will be adding employees to the trainings via Canvas.

Resources



- RTC ctcLink Webpage:
<https://www.rtc.edu/ctclink>



- For Faculty – [Canvas Site](#)

Questions?