**myCLARK ctcLink**
**EFFICIENT, SIMPLE, SOLID**

Colleagues,

As we are moving closer to Going Live with ctcLink on October 28—in 102 days—I wanted to share two very important updates of where to find additional ctcLink information as well as significant upcoming dates:

1. The Washington State Board for Community and Technical Colleges (SBCTC) ctcLink Project Team provides regular updates on their blog. If you haven't already subscribed, please do so by following the link http://lists.ctc.edu/mailman/listinfo/ctclink-news_lists.ctc.edu. The SBCTC ctcLink Project Team's latest update is "ctcLink Accessibility Update."

2. I want you all to be aware of the dates and deadlines we have scheduled to ensure a smooth transfer from the legacy (HP3000) system to PeopleSoft. These dates and deadlines were developed based on lessons learned from the FirstLink colleges, Spokane and Tacoma. These dates are important because the financial books need to be balanced before the transition to PeopleSoft. The college will not be able to do some activities pertaining to Business Services and Human Resources during this period of time, not even on paper. This means there will be no financial transactions when we are between systems. In a few cases, departments can collect information manually and make changes in PeopleSoft when it is up and running. This impacts student class drops, payroll, purchasing, travel, etc. In addition, all staff in Business Services and Human Resources, along with many key staff in Student Affairs, Office of Instruction, and Economic and Community Development will be busy during October with final data cleanup and validation.

- September 27, 2019 – Last day to issue fall work-study referrals. Allows for one week to apply and one week for background checks before deadline.
- Month of October – No new Purchasing. Cut all checks before the system is down. No payroll pending. Financial Aid will be conducting year-end close activities in addition to ongoing and other work.
- October 4, 2019 – Last day for submission of travel advance requests. Procure Plus set to view only. Can track travel on paper and enter after GoLive. Begin closing out all Purchase orders.
- October 11, 2019 – Take Financial Aid eForms out of production for ITServices to update for dual system processing. Last day to accept financial aid debt payments.
- October 15, 2019 - Time sheets must be in on time. There will be no hand-drawn checks, so employees who have not submitted their time sheets will **not** receive their check until the Nov 10th pay-date.
- No new employees will be processed Oct 16 to 31st. All will start November 1st if not started by October 1st-15th pay period. This includes work-study students.
- October 17, 2019 – Last day for all enrollment transactions.
  - No adds, drops, withdrawals, etc. This could impact finance which will be closing out.
  - No repackaging in financial aid.

- No more finance related activities beyond today.
- Last day any Purchase Orders will be processed.
- Last day for drop for non-payment
- October 18, 2019 – Web transaction server down and no Cybersource.
  - Campus CE – No more transactions (no changes to SMS, no Cybersource to use).
  - All travel advance checks will be run this day.
  - Cashiering process all refunds and close all batches.
  - Financial Aid – Reconcile discrepancies (similar to year-end)
  - Student Affairs can collect paper documents to process in PS
- October 21, 2019 – Business Services will cut all checks before system is down, including student loan checks.  Some checks will not be distributed immediately.
- October 22, 2019 – Close October financial books.
- October 24, 2019 – The legacy system (HP3000) will be taken down.
- October 25-28, 2019 – Conversion to PeopleSoft
- October 28, 2019 – GoLive Date on PeopleSoft, FAM, CyberSource – All offices closed to public (10/28 and 10/29).  We will continue to have classes.  The following activities will be taking place:
  - Data Entry
  - Enter blanket purchase orders and any pending purchase orders (estimated to be approximately 1,000)
  - Student updates: DOB, names, completed milestones, residency
  - Student class withdrawals – Process.  Need to note those that are Running Start.  They will need to be processed for the monthly billing.
  - Human Resources update default schedules
  - Employees sign into PeopleSoft
  - Walk through business processes
  - Verify security access
  - Customize / favorites
- October 28-30, 2019 – Employees will be accessing PeopleSoft
- October 30-31, 2019 – Plan for limited staffing for all offices
- October 31, 2019 – Students will have access to PeopleSoft
- November 1, 2019 – Business Services and Human Resources activities will resume.

I want to let you know that the college community will still have access to the following applications throughout the GoLive schedule:
- Canvas
- Active Directory
- Paper Cut
- Outlook
- 25Live
- Department credit cards can still be used (but we will not be increasing credit limits to compensate for no POs)

If you have questions, please contact one of the myClark ctcLink Steering Team members:
- Susan Maxwell, myClark ctcLink Project Director
- Sabra Sand, Director of Business Services and Financial Management Pillar Lead

- Mirranda Saari, Associate Dean of Enrollment Services and Registrar and Campus Solution Pillar Lead
- Guisela Eberle, Human Resources Assistant Director and Human Capital Management Pillar Lead
- Genevieve Howard, Associate Vice President of Instruction and Instructional Lead
- Andy Barsotti, Director of Data Services and ITS Lead
- Tanya Kerr, ctcLink Internal Controls and Business Analyst (Campus Solutions and Financial Management)
- Jennifer Ward, Program Manager for myClark ctcLink
- Shanda Haluapo, Associate Vice President of Planning and Effectiveness and myClark ctcLink Executive Sponsor

Thank you for all you do, especially those who are doing your all plus ctcLink activities!



*Shanda Haluapo*

Associate Vice President of Planning and Effectiveness
Clark College

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