

# Seattle Colleges ctcLink Work Plan August – October, 2020

\*Updated 8/5/2020

# 6 Months to Go Live

August 1, 2020 – August 31, 2020

## Headlines

**Cycle 3 Validation Begins** - Limited Service Fridays in Enrollment Services & Financial Aid to allow staff to focus on ctclink on Fridays.

**College Go-Live Coordinator:** Select/assign college go-live coordinators

## Heavily Impacted Employees

Registration & Enrollment, FA staff – Cycle 3 data validation beginning August 21

Cashiering, Business Offices, Accounting – Cycle 3 data validation beginning August 25

HR & Payroll Team - Cycle 3 data validation beginning August 25

Instruction staff - Cycle 3 data validation, Course Catalog Workshop

## Communications

- Newsletter updates
- Supporting staff engaged in Cycle 3 conversion

## SCD IT & Security Activities

- **Security: Continue** Security Matrix mapping for UAT Users – due 9/25
- **HelpDesk:** Begin working on College Support Plan
- Supporting Cycle 3 validation effort (computer labs / access / automated validation)
- Prepare for automated validation efforts for student transcripts

## Training

**Student Services Employees** – Completing Canvas Courses

**HR/Payroll Employees** – Enrolling in HR/Payroll Canvas Courses

**Finance & Accounting Employees** - Enrolling in Canvas Finance Courses

## ctclink Configuration Activities

### Finance

- Begin populating Security Matrix Spreadsheets (for UAT participants only):

### HCM (Human Capital Management)

- Begin populating Security Matrix Spreadsheets (for UAT participants only):
- Start preparations with SBCTC for parallel payroll testing

### Campus Solutions

- Begin populating Security Matrix Spreadsheets (for UAT participants only):

**Course Catalog Production Workshop** (8/10 – 8/13) to train staff to maintain courses in PeopleSoft. Includes production time to actually check and update converted courses.

## Cycle 3 Data Validation

- **Campus Solutions:** August 21 – September 9
  - Validation Workshops for CS Core & SF/FA on August 20
  - Student Accounts validation begins on August 21
- **Finance:** August 25 – September 9
  - Finance Validation Kick-off on 8/24
  - Validation Workshops on August 24
- **HCM:** August 25 – September 9
  - HCM Validation Kick-off on 8/24
  - Validation Workshops on August 24

## ctclink (PeopleSoft Maintenance / Data Entry)

- Purchasing continues entering supplier entries into ctclink production
- Begin maintaining Course Catalog in ctclink – Course Managers

# 5 Months to Go Live

September 1, 2020 – September 30, 2020

## Headlines

**Cycle 3 Validation Continues:** Finance, Student Services, and HR/Payroll teams

**Preparation for Cycle 4:** Finalizing configurations for last full conversion & validation

## Heavily Impacted Employees

Registrars, FA Directors, Enrollment staff – Cycle 3 validation & prep for Cycle 4

College HR & Payroll staff – Cycle 3 validation, prepping for Payroll testing

Business Offices, Cashiering, Accounting - Cycle 3 validation & prep for Cycle 4

Instruction staff – Class scheduling worksheet

## Communications

- Newsletter updates
- Communications Committee focuses on developing student and faculty communication plans for Fall and Winter
- Supporting staff engaged in Validation & prepping for User Acceptance Testing

## SCD IT Activities

- **HelpDesk:** Finalize ctclink End User Support Plan
- **Security:** Populating Security Matrices for User Acceptance Testing Users – due 9/25
- Supporting User Acceptance Testing Spring 1 – computer labs, access

## ctclink (PeopleSoft Maintenance / Data Entry)

- Begin dual-entry (SMS and ctclink) of course and class changes Purchasing continues entering supplier entries into ctclink production environment

## Training

**Student Services Employees** – Completing Canvas Courses

**HR/Payroll Employees** – Completing HR/Payroll Canvas Courses

**Finance & Accounting Employees** - Completing Canvas Finance Courses

## ctclink Configuration Activities

### Finance

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Revise Finance Departments based on Cycle 3 validation – submit by 9/14
- Update data files for Cycle 4: Assets, 1099 balances, Grants/Projects – 9/14
- Complete Finance ‘Delta’ files for new Budget Codes
- Address FMS data errors in legacy cleanup files – 9/17

### HCM (Human Capital Management)

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Update HR and Payroll configurations based on Cycle 3 validation

### Campus Solutions

- Continue populating Security Matrix Spreadsheets: 9/8 – 10/2
- Update data files for Cycle 4: Test Scores, Student Groups, Academic Standing, International Student Birth Country / Country of Citizenship – due 9/14

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

## Parallel Testing

- Payroll Parallel Test #1 - 9/16 – 10/6 (12B)

## 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

# 4 Months to Go Live

October 1, 2020 – October 31, 2020

## Headlines

**Faculty Lead:** Faculty Lead will communicate with faculty about ctLink, and plan training sessions. Faculty Change Leaders join go-live team at their college.

**User Acceptance Testing Sprint #1 Begins**  
**Cycle 4 Data Validation kicks off October 26**

## Heavily Impacted Employees

Registrars & Enrollment staff – focused on UAT sprint #1

Financial Aid staff - UAT sprint #1

College Business Officers, Finance Managers, Accounting, Cashier Managers - UAT sprint #1

HR & Payroll staff - UAT sprint #1

Instruction staff – Building/maintaining Winter quarter schedule in PeopleSoft & UAT

## Communications

- Internal communication of Limited Services days and Go-Live schedule & activities
- Newsletter updates
- Supporting staff engaged in UAT Sprints

## SCD IT Activities

- Continue to work on ctLink HelpDesk Plans & data integrations
- Supporting UAT #1 validation effort (computer labs / access / automated validation)
- **Security:** Maintain User Security for UAT participants
- **Security:** Begin populating security setting for all users – 10/16 – 12/11

## ctLink (PeopleSoft Maintenance / Data Entry)

- Instruction staff continue dual-entry (SMS and ctLink) of course and class changes
- Purchasing continues entering supplier entries into ctLink production environment

## Training

Remote, Instructor-led training begins 10/12 for planned participants in User Acceptance Testing for HCM, Finance, and Campus Solutions testing processes.

## User Acceptance Testing – Sprint #1: 10/26 – 11/20

- SBCTC holds UAT kick-off: 10/26

### 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
  - Managing Admissions Fees after Application
  - Admissions to Financial Aid Application Processing
- Student Financials - Tuition Calculation through General Ledger
  - Tuition Calc and Cashiering thru GL
  - Tuition Calc and Waivers thru GL
  - Concurrent & High/Low Tuition to GL
  - Positing Miscellaneous Transactions
- CS & FA - Enrollment to Financial Aid Award & Packaging

## Parallel Testing

- Payroll Parallel Test #2 - 10/7 – 10/12 (01A)

## Cycle 4 Data Validation

- October 26 – November 16 (CS, Finance & HCM)

***Dates are tentative & subject to change***