

Institutional Advisors

PayWeb User Guide

General Navigation

This user guide is designed to provide a thorough walk-through of the user navigation of PayWeb for plan sponsors, administrators, and third-party administrators. More in-depth guides and training on individual functions are available through our library of Quick Reference Guides.

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1. PayWeb Login Screen

On this login screen, you will enter your login information, including your user name and password.

Key Access 

For assistance call 1-800-539-8458 | keylink_support@keybank.com

 Login

Login ID:

Password:

[Forgot Password?](#)

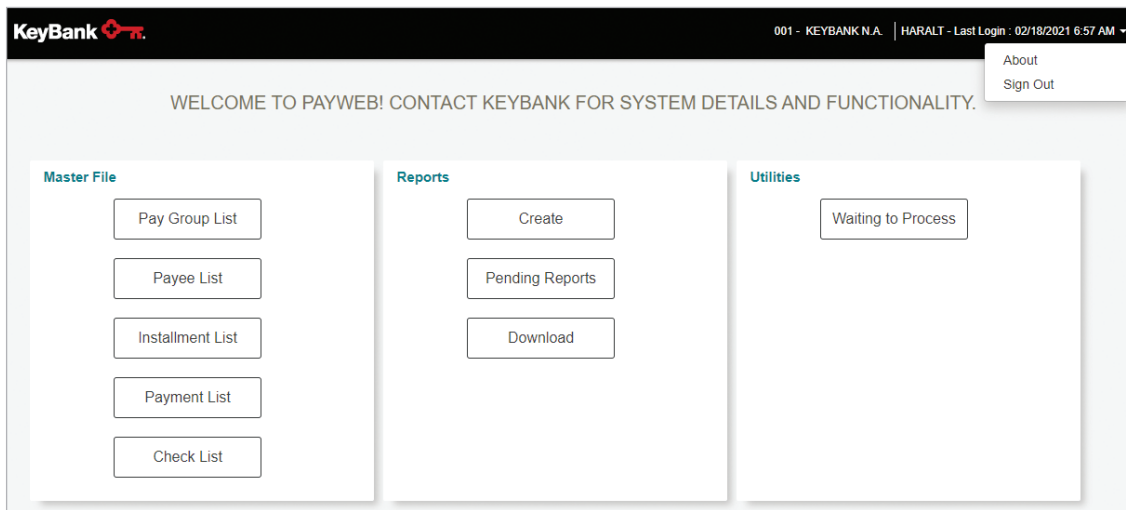
If you have forgotten your LoginID, Please call the KeyLink Helpdesk at 1-800-539-8458
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2. PayWeb Home Screen

- **Master File**
 - **Pay Group List:** Takes the user to the Pay Group(s) available to the user
 - **Payee List:** Takes the user to the Payees in the Pay Group(s) available to the user
 - **Installment List:** Takes the user to recurring Installments setup in the Pay Group(s) available to the user
 - **Payment List:** Takes the user to Payments that are in-process/in Held status pending release
 - **Check List:** Takes the user to the Check/EFT records for Payees in the Pay Group(s) available to the user
- **Reports**
 - **Create:** The user can create reports from a list of available adhoc/on-demand reports
 - **Pending Reports:** The user can see a list of adhoc/on-demand reports that have been requested and are pending release
 - **Download:** The user can download adhoc reports or monthly reporting package reports
- **Utilities**
 - **Waiting to Process:** Shows the status of Reverse Checks that have been requested.

As the user logs into the system, they will see system messages above the menu items.



PayWeb Status Bar

The Status Bar is at the top of the PayWeb screen and is available from all PayWeb screens.

Top Status Bar reflects current environment:

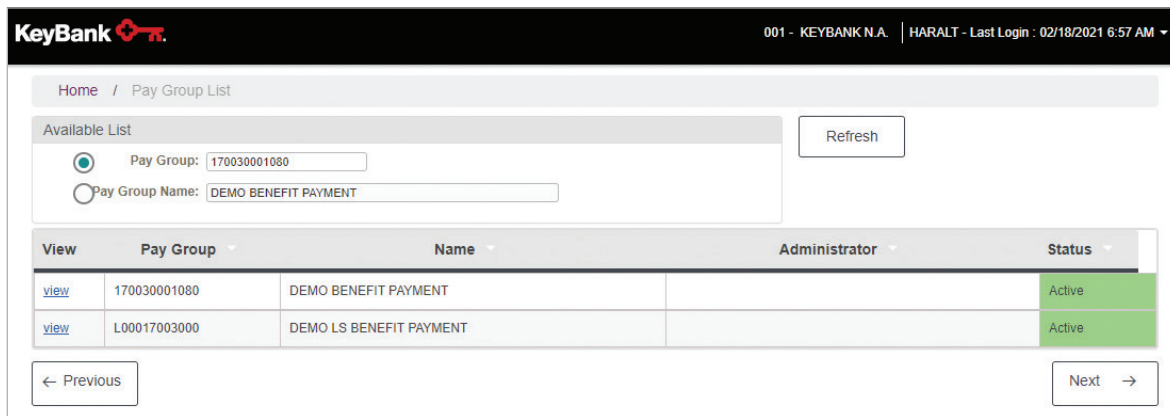
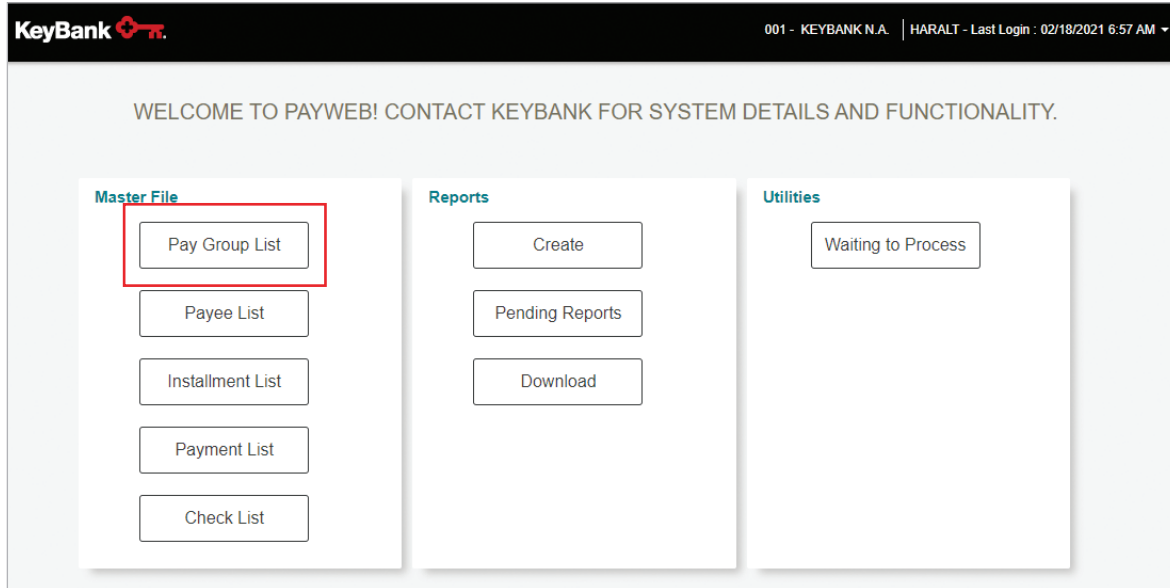
- Current Company (always 001-KEYBANK N.A.)
- User ID
 - Last login date and time are now displayed alongside the User ID for added security
- Sign Out

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3. PayWeb Master Files

PayWeb Master File List Navigation – Pay Group Example

Clicking on the **Pay Group List** on the Master File on the Home Page goes directly to the List screen.



- Clicking on **View** in the leftmost column of any record will open that record.
 - Double clicking anywhere on a row will open the record as well.

