

What will you do in ctcLink?

The new system is scheduled to deploy October 2021 and will replace many of our traditional paper forms and more...

Employees will...

- Get a new ID number
- Request leave & other absences
- Update personal details
- Check leave balances
- View paycheck details
- Update tax withholdings
- Submit direct deposit information
- Review benefits details

Advisors will...

- Use Degree Audit (called academic advisement report, or AAR)
- View student plans
- Request what-if reports (see what would happen if a student changes their program of study)
- View advisees
- View unofficial transcripts
- Search for classes
- View student holds
- View transfer credit reports

Part-time hourly and student workers will...

- Report time using a timesheet (in addition to functions listed under "Employees will..." category)

Faculty will...

- Approve contracts
- Submit grades
- View class rosters and other class details
- Download roster
- Review exam schedule
- Send notifications to individuals or groups of students

Students will...

- Register for classes
- Review academic progress
- Use Degree Audit
- Apply for graduation
- Request what-if reports
- Update personal details
- Get a new ID number
- Manage planner (add or move courses to another quarter)
- View unofficial transcripts
- Get messages and notifications
- View class and exam schedule
- Review and accept financial aid awards

Managers will...

- View and process pending approvals (for leave, absences, time worked, etc.)
- Check leave balances
- Review workforce availability



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