

# 2013 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 KING'S COLLEGE' and a section titled 'King's Idol On Demand - Watch King's Idol Live!' with a list of technology links.

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

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](http://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

Please click On Web Advisor Link.

Done

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

9:44 AM  
3/8/2012

# Login to WebAdvisor

The screenshot shows a Windows Internet Explorer browser window displaying the WebAdvisor login page for King's College. The address bar shows the URL [http://www.kings.edu/mykings/Web\\_Advisor#login](http://www.kings.edu/mykings/Web_Advisor#login). The page header includes the King's College logo and navigation links. A search bar is present in the top right. The main navigation menu includes links for HOME, ABOUT KING'S, ADMISSIONS, ACADEMICS, ATHLETICS, LIFE AT KING'S, and SUPPORTING KING'S. The breadcrumb trail indicates the current location: Home > Faculty Resources > Web Advisor. On the left, a 'MyKing's' sidebar lists various services, with 'WebAdvisor' highlighted. The main content area features a large 'WebAdvisor 3.1' banner and a prominent red link labeled 'Login To WebAdvisor'. Below this link is a section titled 'Important Notices To All WebAdvisor Users' containing several bullet points regarding maintenance and system requirements. A callout box on the right side of the page points to the 'Login To WebAdvisor' link with the text: 'Please select "Login To WebAdvisor"'. The browser's status bar at the bottom shows the URL <https://wa02.kings.edu:8443/webadvisor/colleague>, the system time as 9:45 AM on 3/8/2012, and the system tray icons.

Web Advisor | King's College - Windows Internet Explorer

[http://www.kings.edu/mykings/Web\\_Advisor#login](http://www.kings.edu/mykings/Web_Advisor#login)

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
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

