

**Supporting Employees - Need assistance during GoLive Week?  
Monday October 28<sup>th</sup> through Friday November 1<sup>st</sup>**

**Having problems logging in? Don't have access to your Employee Self-Service?**

Call x2425 and choose option #4. Your call will be answered by IT Service Center staff, or MyClark team members.

**Want someone to help you get into ctclink? Need a quick tutorial on how to navigate PeopleSoft?**

Come to the open lab in **APH 210**, (10/28 – 11/1).

Monday 8am – 5pm

Tuesday 7am – 5pm

Wednesday 8am – 6pm

Thursday 8am – 5pm

Friday 8am – 3pm

**Are you a SMES who needs some extra help with a business process? Have some post GoLive questions to ask?**

We'll have **GHL 205** open all week, with a variety of project staff and trainers to assist you. Laptop computers will be available.

**Just need some coffee or chocolates? Can't access everything in ctclink you need to do your job?**

Stop by the triage center in **GHL 207**. We'll have IT Service Center Staff and MyClark team members who can trouble shoot issues you are encountering. We'll have an open webex to SBCTC all week for any additional assistance we need.

**Located at Clark Center at WSU Vancouver?**

Open lab on Thursday, October 31<sup>st</sup> from 1:00 – 4:30pm in **CCW 104 lab** – Employees and Students are welcome.

**Located at Columbia Tech Center?**

Open lab on Tuesday, October 29<sup>th</sup> from 1:00 – 4:30pm in **CTC 339** – Employees are welcome.

Open lab on Friday, November 1<sup>st</sup> from 8:00am – noon in **CTC 339** – Employees and Students are welcome.

**Need some help navigating the system with your assistive technology?**

Contact Andrea Sanchez-Turner in Human Resources at (360) 992-2381.

**Want some support as you submit your new timesheets or approving time for employees?**

Come to the open lab in **GHL 021**.

Wednesday, October 30<sup>th</sup> from 8:00pm to 9:00pm

& Thursday, October 31<sup>st</sup> from 6:00am to 6:00pm - to submit your timesheet

Friday, November 1<sup>st</sup> 9:00am to 3:00pm – to approve timesheets for your employees

**Would you like to see a demonstration of time sheets?**

Wednesday, October 30<sup>th</sup> in **SHL 019** from 10:00am-11:30pm and 2:30-4:00pm, by Sherri Meadors.