

2016 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

The screenshot shows the MyKing's website interface. At the top, there is a navigation bar with a 'MENU' button on the left, the King's College logo in the center, and a 'SEARCH' button on the right. Below the navigation bar is a banner image of a building. A breadcrumb trail reads 'Home > MyKing's'. On the left side, there is a vertical navigation menu with a red header 'MYKING'S' and several links: 'Help Desk', 'WebAdvisor', 'Moodle', 'Tech Web', 'Web Cams', and 'Class Cancellations'. A callout box with a black border and white background contains the text 'Please click On Web Advisor Link.' with an arrow pointing to the 'WebAdvisor' link in the menu. Below the menu, there is a 'HEADLINES' section with several news items. A small Twitter follow button is visible above the menu.

Follow King's IITS on Twitter

MYKING'S

- Help Desk
- WebAdvisor
- Moodle
- Tech Web
- Web Cams
- Class Cancellations

<https://twitter.com/KingIITS>

HEADLINES

For the latest King's College IITS News... Follow Us On Twitter @KingsIITS

As we expand KC Wireless, you may have discovered deactivated ports in your residence hall. If you need assistance in setting up some smart devices, [we put together a guide](#) that might help. Further questions can be referred to the Help Desk.

Don't forget—your King's College Email/Office365 account comes with free downloads of Office 2013 for up to 5 devices. [Get your complimentary copies today.](#)

New students: Have you set up all your administrative services at King's? [This guide/checklist](#) covers all the things a new student should be familiar with.

New office phones have been deployed around campus. Find out more about this project, [click here.](#)

Login to WebAdvisor

http://www.kings.edu/mykings/Web_Advisor

Web Advisor | King's College

Quarterly Taxes | ACA | Colleague Ellucian | MyKing's: King's College | Creative Benefits, Inc. Pas... | Encrypted Email Login | Entry Portal | TimeTrak 2013 | Login | CBY Systems, Inc. - Login | SHRM Online - Society for... | Welcome - SHRM Visitor... | CUPA-HR | Home - King's College Jo...

MENU

KING'S COLLEGE
TRANSFORMATION. COMMUNITY. HOLY CROSS.

SEARCH

WEB ADVISOR

Home > MyKing's > Web Advisor

MYKING'S

Help Desk

WebAdvisor

LOGIN TO WEBADVISOR

Please select "Login To WebAdvisor"

If you are experiencing an "Internet Explorer cannot display the webpage" message when accessing WebAdvisor, follow these steps below to correct the issue:

Log In

The screenshot shows the WebAdvisor interface for King's College. At the top, the browser address bar displays the URL: <https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMA>. The page header features the King's College logo and navigation links for [LOG IN](#), [MAIN MENU](#), and [CONTACT US](#). A vertical menu on the right side lists user roles: [Prospective Students](#), [Students](#), [Faculty](#), and [Employees](#). The main content area includes a welcome message and a security notice from Norton Secured. At the bottom right, there are links for [Account Information](#), [I'm New to WebAdvisor](#), and [What's My Password?](#), along with a prominent [LOG IN](#) button. A callout box with the text "Please click on 'LOG IN'." has an arrow pointing to this button.

WebAdvisor 3.2
POWERED BY ellucian

Please click on "LOG IN".

Enter User ID & Password

Log In - Windows Internet Explorer

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

Log In

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:

Password:

Show Hint:

LOG IN MAIN MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Done Local intranet | Protected Mode: Off 100%

9:47 AM
3/8/2012

Select “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 "2016 Annual Fund Enrollment"



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](#)
[2016 Annual Fund 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

[CHANGE PASSWORD](#)

[LOG OUT](#)

[MAIN MENU](#)

[EMPLOYEES MENU](#)

[CONTACT US](#)

WebAdvisor^{3.2}
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Please click on "2016 Annual Fund Enrollment".

Select “Enroll or Change Benefits”

2014 Annual Fund Campaign

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Additional Life Insurance Empl	\$56,000.00				No
Dental Family	\$27.10	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No
Group Life Insurance					No
Long Term Disability					No
Medical Spending Account	\$19.24				No
Ppo \$300 Deductible Family	\$68.42	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No
Retirement - 3%	3.0000%				No
Vision Family	\$3.53	Courteny Giamusso; Nicholas Giamusso; Ross Giamusso			No

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

Continue

Your current benefits will be listed that are not available to change during this Campaign.

Please select “Enroll or Change Benefits” and then click on “Continue”. The only benefit you can enroll in or change is the Annual Fund Campaign.

Select Annual Fund Drive 2016

Annual Fund Enrollment

Select All That Apply	Benefit Selections
<input type="checkbox"/>	Annual Fund Drive 2016

Continue

WebAdvisor 3.2
POWERED BY ellucian

Please select "Annual Fund Drive 2016" and then click on "Continue".

Make an Election & Designation

Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2015 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2015 through June 2016. 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 2015 Annual Fund Campaign.

Currently you have no 2015 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2015 Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
You are currently not enrolled in any benefits.				

