

2011 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

(Please note this is the only way in which a payroll deduction can be authorized)

The screenshot shows the King's College IITS website in Internet Explorer. The browser title is "King's College - IITS - Information & Instructional Technology Services - Windows Internet Explorer". The address bar shows "http://www.kings.edu/iits/". The page features a navigation menu with links for "About King's", "Admissions", "Academics", "Athletics", "Life At King's", and "News & Events". A large "MyKing's" logo is prominently displayed. On the left side, there is a navigation menu with the following items: "Home", "Communi-K", "Help Desk", "WebAdvisor", "Web Cam", "Hi Mom Cam", "Moodle", and "Tech Web". A callout box with a light blue background and black border points to the "WebAdvisor" link, containing the text "Please click On Web Advisor Link." Below the navigation menu are several utility boxes: "EMERGENCY Notification Bulletin Board", "Class Cancellations", "Contact The HELP DESK", "Login To E-mail" (with a link to "webmail.kings.edu"), and "Employee Search". The main content area is divided into sections: "HEADLINES" with a notice about a phone system upgrade on Sunday, Sep 27th; "Communi-K Announcements" with a link to "Fall Break Hours for Dining Services"; and "TODAY'S EVENTS" with a link to "View Full Screen". On the right side, there are sections for "Make MyKing's My Homepage", "Technology Links" (listing various software and services), "King's News" (listing various college activities), and "Resources" (listing "Irish Teachers" and "Bookstore"). The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, LIVE-Kings, Microsoft PowerPoint), and the system tray with the time 3:42 PM.

Logging In

King's College - IITS - WebAdvisor - Windows Internet Explorer

http://www.kings.edu/webadvisorlogin/

MyPoints SEARCH Search Count: 2 Searches This Month!

KING'S COLLEGE

About King's | Admissions | Academics | Athletics | Life At King's | News & Events

MyKing's

← KINGS.edu ← Back Search

Home
Communi-K
Help Desk
WebAdvisor
Web Cam
Hi Mom Cam
WebCT / Moodle
Tech Web

Important Notices To All WebAdvisor Users

- **WebAdvisor will be down for maintenance:**
1:45AM - 2:00AM Every Day
3:30AM - 4:30AM Every Friday Morning
4:40AM - 5:00AM Every Sunday morning
- The APPLICATION FOR GRADUATION function should be working for those students approved by the registrar.
- PLEASE be sure to Click on the LOG IN tab at the top of the screen in WebAdvisor and login first. Otherwise you will not be able to access any menu items.
- The recommended browsers to use with WebAdvisor:
IE 6.x, IE 7.0 and IE 8.0 on Windows
Firefox 1.7, 2.0+, 3.0+ on Mac, Windows, Linux
Safari 2.0+ and 3.0+ on Mac
- The minimum supported resolution for WebAdvisor is 1024 x 768
- We have identified a WebAdvisor conflict with users that have loaded Google Toolbar on Internet Explorer 7. For now we recommend you not load Google Toolbar on IE 7 and use WebAdvisor.
- If you type your password FIVE times and get locked out of WebAdvisor, your lock will be cleared automatically in 15 minutes. Please do NOT attempt to login within the 15 minute time period otherwise the lockout time period will be reset.
- Please follow the **What's My Password?** link if you have forgotten your password.
- If you have a business office hold or other campus hold on your account you will NOT be able to login to WebAdvisor until 24 hours AFTER that hold is cleared.
- NOTICE TO VERIZON e-Mail USERS: Verizon is currently blocking WebAdvisor password reset e-Mail messages. You must either use your kings e-Mail address to send your reset to OR contact the help line to get your username/password.

[Login To WebAdvisor](#)

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Please select "Login To WebAdvisor"

Done

Internet 100%

start | Inbox - Microsoft Out... | LIVE-Kings - eamahon... | Microsoft PowerPoint ... | King's College - IITS - ... | 3:42 PM

Log In

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/colleague?&TYPE=M&PID=CORE-WBMAIN&TOKENID=7986495726

MyPoints SEARCH Hello, Erin. Points Balance: 9.573 Shopping Your Bookmark 47°F

KING'S COLLEGE

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

- Prospective Students
- Students
- Faculty
- Employees

VeriSign Secured

This site chose VeriSign SSL for secure e-commerce and confidential communications.

Account Information | I'm New to WebAdvisor | What's My Password?

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Please click on "Log In".

