

2019 Annual Fund Campaign

Payroll Deduction Tutorial

Log Into Web Advisor

MyKing's | King's College - Google Chrome
https://www.kings.edu/mykings

Apps Links ACA Colleague Ellucian Quarterly Taxes Payroll Entry Portal TimeTral HR Dept Colleague User Interi MyKing's Creative Benefits, Inc Encrypted Email Logi

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- King's Email
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EMERGENCY ALERTS

King's College is operating on a normal...


Please click On WebAdvisor Link.

More

For the latest King's College IITS... more, follow us on Twitter @KingsIITS



Never give out your King's passwords. Each semester the incidents of scams and phishing rise, so remember, if you receive a suspicious email (like one asking for your password or with unknown attachments), always **contact**



Don't miss out on any emergency information. King's College has partnered with 911 Shield to provide the latest in incident reporting and alerting. Download the free app (**911Shield**) from the **Google Play Store** or the **Apple App**

Login to WebAdvisor

The screenshot shows a web browser window with the URL https://www.kings.edu/mykings/Web_Advisor. The page has a grey header with the text "WEB ADVISOR" in large, white, bold letters. Below the header is a breadcrumb trail: "Home > MyKing's > Web Advisor". On the left side, there is a red box labeled "MYKING'S" and a list of links: "King's Email", "WebAdvisor", "Moodle", "Snowline", and "Help Desk". In the center, there is a blue button labeled "LOGIN TO WEBADVISOR" with a padlock icon. Below the button is the text "LOGIN TROUBLE?". To the right of the button, there is a callout box with the text "Please select 'Login To WebAdvisor'". Below the button, there is a link to "New to WebAdvisor." and a note: "Don't forget, your WebAdvisor username is your email **without** @kings.edu:". The browser's address bar and tabs are visible at the top.

Web Advisor | King's College - Google Chrome

← → ↻ 🏠 https://www.kings.edu/mykings/Web_Advisor ☆ ⓘ ⋮

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WEB ADVISOR

Home > MyKing's > Web Advisor

MYKING'S

- King's Email
- WebAdvisor
- Moodle
- Snowline
- Help Desk

LOGIN TO WEBADVISOR 🔒

LOGIN TROUBLE?

You can always reset your WebAdvisor password by clicking through the automated process on the bottom-right labelled **I'm New to WebAdvisor.**

Don't forget, your WebAdvisor username is your email **without** @kings.edu:

Please select "Login To WebAdvisor"

Log In

The screenshot shows the WebAdvisor Main Menu for King's College. The browser address bar displays the URL: <https://wa02.kings.edu:8443/webadvisor/colleague?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1614150786>. The top navigation bar includes links for Apps, Links, ACA, Colleague Ellucian, Quarterly Taxes, Payroll, Entry Portal, TimeTrak, HR Dept, Colleague User Interface, MyKing's, Creative Benefits, Inc., and Encrypted Email Login. The main header features the King's College logo and navigation links for LOG IN, MAIN MENU, and CONTACT Us. A vertical 'main menu' is visible on the left side. A right-hand menu lists links for Prospective Students, Students, Faculty, and Employees. A footer section contains links for Account Information, I'm New to WebAdvisor, and What's My Password?, along with another set of LOG IN, MAIN MENU, and CONTACT Us links. The WebAdvisor logo, version 3.2, powered by ellucian, is located in the bottom right corner. An arrow points from a text box to the 'LOG IN' link in the footer.

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](#)

WebAdvisor 3.2
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Please click on "LOG IN".

Enter User ID & Password

The screenshot shows the King's College WebAdvisor login interface. At the top, the header includes the King's College logo and navigation links: LOG IN, MAIN MENU, and CONTACT Us. Below the header, a welcome message reads "Welcome Guest!". The main content area contains a login form with the following elements:

