

2017 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

The screenshot shows the King's College 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' box on the right. Below the navigation bar is a banner image of a building. Underneath the banner, there is a breadcrumb trail: 'Home > MyKing's'. On the left side, there is a vertical navigation menu with the following items: 'MYKING'S' (highlighted in red), 'King's Email', 'WebAdvisor' (with an arrow pointing to it from a callout box), 'Moodle', 'Help Desk & Tech Web', 'Web Cams' (highlighted in green), 'Hi Mom Cam', and 'Web Cam'. A callout box with a black border and white background contains the text 'Please click On Web Advisor Link.' and has a black arrow pointing to the 'WebAdvisor' link in the menu. To the right of the menu, there is a section titled 'For the latest King's College IITS' followed by a line of text: 'more, follow us on Twitter @KingsIITS'. Below this, there is a section titled 'KC WIRELESS NETWORK' with a wireless network icon, containing text about device registration and help desk contact. At the bottom, there is a section titled 'STAY SAFE & SECURE ONLINE' with a mail icon and text about password security.

Home > MyKing's

Follow King's IITS on Twitter

MYKING'S

- King's Email
- WebAdvisor
- Moodle
- Help Desk & Tech Web
- Web Cams
- Hi Mom Cam
- Web Cam

Please click On Web Advisor Link.

For the latest King's College IITS more, follow us on Twitter @KingsIITS

KC WIRELESS NETWORK
Need to get on KC Wireless? Register your device(s) listings at the [Wireless Device Self-Registration page](#).
Need additional assistance? [Contact the Help Desk](#).

STAY SAFE & SECURE ONLINE
Never give out your King's account password. IITS will never ask you for your password— ever! If you have any concerns about a suspicious or

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 image shows a screenshot of a web browser displaying the King's College WebAdvisor login page. The browser's address bar shows the URL: <https://wa02.kings.edu:8443/webadvisor/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 Norton Secured logo. At the bottom right, there are links for [Account Information](#), [I'm New to WebAdvisor](#), and [What's My Password?](#), along with another [LOG IN](#) button. A callout box with a black border and white background contains the text "Please click on 'LOG IN'." with an arrow pointing to the [LOG IN](#) button in the bottom right corner.

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 3.2
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Please click on "LOG IN".

Enter User ID & Password

The image shows a screenshot of the King's College WebAdvisor login page. The browser address bar shows the URL: <https://wa12.kings.edu:443/webadvisor/colleague?TOKENIDX=4375769880&CS=>. The page header includes the King's College logo and navigation links: LOG IN, MAIN MENU, EMPLOYEES MENU, and CONTACT US. The main content area is titled "EMPLOYEES" and contains a "Log In" section. The login form has three input fields: "WebAdvisor UserName" with the value "bethannahill", "Password" with masked characters, and "Hint" with a checkbox. A "SUBMIT" button is located below the form. A callout box with a grey background and black border contains the text: "Please enter your User ID (first name last name with no spaces) and your password. You will then click on 'SUBMIT'". Arrows point from the callout box to the "WebAdvisor UserName" field, the "Password" field, and the "SUBMIT" button.

Log In

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

WebAdvisor UserName: bethannahill

Password:

Hint:

SUBMIT

LOG IN | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 3.2
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Select “Employees” tab

The screenshot shows the King's College WebAdvisor interface. At the top, there is a navigation bar with the King's College logo and the text "KING'S COLLEGE". To the right of the logo, there are links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". Below the navigation bar, there is a welcome message: "Welcome Beth Ann Kologdie!". To the right of the welcome message, there is a vertical navigation menu with three tabs: "Prospective Students", "Students", and "Employees". The "Employees" tab is highlighted in yellow. At the bottom of the page, there is a footer with links for "Account Information", "I'm New to WebAdvisor", and "What's My Password?". To the right of the footer, there are links for "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", and "CONTACT US". The WebAdvisor logo and version number "3.2" are also visible in the footer.

