

United Way

Payroll Deduction Tutorial

**United Way
of Wyoming Valley**

**United
Way**



TM

Log Into WebAdvisor

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' button on the right. Below the navigation bar is a large banner image of a building and a statue. Underneath the banner, the breadcrumb 'Home > MyKing's' is visible. On the left side, there is a vertical navigation menu with the following items: 'MYKING'S' (highlighted in red), 'Home', 'Help Desk', 'WebAdvisor', 'Moodle', and 'Tech Web'. A blue callout box with the text 'Please click On WebAdvisor Link.' has an arrow pointing to the 'WebAdvisor' menu item. To the right of the menu, there is a 'Follow King's IITS on Twitter' button and a news section titled 'King's College IITS News, Announcements, Tips & ... on Twitter @KingsIITS'. The news section contains a post dated '26 Oct 2015' regarding software patches for wireless connectivity issues, with a link to 'help@kings.edu'.

Home > MyKing's

MYKING'S

- Home
- Help Desk
- WebAdvisor
- Moodle
- Tech Web

Please click On WebAdvisor Link.

Follow King's IITS on Twitter

King's College IITS News, Announcements, Tips & ... on Twitter @KingsIITS

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](mailto: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

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

VeriSign Trusted
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 | 100%

11:25 AM
10/14/2011

Enter User ID & Password

Log In

WebAdvisor Username: bethannahill

Password: ●●●●●●

Hint:

Log In

SUBMIT

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

KING'S COLLEGE

LOG IN MAIN MENU EMPLOYEES MENU CONTACT US

EMPLOYEES Welcome Guest!

WebAdvisor 3.1
POWERED BY DATATEL

Local intranet | Protected Mode: Off 100%

2:49 PM
10/17/2013

Select “Employees” tab

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1614174515

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
POWERED BY DATATEL

Done

100% 2:57 PM 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](#)
- [T4 Electronic Consent](#)
- [Current Benefits](#)
- [United Way Donation Enrollment](#)

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU CONTACT US

WebAdvisor 3.1
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https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=5781828881&CONSTITUENCY=WBEM&type=P&pid=HR-WBPE5001

12:56 PM
10/23/2014

Please click on “United Way Donation Enrollment”.

Select “Enroll or Change Benefits”

The screenshot shows the WebAdvisor interface for King's College. 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 an arrow points to the "Enroll or Change Benefits" button. The callout box contains the text: "Please select “Enroll or Change Benefits” and then click on “Continue”."

Select 2018 United Way Campaign

The screenshot shows a web browser window with the URL <https://wa72.kings.edu/webadvisor/colleague?TOKENID=X-1265631041&S3=>. The page 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 "United Way Donation Enrollment" and contains a "Benefit Selections" table with the following data:

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	2017 United Way Campaign

Below the table is a "Continue" button. A blue callout box at the bottom of the page contains the following text:

Please select "2018 United Way Campaign" and then click on "Continue".

Make an Election & Designation

The screenshot shows a web browser window with the URL <https://web12.kings.edu/443/webadvisor/colleague?TOKENIDX=9809722684653>. The page title is "Benefit Selection". The header includes the King's College logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, EMPLOYEES MENU, HELP, CONTACT US. The user is identified as "Welcome Beth Ann Kolodgie!".

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 2017 United Way Campaign through payroll deduction. This amount will be withheld each of the 26 payperiods in the 2017 calendar year beginning with the first pay in January 2017 and ending with the last pay in December 2017 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 2016 calendar year (\$2.00 bi-weekly x 26 pays in 2016 = \$52.00 annual contribution).

The only benefit/deduction you will be able to view and make elections for is the 2017 United Way Campaign.

Current 2017 United Way Campaign 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
2017 United Way Campaign	Enroll	\$5.00		Self - unrestricted	

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 "2017 United Way Campaign" link below. If your gift is unrestricted, please list "Unrestricted" under the provider name when prompted. (future screen)

Select	2017 United Way Campaign Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="checkbox"/>	2017 United Way Campaign		

Buttons: Save information and go to the next form, Not save changes and go to the next form, Continue

Callout boxes provide instructions: "Please select '2018 United Way Campaign' and 'Save Information and go to the next form'. Then Please click on 'Continue'." and "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)."

Please select "2018 United Way Campaign" and "Save Information and go to the next form". Then Please click on "Continue".

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).

Choose your bi-weekly donation

Enter Bi-weekly Payroll Deduction Amount

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

WebAdvisor 3.1
POWERED BY GIGamon

Please enter the BI-WEEKLY payroll deduction here.
This will be deducted for each of the 26 pays in the 2018 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

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 hyperlinked text in the upper right hand corner above your name entitled "United Way Partner Organizations."

[United Way Partner Organizations](#)

Benefit
2017 United Way Campaign

Provider Information Needed for	Provider Name	Provider ID
Mrs. Beth Ann Kolodgie	unrestricted	

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"

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 with the URL <https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1265651041&SS=58>. The page is titled "KING'S COLLEGE" and displays a form for designating a gift. The form includes a "Benefit" dropdown menu with "2017 United Way Campaign" selected. Below this, there are input fields for "Provider Name" (containing "Mrs. Beth Ann Kolodgie") and "Provider ID" (containing "1"). There are two buttons: "Save information and go to the next form" and "Do not save changes and go to the next form". A "Continue" button is located at the bottom right of the form area.

Overlaid on the right side of the browser window is a PDF document titled "UNITED WAY OF WYOMING VALLEY FUNDED ORGANIZATIONS". The PDF contains a list of organizations with their corresponding numbers:

UNITED WAY OF WYOMING VALLEY FUNDED ORGANIZATIONS	
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
52	MATERNAL & FAMILY HEALTH SERVICES
2878	MCGLYNN CENTER
713	SHINE LUZERNE COUNTY
21	THE SALVATION ARMY
24	VICTIMS RESOURCE CENTER

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

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	

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

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– Thank you!

Confirmation Complete - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=5536533880&SS=7&APP=HR&CONSTITUENCY=WBEM

Confirmation Complete

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

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Done

100%

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.