

2016 United Way

Payroll Deduction Tutorial

**United Way
of Wyoming Valley**

**United
Way**



Log Into WebAdvisor

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 large banner image of a building and a statue. Underneath the banner, there is a breadcrumb trail: "Home > MyKing's".

A blue callout box with the text "Please click On WebAdvisor Link." has an arrow pointing to the "WebAdvisor" link in the navigation menu. The navigation menu is located on the left side of the page and includes the following items:

- MYKING'S
- Home
- Help Desk
- WebAdvisor
- Moodle
- Tech Web

On the right side of the page, there is a "Follow King's IITS on Twitter" button. Below the navigation menu, there is a news item dated "26 Oct 2015" with the following text:

26 Oct 2015 - Our networking vendor has applied software patches that we believe have fixed the limited connectivity/slow internet issues on wireless. If you have a Windows machine and you see the "Limited Connectivity" Yellow "!" icon, please report the time, location and circumstances to the help line—help@kings.edu.

Login

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

Web Advisor | King's College

Quarterly Taxes TEST WebAdvisor Main M... Datatel Users' Community... Client Support Ellucian MyKing's King's College Creative Benefits, Inc. Pas... Secure Login Creative Ben... Entry Portal TimeTrak 2013 Login CBY Systems, Inc. - Login SHRM Online - Society for... Welcome - SHRM Visitor...

MENU

KING'S COLLEGE
TRANSFORMATION. COMMUNITY. HOLY CROSS.

SEARCH

WEB ADVISOR

Home > MyKing's > Web Advisor

MYKING'S

Home

Help Desk

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:

Please select "Login To WebAdvisor"

Log In

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=221647689

Convert Select

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

main menu

VeriSign Trusted VERIFY

ABOUT SSL CERTIFICATES

This site chose VeriSign SSL for secure e-commerce and confidential communications.

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

11:25 AM
10/14/2011

Enter User ID & Password

Log In

KING'S COLLEGE

LOG IN MAIN MENU EMPLOYEES MENU CONTACT US

EMPLOYEES Welcome Guest!

Log In

WebAdvisor Username: bethannahill

Password:

Hint:

SUBMIT

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

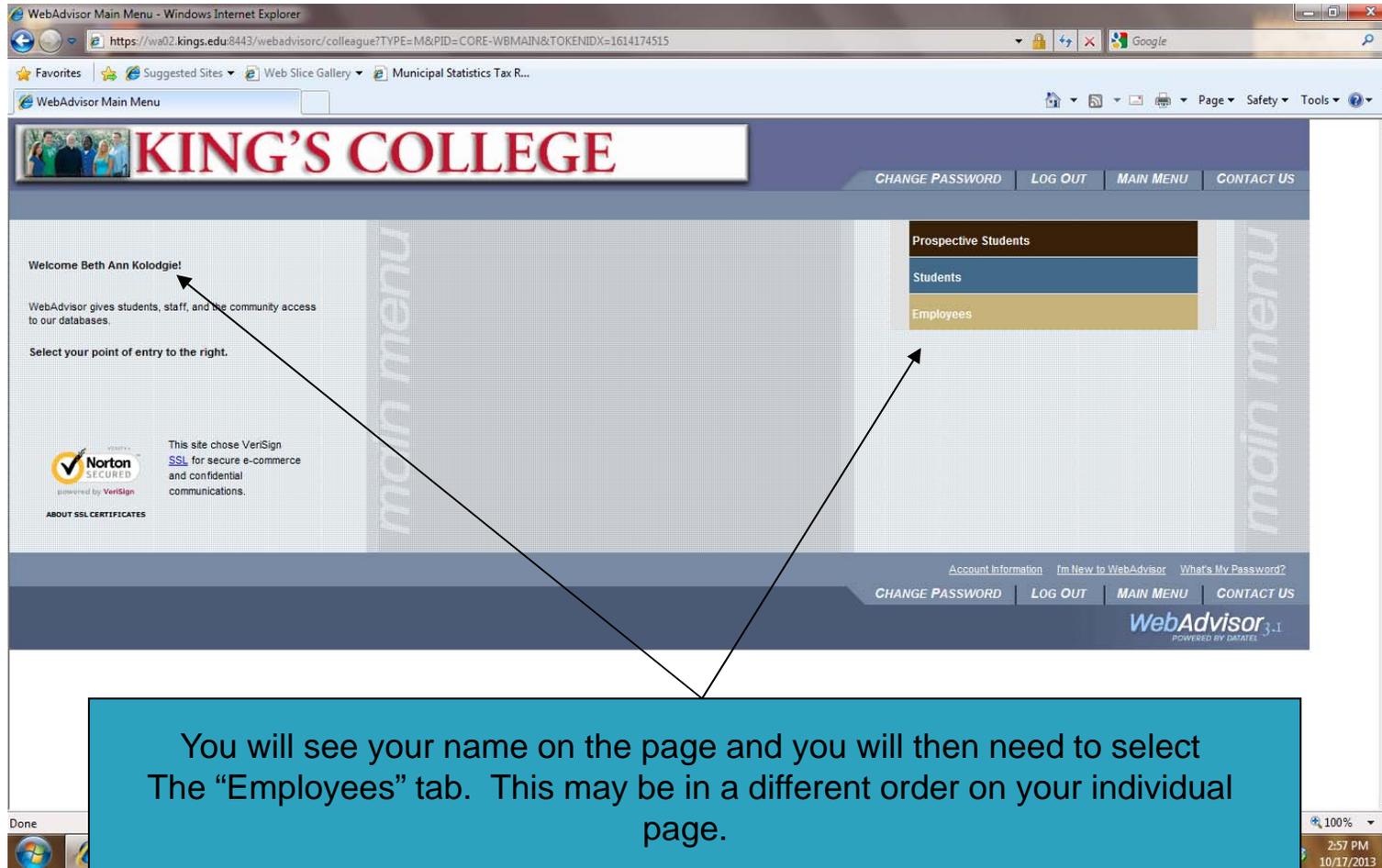
LOG IN MAIN MENU EMPLOYEES MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