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 “2017 Annual Fund Enrollment”

https://web02.kings.edu/8443/webadvisor/colleague?TOKENID=X=1862284578&typ... WebAdvisor for Employees

FLSA Quarterly Taxes ACA Colleague Ellucian MyKing's King's College Human Resources Depart... 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

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**
 - [In New to WebAdvisor](#)
 - [What's my User ID?](#)
 - [Change Password](#)
 - [Address Change](#)
- Employee Profile**
 - [Position Summary](#)
 - [Leave Plan Summary](#)
 - [My Stipends](#)
 - [Total Compensation](#)
 - [Pay Advances](#)
 - [View Pay Advances \(For Administrators\)](#)
 - [W-2 \(Electronic Consent\)](#)
 - [W-2 \(For Administrators\)](#)
 - [W-2 Statements](#)
 - [T4 Electronic Consent](#)
 - [Current Benefits](#)
 - [2017 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 “2017 Annual Fund Enrollment”.

Select “Enroll or Change Benefits”

KING'S COLLEGE

EMPLOYEES Welcome Kings Employee!

2017 Annual Fund Enrollment

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Dental Family	\$27.86				No
Group Life Insurance		Fake Employee			No
Long Term Disability					No
Retirement Red - 5%	5.0000%				No
VALUE \$300 Deductible Custom PPO	Family - \$94.00	Fake Employee; Notreal Employee			No
Vision Family	\$4.38	Fake Employee; Notreal Employee			No

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 2017

The screenshot displays the 'Annual Fund Enrollment' page on the King's College website. The page features a header with the college's name and navigation links. Below the header, there is a section titled 'Annual Fund Enrollment' with a 'Benefit Selections' table. The table has two columns: 'Select All That Apply' and 'Benefit Selections'. The 'Benefit Selections' column contains a row for 'Annual Fund Drive 2017'. A checkbox is located in the 'Select All That Apply' column for this row. A 'Continue' button is positioned to the right of the table. A callout box at the bottom of the page contains the instruction: 'Please select "Annual Fund Drive 2017" and then click on "Continue".'

Select All That Apply	Benefit Selections
<input type="checkbox"/>	Annual Fund Drive 2017

Continue

Please select "Annual Fund Drive 2017" and then click on "Continue".

Make an Election & Designation

Benefit Selection

Please enter the BI-WEEKLY amount you would like to contribute to the 2017 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2017 through June 2018. 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 2017 Annual Fund Campaign.

Currently you have no 2017 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2017 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 "2017 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One Annual Fund Drive 2017 Benefits Coverage or Participation Levels Rate Information

[2017 Annual Fund Drive](#)

Please select "2017 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

The screenshot shows a web browser window with the URL <https://web2.kings.edu/webadvisor/colleague?TOKENID=6436708609&CS=>. The page title is "Enter Bi-weekly Payroll Ded...". The header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, CONTACT US. The main content area is titled "Enter Bi-weekly Payroll Deduction Amount" and contains a table with the following data:

Benefit	Maximum Annual Amount	Pay Period Amount
2017 Annual Fund Drive	\$999,999.99	10.00

Below the table are two buttons: "Save information and go to the next form" and "not save changes and go to the next form". A "SUBMIT" button is located at the bottom of the form. Arrows from the text box below point to the "Pay Period Amount" input field, the "Save information and go to the next form" button, and the "SUBMIT" button.

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 2017.

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
2017 Annual Fund Drive

Provider Information Needed for **Provider Name** **Provider ID**
Mr. Kings Employee | Presidential Hope |

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 Kings Employee!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2017 Annual Fund Drive	Enroll	\$10.00		Self - Presidential Hope	

By clicking "Submit" Final Enrollment button below, you are providing an electronic signature allowing King's College to deduct your 2017 Annual Fund Campaign contribution through payroll deduction.

Electronic Signature for Final Enrollment

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

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