

2018 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

The screenshot shows the King's College MyKing's website. 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 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'. In the center of the page, there is a callout box with the text 'Please click On Web Advisor Link.' and an arrow pointing to the 'WebAdvisor' link in the menu. Below the callout box, there is a section for 'KC WIRELESS NETWORK' with a wireless network icon and text: '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](#).' At the bottom, there is a section for 'STAY SAFE & SECURE ONLINE' with an envelope icon and text: '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 [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](#) link. 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](#) link 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.

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

[LOG IN](#) | [MAIN MENU](#) | [CONTACT US](#)

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Please click on "LOG IN".

Enter User ID & Password

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://wa12.kings.edu:443/webadvisor/colleague?TOKENIDX=4375769880&CS=>. The page features the King's College logo at the top left and a navigation menu with links for LOG IN, MAIN MENU, EMPLOYEES MENU, and CONTACT US. Below the navigation, there is a section titled "EMPLOYEES" with a "Welcome Guest!" message. The main content area contains a login form with the following fields:

- WebAdvisor UserName:
- Password:
- Hint:

A "Log In" label is positioned above the form. 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'." Three arrows point from the callout box to the Username, Password, and SUBMIT buttons.

At the bottom of the page, there is a footer with the text "WebAdvisor 3.2 POWERED BY ellucian".

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 links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', and 'CONTACT US'. Below the logo, a welcome message reads 'Welcome Beth Ann Kologdie!' followed by a brief explanation of WebAdvisor and a prompt to 'Select your point of entry to the right.' A vertical 'main menu' label is visible on the left side. On the right side, a dropdown menu is open, showing three options: 'Prospective Students', 'Students', and 'Employees', with 'Employees' highlighted in yellow. At the bottom of the page, there is another set of links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', and 'CONTACT US', along with a 'WebAdvisor 3.2' logo.

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 “2018 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

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Please click on “2018 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 2018

The screenshot displays the 'Annual Fund Enrollment' page on the King's College web portal. The page features a header with the college logo and navigation links. Below the header, there is a section titled 'Annual Fund Enrollment' with a sub-section 'Benefit Selections'. A table lists available options, including 'Annual Fund Drive 2017'. A 'Continue' button is visible next to the table. A callout box at the bottom of the page contains the following text:

Please select "Annual Fund Drive 2018" and then click on "Continue".

Make an Election & Designation

KING'S COLLEGE

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

EMPLOYEES Welcome Kings Employee!

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 |
|----------------------|--|----------------------------------|----------------------|
| <input type="text"/> | 2017 Annual Fund Drive | <input type="text"/> | <input type="text"/> |

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

Please select "2018 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 Deduction Amount". The header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, CONTACT US. The page content includes a table with the following data:

| Benefit | Maximum Annual Amount | Pay Period Amount |
|------------------------|-----------------------|-------------------|
| 2017 Annual Fund Drive | \$999,999.99 | 110.00 |

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 below the buttons. Arrows point from a text box at the bottom to the input field, the "Save information and go to the next form" button, and the "SUBMIT" button.

EMPLOYEES Welcome Kings Employee!

Enter Bi-weekly Payroll Deduction Amount

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

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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 2018.

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 | |

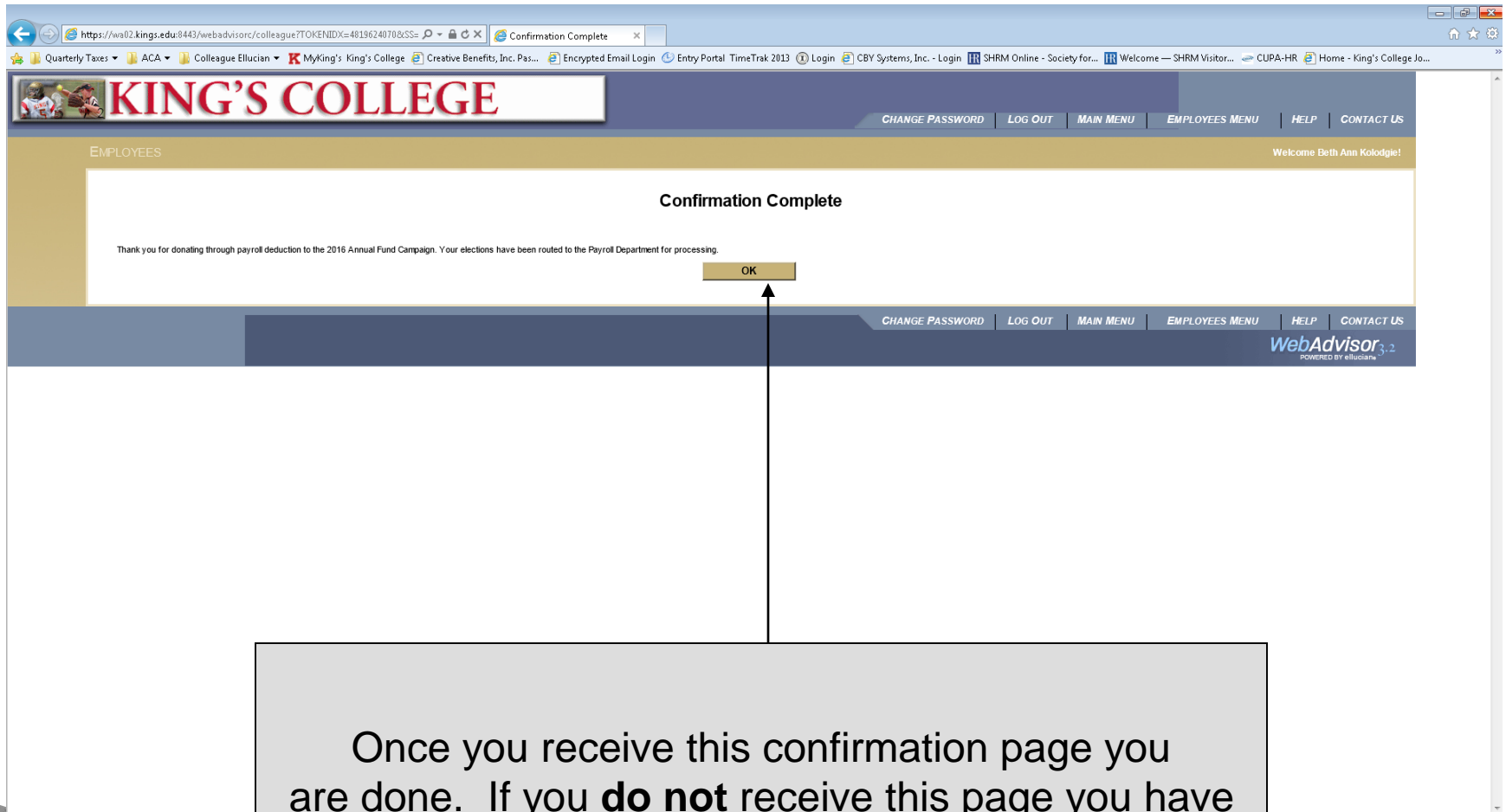
By clicking "Submit" Final Enrollment button below, you are providing an electronic signature allowing King's College to deduct your 2017 Annual Fund Campaign contribution through payroll deduction.

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.