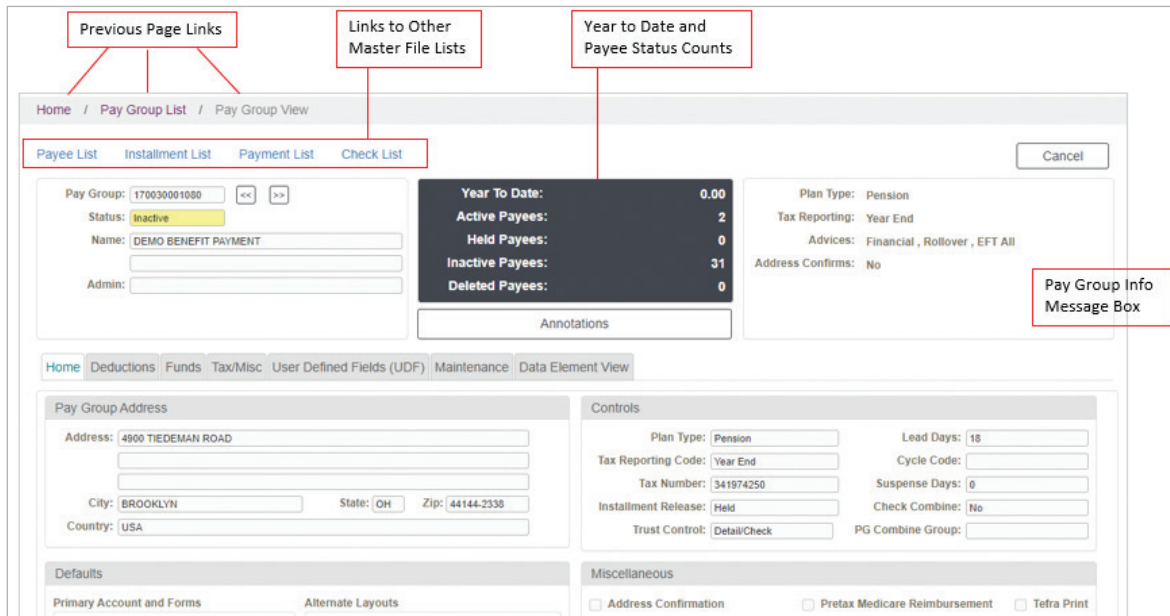
The Next/Previous (retrieve more data) feature of the list screen is located at the bottom right/left of the list. Arrow forward on bottom right retrieves the next set of data to the list, and arrow back on bottom left retrieves previous set of data to the list.

The List screen columns are available to sort if the column header has a visible caret next to the column name. This will sort the list for the records displayed in the list, not the entire Master File.

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4. Pay Group View – Home

- The Pay Group View screen has scroll functionality to previous/next Pay Groups that the user has access to.
- The Message box in top right of Header reflects Pay Group configuration data.
- The ability to move to the Payee, Installment, Payment, and Check Lists is available from the Pay Group records by utilizing the links at the top left of the screen.



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5. PayWeb Payee List

- The Payee List screen provides a hyperlink to jump to the record in the Master File indicated by column header. Hyperlinks from the list screen are indicated when an underline appears while hovering over a Master File record.
 - In the Pay List example below, the hyperlink jumps to the Pay Group.
- The List filters on the top right side of the list screen, provide the ability to filter the list by Pay Group or Status (i.e., Active, Held, Inactive, Deleted).
- Click the **Refresh** button in the top right corner to proceed with search
- Clicking on **View** in the leftmost column of any record will open that record.
 - Double clicking anywhere on a row will open the record as well.
- If Payee ID/Alternate Numbers are being used in the Pay Group:
 - The Available List section allows access to these Alternate Indexes.
 - The Payee List screen includes the Alternate Number. If prohibited by Omni Pay security, this field will display as all asterisks.

The screenshot shows the PayWeb Payee List interface. At the top, there is a breadcrumb 'Home / Payee List'. Below this is the 'Available List' section with search criteria: Pay Group/Payee (170030001080 / 075341111), Name, Payee, Partial SSN, and Alternate Num. To the right is the 'Filters' section with Pay Group and Status dropdowns, and 'Refresh' and 'New' buttons. A red box labeled 'List Filters' points to the filter section. Below is a table with columns: View, Pay Group, Payee, Name, Alternate Number, and Status. The table contains 10 rows of data. A red box labeled 'The Hyperlink From the Payee List is the Pay Group' points to the 'View' column. Another red box labeled 'Alternate Payee ID Number – if being used in the Pay Group' points to the 'Alternate Number' column. At the bottom, there are 'Previous' and 'Next' navigation buttons.

View	Pay Group	Payee	Name	Alternate Number	Status
view	170030001080	075341111	VEGA, JUAN	*****	Inactive
view	170030001080	111111111	BROWER, BENNY CAN	*****	Inactive
view	170030001080	111111119	PAYEE, TEST	*****	Inactive
view	170030001080	111111222	TEST, PAYEE	*****	Inactive
view	170030001080	111222333	SEPTEMBER, TEST	*****	Inactive
view	170030001080	111223333	BLANK NAME	*****	Inactive
view	170030001080	111335555	TEST, S A	*****	Inactive
view	170030001080	115151115	TEST, A M	*****	Inactive
view	170030001080	120001111	CURRENT, BENEFIT	*****	Inactive

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6. PayWeb Payee View

- The Payee View screen is a hub to access every record associated with a Payee.
- The Summary tab from the Payee view offers hyperlinks to the Installment, Payment, and Check files.
- Payee View features:
 - Payment Wizard button (KeyBank instance of PayWeb does not use this function)
 - Tax Ledger, New Payment, and New Installment Links
- The Message box on the top right contains information about the Payee and the type of Plan they are in.

The screenshot shows the PayWeb Payee View interface. At the top, there are three callout boxes: 'Payment Wizards' pointing to the 'Payment Wizards' button, 'Pay Group Hyperlink' pointing to the 'View Tax Forms' button, and 'Tax Ledger, New Payment, New Installment' pointing to the 'Tax Ledger', 'New Payment', and 'New Installment' buttons. The main form area contains several sections: 'Pay Group' (170030001080), 'Payee' (010001112), 'Status' (Active), 'Year To Date' (12,000.00), 'Pay Group Name' (DEMO BENEFIT PAYMENT), 'Payee Address' (1518 LAINE ROAD, ORWELL, OH, 44076), 'Tax Information' (Tax Rptg State: OH, W2 Box 15 Codes: None, etc.), 'Tax Name/Address', 'Advices' (EFT: checked, Rollover: checked), and 'Dates' (Birth: 03/18/1958, Participation: 10/15/1980, Separation: 10/15/2020). The 'Submit' and 'Cancel' buttons are at the top right.

- The tabs provide access to specific payee details.
Changes, such as updating for a new address, are simply done by typing over the existing information and clicking the **Submit** button. If the change is to be effective at a future date, select the **Future Date** button at the top of the screen to enter the effective date of the change. Then update the data you want to change, and click the **Submit** button.

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- The **Home** tab: Shows payee address and tax address, tax information, and dates: birth, participation, separation, and death. If the payee address change involves a move to another state, make sure the Tax Rptg State field is updated for the state abbreviation.

The screenshot shows the 'Home' tab interface. At the top, there is a navigation bar with tabs: Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, and New Installment. The main content area is divided into several sections:

- Payee Address:** Includes fields for Address (600 SMITH AVENUE), City (POMFRET CTR), State (CT), Zip (06259-1740), Country Code, Country Name, and Foreign (checkbox).
- Tax Information:** Includes Tax Rptg State (CT), Tax Rptg Country, Tax Rptg Code (Year End), Foreign ID, Social Security Type (SSN), W4P On File (No), W2 Box 15 Codes (None), 1042S Chpt 3 Override, W8Ben/W9 (No), W8Ben/W9 Date, and W8Ben/W9 Exp Date.
- Tax Name/Address:** Includes fields for Name, Address, City, State, Zip, and Country.
- Advices:** Includes EFT (checked) and Rollover (checkbox).
- Dates:** Includes Birth (09/13/1949), Participation, Separation (10/03/2015), and Death.
- Special Handling:** A text input field.

- The **EFT** tab: Shows EFT instructions to be used for installment payments – if applicable. Note that to change EFT instructions, you “inactivate” the current instructions and open a new EFT tab (such as EFT2) and update for the new instructions. Make sure to “activate” the new instructions.