Trusted sites 100%

start | Inbox - Microsoft Out... | LIVE-Kings - eamahon... | Microsoft PowerPoint... | WebAdvisor Main Me... | 3:43 PM

Enter User ID & Password

Log In - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=7986495726&SS=LGRQ&URL=Https%3A%2F%2Fwa02.kings.edu%3F

MyPoints SEARCH Find the right Daily Deal for you! Shopping Your Bookmark 47°F

KING'S COLLEGE

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Log In

User ID:

Password:

Show Hint:

SUBMIT

Please enter your UserID (first name last name with no spaces) and your password. You will then click on "Submit".

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DMAIL

Done

Trusted sites 100%

start | Inbox - Microsoft Out... | LIVE-Kings - eamahon... | Microsoft PowerPoint ... | Log In - Windows Int... | 3:43 PM

Select “Employees” tab

The screenshot shows the WebAdvisor Main Menu for King's College. The page features a header with the college name and navigation links. A vertical 'main menu' is visible on the left side. A navigation menu on the right side has three tabs: 'Prospective Students', 'Students', and 'Employees'. The 'Employees' tab is highlighted in a darker color. A text box at the bottom of the page contains the following text:

You will see your name on the page and you will then need to select The “Employees” tab. This may be in a different order on your individual page.

Select “Benefit Enrollment”

The screenshot shows the 'WebAdvisor for Employees' interface in a Windows Internet Explorer browser. The page header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, and CONTACT US. Below the header, the page is titled 'EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU' and includes a welcome message: 'Welcome Dummy Employee!'. A warning message states: 'The following links may display confidential information.' The main content area is organized into several categories, each with a list of links:

- User Account**
 - [I'm New to WebAdvisor](#)
 - [What's my User ID?](#)
 - [What's my password](#)
 - [Change Password](#)
 - [Address Change](#)
- Employee Profile**
 - [Position Summary](#)
 - [Leave Plan Summary](#)
 - [My Stipends](#)
 - [Pay Advices](#)
 - [View Pay Advices \(For Administrators\)](#)
 - [W-2 \(For Administrators\)](#)
 - [Available W-2 Statements](#)
 - [Current Benefits](#)
 - [Benefit Enrollment](#)
- Time Entry and Approval**
 - [Time entry](#)
 - [Time history](#)
 - [Time approval \(for supervisors\)](#)
 - [Employee history \(for supervisors\)](#)
- Communication**
 - [My Documents](#)
- Financial Information**
 - [Budget selection](#)
 - [Budget summary](#)
- Budgeting**
 - [Budget selection](#)
 - [Budget summary](#)
- Purchase Orders**
- Work Orders**

An arrow points from the 'Benefit Enrollment' link in the 'Employee Profile' section to a light blue box at the bottom of the page that contains the text: 'Please click on “Benefit Enrollment”'. The browser's taskbar at the bottom shows several open applications, including Microsoft Outlook, Microsoft PowerPoint, and the WebAdvisor for Employees browser window. The system tray on the right shows the time as 3:44 PM.

Select “Enroll or Change Benefits”

Benefit Enrollment - Windows Internet Explorer

https://wa02.kings.edu/webadvisor/c/colleague?TOKENIDX=7518467329&SS=1&APP=HR&CONSTITUENCY=WBEM

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Dummy Employee!

Benefit Enrollment

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
You are not currently enrolled in any benefits					

Enroll or Change Benefits
Manage Dependents/Beneficiaries
Proceed to Enrollment Completion

