## **United Way** Payroll Deduction Tutorial



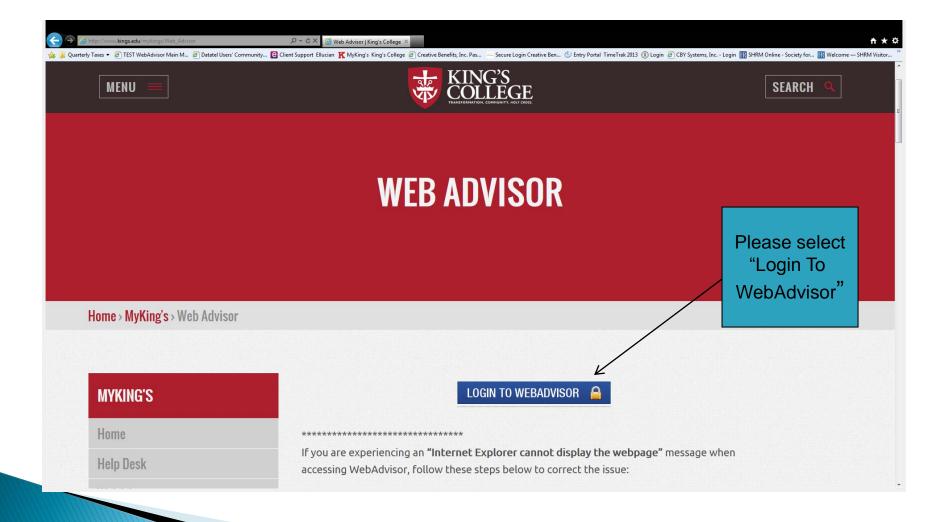
## Log Into WebAdvisor



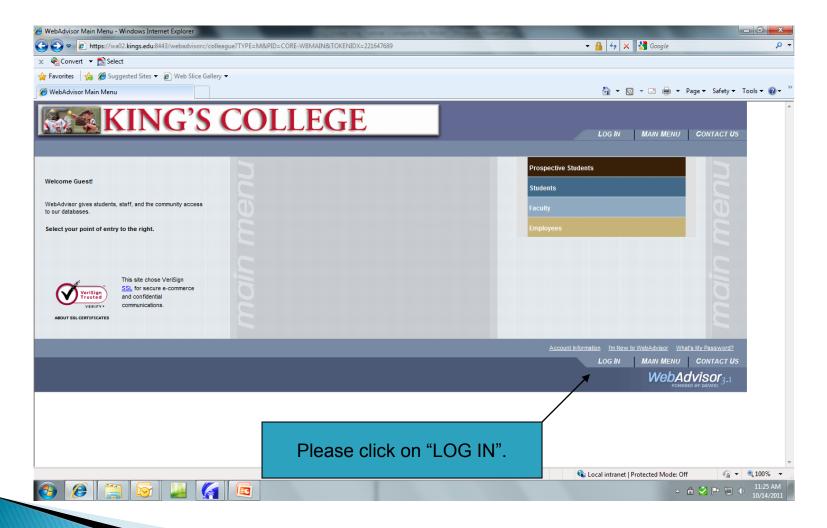
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Help Desk	26 Oct 2015 Ove		
WebAdvisor	that we believe ha	networking vendor has applied software patches we fixed the limited connectivity/slow internet . If you have a Windows machine and you see the	
Moodle		vity" Yellow "!" icon, please report the time,	
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## Login