The screenshot shows the 'EFT' tab interface. At the top, there is a navigation bar with tabs: Home, EFT, Deductions, Miscellaneous, Web, YTD, User Defined Fields(UDF), Maintenance, Summary, Data Element View, Tax Ledger, New Payment, and New Installment. Below the navigation bar, there are sub-tabs: EFT1 - PC01, EFT2, EFT3, EFT4, EFT5, and EFT6. The main content area is divided into several sections:

- Bank Information:** Includes fields for Name, Address (111 MAIN ST. BOX 335), City (JEWETT CITY), State (CT), Zip (06351), Country, and Foreign (checkbox).
- IAT Bank Information:** Includes Bank Name (JEWETT CITY SAVINGS BANK) and Country Code.
- EFT Details:** Includes Status (Active), Routing and Transit (211174330), Account (22600000000), Account Type (Checking), Deposit Type (Percentage), Percentage (0.00), Prenote Control (Prenote), and Prenote Date.

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- The **Deductions** tab: Shows the deductions used for this payee. Note that if you have a payee address change where the payee is moving to another state and a new state withholding is needed to be setup, you should select the new state withholding via the drop down menu (once you have updated the payee's address).

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital St.
FEDTX	Active	FEDERAL TAX	Federal	Fed/st Withhold	0.00	FEDTX	Married, Jr
MEDED	Active	MEDICAL DEDUCTION	Other	Fixed Amount	25.00	MEDED	
TAXCT	Active	STATE TAX	State	Fed/st Withhold	0.00	TAXCT	Single

- The **Miscellaneous** tab: Use this tab to update the payees phone number and email address.

Home	EFT	Deductions	Miscellaneous	Web	YTD	User Defined Fields(UDF)	Maintenance	Summary	Data Element View	Tax Ledger	New Payment	New Installment
<p>Beneficiary of: <input type="text"/></p> <p>Name Type: <input type="text" value="Person"/></p> <p>Gender: <input type="text"/></p> <p>Payee Type: <input type="text" value="Payee"/></p>												
<p>Miscellaneous</p> <p>Employee Number: <input type="text"/></p> <p>Plus/Alternate Number: <input type="text" value="*****"/></p> <p>Payee Code: <input type="text"/></p>												
<p>Previous Pay Group: <input type="text"/></p> <p>Previous Payee: <input type="text"/></p>												
<p>Payee Contact Information</p> <p>Email: <input type="text"/></p> <p>Phone: <input type="text"/></p>												

- The **Web** tab: Shows login information for the payee's PayeeWeb portal access.

Home	EFT	Deductions	Miscellaneous	Web	YTD	User Defined Fields(UDF)	Maintenance	Summary	Data Element View	Tax Ledger	New Payment	New Installment
<p>Last Login Date: <input type="text"/></p> <p>PIN Change Date: <input type="text" value="11/19/2020"/></p> <p>PIN Locked: <input type="text" value="N"/></p> <p>PIN New: <input type="text" value="Y"/></p> <p>PIN Expired: <input type="text" value="Y"/></p>												

- The **YTD** tab: This tab shows the user's year-to-date gross totals and tax information.

Home	EFT	Deductions	Miscellaneous	Web	YTD	User Defined Fields(UDF)	Maintenance	Summary	Data Element View	Tax Ledger	New Payment	New Installment
<p>Current Year: <input type="text" value="574.76"/> Taxable: <input type="text" value="574.76"/></p> <p>Previous Year: <input type="text" value="6,897.12"/> Ordinary: <input type="text" value="574.76"/></p> <p>Inception to Date: <input type="text" value="33,910.84"/> Capital Gains: <input type="text" value="0.00"/></p> <p>Value of Shares: <input type="text" value="0.00"/> Non-Taxable: <input type="text" value="0.00"/></p> <p>Cost of Shares: <input type="text" value="0.00"/> Rollover: <input type="text" value="0.00"/></p> <p>Number of Shares: <input type="text" value="0.00"/> Housing Allowance: <input type="text" value="0.00"/></p> <p>Deductions Current: <input type="text" value="0.00"/> Taxable YTD Supplemental WH: <input type="text" value="0.00"/></p> <p>Deductions Previous: <input type="text" value="0.00"/></p> <p>Deductions Inception to Date: <input type="text" value="40.18"/></p>												

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- The **User Defined Fields** tab: The only field used within this tab is the **Start CCYYMMDD** field. This field is used for the mailing of credentials to the payee for access to the PayeeWeb portal.

- The **Maintenance** tab: Shows when the installment record was created or edited by which user.

Record Type	Identifier	Changed By	Changed On
PA		3AHARTH	01/15/2021-11:54:30
BT	EFT PC01	3AHARTH	01/15/2021-11:55:21
SD	FEDTX	3KOZAKA	03/07/2016
SD	MEDED	3AHARTH	01/15/2021-11:55:57
SD	TAXCT	SIMKOMA	01/18/2018

- The **Summary** tab: Shows the installments, payments (lump sum, retros, off-cycles, etc.), and check/EFT history. It also shows the payee's historic tax records.

View	Status	Gross	Next Pay Date	Tax Type	Frequency	Installment Number
view	Active	2,639.47	03/01/2021	1099R	Monthly	1

View	Status	Date	Name	Form	Gross	Deduction	Net	Rollover	Tax Year	Account	Dist Num
view	Held	02/01/2021		CKP1	2,639.47	342.00	2,297.47	0.00	2021	0000448927	68

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Installments Payments **Checks** TX File

Check Ledger

View	Status	Check Date	Name	Check Number	Form	Gross	Net	Tax Year	Account Number
view	Cleared	02/01/2020		9309969	EFP1	2,639.47	2,480.51	2020	0000448927
view	Cleared	03/01/2020		9344990	EFP1	2,639.47	2,481.35	2020	0000448927
view	Cleared	04/01/2020		9379716	EFP1	2,639.47	2,481.35	2020	0000448927
view	Cleared	05/01/2020		9414297	EFP1	2,639.47	2,481.35	2020	0000448927
view	Cleared	06/01/2020		9448174	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	07/01/2020		9483526	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	08/01/2020		9518944	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	09/01/2020		9554429	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	10/01/2020		9590189	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	11/01/2020		9625649	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	12/01/2020		9661252	EFP1	2,639.47	2,297.47	2020	0000448927
view	Cleared	12/17/2020		9696815	EFP1	2,639.47	2,297.47	2021	0000448927

Installments Payments **Checks** TX File

View	Tax Year	Tax Type	Distribution Amount	Account
view	2015	1099R	13,197.35	20160111184900002571
view	2016	1099R	31,673.64	20170110184300002875
view	2017	1099R	31,673.64	20180110184500002835
view	2018	1099R	31,673.64	20190111185000003064
view	2019	1099R	31,673.64	20200109185400003849

Check Ledger

Totals by Tax Year		Totals by Check Year	
Tax Year	Totals	Check Year	Totals
2015	13,197.35	2015	13,197.35
2016	31,673.64	2016	31,673.64
2017	31,673.64	2017	31,673.64
2018	31,673.64	2018	31,673.64
2019	31,673.64	2019	31,673.64
2020	31,673.64	2020	34,313.11
2021	2,639.47		

[Cancel](#)

Home / Payee List / Payee View / Tax File View

1099R Record [Cancel](#)

Social Security Number: Account: Company:
 Created: Tax Year: Payer EIN:
 Pay Group: Last Updated: Form Type:

View	Gross	Fed	State	Cat
View	31,673.64	1,915.14	MA	7

Field Name	Field Value	Corrected
TX109 - Name Control		
TX143 - TIN Type	2	
TX010 - Payee No		
TX220 - Gross Distribution	31673.64	
TX221 - Taxable Amount	30874.92	
TX222 - Capital Gain	0.00	
TX223 - Federal Tax Withheld	1915.14	
TX224 - Employee Contribution	798.72	
TX225 - Net Unrealized Apprec	0.00	

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- The **Data Element** tab: Shows a listing of all the data elements for the payee.

Number	Record	Tab	Name	Value	Picture
001	PA	Status Bar	Company #	001	X06
008	PA	Header	Pay Group #	170030001080	X12
010	PA	Header	Payee #	123412345	X10
085	PA	Internal	Record Type	PA	X02
086	PA	Internal	Deduction Code		X05
100	PA	Maintenance	Last Updated By	SCHROBR	X08
101	PA	Maintenance	Last Updated	02252020	X08
102	PA	Header	Record Status	A	X01
104	PA	Internal	Pay Type	P	X01

The Payee View screens also provide access to the payee's tax ledger.