Local intranet | Protected Mode: Off

2:49 PM
10/17/2013

Select “Employees” tab



The screenshot shows a web browser window titled "WebAdvisor Main Menu - Windows Internet Explorer". The address bar displays the URL: <https://ws02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-W&MAIN&TOKENIDX=1614174515>. The page header features the King's College logo and navigation links: [CHANGE PASSWORD](#), [LOG OUT](#), [MAIN MENU](#), and [CONTACT US](#). The main content area includes a personalized welcome message: "Welcome Beth Ann Kolodgie!" and a navigation menu with three options: "Prospective Students", "Students", and "Employees". The "Employees" option is highlighted in yellow. A blue callout box at the bottom of the screenshot contains the 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 status bar at the bottom shows the time as 2:57 PM on 10/17/2013.

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 “United Way Donation Enrollment”

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=5781828881&typ... WebAdvisor for Employees

Quarterly Taxes WebAdvisor Main Menu Datatel Users' Community... Client Support Ellucian MyKing's King's College Municipal Statistics Tax R... Secure Login Creative Ben... Entry Portal TimeTrak 2013 Login Web Slice Gallery

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

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Kings Employee!

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](#)

Communication

- [My Documents](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [W-2 Electronic Consent](#)
- [W-2 Statements](#)
- [T-4 Electronic Consent](#)
- [Current Benefits](#)
- [United Way Donation Enrollment](#)

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=5781828881&C=CONSTITUENCY=WBE&M&type=P&pid=HR-WBPE9001

12:56 PM
10/23/2014

Please click on “United Way Donation Enrollment”.

Select “Enroll or Change Benefits”

The screenshot shows the King's College WebAdvisor portal. The page title is "United Way Donation Enrollment". Below the title is a table with the following data:

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Dental Employee	\$10.33				No
Group Life Insurance					No
Long Term Disability					No
Retirement Red - 1%	1.0000%				No
VALUE \$300 Deductible Custom PPO	Family - \$72.00				No
Vision Family	\$3.53				No

Below the table are three buttons: "Enroll or Change Benefits", "Manage Dependents/Beneficiaries", and "Proceed to Enrollment Completion". A blue callout box with white text and arrows points to the "Enroll or Change Benefits" button.

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

Select 2016 United Way Campaign

United Way Donation Enrollment

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	2016 United Way Campaign

Continue

WebAdvisor 3.1
POWERED BY DATATEL

Please select "2016 United Way Campaign" and then click on "Continue".

Make an Election & Designation

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=73463153338&SS=...>. The page header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, CONTACT US. A welcome message reads "Welcome Kings Employee!".

The main content area is titled "Benefit Selection" and contains the following text:

Please enter the bi-weekly amount you would like to contribute to the 2015 United Way Campaign through payroll deduction. This amount will be withheld each of the 26 payperiods in the 2015 calendar year beginning with the first pay in January 2015 and ending with the last pay in December 2015 or until the pledge is fulfilled. For example: If you elect a \$2.00 bi-weekly deduction, your annual contribution will equal \$52.00 for the 2014 calendar year (\$2.00 bi-weekly x 26 pays in 2014 = \$52.00 annual contribution).

The only benefit/deduction you will be able to view and make elections for is the 2015 United Way Campaign.