**STUDENT WEBMAIL**

**WebAdvisor 3.1**  
POWERED BY ORACLE

**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

Local intranet | Protected Mode: Off

9:45 AM  
3/8/2012

# 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 | 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

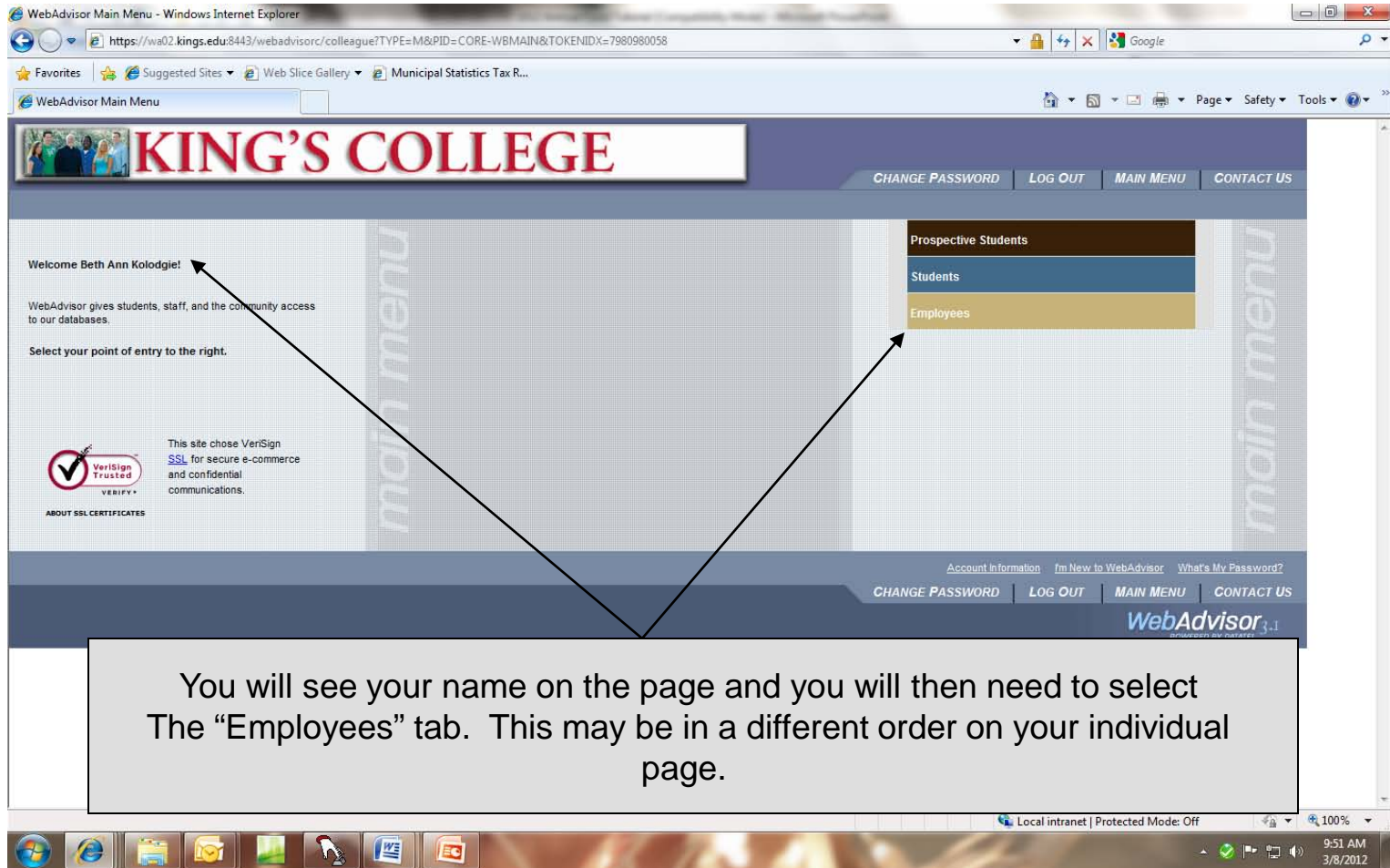
LOG IN MAIN MENU CONTACT US

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 the WebAdvisor Main Menu for King's College. The page features a header with the college's name and navigation links. A vertical menu on the right side contains three options: 'Prospective Students', 'Students', and 'Employees'. The 'Employees' option is highlighted in a yellow box. A text box at the bottom of the page provides instructions on how to select the 'Employees' tab.

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**

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Beth Ann Kolodgie!

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

Select your point of entry to the right.

Prospective Students  
Students  
**Employees**

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

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.1

Local intranet | Protected Mode: Off | 100% | 9:51 AM 3/8/2012

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 “2013 Annual Fund Campaign”

WebAdvisor for Employees - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=8888425009&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 Kolodgie!

The following links may display confidential information.

**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 Electronic Consent](#)
- [W-2 \(For Administrators\)](#)
- [W-2 Statements](#)
- [T4 Electronic Consent](#)
- [Current Benefits](#)
- [2013 Annual Fund Campaign](#)

**Communication**

- [My Documents](#)

**Financial Information**

- [Budget selection](#)
- [Budget summary](#)

**Budgeting**

- [Budget selection](#)
- [Budget summary](#)

**Purchase Orders**

**Work Orders**

**Time Entry and Approval**

- [Time entry](#)
- [Time history](#)
- [Time approval \(for supervisors\)](#)
- [Employee history \(for supervisors\)](#)

Please click on “2013 Annual Fund Campaign”.

5/28/2013 3:00 PM

# Select “Enroll or Change Benefits”

The screenshot shows a web browser window displaying the King's College WebAdvisor portal. The page title is "2013 Annual Fund Campaign". The user is logged in as Beth Ann Kolodgie. The main content area displays the following information:

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					

Below the table, there are three buttons:

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

A "Continue" button is located below the buttons. A callout box with an arrow points to the "Enroll or Change Benefits" button and the "Continue" button.

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



# Select 2013 Annual Fund Campaign

Annual Fund Enrollment - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=8888425009&SS=2&APP=HR&CONSTITUENCY=WBEM

Annual Fund Enrollment

**KING'S COLLEGE**

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

EMPLOYEES Welcome Beth Ann Kolodgie!

### Annual Fund Enrollment

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	Annual Fund Drive 2013

Continue

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

WebAdvisor 3.1  
POWERED BY ORACLE

Done

Please select "Annual Fund Drive 2013" and then click on "Continue".

# Make an Election & Designation

Benefit Selection - Windows Internet Explorer  
https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=8888425009&SS=3&APP=HR&CONSTITUENCY=WBEM

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

EMPLOYEES Welcome Beth Ann Kolodgie!

### Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2013 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2013 through June 2014. 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 2013 Annual Fund Campaign.

Currently you have no 2013 Annual Fund Campaign contribution through payroll deduction.

**Current Annual Fund Drive 2013 Benefits** Coverage or Participation Levels Dependents Health Care Provider Information Beneficiaries

You are currently not enrolled in any benefits.

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 "2013 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One Annual Fund Drive 2013 Benefits Coverage or Participation Levels Rate Information

[2013 Annual Fund Drive](#)

Save information and go to the next form

Do not save changes and go to the next form

Continue

Please select "2013 Annual Fund Drive" 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 Designate your Gift screen (future Screen).

# Choose your bi-weekly donation

Enter Bi-weekly Payroll Deduction Amount - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=8888425009&SS=4&APP=HR&CONSTITUENCY=WBEM

Enter Bi-weekly Payroll Deduction Amount

**KING'S COLLEGE**

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Beth Ann Kolodgie!

**Enter Bi-weekly Payroll Deduction Amount**

Benefit	Maximum Annual Amount	Pay Period Amount
2013 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

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1  
POWERED BY DATAEL

Please enter the BI-WEEKLY payroll deduction here.  
This will be deducted for each of the 26 pays starting with the first pay in July 2013.

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

Designate your Gift in Provider Name or list Unrestricted - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=8888425009&SS=5&APP=HR&CONSTITUENCY=WBEM

Designate your Gift in Provider Name or list Unre...

## KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Beth Ann Kolodgie!

### Designate your Gift in Provider Name or list Unrestricted

[Annual Fund Contributions](#)

Designate your gift or list "unrestricted" in the Provider Name. A list of designations can be found by clicking on the blue hyperlinked text in the upper right hand corner entitled "Annual Fund Contributions."

**Benefit**  
2013 Annual Fund Drive

**Provider Information Needed for** Provider Name Provider ID  
Mrs. Beth Ann Kolodgie 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

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

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.