Thank you to those who were able to attend the keynote: "What to Expect with MyClark ctcLink" during Teaching & Learning Days on Wednesday, August 14. For those who were unable to attend, the presentation and materials referenced in the presentation are available on the myClark ctcLink Project website www.clark.edu/myclark. The right side bar will take you to the Learning MyClark page. You will also find the presentations from "What to Expect in PeopleSoft – Student Focus: and "ctcLink – Introducing Fluid".

During and after the presentation, questions were raised about PeopleSoft functionality and ways in which it will change the way we do business. Below are the questions that were not addressed during the presentation. If you have additional questions about the myClark ctcLink Project, please contact Susan Maxwell at smaxwell@clark.edu.

Questions and Answers

Q How is sick leave to be requested, approved, and reported?
A. Sick leave is processed just like other requests for absence through the Request Absence page, indicating the dates and amount of time used/being used. Absence Requests which are pending approval are displayed for a supervisor on one of their home pages. When your supervisor approves the use of sick leave, it will become available for you to use to Report Time. Until an absence is approved by your supervisor, the only time you are able to report is "01 Regular" (indicating hours worked). You can submit an Absence Request to use sick leave when you return to work, as long as it is within the same pay period.

Q. Are vacation requests saved and able to be accessed by supervisors?
A. Managers will have a Manager Self Service page. Here they will be able to see all the staff they supervise, including requests each employee has made.

Q. Where is approval after the travel is submitted?
A. Travel Authorizations and Expense Reports are located in the Financials Self Service. You can create, modify, delete, print, or view your requests. Once submitted, supervisors will receive notification to approve the travel request.

Q. More clarification on the travel process.
A. Training sessions on travel processes are scheduled for the month of October. October 11th we will offer a variety of in-person sessions to review new business processes at Clark College.
If you are an employee who needs to travel, you will submit a Request for Travel Authorization. Supervisors will approve the request. You may also request a Travel Advance. After you have completed your travel, you will then submit the details of your expenses.

The process is very similar to the current process, except that paper forms are being replaced by processing everything in PeopleSoft.

Q. Can blanket PO's be used in October?
A. Yes, they can.

Q. In the presentation, you referred to people writing down their "CTCLink ID" number…is this the same as the EMPLID? If I have a link from Ryan Paulos that has a UAT EMPLID, will this be my permanent ID?
A. The ctcLink ID is also known as the EMPLID. Any ID number that you are currently using in ctcLink for data validation, UAT, building in production, parallel testing, or query building is only a temporary ID. You will be issued a new ctcLink ID when you log into PeopleSoft with your current SID for the first time. Please remember to write down your new ctcLink ID, as you will need it to log into ctcLink after October 28.

Q. When it is time to get new ID cards, can we have the professional photographer come and take photos to have on the ID card, instead of the security photo?
A. Communications and Marketing provide opportunities for employees once a year to have a photo taken for **the directory** in lieu of the security photo. The ID card is different and is handled by Security. Security is reviewing a request to be able to use the photos used for the directory for ID cards also.

Q. When will students get their Emplid?
A. Students will be able to log into ctcLink beginning Thursday, October 31st. They will log in using their current SID, name, and date of birth. Once they set their security questions and password they will be provided with their new ctcLink ID (sometimes known by those working in the project as EMPLID). Students need to write down this ctcLink ID so they can access the new system.

Q. Is Advising Services part of the SuperUser group, getting access on Monday? If not, can we be added to the Monday group so we have time to familiarize ourselves with the system as early as possible?
A. Advising staff, along with anyone who currently does processing in the legacy system, will be part of the group of employees accessing the system on Monday.

Q. Should our schedule dates that students see in PeopleSoft include exam week?
A. Currently we do not include exam week, so this will not be a change for students. There is functionality in PeopleSoft which is tied to the dates displayed, so it must remain the 10 week instructional period.

Q. How long will it take to have my password reset?
A. PeopleSoft has the functionality for you to reset your password if you have forgotten it. When you set up your initial password, you choose 3 security questions and your answers. You will need to remember those security questions in order to reset your password yourself. If you have forgotten your security questions then you will need to contact the IT Service Center (for employees) or the Tech Hub (for students).

Q. Can the notes which are available to students incorporate information about appeals processes and the status of an appeal?

A. Notes could be used this way. We can also explore other options for making this information available. This will be included in future business process discussions.