Continue

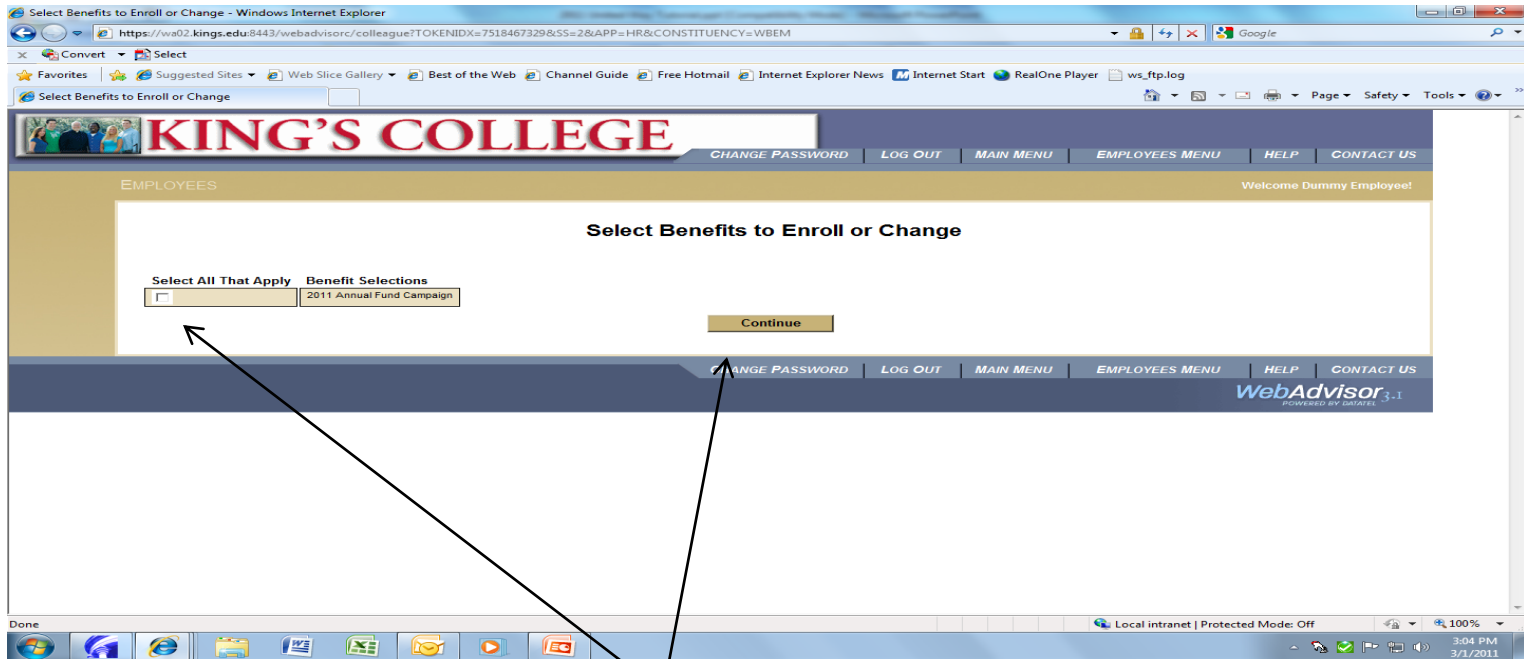
CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Local intranet | Protected Mode: Off 100% 3:03 PM 3/1/2011

Please select “Enroll or Change Benefits” and then click on “Continue”.

Select 2011 Annual Fund Campaign



Please select "2011 Annual Fund Campaign" and then click on "Continue".

Make an Election & Designation

Benefit Selection - Windows Internet Explorer
https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=7518467329&SS=3&APP=HR&CONSTITUENCY=WBEM

KING'S COLLEGE
CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Dummy Employee!

Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2011 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in April 2011 through March 2012. For example: If you elect a \$2.00 BI-WEEKLY deduction, your annual contribution will equal \$52.00 (\$2.00 x 26 pays = \$52.00) for the 2011 Annual Fund Campaign.

Currently you have no 2011 Annual Fund Campaign contribution through payroll deduction.

Current 2011 Annual Fund Campaign Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You are currently not enrolled in any benefits.				

Please enter the BI-WEEKLY amount you would like to contribute to the 2011 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in April 2011 through March 2012. For example: If you elect a \$2.00 BI-WEEKLY deduction, your annual contribution will equal \$52.00 (\$2.00 x 26 pays = \$52.00) for the 2011 Annual Fund Campaign. NOTE: If you would like to designate your contribution to a specific use, you will need to specify the allocation in the "Provider" section. If your donation is unrestricted, please list "unrestricted" under "provider" name.

Select One	2011 Annual Fund Campaign Benefits	Coverage or Participation Levels	Rate Information
<input type="radio"/>	2011 Annual Fund Drive		

Please select "2011 Annual Fund Campaign" and "Save Information and go to the next form". Then Please click on "Continue".

Choose your bi-weekly donation

Enter Benefit Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2011 Annual Fund Drive	\$999,999.99	2.00

Save information and go to the next form
 not save changes and go to the next form

SUBMIT

Please enter the BI-WEEKLY payroll deduction here.
This will be deducted for each of the 26 pays starting with the first pay in April 2011.

Once the bi-weekly payroll deduction amount is entered, please click on
"Save information and go to the next form" and then "Continue".

Designate Your Gift

Enter a Health Care Provider for This Benefit - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/collleague?TOKENIDX=7518467329&SS=5&APP=HR&CONSTITUENCY=WBEM

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Dummy Employee!

