

When ctcLink goes live how will faculty access

- Check Class Roster
- Post Grades
- Submit Leave

With **myClark** going live you will be able to do these functions and so much more in **myClark** (ctcLink).

Our official GoLive date is on Monday, October 28. However, only the Subject Matter Experts (SMEs) will be able to get into the ctcLink PeopleSoft system on October 28. All other employees will receive access to the ctcLink PeopleSoft system:

DATE: **Tuesday, October 29**

WHEN: Tuesday Morning

HOW: An email will be sent out to the college master list with the link and instructions on how to login to the system; please look for that email.

In addition, there will be resources to support your transition to ctcLink PeopleSoft next week. Please review the [employee resources](#) available to you next week.

Please Note: As part of the new software design we have housed all information in one easy to access location. As a result, ***Instructor Briefcase will no longer be available. Instructor Briefcase functions will now be housed in the Faculty Center.*** Please continue reading to get a sneak peek at the new tool you will have at your fingertips.

What can you do in myClark?

In the Faculty Center, you will have access to:

Faculty Center Tile:

- My Schedule – Select different terms to see the schedule of classes that you are teaching. Has a calendar view to see classes in days and times
- Class Roster – View your class roster and send notifications to students
- Grade Roster – Enter grades, fill in last date of attendance (if required), send notifications to students and submit early alerts
- Contract Info – View faculty contract information

Search capability:

- Class Search – Search for classes
- Browse Course Catalog – View course catalog
- Faculty Search – Search for faculty and view terms taught

[Faculty Center Information and video](#)

In the **Employee Homepage**, you will have access to

Payroll Tile:

- Paychecks – View your paycheck details
- Tax Withholding – Review your tax withholds
- W-2 / W-2c – View and print your W-2
- Direct Deposit – Review and edit your direct deposit information
- Paycheck Modeler – Can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status
- CTC Manage

Benefit Details Tile:

- Benefits Summary – Review benefits, medical, dental, long-term disability, etc.

Personal Details Tile

- Addresses – Review and update addresses
- Contact Details – Review, add and update contact information
- Name – Review Name information

Time Tile:

- Enter Time
- Report Time
- Request Absence
- Absence Balances

Trainings for faculty:

CF100 Faculty Self-Service

Course description

This course will go through the functionality and business processes related to using Faculty Center. This will include schedules, grade rosters, grading, contract information and searching for students.

Course objectives

- View Schedule Information (including Textbook information and exam schedule)
- View and update Personal Data information
- Access Class Rosters and communicate with their students
- View Gradebook, enter, approve and post grades
- Enter and submit an Early Alert
- Access the Course Catalog, Schedule of Classes and Faculty search

ES100 HCM Employee Self-Service

Course description

The Employee Self Service module in PeopleSoft allows the user to view Careers to include; job notifications, saved searches and contact information. It also allows the employee to track time, enter time, report leave/comp time, request an absence and view requests and time summaries. An employee has the ability to view Payroll information, Personal Details and Benefit Details.