

To: ctclink Working Group & Steering Committee

From: Ligia Cicos

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Working Group Review & Acceptance	Reviewed July 11, 2018 - Approved to Send to Steering Committee
Steering Committee Review & Acceptance	

Re: Governance Item Recommendation re Absence Management: Administrative Tasks Workshop

The Absence Management: Administrative Tasks Common Process was completed in March 2018. Testing for this common process is currently on hold due to the testing environment being updated.

The SBCTC ctclink project team needs a decision for a specific item in order to move forward with Business Process Fit / Gap sessions and configurations decisions for Deployment 2, as it has a huge impact and also involves data conversion and full regression testing for the first link colleges.

The item in question has been discussed and a solution unanimously recommended by workshop participants. A decision from Governance on this item will not impact the testing for this common process.

Centralized Absence Processing:

Issue Description: There is an issue/conflict with each college running their absence finalize process for situations when the employee works at multiple colleges - the colleges would have to coordinate with each other's calendars. If a record is in process at one college, and another tries to run them, the system will not complete the task - it will error out. Workshop participants did not like the idea of trying to coordinate the finalize calendar task amongst the various colleges. This error only happens during the finalize step.

Recommended Solution: Absence processing to be centralized and scheduled to run as per the planned calendar days. The college will be responsible for reviewing the data and correcting it before the final run. Any changes done in the system after the final run will be either

processed as retro processing in the next Absence run or as an ad-hoc off-cycle run. CPW participants agreed that Absence Processing should be centralized (*workshop attendance: 28 in-person participants from 20 institutions*).

We are asking the project Governance to approve this recommendation as is.