



The Times They are a-Changin'

A Brief Look Ahead to the World of
ctcLink

https://www.youtube.com/watch?v=e7qO6_RV4VQ

Are You Ready?

- It's really going to happen (what's different this time)
- What's been happening (who's been doing what)
- Timeline (domino effect) - revised go-live date: March 9
- The pillars of Peoplesoft (CS, HCM and FIN)
- Training plan (how you'll get the information you need)
- Resources you can access now
 - SBCTC website
 - [ctcLink Reference Center](#) (9.2 guides apply to LCC)
 - [ctcLink Connect \(project blog\)](#) and [Project Status Reports](#)
 - LCC website ([general information](#), [project leadership](#), [FAQ's](#), etc.)

9.2 Self Service



9.2 Employee Self Service



9.2 Faculty Self Service



9.2 Manager Self Service



9.2 Student Home Page



9.2 Student Activity Guide



9.2 Advisor Homepage



9.2 CS Staff Homepage



9.2 Advisor Self-Service
(copied)

Rectangular Strip

9.2 Resources

9.2 Crosswalks & Glossaries
(copied)

9.2 PeopleSoft Security (copied)

9.2 Reports/Queries (copied)

9.2 Training Videos (copied)

Gonna Change My Way of Thinking

New system - will require all employees to learn some new lingo and do at least SOME functions differently. Supervisors will do more. Subject Matter Experts (SMEs) will do the most.

- Absence Management (requesting vacation or reporting sick leave)
- Time and Labor (timesheets)
- Talent Acquisition Management/TAM (hiring functions - LCC will continue to use NeoGov for now but may adopt TAM later)

Most general employee functions will occur in [Employee Self Service](#)

[Return Home](#)

 Search

Topics

+ [Employee Self-Service](#) 16

+ [HR Admin - Employee Self Service](#) 9

 [Generate Manual PDF](#)

9.2 QRGs have been pre-published and are still under review. 9.2 content is not 100% valid until training commences in April 2019.

Other Resources

Resources

[User Acceptance Testing for FIN](#)

[User Acceptance Testing for HCM](#)

[cteLink Reference Center](#) / [9.2 Self Service](#) / [9.2 Employee Self Service](#)

 [Feedback Form](#)

9.2 Employee Self Service

Employee Self-Service

[9.2 Accept Delegation Request](#)

[9.2 All Keyboard Shortcuts](#)

[9.2 Manage Voluntary Deductions](#)

[9.2 Print Screen](#)

[9.2 W-2/W-2c Electronic Consent \(Fluid\)](#)

[9.2 ESS Payable Time \(Fluid\)](#)

[9.2 ESS Time Summary \(Fluid\)](#)

[9.2 ESS Exceptions \(Fluid\)](#)

Beyond the Horizon

When we go live, students will have access to new functions designed to enhance their success.

- Academic Advisement Report (AAR)/Degree Audit
- What-If Reports
- Student Planner



CATEGORIZED AAR

Communication ENGL&101 Requirement

Satisfied: ENGL&101

The following courses were used to satisfy this requirement:

		Personalize	View All	First	1 of 1	Last
Course	Description	Units	When	Grade	Status	
ENGL& 101	Engl Comp I [CCN]	5.00	SUMMER 2013	2.6		✓

Communication Requirement - 5 credits

Not Satisfied: Take one of the following:
CMST229, CMST&101, CMST&220, ENGL&102, ENGL&235, JOUR220

- Units: 5.00 required, 0.00 taken, 5.00 needed

Quantitative Reasoning Requirement - 5 credits

Not Satisfied: MATH&107, 141, 142, 146, 148, 151, 152, 153, 254
MATH201, 208, 209, 210, 211, 212
PHIL&120

- Units: 5.00 required, 0.00 taken, 5.00 needed



TERM-BASED AAR

Academic Program Requirements

Not Satisfied: Academic Program Requirements

▼ Quarter 1 Required Courses

Not Satisfied: NURS101, NURS102, NUTRI251

- Courses: 3 required, 2 taken, 1 needed

The following courses may be used to satisfy this requirement:

		Personalize	View All	First	1-3 of 3	Last
Course	Description	Units	When	Grade	Status	
NURS 101	FNDPRNNRS	3.00	SPRING 2017	3.1	✓	
NURS 102	App of Found Princ in Nursing	5.00				
NUTRI 251	NUTRITION	5.00	SPRING 2017	3.5	✓	