Current 2015 United Way Campaign 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 contribution to a specific partner organization of the United Way, you will need to specify the organization on the provider form (you will be promoted for this information two screen after leaving this screen). You can review a list of partner organizations by clicking on the blue text "2015 United Way Campaign" link below. If your gift is unrestricted, please list "Unrestricted" under the provider name when prompted. (future screen)

Select 2015 United Way Campaign Benefits Coverage or Participation Levels Rate Information
 [2015 United Way Campaign](#)

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

Two callout boxes provide instructions:

- Bottom Left Callout:** Please select "2016 United Way Campaign" and "Save Information and go to the next form". Then Please click on "Continue".
- Bottom Right Callout:** If you would like to see a list of United Way Partner Organizations you can designate your gift to please click on this link. You will enter this name on the Designate your Gift Screen (Future screen).

The system clock in the bottom right corner shows 12:40 PM on 10/23/2014.

Choose your bi-weekly donation

EMPLOYEES Welcome Beth Ann Kolodgie!

Enter Bi-weekly Payroll Deduction Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2016 United Way Campaign	\$999,999.99	2.00

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY GIGAMETER

Please enter the BI-WEEKLY payroll deduction here.
This will be deducted for each of the 26 pays in the 2016 calendar year.

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

Designate Your Gift

EMPLOYEES

Welcome Kings Employee!

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 "United Way Partner Organizations."

[United Way Partner Organization](#)

Benefit
2015 United Way Campaign

Provider Information Needed for	Provider Name	Provider ID
Mr. Kings Employee	unrestricted	

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

12:54 PM
10/23/2014

If you would like to see a list of United Way Partner Organizations you can designate your gift to please click on this link. Enter the organization or number under Provider Name.

Please designate your gift on this screen. If you are identifying your gift please list a **Partner Organization**. If you are not identifying your gift, type **"unrestricted"**.
"Save information and go to the next form" and "Continue"

Partner Agencies

The screenshot shows a web browser window displaying the King's College employee portal. The page title is "Designate your Gift in Provider Name or list Unrestricted". Below the title, there is a form with the following fields:

- Benefit:** 2018 United Way Campaign
- Provider Information Needed for:** Mrs. Beth Ann Kolodgie
- Provider Name:** [Empty text box]
- Provider ID:** 1

Buttons below the form include "Save information and go to the next form", "Do not save changes and go to the next form", and "Continue".

In the upper right corner of the page, there is a blue hyperlinked text: [United Way Partner Organizations](#).

An Adobe Acrobat Pro window is overlaid on the right side of the page, displaying a PDF document titled "UNITED WAY OF WYOMING VALLEY FUNDED ORGANIZATIONS". The document contains a list of 48 organizations, each with a number and name. The list is as follows:

Number	Organization Name
1	AMERICAN RED CROSS, NEPA CHAPTER
5	CATHOLIC SOCIAL SERVICES
6	CATHOLIC YOUTH CENTER
7	CHILD DEVELOPMENT COUNCIL OF NEPA
8	CHILDREN'S SERVICE CENTER
10	COMMISSION ON ECONOMIC OPPORTUNITY
1097	CONSUMER CREDIT COUNSELING SERVICES OF NEPA
11	DOMESTIC VIOLENCE SERVICE CENTER
12	FAMILY SERVICE ASSOCIATION OF NEPA
17	JEWISH COMMUNITY ALLIANCE
48	LUZERNE COUNTY HEAD START
52	MATERNAL & FAMILY HEALTH SERVICES
2578	MICOLLYN CENTER
713	SHINE LUZERNE COUNTY
21	THE SALVATION ARMY
24	VICTIMS RESOURCE CENTER
342	VOLUNTEERS IN MEDICINE
6002	VOLUNTEERS OF AMERICA
27	WILKES-BARRE FAMILY YMCA
28	WYOMING VALLEY ALCOHOL & DRUG SERVICES, INC.
25	WYOMING VALLEY CHILDREN'S ASSOCIATION

At the bottom of the PDF, there is a logo for "707 UNITED WAY OF WYOMING VALLEY'S DOLLY PARTON IMAGINATION LIBRARY".

The blue hyperlink text is a list of United Way Partner Organizations you can designate your gift to. You will enter this name or number on the Designate your Gift screen in the Provider Name.

Review Gift and Allocation

KING'S COLLEGE

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 United Way Campaign	Enroll	\$2.00		Self - #1	

- Save Choices and Complete Later
- Save and go back to make other selections or corrections
- Manage Dependents/Beneficiaries
- Ready to sign

By clicking the "Submit" Final Enrollment button below, you are providing an electronic signature for your 2016 United Way Campaign Donation.

Electronic Signature for Final Enrollment

SUBMIT

WebAdvisor 3.1
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Please review your bi-weekly payroll deduction and allocations (health provider name AKA United Way Partner Organization). 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=5536533880&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 United Way 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
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Done

1:36 PM
10/14/2011

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