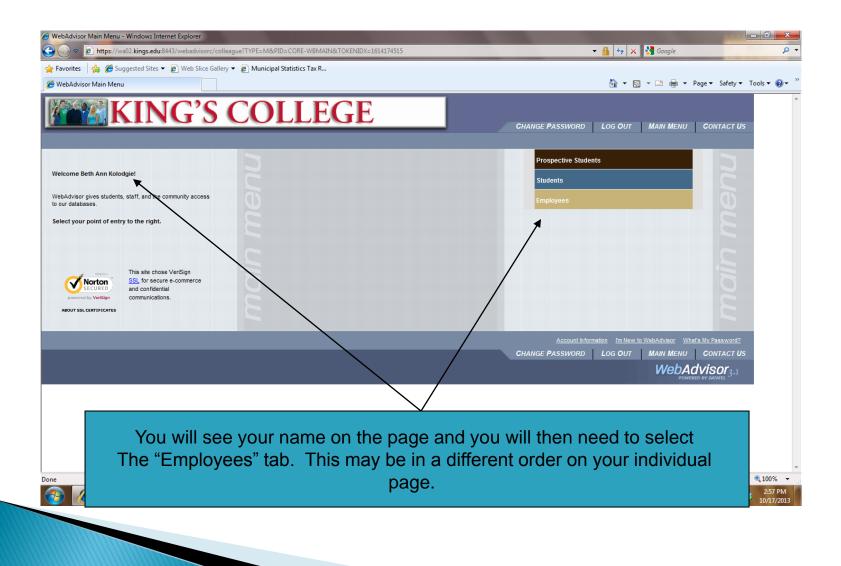
# Log In



#### Enter User ID & Password

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## Select "Employees" tab



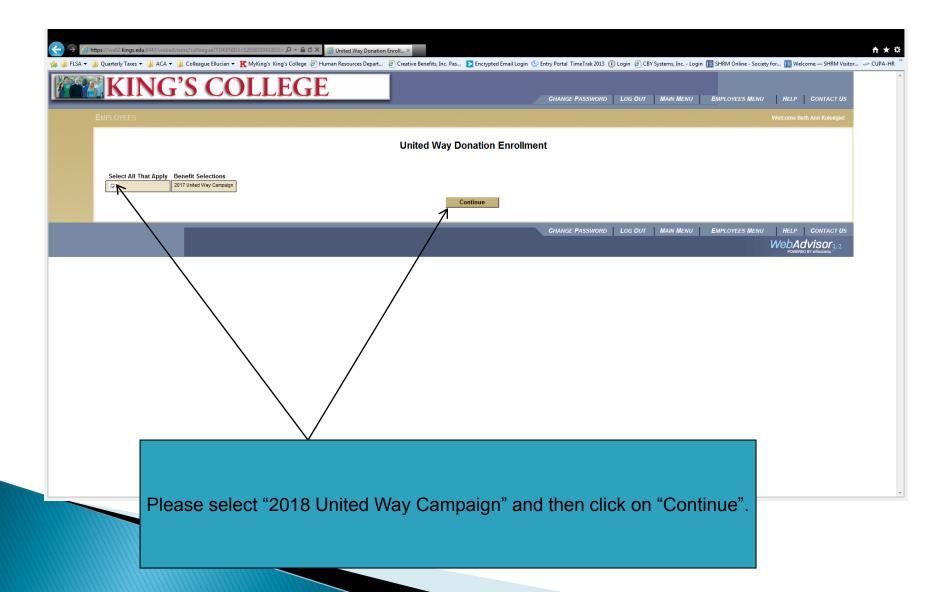
# Select "United Way Donation Enrollment"

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MING 5 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 Im New to WebAdvisor My Doc	Communication
What's mc User D2 What's mc password Change Password Address Change	
Employee Profile	
Position Summary Leave Han Summary My Sigends	
W-2 Electronic Consent W-2 Statements 74 Electronic Consent Current Renefits	
United Way Donation Errolment	
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Please click on "United Way	

#### Select "Enroll or Change Benefits"

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KING'S			icipa statistica razitu. 🥌 Secure Login Creative	CHANGE PASSWORD LOG OUT MAIN MEN		5		
	United Way Donation Enrollment							
Current Benefits	Coverage or Participation Levels	Dependents Health Care Provider Informat	ion Beneficiaries Available During This	Enrollment Period				
Dental Employee	\$10.33		No					
Group Life Insurance			No					
Long Term Disability			No					
Retirement Red - 1% VALUE \$300 Deductible Custom PPO	1.0000% Family - \$72.00		No No					
Vision Family	\$3.53		No					
				CHANGE PASSWORD   LOG OUT   MAIN MEN	U EMPLOYEES MENU HELP CONTACT U WebAdvisor Provided by Endert	5		
2.kings.edu8443/we P	Please selec	t "Enroll or Cha	nge Benefits" a	nd then click on "	Continue".	12:37 PM 10/23/2014		

