

2014 United Way

Payroll Deduction Tutorial

**United Way
of Wyoming Valley**

**United
Way**



Log Into WebAdvisor

(Please note this is the only way in which a payroll deduction can be authorized)

Please click
On WebAdvisor
Link.

The screenshot shows the King's College website in a Windows Internet Explorer browser. The browser's address bar displays <http://www.kings.edu/mykings>. The website header features the King's College logo in red and white, with the text "WILKES-BARRE, PENNSYLVANIA" and "A Catholic College Sponsored by the Congregation of Holy Cross". A search bar with the text "Google Custom Search" is located in the top right. Below the header is a navigation menu with links for HOME, ABOUT KING'S, ADMISSIONS, ACADEMICS, ATHLETICS, LIFE AT KING'S, and SUPPORTING KING'S. The main content area is divided into several sections. On the left, there is a "MyKing's" sidebar with a list of links: Home, Communi-K, Help Desk, WebAdvisor, Moodle, Tech Web, Web Cams, Class Cancellations, Emergency Notification Bulletin Board, Employee Search, and Student Search. A blue button labeled "STUDENT WEBMAIL" is positioned below this list. In the center, there is a large image of a lion statue with the "iits" logo overlaid. Below the image is a "HEADLINES" section with a warning about spam/phishing messages. To the right of the image is a "Links" section with a sub-section for "Technology Links" containing a list of links: Anti-Virus Software, Change Password, Dell Purchase Program, FAQ, IITS Contacts, IITS Learning Hub, IITS Computer Drop-Off Form, and Password Station. The browser's status bar at the bottom shows "Unknown Zone (Mixed) | Protected Mode: Off" and the system tray displays the time as 3:07 PM on 10/17/2013. A blue callout box on the left side of the page contains the text "Please click On WebAdvisor Link." with an arrow pointing to the "WebAdvisor" link in the sidebar.

Login

Web Advisor | King's College - Windows Internet Explorer

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

Google

Web Advisor | King's College

KING'S COLLEGE
WILKES-BARRE, PENNSYLVANIA
A Catholic College Sponsored by the Congregation of Holy Cross

MyKing's | Campus Map | Directions | News & Events

Google Custom Search

HOME | ABOUT KING'S | ADMISSIONS | ACADEMICS | ATHLETICS | LIFE AT KING'S | SUPPORTING KING'S

Home > Technology > Web Advisor

MyKing's

- Home
- Communi-K
- Help Desk
- WebAdvisor
- Moodle
- Tech Web
- Web Cams
- Class Cancellations
- Emergency Notification Bulletin Board
- Employee Search
- Student Search

STUDENT WEBMAIL

WebAdvisor 3.1
POWERED BY UNICEF

Web Advisor

LOGIN TO WEBADVISOR

Login to WebAdvisor!

Important Notices To All WebAdvisor Users

- WebAdvisor will be down for maintenance
 - 1:45AM - 2:00AM Every Day
 - 3:30AM - 4:30AM Every Friday Morning
 - 4:00AM - 5:00AM Every Sunday morning
- The recommended browsers to use with WebAdvisor:
 - IE 7.0, IE 8.0 on Windows
 - Firefox 1.7, 2.0+, 3.0+ on Mac, Windows, Linux
 - Safari 2.0+ and 3.0+ on Mac

https://wa02.kings.edu:8443/webadvisor/colleague

Local intranet | Protected Mode: Off

11:40 AM
10/5/2012

Please select
"Login To
WebAdvisor"

Log In

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/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 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 | 100%

11:25 AM
10/14/2011

Enter User ID & Password

Log In - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/collleague?TOKENIDX=2437028244&SS=LGRQ&URL=https%3A%2F%2Fwa02.kings.edu%3A8443%2Fwebadvisor%2Fcolleague%3FTOI

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 100%

2:49 PM
10/17/2013

Select “Employees” tab

WebAdvisor Main Menu - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/league?TYPE=M&PID=CORE-W&MAIN&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”

WebAdvisor for Employees - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=4613076086&type=M&constituency=WBEM&pid=CORE-WBEM

WebAdvisor for Employees

KING'S COLLEGE

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

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Dummy 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](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [Pay Advices](#)
- [View Pay Advices \(For Administrators\)](#)
- [W-2 Electronic Consent](#)
- [W-2 \(For Administrators\)](#)
- [W-2 Statements](#)
- [T4 Electronic Consent](#)
- [Current Benefits](#)
- [United Way Donation Enrollment](#)

Communication

- [My Documents](#)

Financial Information

- [Budget selection](#)
- [Budget summary](#)

Budgeting

- [Budget selection](#)
- [Budget summary](#)

Purchase Orders

Work Orders

Time Entry and Approval

- [Time entry](#)
- [Time history](#)
- [Time approval \(for supervisors\)](#)
- [Employee history \(for supervisors\)](#)

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

Local intranet | Protected Mode: Off

11:43 AM 10/5/2012

Please click on “United Way Donation Enrollment”.

Select “Enroll or Change Benefits”

United Way Donation Enrollment - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=8957184952&SS=1&APP=HR&CONSTITUENCY=WBEM

United Way Donation Enrollment

KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Dummy Employee!