Home / Payee View / Tax Ledger List

Available List

Pay Group: Name:

Payee:

Tax Year:

Type	Year	Category 1	Category 2	State	Gross Amount
1099R	2020	7-Normal		MA	31,673.64
Total:					31,673.64

Home / Payee View / Tax Ledger List / Tax Ledger

Pay Group: Tax Year:

Payee: Tax Type:

Pay Group Name:

Plan Type:

Distribution Type:

Location Code:

Administrator:

Payee Address:

Name:

Address:

City/State/Zip:

Country:

Category	Amount
Taxable	
Gross Amount:	31,673.64
Ordinary Income:	30,874.92
Capital Gains:	0.00
Total Taxable:	30,874.92
State Taxable:	30,874.92
Nontaxable	
Employee Contribution:	798.72
Other Nontaxable:	0.00
Total Nontaxable:	798.72
Housing Allowance:	0.00

Tax Reporting State: Dist Percent:

Tax Country: Roth Contrib Date:

1099R Category:

Number of Checks: Dividends:

Interest:

Category	Amount
QVEC	
QVEC:	0.00
QVEC Withholding:	0.00
QVEC State Withholding:	0.00
Box 8 Other:	0.00
IRR Amt:	0.00
Deductions	
Federal Tax:	2,626.28
State Tax:	560.00
NRA Tax:	0.00
ELOSS:	0.00
In-Kind Stock:	0.00
Loan Distributed:	0.00

Roth and Non-Roth Sources

Roth Cat Dist: Roth Basis/EE:

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Home / Payee List / Payee View

Payment Wizards | **View Tax Forms** | Submit | Cancel

Pay Group: 170030001080 << >> Future Date
 Payee: 010001112
 Status: Active
 Loc:
 Record Issues:
 Name: ATEST, AARON

Year To Date: 12,000.00

Pay Group Name: DEMO BENEFIT PAYMENT
 Payments: 1
 Installments: 1
 Direct Deposit: Yes
 Plan Type: Pension
 Administrator:

Home | EFT | Deductions | Miscellaneous | Web | YTD | User Defined Fields(UDF) | Maintenance | Summary | Data Element View | Tax Ledger | New Payment | New Installment

Payee Address
 Address: 1518 LAINE ROAD
 City: ORWELL State: OH Zip: 44076
 Country Code: US Country Name: Foreign:

Tax Information
 Tax Rptg State: OH W2 Box 15 Codes: None
 Tax Rptg Country: 1042S Chpt 3 Override:
 Tax Rptg Code: Year End W8Ben/W9:
 Foreign ID: W8Ben/W9 Date:
 Social Security Type: SSN W8Ben/W9 Exp Date:
 W4P On File: No

Tax Name/Address
 Name:
 Address:
 City: State: Zip:
 Country:

Advices
 EFT:
 Rollover:
 Digital:

Dates
 Birth: 03/18/1958
 Participation: 10/15/1980
 Separation: 10/15/2020
 Death:

Special Handling:

- Clicking on **View Tax Forms** on the Payee View screen will bring up a list of tax forms that you can download. These are the tax forms (generally 1099-R) that KeyBank has filed. Selecting a tax form will open a copy of the tax form filed by KeyBank for the payee. Note that there may be more than one copy of a specific tax form if corrections needed to be made, so select the most recent date for any given tax year.

Home / Payee View / Tax Forms

Download

Select	Available Tax Forms
<input type="checkbox"/>	.

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7. PayWeb Installment List

- The Installment List screen displays recurring/installment payments setup in the system for payees. This screen provides hyperlinks to jump to the installment record indicated by column header.
 - In the below example, the hyperlink jumps to the Pay Group and Payee.
- Clicking on **View** in the leftmost column of any record will open that record.
 - Double clicking anywhere on a row will open the record as well.
- The Available List in the top left corner of the Installment List Screen provides the ability to search for an installment by:
 - Pay Group and Payee ID
- Click the **Refresh** button in the top right corner to proceed with search
- The Filters in the top center of the Payment List Screen provide the ability to filter the list by Status, Process Date, or Payment Type.
- Click the **Refresh** button in the top right corner to proceed with a search.

View	Pay Group	Payee	Frequency	Status	Next Pay	Name	Gross	Install	Fund Control
view	170030001080	010001112	Monthly	Active	04/01/2021	ATEST, AARON	3,000.00	0000001	Yes
view	170030001080	111001234	Monthly	Active	04/01/2021	BTEST, BEN	3,500.00	0000001	Yes
view	170030001080	111111111	Monthly	Inactive	02/01/2016	BROWER, BENNY CAN	2,500.00	0000001	Yes
view	170030001080	111111119	Monthly	Active	04/01/2020	PAYEE, TEST	100.00	0000001	Yes
view	170030001080	111222333	Monthly	Active	03/01/2021	SEPTEMBER, TEST	1,600.00	0000001	Yes
view	170030001080	111222333	Monthly	Active	04/01/2021	SEPTEMBER, TEST	1,600.00	0000002	Yes
view	170030001080	111223333	Monthly	Active	04/01/2021	BLANK NAME	1,039.12	0000001	Yes
view	170030001080	111335555	Monthly	Inactive	01/01/2017	TEST, S A	1,500.00	0000001	Yes
view	170030001080	115151115	Monthly	Inactive	08/01/2011	TEST, A M	10,000.00	0000001	Yes

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8. PayWeb Installment View

- The Installment View screen contains the address, tax information, and installment distributions for the installment in view for the payee selected.
- The gray center panel shows the Installment Header information: Gross Payment, Deductions, Net Payment, and Year-to-Date amounts.

KeyBank 001 - KEYBANK N.A. | HARALT - Last Login : 02/18/2021 6:57 AM

Home / Installment List / Installment View

Submit Cancel

Pay Group: 170030001080 Payee: 010001112
Installment Number: 1 Installment Type: Fixed Payment
Name: ATEST, AARON Status: Active

Gross Payment: 3,000.00
Deductions: 190.45
Net Payment: 2,809.55
Year to Date: 15,000.00

Pay Group Name: DEMO BENEFIT PAYMENT
Payee Status: Active
Plan Type: Pension
Location:
Special Handling:
Administrator:

Home Alternate Payment Funds Deductions Taxability User Defined Fields(UDF) Maintenance Data Elements View Forecast Installment Add Off-Cycle Add Retro

The current installment is using the Payee Name and Address.

Alt Addr 2 Alt Addr 3 Alt Addr 4 Alt Addr 5 Alt Addr 6 Alt Addr 7 Alt Addr 8 Alt Addr 9 Alt Addr 10

Payee Address

Name: ATEST, AARON
Address: 1518 LAINE ROAD
City: ORWELL State: OH Zip: 44076
Country: Foreign:

Active Address: AD02
Name:
Address:
City: State: Zip:
Country: Foreign:
Account:

Control

Frequency: Monthly Start Date: 01/29/2021
Annuity Definition: Stop Date: 12/31/9999
Reason: Next Payment: 04/01/2021
Payment Election: Last Paid On: 03/01/2021
Payment Source: Payments Made: 2
Annuity Type:

Tax Information

Tax Type: 1099R
1099R Category: 7-Normal
1099Misc Box:
1042S Chpt 3 Exempt Code:

PayWeb User Guide – General Navigation

The tabs provide access to specific installment details:

- The **Home** tab: Shows Payee Address including alternate addresses and tax information as well as control information such as payment frequency, start and stop dates, and annuity type.

The screenshot shows the 'Home' tab interface. At the top, there are navigation tabs: Home, Alternate Payment, Funds, Deductions, Taxability, User Defined Fields(UDF), Maintenance, Data Elements View, Forecast Installment, Add Off-Cycle, and Add Retro. Below the tabs, a message states: "The current installment is using the Payee Name and Address." There are tabs for "Alt Addr 2" through "Alt Addr 10".

