

2012 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 a Windows Internet Explorer browser window displaying the MyKing's website. The browser's address bar shows the URL <http://www.kings.edu/mykings>. The website header features the King's College logo and navigation links. A sidebar menu on the left lists various services, with 'WebAdvisor' highlighted and an arrow pointing to it. A callout box on the right contains the text 'Please click On Web Advisor Link.' The main content area includes a banner for 'iits' and a 'Links' section with a 'Technology Links' list.

MyKing's | King's College - Windows Internet Explorer
http://www.kings.edu/mykings

MyKing's | King's College

KING'S COLLEGE
WILKES-BARRE, PENNSYLVANIA
A Catholic College Sponsored by the Congregation of Holy Cross

MyKing's | Campus Map | Directions | News & Events

Google Custom Search

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > Academic Essentials > MyKing's

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor**
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

King's Idol On Demand - Watch King's Idol Live!

HEADLINES -

We Moved the webcam again!
Follow along with the Gym Construction with our webcam! webcam.kings.edu

E-Mail PHISHING REMINDER!! King's College IITS will NEVER ask for your username, password or personal information. NEVER respond to any e-Mail requesting personal info.

Links

Technology Links

- Anti-Virus Software
- Change Password
- Dell Purchase Program
- FAQ
- IITS Contacts
- IITS Learning Hub
- IITS Computer Drop-Off Form
- Password Station

Done

Unknown Zone (Mixed) | Protected Mode: Off | 100%

9:44 AM
3/8/2012

Login to WebAdvisor

Web Advisor | King's College - Windows Internet Explorer
http://www.kings.edu/mykings/Web_Advisor#login

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MyKing's | Campus Map | Directions | News & Events

Google Custom Search

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > Faculty Resources > Web Advisor

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor
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- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

Web Advisor

[Login To WebAdvisor](#)

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
4:00AM - 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

https://wa02.kings.edu:8443/webadvisor/colleague

Local intranet | Protected Mode: Off

9:45 AM
3/8/2012

Please select
"Login To
WebAdvisor"

Log In

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7980980058

WebAdvisor Main Menu

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

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".

Local intranet | Protected Mode: Off | 100%

9:46 AM
3/8/2012

Enter User ID & Password

Log In - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/collleague?TOKENIDX=7980980058&SS=LGRQ&URL=https%3A%2F%2Fwa02.kings.edu%3A8443%2Fwebadvisor%2Fcolleague%3FTYP

KING'S COLLEGE

LOG IN MAIN MENU CONTACT US

Welcome Guest!

Log In

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

User ID: bethannahill

Password: ●●●●●●

Show Hint:

SUBMIT

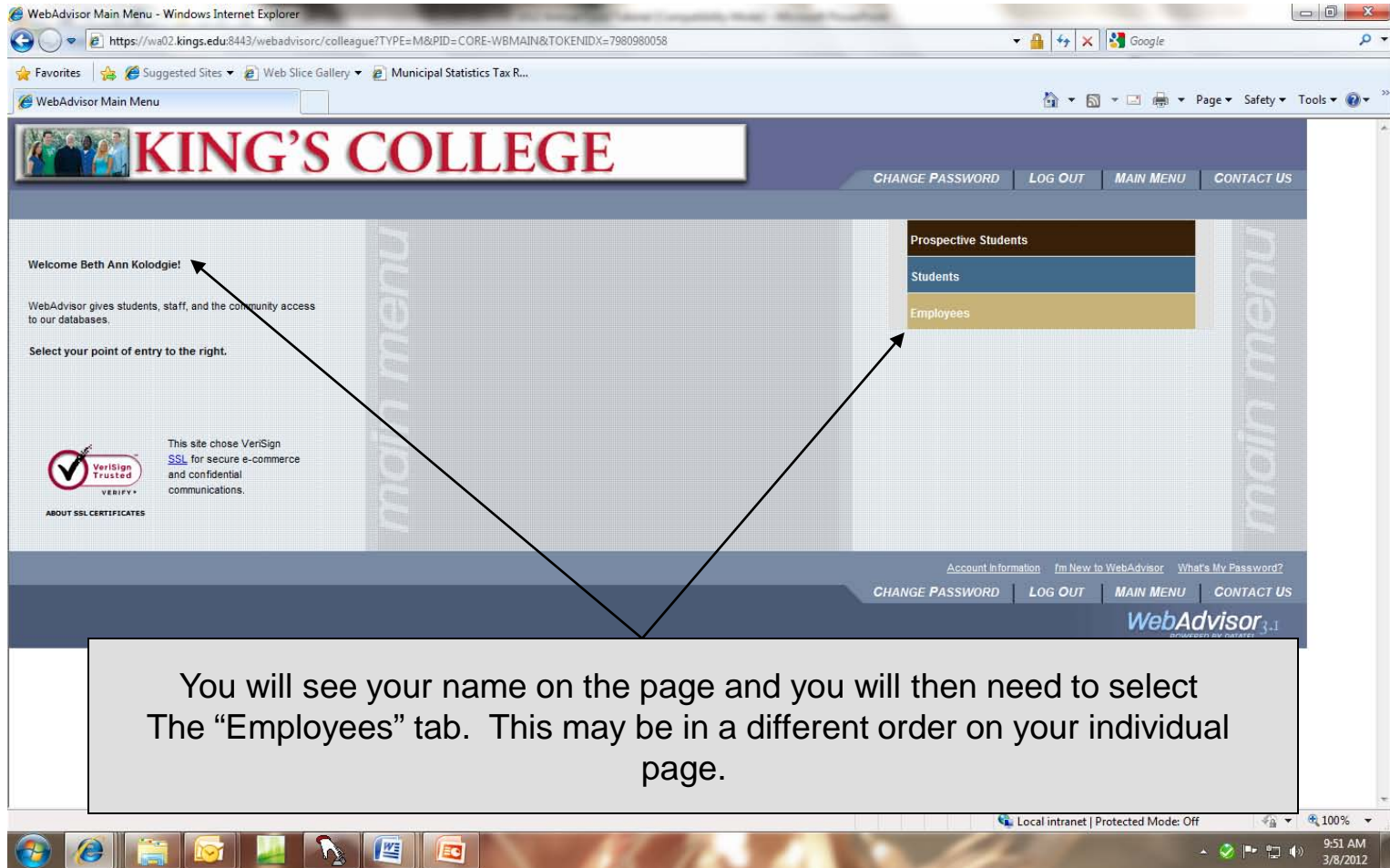
LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATAEL