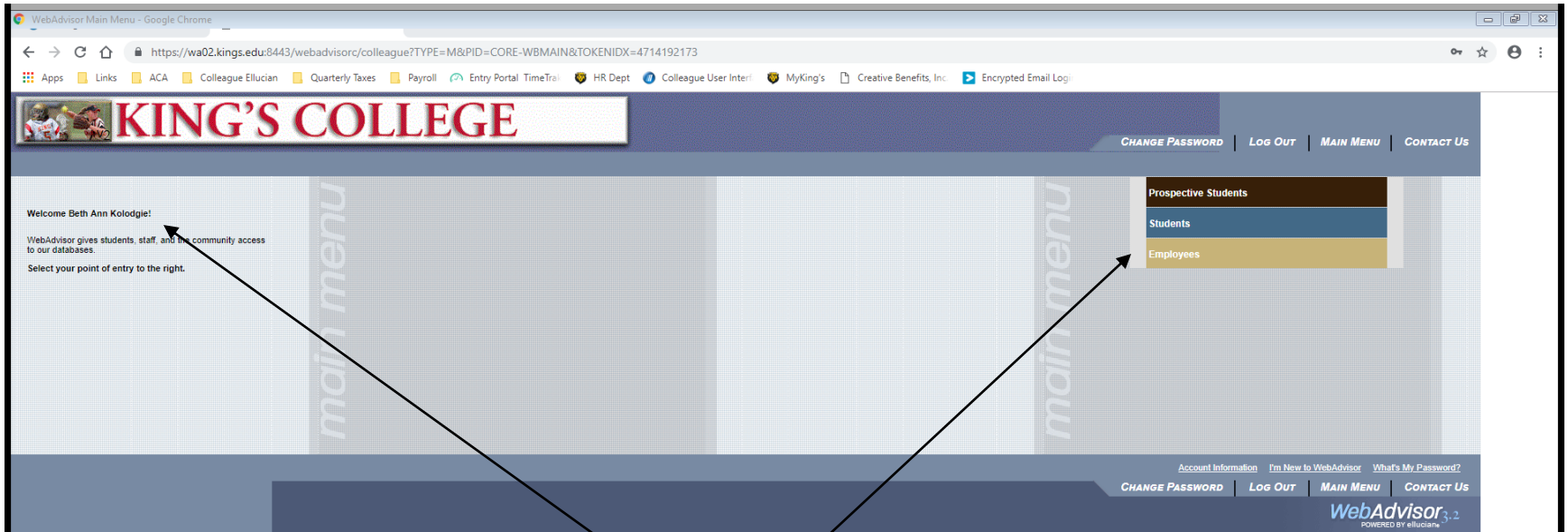
- Reminder:** Your WebAdvisor UserName is the portion of your King's email address *without* @kings.edu. EX: John Smith | WebAdvisor UserName: johnsmith | Email: johnsmith@kings.edu
- Help Text:** If you are having trouble remembering your WebAdvisor Password, please [click here for troubleshooting steps you can take to try to resolve it](#).
- Form Fields:**
 - WebAdvisor UserName:** A text input field containing "bethannahill".
 - Password:** A password input field with masked characters "*****".
 - Hint:** A checkbox that is currently unchecked.
- Submit Button:** A button labeled "SUBMIT".

Annotations on the page include:

- A "Log In" label with an arrow pointing to the "SUBMIT" button.
- A large grey box containing the text: "Please enter your User ID (first name last name with no spaces) and your password. You will then click on 'SUBMIT'".
- Two arrows pointing from the "Log In" label to the "WebAdvisor UserName" and "Password" input fields.

The footer of the page displays "WebAdvisor 3.2" and "POWERED BY ellucian".

Select “Employees” tab



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 “2019 Annual Fund Enrollment”

WebAdvisor for Employees - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=4714192173&type=M&constituency=WBEM&pid=CORE-WBEM

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KING'S COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Beth Ann Kolodgie!

The following links may display confidential information.

User Account <ul style="list-style-type: none">I'm New to WebAdvisorWhat's my User ID?What's my PasswordChange PasswordAddress Change	Communication <ul style="list-style-type: none">My Documents
Employee Profile <ul style="list-style-type: none">Position SummaryLeave Plan SummaryMy StipendsTotal CompensationPay AdviceView Pay Advice (For Administrators)W-2 Electronic ConsentW-2 (For Administrators)W-2 StatementsCurrent Benefits2019 Annual Fund Campaign	Financial Information <ul style="list-style-type: none">Budget selectionBudget summary
Time Entry and Approval <ul style="list-style-type: none">Time entryTime historyTime Approval (for supervisors)Employee history (for supervisors)	Budgeting <ul style="list-style-type: none">Budget selectionBudget summary
	Purchase Orders
	Work Orders

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WebAdvisor^{3.2}
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Please click on “2019 Annual Fund Enrollment”.