The main content area is divided into three sections:

- Payee Address:** Includes fields for Name (SMITH, JOHN), Address (4900 TIEDEMAN RD), City (BROOKLYN), State (OH), Zip (44144-2338), Country, and Foreign. There is also an "Active Address" section with a checkbox and fields for Name, Address, City, State, Zip, Country, and Foreign.
- Control:** Includes dropdowns for Frequency (Monthly), Annuity Definition, Reason, Payment Election, Payment Source, and Annuity Type. It also has input fields for Start Date (02/25/2020), Stop Date (12/31/9999), Next Payment (04/01/2020), Last Paid On, and Payments Made (0).
- Tax Information:** Includes dropdowns for Tax Type (1099R), 1099R Category (7-Normal), 1099Misc Box, and 1042S Chpt 3 Exempt Code.

- The **Alternate Payment** tab: Shows EFT or wire instructions – if applicable.

The screenshot shows the 'Alternate Payment' tab interface. At the top, there are navigation tabs: Home, Alternate Payment, Funds, Deductions, Taxability, User Defined Fields(UDF), Maintenance, Data Elements View, Forecast Installment, Add Off-Cycle, and Add Retro.

The main content area is divided into three sections:

- Rollover EFT Information:** Includes dropdowns for Account Type, Routing and Transit, and Account. It also has sections for Addenda Payment Information and IAT Bank Information (Bank Name, Country Code).
- Wire:** Includes dropdowns for Account Type, Routing and Transit, and Account. It also has a Secondary Routing Number field and an Addenda Payment Information section.
- Global Payment:** Includes input fields for International Bank Routing, International Bank Account, and dropdowns for Global Payment, Currency Code, and Residency Code.

- The **Funds** tab: Shows the fund source within the Pay Group for the installment, including amount and start and stop dates.

The screenshot shows the 'Funds' tab interface. At the top, there are navigation tabs: Home, Alternate Payment, Funds, Deductions, Taxability, User Defined Fields(UDF), Maintenance, Data Elements View, Forecast Installment, Add Off-Cycle, and Add Retro. Below the tabs, there is a dropdown menu "Select a fund to add...".

The main content area is a table with the following columns: Fund ID (DF032), Status (DF102), Description (DF705), Trust Account (DF762), Amount (DF715), Start (DF703), and Stop (DF704).

Fund ID (DF032)	Status (DF102)	Description (DF705)	Trust Account (DF762)	Amount (DF715)	Start (DF703)	Stop (DF704)
REGUL1	Active <input checked="" type="checkbox"/>	REGULAR	0025721.1	2,000.00	02/25/2020	12/31/9999

PayWeb User Guide – General Navigation

- The **Deductions** tab: Shows the deductions, such as medical insurance and Federal and State tax withheld.

Code (SD086)	Status (SD102)	Description (SD501)	Category (SD506)	Method (SD515)	Amount (SD510)	Withholding Payee (SD545)	Marital Status (SD551)	E ^
FEDTX	Active	FEDERAL TAX	Federal	Fed/st Withhold	20.00	FEDTX	Married, Joint	
XXXXX	Active	MEDICAL INSURANCE	Other	Fixed Amount	10.00	XXXXX		

- The **Taxability** tab: Shows details around the taxability of the installment payment.

Home	Alternate Payment	Funds	Deductions	Taxability	User Defined Fields(UDF)	Maintenance	Data Elements View	Forecast Installment	Add Off-Cycle	Add Retro	
Payment		Distribution									
Taxable Payment: <input type="text" value="2,000.00"/> Taxable: <input type="text" value="2,000.00"/> Ordinary Income: <input type="text" value="2,000.00"/>		Taxable Capital Gains: <input type="text" value="0.00"/>		Housing Allowance Method: <input type="text" value="Amount"/> Amount: <input type="text" value="0.00"/>		Employee Contributions Total EE Contribution: <input type="text" value="0.00"/> Remaining: <input type="text" value="0.00"/> Exclusion Method: <input type="text" value="Amount"/> Exclusion Amount: <input type="text" value="0.00"/>		Pretax Deduction Amount: <input type="text" value="0.00"/>		Forfeiture Type: <input type="text" value="Revocable"/> Amount: <input type="text" value="0.00"/>	
Nontaxable Nontaxable: <input type="text" value="0.00"/> Employee Contributions: <input type="text" value="0.00"/> Other Nontaxable: <input type="text" value="0.00"/>											

- **User Defined Fields** tab: these UDF fields should only be used by KeyBank!

Home	Alternate Payment	Funds	Deductions	Taxability	User Defined Fields(UDF)	Maintenance	Data Elements View	Forecast Installment	Add Off-Cycle	Add Retro	
Text/Alpha Fields		Check Note Fields									
Code 1: <input type="text"/> Alpha 10: <input type="text"/>		Note 1: <input type="text"/> Note 2: <input type="text"/>									
Date Fields		Cash Fields									
Date 1: <input type="text"/> Date 2: <input type="text"/> Date 3: <input type="text"/>		Cash 1: <input type="text" value="0.00"/> Cash 2: <input type="text" value="0.00"/>									

PayWeb User Guide – General Navigation

- The **Maintenance** tab: Shows when the installment record was created or edited by which user.

Record Type	Identifier	Changed By	Changed On
DS		SCHROBR	02/25/2020
PA	ADDRESS 1	SCHROBR	02/25/2020
SD	FEDTX	SCHROBR	02/25/2020
SD	XXXXX	SCHROBR	02/25/2020

- The **Data Elements View** tab: Shows a listing of all the data elements for the installment.

Number	Record	Tab	Name	Value	Picture
001	DS	Status Bar	Company #	001	X06
008	DS	Header	Pay Group #	170030001080	X12
010	DS	Header	Payee #	123412345	X10
028	DS	Header	Distribution #	1	N07D00
032	DS	Internal	Fund ID		X07
085	DS	Internal	Record Type	DS	X02
100	DS	Maintenance	Last Updated By	SCHROBR	X08
101	DS	Maintenance	Last Updated	02252020	X08
102	DS	Header	Record Status	A	X01

PayWeb User Guide – General Navigation

9. PayWeb Payment List

- The Payment List screen displays payments that are in process (i.e., that have not yet been released). This screen provides hyperlinks to jump to the payment record indicated by column header.
 - In the below example, the hyperlink jumps to the Pay Group and Payee.
- Clicking on **View** in the leftmost column of any record will open that record.
 - Double clicking anywhere on a row will open the record as well.
- The Available List in the top left corner of the Payment List Screen provides the ability to search for a payment by:
 - Pay Group and Payee ID
- Click the **Refresh** button in the top right corner to proceed with search
- The Filters in the top center of the Payment List Screen provide the ability to filter the list by Status, Process Date, or Payment Type.
- Click the **Refresh** button in the top right corner to proceed with a search.

View	Pay Group	Payee	Date	Type	Status	Gross	Deductions	Net	Distribution	Payment	Form	
view	170030001080	010001112	03/01/2021	Installment	Held	3,000.00	190.45	2,809.55	0000002	0000001	CKP1	ATEST, AARO
view	170030001080	111001234	03/01/2021	Installment	Held	3,500.00	222.37	3,277.63	0000002	0000001	CKP1	BTEST, BEN
view	170030001080	111223333	03/01/2021	Installment	Held	1,039.12	79.46	959.66	0000004	0000001	CKP1	BLANK NAME
view	170030001080	123123125	01/21/2021	Installment	Active	2,000.00	400.00	1,600.00	0000002	0000001	CKP1	SMITH, JOHN
view	170030001080	123412345	03/01/2021	Installment	Held	2,000.00	30.00	1,970.00	0000002	0000001	CKP1	SMITH, JOHN
view	170030001080	123456788	03/01/2021	Installment	Held	1,600.00	147.70	1,452.30	0000002	0000001	CKP1	SMITH, JOHN
view	L00017003000	010001112	01/29/2021	Lump Sum	Held	50,000.00	11,267.56	38,732.44	0000001	0000001	CKL1	ATEST, AARO
view	L00017003000	010001112	01/29/2021	Lump Sum	Held	100,000.00	0.00	0.00	0000002	0000001	CKL1	ATEST, AARO

PayWeb User Guide – General Navigation

10. PayWeb Payment View

- The Home screen contains the address, tax information, and payment distribution instructions.
- The gray center panel shows the Installment Header information: Gross Payment, Deductions, and Net Payment.