United Way Donation Enrollment

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
You are not currently enrolled in any benefits					

Enroll or Change Benefits

Manage Dependents/Beneficiaries

Proceed to Enrollment Completion

Continue

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

WebAdvisor 3.1
POWERED BY GATETEL

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

5 PM /2012

Select 2014 United Way Campaign

The screenshot shows a web browser window with the URL <https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=1614174515&SS=3&APP=HR&CONSTITUENCY=WBEM>. 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 includes a "Welcome Beth Ann Kologdie!" message. Below this, there is a "Benefit Selections" table with a "Select All That Apply" checkbox and a "Continue" button. The table contains one row with a checked checkbox and the text "2014 United Way Campaign". A blue callout box at the bottom of the page contains the text: "Please select '2014 United Way Campaign' and then click on 'Continue'." The browser's taskbar shows the time as 3:00 PM on 10/17/2013.

Select All That Apply	Benefit Selections
<input checked="" type="checkbox"/>	2014 United Way Campaign

Continue

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

WebAdvisor 3.1
POWERED BY DATAEL

Please select "2014 United Way Campaign" and then click on "Continue".

Make an Election & Designation

Benefit Selection - Windows Internet Explorer
https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=1614174515&SS=4&APP=HR&CONSTITUENCY=WBEM

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

EMPLOYEES Welcome Beth Ann Kologdie!

Benefit Selection

Please enter the bi-weekly amount you would like to contribute to the 2014 United Way Campaign through payroll deduction. This amount will be withheld each of the 26 payperiods in the 2014 calendar year beginning with the first pay in January 2014 and ending with the last pay in December 2014 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 2013 calendar year (\$2.00 bi-weekly x 26 pays in 2013 = \$52.00 annual contribution).

The only benefit/deduction you will be able to view and make elections for is the 2014 United Way Campaign.

Current 2014 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
2014 United Way Campaign	Enroll	\$2.00			

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 "2013 United Way Campaign" link below. If your gift is unrestricted, please list "Unrestricted" under the provider name when prompted. (future screen)

Select	2014 United Way Campaign Benefits	Coverage or Participation Levels	Rate Information
<input checked="" type="radio"/>	2014 United Way Campaign		

Please select "2014 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
2014 United Way Campaign	\$999,999.99	2.00

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

SUBMIT

WebAdvisor 3.1
POWERED BY DATA1E1

00%
3:01 PM
/17/2013

Please enter the BI-WEEKLY payroll deduction here.
This will be deducted for each of the 26 pays in the 2014 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 blue hyperlinked text in the upper right hand corner entitled "United Way Partner Organizations."

[United Way Partner Organizations](#)

Benefit
2014 United Way Campaign

Provider Information Needed for: Mrs. Beth Ann Kologdie

Provider Name: unrestricted

Provider ID:

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

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 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 image shows two overlapping browser windows. The background window is titled "Designate your Gift in Provider Name or list Unrestricted - Windows Internet Explorer" and shows a form with the following fields:

- Header: "KING'S COLLEGE"
- Section: "EMPLOYEES"
- Text: "Designate your gift or list 'unrestricted' in the Provider Name field."
- Field: "Benefit" with a dropdown menu showing "2014 United Way Campaign".
- Field: "Provider Information Needed for" with a dropdown menu showing "Mrs. Beth Ann Koldogge".
- Field: "Provider Name" with a dropdown menu showing "unrestricted".
- Buttons: "Save information and go to the next form" and "Do not save changes and go to the next form".

The foreground window is titled "United Way of Wyoming Valley - Windows Internet Explorer" and shows the website "http://unitedwaywb.org/agencies.html". The website features the United Way logo and a navigation menu with the following items: ABOUT US, OUR WORK, COMMUNITY PARTNERS, CAMPAIGN CORNER, VOLUNTEER, GET HELP. Below the navigation menu is a section titled "PARTNER AGENCIES" with the following list:

- American Red Cross, Wyoming Valley Chapter**
256 North Sherman Street
Wilkes-Barre, PA 18702
(570) 823-7161
- The Arc of Luzerne County**
67 Public Square, Suite 1320
Wilkes-Barre, PA 18701
(570) 714-6320

The browser's address bar shows "http://unitedwaywb.org/agencies.html". The taskbar at the bottom shows the system clock as 3:04 PM on 10/17/2013.

This is the website with the list of United Way Partner Organizations you can designate your gift to. You will enter this name on the Designate your Gift screen in the Provider Name.

Review Gift and Allocation

Enrollment Confirmation - Windows Internet Explorer

https://wa02.kings.edu:8443/webadvisor/c/colleague?TOKENIDX=1614174515&SS=8&APP=HR&CONSTITUENCY=WBEM

Enrollment Confirmation

KING'S COLLEGE

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

EMPLOYEES Welcome Beth Ann Kologdie!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2014 United Way Campaign	Enroll	\$2.00		Self - unrestricted	

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 2014 United Way Campaign Donation.

Electronic Signature for Final Enrollment

SUBMIT

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

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

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

WebAdvisor 3.1
POWERED BY DATATEL

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.