Enter a Health Care Provider for This Benefit

[First Priority Life Insurance](#) [TIAA-Cref](#) [Vision Benefits of America](#) [Delta Dental](#) [Benefit Rates](#) [Additional Life Insurance](#)

Benefit
2011 Annual Fund Drive

Provider Information Needed for **Provider Name** **Provider ID**
Mr. Dummy Employee unrestricted

Save information and go to the next form
 not save changes and go to the next form

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DWAVE

Done Local intranet | Protected Mode: Off 100% 3:16 PM 3/1/2011

Please designate your gift on this screen as either “unrestricted” or specify the use of your funds.
Type in the name and then click on
“Save information and go to the next form” and “Continue”

Review Gift and Allocation

Enrollment Confirmation - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=7518467329&SS=6&APP=HR&CONSTITUENCY=WBEM

Enrollment Confirmation

KING'S COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES Welcome Dummy Employee!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2011 Annual Fund Drive	Enroll	\$2.00		Self - unrestricted	

Save Choices and Complete Later

Save and go back to make other selections or corrections

Manage Dependents/Beneficiaries

Ready to sign

By clicking "Submit" Final Enrollment button below, you are providing an electronic signature allowing King's College to deduct your 2011 Annual Fund Campaign contribution through payroll deduction.

Electronic Signature for Final Enrollment

SUBMIT

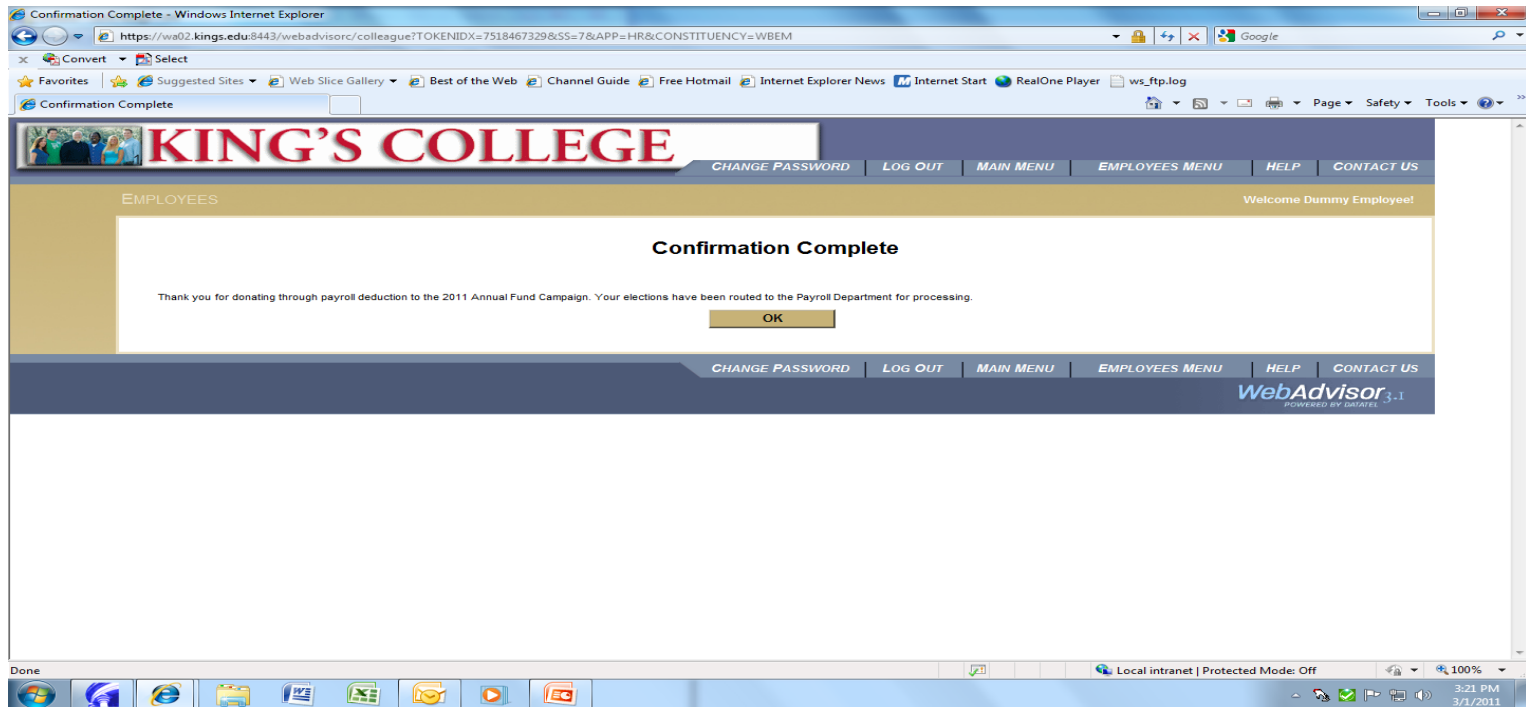
CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Local intranet | Protected Mode: Off | 3:19 PM 3/1/2011

Please review your bi-weekly payroll deduction and allocations
You are not done until you sign the form by clicking "Ready to Sign" and
"Electronic Signature for Final Enrollment" and "Submit".

Your are done



Once you receive this confirmation page you are done. If you **do not** receive this page you have NOT completed the enrollment process.