The screenshot shows the 'Payment View' page in the KeyBank PayWeb system. At the top, there is a navigation bar with 'Home / Payment List / Payment View' and a user login information '001 - KEYBANK N.A. | HARALT - Last Login : 02/18/2021 6:57 AM'. Below the navigation bar, there are 'Submit' and 'Cancel' buttons. The main content area is divided into several sections:

- Pay Group:** 170030001080, Payee: 010001112
- Name:** ATEST, AARON
- Status:** Held, Process Date: 03/01/2021
- Distribution Type:** Installment, Frequency: Monthly
- Form ID:** CKP1, Account: 0000448927
- Location:** (empty), Employee Number: (empty)
- Gross Payment:** 3,000.00
- Rollover:** 0.00
- Residual:** 3,000.00
- Deductions:** 190.45
- Net Payment:** 2,809.55
- Pay Group Name:** DEMO BENEFIT PAYMENT
- Payee Status:** Active
- Plan Type:** Pension
- Installment Cntri:** 1
- Distribution No:** 2
- Administrator:** (empty)

Below these details is a horizontal navigation bar with tabs: Home, Funds, Residual, Deductions, Other Tax, Alternate Payment Method, Rollover, Miscellaneous, Loan, Distribution, User Defined Fields(UDF), Maintenance, Data Elements View.

The tabs provide access to specific payment details:

- The **Home** tab: Shows the installment payment address.

This screenshot shows the 'Home' tab selected in the navigation bar. The 'Pay To' section is populated with the following information:

- Name Type:** Person, Update Payee Address
- Name:** SMITH, JOHN
- Address:** 4900 TIEDEMAN RD
- City:** BROOKLYN, **State:** OH, **Zip:** 44144-2338
- Country Name:** (empty), Foreign

The 'Tax Information' section shows:

- Tax Type:** 1099R, **Reason Code:** (empty)
- Tax Year:** 2021, **Percent of Dist:** 0.00
- Tax Reporting State:** OH, **Roth First Contrib Date:** (empty)
- Country:** (empty), **IRR Amount:** 0.00
- Tax Reporting Code:** Year End, **Dividends:** 0.00
- 1099R Category:** 7-Normal, **Interest:** 0.00
- A-10 Year Average:** (empty)

The 'Check' section shows:

- Special Handling:** (empty)
- Source:** Distribution
- Payment Election:** (empty)

The '1042S' section shows:

- 1042S Chapter 3 Exemption Code:** (empty)

The '1099Misc' section shows:

- 1099Misc Box Number:** (empty)

PayWeb User Guide – General Navigation

- The **Funds** tab: Shows the fund source within the Pay Group for the payment.

Fund ID (DF032)	Status (DF102)	Description (DF705)	Amount (DF710)	Value Shares Dist (DF747)	Cost Shares Dist (DF748)	Num Shares Dist (DF749)
REGUL1	Active	REGULAR	500.00	0.00	0.00	0.0000
REGULA	Active	REGULAR PENSION	0.00	0.00	0.00	0.0000

- The **Residual** tab: Shows details around the taxability of the payment.

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View																							
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Payment</p> <table border="1"> <thead> <tr> <th>Taxable</th> <th>Nontaxable</th> </tr> </thead> <tbody> <tr> <td>Ordinary Income: 3,500.00</td> <td>Employee Contribution: 0.00</td> </tr> <tr> <td>Taxable ERD: 0.00</td> <td>NUA \ Other Nontaxable: 0.00</td> </tr> <tr> <td>Capital Gains: 0.00</td> <td>Pretax Deduction: 0.00</td> </tr> <tr> <td>Total Taxable: 3,500.00</td> <td>Total Nontaxable: 0.00</td> </tr> <tr> <td>State Taxable: 3,500.00</td> <td>Housing Allowance: 0.00</td> </tr> </tbody> </table> <p style="text-align: center; color: blue;">Forecast Taxability</p> </div> <div style="width: 35%;"> <p>Stock</p> <table border="1"> <tbody> <tr> <td>Value of Shares Dist:</td> <td>0.00</td> </tr> <tr> <td>Cost of Shares Dist:</td> <td>0.00</td> </tr> <tr> <td>Number of Shares Dist:</td> <td>0.0000</td> </tr> </tbody> </table> </div> </div> <div style="margin-top: 10px;"> <p>Rollover</p> <table border="1"> <tbody> <tr> <td>Amount:</td> <td>0.00</td> </tr> <tr> <td>Name:</td> <td><input type="text"/></td> </tr> <tr> <td>Account:</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>												Taxable	Nontaxable	Ordinary Income: 3,500.00	Employee Contribution: 0.00	Taxable ERD: 0.00	NUA \ Other Nontaxable: 0.00	Capital Gains: 0.00	Pretax Deduction: 0.00	Total Taxable: 3,500.00	Total Nontaxable: 0.00	State Taxable: 3,500.00	Housing Allowance: 0.00	Value of Shares Dist:	0.00	Cost of Shares Dist:	0.00	Number of Shares Dist:	0.0000	Amount:	0.00	Name:	<input type="text"/>	Account:	<input type="text"/>
Taxable	Nontaxable																																		
Ordinary Income: 3,500.00	Employee Contribution: 0.00																																		
Taxable ERD: 0.00	NUA \ Other Nontaxable: 0.00																																		
Capital Gains: 0.00	Pretax Deduction: 0.00																																		
Total Taxable: 3,500.00	Total Nontaxable: 0.00																																		
State Taxable: 3,500.00	Housing Allowance: 0.00																																		
Value of Shares Dist:	0.00																																		
Cost of Shares Dist:	0.00																																		
Number of Shares Dist:	0.0000																																		
Amount:	0.00																																		
Name:	<input type="text"/>																																		
Account:	<input type="text"/>																																		

- The **Deductions** tab: Shows the deductions, such as medical insurance and Federal and State tax withheld. The Compute button will calculate and update the Federal and State withholding amounts based on the marital status and exemptions.

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View																								
<div style="display: flex; justify-content: space-between; align-items: center;"> Compute </div> <table border="1"> <thead> <tr> <th>Code (PD086)</th> <th>Status (PD102)</th> <th>Description (PD501)</th> <th>Category (PD506)</th> <th>Method (PD515)</th> <th>Amount (PD503)</th> <th>Withholding Payee (PD545)</th> <th>Marital Status</th> </tr> </thead> <tbody> <tr> <td>FEDTX</td> <td>Active</td> <td>FEDERAL TAX</td> <td>Federal</td> <td>Fed/st Withhold</td> <td>170.83</td> <td>FEDTX</td> <td>Married, Joint</td> </tr> <tr> <td>TAXOH</td> <td>Active</td> <td>STATE TAX</td> <td>State</td> <td>Fed/st Withhold</td> <td>96.54</td> <td>TAXOH</td> <td>Single</td> </tr> </tbody> </table>													Code (PD086)	Status (PD102)	Description (PD501)	Category (PD506)	Method (PD515)	Amount (PD503)	Withholding Payee (PD545)	Marital Status	FEDTX	Active	FEDERAL TAX	Federal	Fed/st Withhold	170.83	FEDTX	Married, Joint	TAXOH	Active	STATE TAX	State	Fed/st Withhold	96.54	TAXOH	Single
Code (PD086)	Status (PD102)	Description (PD501)	Category (PD506)	Method (PD515)	Amount (PD503)	Withholding Payee (PD545)	Marital Status																													
FEDTX	Active	FEDERAL TAX	Federal	Fed/st Withhold	170.83	FEDTX	Married, Joint																													
TAXOH	Active	STATE TAX	State	Fed/st Withhold	96.54	TAXOH	Single																													

PayWeb User Guide – General Navigation

- The **Other Tax** tab: Additional information related to the taxability of the payment.

- The **Alternate Payment** tab: Shows EFT or wire instructions – if applicable.

- The **Rollover** tab: **If the payment is a rollover...**
- The Rollover tab has sub-tabs covering address, payment method, deduction, miscellaneous, UDF, and Data Elements View.