Select “Enroll or Change Benefits”

2019 Annual Fund Campaign - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=534494910&SS=1&APP=HR&CONSTITUENCY=WBEM

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CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Kings Employee!

2019 Annual Fund Campaign

Current Benefits	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries	Available During This Enrollment Period
Dental Family	Family - \$27.86				No
Group Life Insurance	1.5 X Salary to 100,000	Fake Employee			No
Long Term Disability	80% of Base Salary				No
Retirement 5%	5.0000%				No
VALUE \$300 Deductible Custom PPO	Family - \$198.00	Fake Employee, Notreal Employee			No
Vision Family	Family - \$4.38	Fake Employee, Notreal Employee			No

☒ Enroll or Change Benefits
☐ Manage Dependents/Beneficiaries
☐ Proceed to Enrollment Completion

Continue

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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 2019

The screenshot shows a web browser window displaying the 'Annual Fund Enrollment' page for King's College. The page has a blue header with the college's name and a navigation bar with links like 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'EMPLOYEES MENU', 'HELP', and 'CONTACT US'. Below the header, there's a section titled 'Annual Fund Enrollment' with a table of benefit selections. The table has two columns: 'Select All That Apply' and 'Benefit Selections'. The 'Benefit Selections' column contains a checkbox next to 'Annual Fund Drive 2019'. A 'Continue' button is located to the right of the table. A grey box at the bottom of the page contains the text: 'Please select "Annual Fund Drive 2019" and then click on "Continue"'. Two arrows point from this text box to the checkbox and the 'Continue' button.

Annual Fund Enrollment - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=534494910&SS=28&APP=HR&CONSTITUENCY=WBEM

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EMPLOYEES Welcome Kings Employee!

Annual Fund Enrollment

Select All That Apply	Benefit Selections
<input type="checkbox"/>	Annual Fund Drive 2019

Continue

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Please select "Annual Fund Drive 2019" 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=1614150786&SS=6&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, and CONTACT US. The main content area is titled "Benefit Selection" and includes a message: "You must select one benefit." Below this, there is a section for "Current Annual Fund Drive 2019 Benefits" with a table showing "You are currently not enrolled in any benefits." A note explains that if a specific use is designated, the user will be prompted to specify the allocation in the "Provider" section. The form has several tabs: "Select One", "Annual Fund Drive 2019 Benefits", "Coverage or Participation Levels", and "Rate Information". The "Select One" tab is active, showing a radio button selected for "2019 Annual Fund Drive". Below this, 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. Arrows from the text boxes point to the "2019 Annual Fund Drive" link, the "Save information and go to the next form" button, and the "Continue" button.

Benefit Selection

You must select one benefit.

Please enter the BI-WEEKLY amount you would like to contribute to the 2019 Annual Fund Campaign through payroll deduction. Please note this amount will be withheld each of the 26 pay periods beginning in July 2019 through June 2020. 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 2019 Annual Fund Campaign.

Currently you have no 2019 Annual Fund Campaign contribution through payroll deduction.

Current Annual Fund Drive 2019 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 "2019 Annual Fund Drive" link below. If your donation is unrestricted, please list "unrestricted" under "Provider" name.

Select One Annual Fund Drive 2019 Benefits Coverage or Participation Levels Rate Information

☒ 2019 Annual Fund Drive

☐ Save information and go to the next form

☐ Do not save changes and go to the next form

Continue

Please select "2019 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

Enter Bi-weekly Payroll Deduction Amount - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=7&APP=HR&CONSTITUENCY=WBEM

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EMPLOYEES Welcome Kings Employee!

Enter Bi-weekly Payroll Deduction Amount

Benefit	Maximum Annual Amount	Pay Period Amount
2019 Annual Fund Drive	\$999,999.99	10.00

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

SUBMIT

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 2019.

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
2019 Annual Fund Drive

Provider Information Needed for	Provider Name	Provider ID
Mr. Kings Employee	Greatest Need	

☐ Save information and go to the next form
☐ I will save changes and go to the next form

Continue

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

Enrollment Confirmation - Google Chrome

https://wa02.kings.edu:8443/webadvisor/colleague?TOKENIDX=1614150786&SS=98&APP=HR&CONSTITUENCY=WBEM

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CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT Us

EMPLOYEES Welcome Kings Employee!

