What will *you* do in ctcLink?

The new system will replace many of our traditional paper forms and more…see below for details!

All employees will…

- ☐ **Get a new ID number**
- ☐ **Request leave & other absences**
- ☐ Update personal details
- ☐ Check leave balances
- ☐ View paycheck details
- ☐ Update tax withholdings
- ☐ Submit direct deposit information
- ☐ Review benefits details

Faculty will…

- ☐ **Approve contracts**
- ☐ **Submit grades**
- ☐ View class rosters and other class details
- ☐ Download roster
- ☐ Review exam schedule
- ☐ Send notifications to individuals or groups of students

Advisors will…

- ☐ **Use degree audit** (called academic advisement report, or AAR)
- ☐ **View student plans**
- ☐ **Request what-if reports** (see what would happen if a student changes their program of study)
- ☐ View advisees
- ☐ View unofficial transcripts
- ☐ Search for classes
- ☐ View student holds
- ☐ View transfer credit reports

Students will…

- ☐ **Register for classes**
- ☐ **Review academic progress**
- ☐ **Use degree audit**
- ☐ **Apply for graduation**
- ☐ Request what-if reports
- ☐ Update personal details
- ☐ Get a new ID number
- ☐ Manage planner (add or move courses to another term)
- ☐ View unofficial transcripts
- ☐ Get messages and notifications
- ☐ View class and exam schedule
- ☐ Review and accept financial aid awards

Part-time hourly and student workers will…

- ☐ **Report time using a timesheet - Punch Time** (in addition to functions listed under "all employees" category)

Managers will…

- ☐ **View and process pending approvals** for leave, absences, time worked, etc.
- ☐ Check absence balances
- ☐ Review workforce availability

ctcLink
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Learn more at
lowercolumbia.edu/ctcLink