PayWeb User Guide – General Navigation

- The **Miscellaneous** tab: Additional details for this payment including information about retro, off-cycle, or reissue.

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View
------	-------	----------	------------	-----------	--------------------------	----------	---------------	------	--------------	--------------------------	-------------	--------------------

<p>Check</p> <p>Beneficiary Of: <input type="text"/></p> <p>Annuity Type: <input type="text"/></p> <p>Annuity Definition: <input type="text"/></p> <p>Retro/Off-Cycle: <input type="text"/></p> <p>Origin: <input type="text"/></p> <p>Payee Code: <input type="text"/></p> <p>Due Date: <input type="text"/></p> <p>Alternate Search 1: <input type="text"/></p>	<p>Reissue</p> <p>Reissue of Check: <input type="text"/></p> <p>Original CC Form ID: <input type="text"/></p> <p>Original CC Number: <input type="text"/></p>
<p>Omni Plus</p> <p>Omni Reason Code: <input type="text"/></p> <p>Reference: <input type="text"/></p> <p>Redemption Fees: <input type="text"/></p> <p>Pre '87 EE Contributions: <input type="text"/></p> <p>Post '86 EE Contributions: <input type="text"/></p> <p>Business Event ID: <input type="text"/></p> <p>Omni Tran Info 1: <input type="text"/></p> <p>Omni Tran Info 2: <input type="text"/></p> <p>Omni Tran Info 3: <input type="text"/></p>	<p>Forfeiture</p> <p>Type: <input type="text"/></p> <p>Amount: <input type="text"/></p>

- The **Loan** tab: Only if the distribution includes a loan.

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View
------	-------	----------	------------	-----------	--------------------------	----------	---------------	------	--------------	--------------------------	-------------	--------------------

Loan

Loan Number:

Payment Amount:

Interest Rate:

Original Amount:

Original Number of Payments:

APR:

Frequency:

Payoff Date:

Next Payment Date:

Loan Use:

Expected Interest:

- The **Distribution** tab: Includes more information around the taxability of the payment. Also includes stock/securities information if this is part of the payment.

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View
------	-------	----------	------------	-----------	--------------------------	----------	---------------	------	--------------	--------------------------	-------------	--------------------

<p>Taxable</p> <p>Ordinary Income: <input type="text"/></p> <p>Capital Gains: <input type="text"/></p> <p>Total Taxable: <input type="text"/></p>	<p>Nontaxable</p> <p>Employee Contributions: <input type="text"/></p> <p>Other Nontaxable: <input type="text"/></p> <p>Pretax Deduction: <input type="text"/></p> <p>Total Nontaxable: <input type="text"/></p>
<p>Stock</p> <p>Trade Date: <input type="text"/></p> <p>Value of Shares Dist: <input type="text"/></p> <p>Cost of Shares Dist: <input type="text"/></p> <p>Number of Shares Dist: <input type="text"/></p> <p>Share Price: <input type="text"/></p>	<p>Value of Shares Sold: <input type="text"/></p> <p>Cost of Shares Sold: <input type="text"/></p> <p>Number of Shares Sold: <input type="text"/></p> <p>Unit Price: <input type="text"/></p>

PayWeb User Guide – General Navigation

- **User Defined Fields tab: Only for KeyBank use!**

- The **Maintenance** tab: Shows when the payment record was created or edited by which user.

Record Type	Identifier	Changed By	Changed On
PM		HARALT	01/14/2021 - 15:03:36
DS		HARALT	01/14/2021 - 15:03:34
PD	FEDTX	HARALT	01/14/2021 - 15:03:37
PD	TAXOH	HARALT	01/14/2021 - 15:03:38
DF	REGUL1	HARALT	01/14/2021 - 15:03:35

- The **Data Elements View** tab: Shows a listing of all the data elements for the payment.

Number	Record	Tab	Name	Value	Picture
001	PM	Status Bar	Company #	001	X06
008	PM	Header	Pay Group #	170030001080	X12
010	PM	Header	Payee #	123456788	X10
024	PM	Header	Original Pay Group		X12
028	PM	Header	Distribution #	1	N07D00
029	PM	Internal	Payment #	1	N07D00
086	PM	Internal	Deduction Code		X05
087	PM	Internal	Record Type	PM	X02
100	PM	Maintenance	Last Updated By	HARALT	X08

PayWeb User Guide – General Navigation

11. PayWeb Check List

- The Check List screen provides hyperlinks to access the check or EFT record indicated by column header.
 - In the below example, the hyperlink jumps to the Pay Group and Payee.
- Clicking on **View** in the leftmost column of any record will open that Check/EFT record (i.e., the Check View).
 - Double clicking anywhere on a row will open the record as well.
- The Available List in the upper left corner of the Check List Screen provides the ability to search for a Check/EFT by:
 - Pay Group, Payee ID, Check Form (i.e., Check or EFT), Check Date, Check Number.
- Click the **Refresh** button in the top right corner to proceed with search.
- The Filters in the upper center of the Check List Screen provide the ability to filter the list by Status, Form (CKP or EFP), or Check Date:
- Click the **Refresh** button in the top right corner to proceed with the search.

Filters

Status:

Form:

Check Date:

- Waiting to Post
- Outstanding
- Cleared
- Void
- Stopped
- Redeposited
- Escheatment
- Forfeiture
- Net to Trustee
- Return to Acct
- Stale Dated
- Rejected

KeyBank 001 - KEYBA

Home / Check List

Available List

Pay Group: 170030001080 Payee: 010001112

Check Form: Check Num: Check Date: Check Num: Payee: Check Num:

Filters

Status: Form: Check Date: Refresh

View	Pay Group	Payee	Check No	Date	Form	Status	Name	Category
view	170030001080	010001112	00009754075	02/12/2021	EFP1	Cleared	ATEST, AARON	7
view	170030001080	111001234	00009754076	02/12/2021	EFP1	Cleared	BTEST, BEN	7
view	170030001080	111111111	00012553206	01/01/2008	CKP1	Stopped	BROWER, BENNY CAN	1
view	170030001080	111222333	00009718964	01/22/2021	EFP1	Cleared	SEPTEMBER, TEST	1
view	170030001080	111222333	00009728285	02/01/2021	EFP1	Cleared	SEPTEMBER, TEST	1
view	170030001080	111222333	00009754077	02/12/2021	EFP1	Cleared	SEPTEMBER, TEST	1
view	170030001080	111223333	00013850027	01/22/2021	CKP1	Outstanding	BLANK NAME	1
view	170030001080	111223333	00013851394	02/01/2021	CKP1	Outstanding	BLANK NAME	7

← Previous Next →

The Hyperlinks from the Check List

PayWeb User Guide – General Navigation

12. PayWeb Check View

- The Check View home screen contains the address, distribution instructions, and check status of a check/EFT payment that has been made to the payee.
- The gray center panel shows the Check Header information: Gross check/EFT amounts, Deductions, and the Net check/EFT amount.
- The tabs provide access to specific details such as check address, EFT payment address (if applicable), fund sources, deductions, taxes, and year-to-date information.
- This screen includes the **Reverse** functionality to stop/reissue checks (for users possessing this access role) above and to the left of the Check Header information. Note that if you selected an EFT payment, the button is called **Reject**.

Home / Check List / Check View

Reverse Cancel

Pay Group: 170030001080 Name: BLANK NAME Check Date: 01/22/2021 Status: Outstanding Distribution Type: Instalment Location:	Payee: 111223333 Check Number: 13850027 Form ID: CKP1 Account: 0000448927 Employee Number:	Gross: 1,039.12 Deductions: 0.00 Net: 1,039.12	Pay Group Name: DEMO BENEFIT PAYMENT Plan Type: Pension Distribution No.: 2 Special Handling: Location Name: Administrator:
--	--	---	--

Home Funds Distribution Deductions Tax Alternate Payment Method Miscellaneous User Defined Fields(UDF) Year to Dates Maintenance Data Element View

Pay To Name: BLANK NAME Address: 4900 TIEDEMAN City: CLEVELAND State: OH Zip: 44144-2338 Country: Foreign: <input type="checkbox"/> Name Type: Person	Check Detail Check Written: 01/21/2021 Cleared Date: Clear Reference: ACH Effective Date:	Reversal Detail Reversal Date: Recovered Withholding: Reissue Check Number: Reversal Reason:
Check Special Handling: Source: Distribution Payment Election: PG Combine Group:	Distributed Gross Distribution: 1,039.12 Gross Other Payments: 0.00 Gross This Check: 1,039.12 Less Partial EFT: 0.00 Current CC Number: 0 Current CC Form ID: Original CC Number: Original CC FormID:	

PayWeb User Guide – General Navigation

- The **Home** tab: Shows check address, check details, and reversal details – if applicable.