Enrollment Confirmation

Pending Elections for This Benefit Enrollment	Enrollment Action	Coverage or Participation Levels	Dependents	Health Care Provider Information	Beneficiaries
2019 Annual Fund Drive	Enroll	\$10.00		Self - Greatest Need	

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

By clicking "Submit" Final Enrollment button below, you are providing an electronic signature allowing King's College to deduct your 2019 Annual Fund Campaign contribution through payroll deduction.

☒ Electronic Signature for Final Enrollment

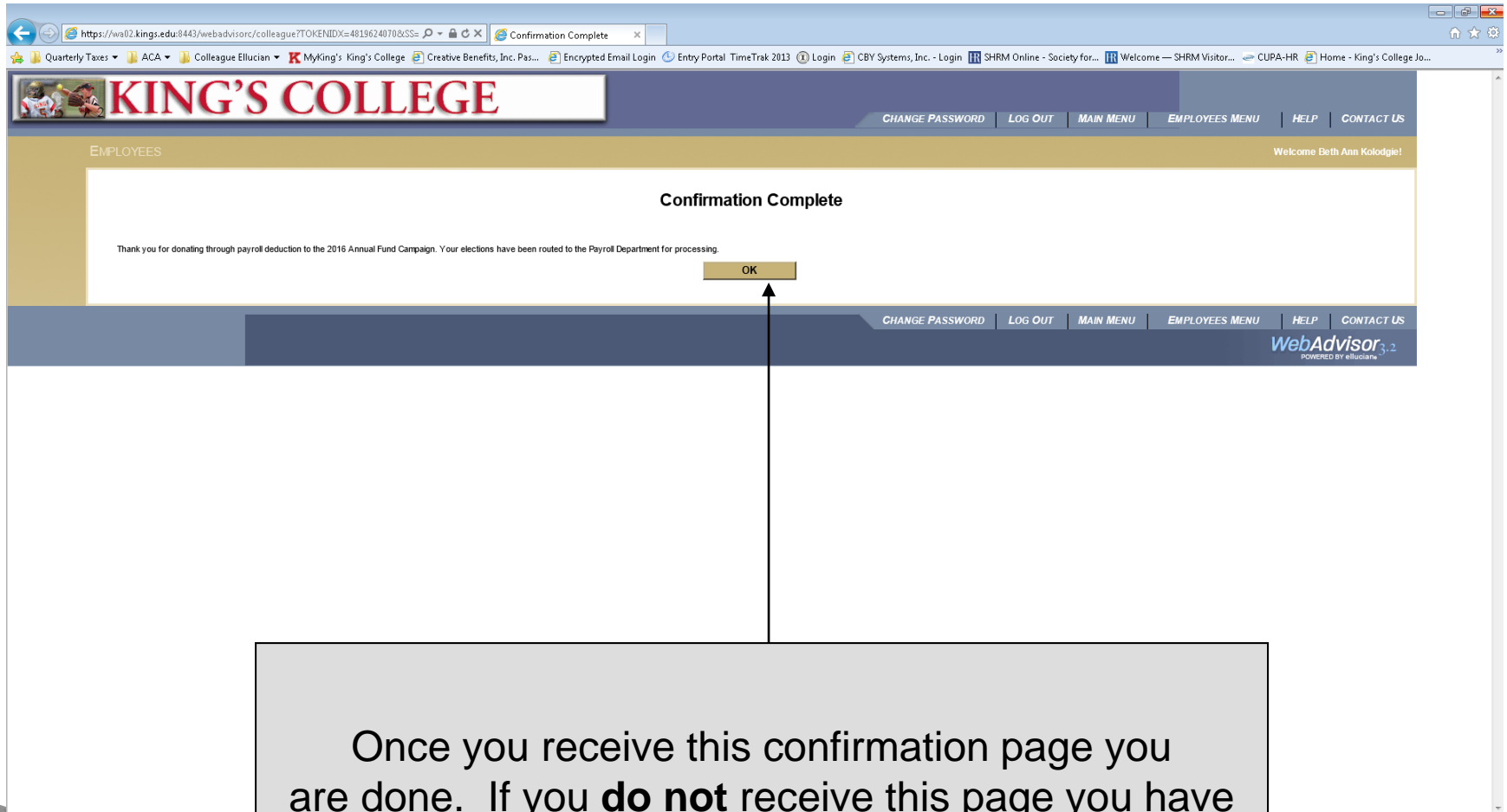
SUBMIT

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



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