Done Local intranet | Protected Mode: Off 100%

9:47 AM
3/8/2012

Select “Employees” tab



The screenshot shows a web browser window displaying the King's College WebAdvisor Main Menu. The page features a header with the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US. A vertical dropdown menu is open, showing three options: Prospective Students, Students, and Employees. The Employees option is highlighted in yellow. 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.

The browser's address bar shows the URL: <https://wa02.kings.edu:8443/webadvisor/collleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7980980058>. The browser's taskbar at the bottom shows the system tray with the date and time: 9:51 AM 3/8/2012.

Select “Benefit Enrollment”

WebAdvisor for Employees - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=7980980058&type=M&constituency=WBEM&pid=CORE-WBEM

WebAdvisor for Employees

KING'S COLLEGE

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

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Beth Ann Kologdie!

The following links may display confidential information.

User Account	Communication
I'm New to WebAdvisor What's my User ID? What's my password Change Password Address Change	My Documents
Employee Profile	Financial Information
Position Summary Leave Plan Summary My Stipends Pay Advices View Pay Advices (For Administrators) W-2 Electronic Consent W-2 (For Administrators) W-2 Statements T4 Electronic Consent Current Benefits Benefit Enrollment	Budget selection Budget summary
Time Entry and Approval	Budgeting
Time entry Time history Time approval (for supervisors) Employee history (for supervisors)	Budget selection Budget summary
	Purchase Orders
	Work Orders

Please click on “Benefit Enrollment”.

9:52 AM
3/8/2012

Select “Enroll or Change Benefits”

Benefit Enrollment - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=7980980058&SS=1&APP=HR&CONSTITUENCY=WBEM

Benefit Enrollment

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Beth Ann Kolodgie!

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.					

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2012 Annual Fund Drive	Enroll				

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
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Done

M 12

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

Select 2012 Annual Fund Campaign

Select Benefits to Enroll or Change - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=7980980058&SS=7&APP=HR&CONSTITUENCY=WBEM

Google

SELECT BENEFITS TO ENROLL OR CHANGE

KING'S COLLEGE

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

EMPLOYEES

Welcome Beth Ann Kolodgie!

Select Benefits to Enroll or Change

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	Annual Fund Drive 2012

Continue

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

WebAdvisor 3.1
POWERED BY DATAFEEL

Done

100%

9:58 AM
3/8/2012

Please select "Annual Fund Drive 2012" and then click on "Continue".

Make an Election & Designation

Benefit Selection - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=4335092348&SS=9&APP=HR&CONSTITUENCY=WBEM

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Beth Ann Kologdie!

Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2012 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in May 2012 through April 2013. 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 2012 Annual Fund Campaign.

Currently you have no 2012 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2012 Benefits Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You are currently not enrolled in any benefits.				
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Pending Elections for This Enrollment Period Enrollment Action Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

2012 Annual Fund Drive	Enroll			
------------------------	--------	--	--	--

NOTE: If you would like to designate your donation to a specific use, you will need to specify the allocation in the "Provider" section. (You will be prompted for this information two screens after leaving this screen) You can review a list of designations by clicking on the blue text "2012 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One Annual Fund Drive 2012 Benefits Coverage or Participation Levels Rate Information

<input checked="" type="checkbox"/>	2012 Annual Fund Drive		
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Please select "2012 Annual Fund Campaign" and "Save Information and go to the next form". Then Please click on "Continue".

If you would like your donation to go towards a specific use please click on this link for a list of options. You will enter this designation on the Health provider Screen (Future screen).

Choose your bi-weekly donation

Enter Benefit Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2012 Annual Fund Drive	\$999,999.99	2.00

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

SUBMIT

EMPLOYEES Welcome Beth Ann Kolodgie!

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATA1E

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 2012.

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

Designate Your Gift

Enter a Health Care Provider for This Benefit

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
2012 Annual Fund Drive

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

Save information and go to the next form
Do 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 ORACLE

Please designate your gift on this screen as either “unrestricted” or specify the use of your funds:

- Greatest need (unrestricted)
- Employee Scholarship
- Faculty Scholarship
- Other (please identify specific designation – contact Institutional Advancement for other options)

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/c/colleague?TOKENIDX=4335092348&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
2012 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 2012 Annual Fund Campaign contribution through payroll deduction.

Electronic Signature for Final Enrollment

SUBMIT

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

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".

You are done

Confirmation Complete - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=4335092348&SS=7&APP=HR&CONSTITUENCY=WBEM

Confirmation Complete

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Dummy Employee!

Confirmation Complete

Thank you for donating through payroll deduction to the 2012 Annual Fund Campaign. Your elections have been routed to the Payroll Department for processing.

OK

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done

11:04 AM
3/8/2012

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