▼ Quarter 2 Required Courses

Not Satisfied: NURS104, NURS105, NURS110

- Courses: 3 required, 2 taken, 1 needed

Beyond the Horizon

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- What-If Reports
- **Student Planner**



STUDENT PLANNER

▼ FALL 2019

Unassigned Courses

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	ENGL& 101	English Composition I	yes	5.00	Full Year	

Move selected courses to Term

Move

▼ SPRING 2020

FALL 2019

Select	Course	Description	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	ENGL 208	British Literature to 1800	5.00			

Beyond the Horizon

Students will be able to access tools through mobile app or computer

- **ctcLink interface**
- Mobile app



My Institution View

Welcome Clark District Validation User!



Canvas

Student Center

Student Service Center

Faculty Center

My Advisees

HCM Self Service

Financials Self Service


















Your Gateway to ctclink

SBCTC will be performing maintenance on the PeopleSoft/ctclink system on Saturday, March 9, 2019. The entire production environment (ctclink) will be unavailable starting at 7:00 am on March 9, 2019 through 1:00 pm the same day. The Online Admissions Application (OAA) and Continuing Education Application (OSECE) sites will be unavailable during the outage. Canvas access will not be impacted.

How do I...?

If you need know how to use some of the ctclink tools, check out the [ctclink Training website](#). There you'll find quick reference guides and training exercises to get you on your way. More content will be added to the training website as materials are developed.

ORACLE Employee Self Service

Approvals You are not authorized for this page.	Onboarding Activities  Get Started	Careers 	Time	eProcurement 	
Expenses 	Payroll  Last Pay Date: 05/24/2019	Personal Details 	Benefit Details 	Time Entry 	Travel Authorizations 
My Service Requests 	Status Reports 	Payment Request Center 	Design Forms 	My Forms 	My Profile 
Financial Structure Request 	Discussions You are not authorized for this page.	My Preferences 	Rectangular Snip		

Beyond the Horizon

Students will be able to access tools through mobile app or computer

- ctcLink interface
- **Mobile app**



I Forgot to Remember to Forget

The 3C's

- Checklists (to-do items for students)
- Comments (department-specific or general student notes)
- Communications (used for sending and tracking letters, emails, phone calls, or other communications)

Message Center

A specific communication tool used to send information to the student via Student Homepage

Odds and Ends

- Students can upload documents via ctcLink
- The system provides financial aid self-service
- Students can apply for graduation via their ctcLink portal
- Advising notes (will focus on transactional information related to Registration, Financial Aid, etc.; faculty and ed planners will use Navigate to house advising notes)
- Academic Early Warning (functionality exists in ctcLink, but decision was made that this would live in Navigate - unfortunately we can't turn this off so it will be visible in ctcLink)

Can't Wait

Communication channels for employees:

- Notice of service disruptions
- Technology Tuesday updates
- Campus updates
- Training sessions
- All staff meetings
- Board of Trustees meetings

Want more information? Please contact Wendy Hall or Jason Arrowsmith to arrange a discussion with your group or team.

Notice of Service Disruption due to the ctclink* System Conversion Project



Week of September 2-6, 2019

Legend

⬇️ **Red** = high impact (most to all full-time staff out/unavailable)

⬇️ **Yellow** = moderate impact (some to several full-time staff out/unavailable)

	Monday 9/2	Tuesday 9/3	Wednesday 9/4	Thursday 9/5	Friday 9/6
Finance Office	CLOSED	YELLOW	YELLOW	YELLOW	YELLOW
Financial Aid	CLOSED	RED	RED	RED	RED
Human Resources	CLOSED	RED	RED	RED	RED
Office of Instruction	CLOSED	RED	RED	RED	RED
Payroll	CLOSED	YELLOW	YELLOW	YELLOW	YELLOW
Registration	CLOSED	RED	RED	RED	RED

*ctclink is a statewide project that involves converting our existing computer systems to PeopleSoft. Currently LCC is preparing to "go live" with our new system in February 2020. In order to prepare for the change, employees in several areas of the college will periodically be away from their offices to work on training and configuration and/or are otherwise engaged with homework assignments. Even if offices remain open, staff absences and homework deadlines will likely affect the level of service. We ask for understanding and planning from LCC students and employees to get through this challenging time.

Restless Farewell

- Thank you!
- Questions?
- Closing quiz