Pending Elections for This Enrollment Period	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2015 Annual Fund Drive	Enroll	\$10.00		Self - unrestricted	

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 "2015 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One	Annual Fund Drive 2015 Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	2015 Annual Fund Drive		

Please select "2016 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

Quarterly Taxes ACA Colleague Ellucian MyKing's King's College Creative Benefits, Inc. Pas... Encrypted Email Login Entry Portal TimeTrak 2013 Login CBY Systems, Inc. - Login SHRM Online - Society for... Welcome — SHRM Visitor... CUPA-HR Home - King's College Jo...

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
2016 Annual Fund Drive	\$999,999.99	10.00

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

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POWERED BY elluciana

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 2016.

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

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."

[Annual Fund Contributions](#)

Benefit
2016 Annual Fund Drive

Provider Information Needed for Provider Name Provider ID
Mrs. Beth Ann Kolodgie Presidential Hope

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

Continue

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

- Greatest need (unrestricted)
- Presidential Hope Fund
- 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

EMPLOYEES Welcome Beth Ann Kolodgie!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2016 Annual Fund Drive	Enroll	\$10.00		Self - Residential Hope	

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 2016 Annual Fund Campaign contribution through payroll deduction.

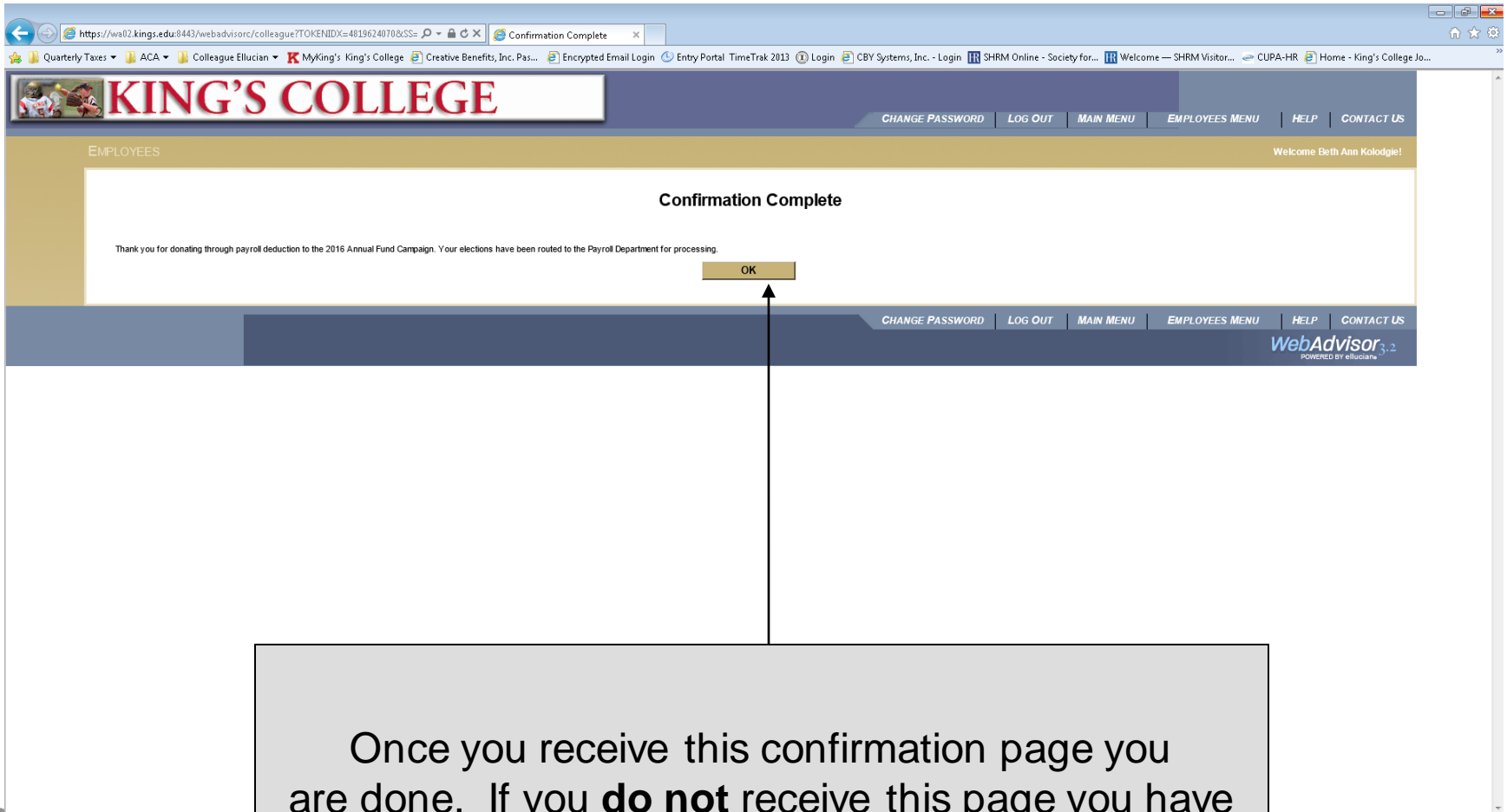
Electronic Signature for Final Enrollment

SUBMIT

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

Thank you for donating through payroll deduction to the 2016 Annual Fund Campaign. Your elections have been routed to the Payroll Department for processing.

OK

WebAdvisor 3.2
POWERED BY elluciana

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