#### Select 2018 United Way Campaign



## Make an Election & Designation

KING'S COLLEGI		CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT U Welcome Beth Ann Kolodgi	s
Please enter the bi-weeky amount you would like to contribute to the 2017 United Way Campaign example: If you elect a \$2.00 Bi-weeky deduction, your annual contribution will equal \$52.00 for	Benefit Selection	•• the 2017 calendar year beginning with the first pay in January 2017 and ending with the last pay in December 2017 or until the piedge is fulfilled. For	
The only benefit/deduction you will be able to view and make elections for is the 2017 United W Current 2017 United Way Campaign Benefits You are currently not enrolled in any benefits. Pending Elections for This Enrollment Period Enrollment Action Covera 2017 United Way Campaign Enrol Note: If you would like to designate your contribution to a specific partner organization of the U United Way Campaign Note: If you would like to designate your contribution to a specific partner organization of the U United Way Campaign Select 2017 United Way Campaign Benefits Coverage or Participatio Cover	evels Dependents Health Care Provider Information Benefic ge or Participation Levels Dependents Health Care Provider I Self - unstricted neted Way, you will need to specify the organization on the provider form (you will be a provider name when prompted. (future screen)		

#### Choose your bi-weekly donation

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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 United Way Campaign     \$\$999,999.99     2.00	
Saye information and go to the next form     O born save changes and go to the next form	
SUBMIT	
CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US WebAdvisor	
Please enter the BI-WEEKLY payroll deduction here. This will be deducted for each of the 26 pays in the 2018 calendar year.	Ŧ
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

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CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US	<b>^</b>
EMPLOYEES Welcome Beth Ann Kolodgie!	
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 white hyperfinked text in the upper right hand corner above your name entitled "United Way Partner Organizations."	
Benefit 2017 United Way Campaign	
Provider Information Needed for Provider Name Provider ID           Mrs. Beth Ann Kolodgie         Junrestricted	
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 organ or number under Provider Name.	ization
Please designate your gift on this screen. If you are identifying your gift please list a <b>Partner Organization</b> . If you are not identifying your gift, type " <b>unrestricted</b> ". "Save information and go to the next form" and "Continue"	Ŧ

#### **Partner Agencies**

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KING'S COLLEGE	CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US
EMPLOYEES	Welcome Beth Ann Kolodgie!
Designate your Gift in Provider Nan	
Designate your gift or list "unrestricted" in the Provider Name. A list of designations can be found by clicking on the white hyperinked text in the upper right hand corner above your nam	United Way Partner Organizations
	File Edit View Document Comments Forms Tools Advanced Window Help
Benefit 2017 United Way Campaign	🐺 Create 🗸 🍒 Combine 🔹 🄬 Collaborate 🖌 🔒 Secure 🔹 🥒 Sign 👻 📑 Forms 🐑 🚰 Multimedia 🐑 🌮 Comment 🗸
Provider Information Needed for Provider Name Provider ID Mrs. Beth Ann Kolodgie 1	
Save information and go to the next form     Do not save changes and go to the next form	
Continue	
	UNITED WAY OF WYOMING VALLEY FUNDED ORGANIZATIONS
	1 AMERICAN RED CROSS, NEPA CHAPTER 52 MATERNAL & FAMILY HEALTH SERVICES
	5 CATHOLIC SOCIAL SERVICES 2878 MGGIVAN CENTER 6 CATHOLIC YOUTH CENTER 713 SHINE LUZERNE COUNTY 7 CHILD DEVELOPMENT COUNCIL OF NEPA 21 THE SALVATION ARMY
	8 CHILDREN'S SERVICE CENTER 24 VICTIMS RESOURCE CENTER
The blue hyr	Derlink text is a list of
	LET CHILDREN S'ASSOCIATION
United way H	Partner Organizations
https://wa02.kings.edu/8443/webadvisorc/colleague?TOKENIDX=1265651041&SS=58/APP=HR&CONSTITUEN	signate your gift to.
You will enter t	his name or number on
the Designate	your Gift screen in the
Pro Pro	vider Name.

## **Review Gift and Allocation**

Construction     C	r ★ ✿ Visitor <sup>≫</sup>
CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US	*
EMPLOYEES Welcome Beth Ann Kolodgie!	
Enrollment Confirmation	
Pending Elections for This Benefit Enrollment Action       Coverage or Participation Levels       Benefit Elections         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Set = 1         Image: Device Specific For This Benefit Enrollment Action       Everage       Device Specific For This Benefit Enrollment Action       Everage         Image: Device Specific For This Benefit Enrollment Action       Everage       Set Elevent Action       Everage       Device Set Action         Image: Device Specific For This Benefit Enrollment Action       Everage       Everage       Set Elevent Action       Everage       Device Set Action         Image: Device Specific For This Benefit Enrollment Action       Everage       Everage       Everage       Device Set Action       Everage       Device Set Action       Everage       Device Set Action       Device Set Action       Everage       Device Set Action       Everag	
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".	Ŧ

## You are done- Thank you!