The screenshot shows the 'Home' tab interface with the following sections:

- Pay To:** Name: TEST, A B; Address: 4900 TIEDEMAN ROAD, MC/OH-01-49-0305; City: BROOKLYN, State: OH, Zip: 44144; Country: ; Foreign: ; Name Type: Person
- Check Detail:** Check Written: 01/25/2016; Cleared Date: ; Clear Reference: ; ACH Effective Date:
- Reversal Detail:** Reversal Date: 02/01/2016; Recovered Withholding: Yes; Reissue Check Number: ; Reversal Reason: CHECK LOST/STOLEN
- Check:** Special Handling: ; Source: Distribution; Payment Election: ; PG Combine Group:
- Distributed:** Gross Distribution: 500.00; Gross Other Payments: 0.00; Gross This Check: 500.00; Less Partial EFT: 0.00; Current CC Number: 0; Current CC Form ID: ; Original CC Number: ; Original CC FormID:

- The **Funds** tab: Shows the fund source within the Pay Group for the check including amount and start and stop dates.

Fund ID (DF032)	Description (DF705)	Account (DF710)	Trust Account (DF762)	Value Shares Dist (DF747)	Cost Shares Dist (DF748)	Num
REGUL1	REGULAR	500.00	1231231	0.00	0.00	

- The **Distribution** tab: Shows stock or loan information, if applicable, to this distribution.

The screenshot shows the 'Distribution' tab interface with the following sections:

- Stock Distribution:** Trade Date: ; Value of Shares Dist: 0.00; Cost of Shares Dist: 0.00; Number of Shares Dist: 0.0000; Value of Shares Sold: 0.00; Cost of Shares Sold: 0.00; Number of Shares Sold: 0.0000; Share Price: 0.00; Unit Price: 0.00
- Stock Check:** Value of Shares Dist: 0.00; Cost of Shares Dist: 0.00; Number of Shares Dist: 0.0000
- Loan:** Loan: 0; Payment Amount: 0.00; Interest Rate: 0.00; Original Amount: 0.00; Original Number of Pmts: 0; Expected Interest: 0.00; APR: 0.0000; Frequency: ; Payoff Date: ; Next Payment Date: ; Loan Use:

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- The **Deductions** tab: Shows the deductions, such as medical insurance and Federal and State tax withheld.

Code (CD086)	Description (CD501)	Category (CD506)	Method (CD515)	Amount (CD503)	Year to Date (CD505)	Withholding Payee (CD545)
FEDTX	FEDERAL TAX	FEDERAL	FED/ST WITHHOLD	31.25	31.25	FEDTX
TAXOH	STATE TAX	STATE	FED/ST WITHHOLD	2.64	2.64	TAXOH

- The **Tax** tab: Shows details around the taxability of the check payment.

Taxable		Nontaxable		Roth		QVEC	
Ordinary Income:	500.00	Employee Contributions:	0.00	Roth Cat Dist:		QVEC:	0.00
Taxable ERD:	0.00	Other Nontaxable:	0.00	Roth Gross:	0.00	QVEC Withholding:	0.00
Capital Gains:	0.00	Pretax Deduction:	0.00	Roth NUA:	0.00	QVEC State Withholding:	0.00
Total Taxable:	500.00	Total Nontaxable:	0.00	Roth Contributions:	0.00	Full NUA:	0.00
State Taxable:	500.00	Housing Allowance:	0.00	Roth Housing Allowance:			
		Total EE Contributions:	0.00				

Tax Type:	1099R	Percent of Distribution:	0.00	1099Misc Box Number:	
Tax Year:	2016	Roth Contribution Date:		1042S Chapter 3 Exempt Code:	
Tax Reporting State:	OH	IRR Amount:	0.00		
Country:		Social Security Type:	SSN		
Tax Reporting Code:	Year End	Installment Control:	1		
1099R Category:	7-Normal	Dividends:	0.00		
Reason:		Interest:	0.00		
		PG Tax Number:	341974250		

- The **Alternate Payment** tab: Shows EFT or wire instructions – if applicable.

EFT/Wire	
Account Type:	Checking
Routing/Transit:	
Account:	
Secondary Routing Number:	
Destination:	Payee

IAT Bank Information	Global
Bank Name:	International Bank Routing:
Bank Country:	International Bank Account:
	Global Payment:
	Currency Code:
	Residency Code:

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- The **Miscellaneous** tab: Shows additional details if applicable.

Home	Funds	Distribution	Deductions	Tax	Alternate Payment Method	Miscellaneous	User Defined Fields(UDF)	Year to Dates	Maintenance	Data Element View
------	-------	--------------	------------	-----	--------------------------	---------------	--------------------------	---------------	-------------	-------------------

<p>Check</p> <p>Annuity Type: <input type="text"/> Payee Code: <input type="text"/></p> <p>Annuity Definition: <input type="text"/> Alternate Search 1: <input type="text"/></p> <p>Beneficiary of: <input type="text"/> Retro/Off-Cycle: <input type="text"/></p> <p>Origin: <input type="text"/> Plus/Alternate Number: <input type="text"/></p> <p>Delivery: <input type="text"/> Due Date: <input type="text"/></p> <p>Original Pay Group: <input type="text"/></p>	<p>Rollover</p> <p>Amount: <input type="text" value="0.00"/></p> <p>Name: <input type="text"/></p> <p>Account: <input type="text"/></p> <p>Type: <input type="text"/></p>
<p>Omni Plus</p> <p>Omni Reason Code: <input type="text"/> Omni Tran Info 1: <input type="text"/></p> <p>Reference: <input type="text"/> Omni Tran Info 2: <input type="text"/></p> <p>Redemption Fees: <input type="text" value="0.00"/> Omni Tran Info 3: <input type="text"/></p> <p>Business Event ID: <input type="text"/></p> <p>Pre '87 EE Contributions: <input type="text" value="0.00"/></p> <p>Post '86 EE Contributions: <input type="text" value="0.00"/></p>	<p>Forfeiture</p> <p>Type: <input type="text" value="Revocable"/></p> <p>Amount: <input type="text" value="0.00"/></p> <p>Location Name: <input type="text"/></p>

- The **User Defined Fields** tab: **Only used by KeyBank!**

Home	Funds	Distribution	Deductions	Tax	Alternate Payment Method	Miscellaneous	User Defined Fields(UDF)	Year to Dates	Maintenance	Data Element View
------	-------	--------------	------------	-----	--------------------------	---------------	--------------------------	---------------	-------------	-------------------

<p>Check Note 1: <input type="text"/></p> <p>Check Note 2: <input type="text"/></p> <p>Check Note 3: <input type="text"/></p> <p>Check Note 4: <input type="text"/></p> <p>Check Note 5: <input type="text"/></p> <p>Check Note 6: <input type="text"/></p> <p>Check Note 7: <input type="text"/></p> <p>Check Note 8: <input type="text"/></p> <p>Check Note 9: <input type="text"/></p> <p>Check Note 10: <input type="text"/></p>	<p>Code 1: <input type="text"/></p> <p>Alpha 1-4: <input type="text"/></p> <p>Alpha 1-5: <input type="text"/></p> <p>Alpha 1-6: <input type="text"/></p> <p>Alpha 1-7: <input type="text"/></p> <p>Alpha 2-1: <input type="text"/></p> <p>Alpha 2-2: <input type="text"/></p> <p>Alpha 2-3: <input type="text"/></p> <p>Alpha 2-4: <input type="text"/></p> <p>Alpha 2-5: <input type="text"/></p> <p>Alpha 3-1: <input type="text" value="S"/></p> <p>Alpha 3-2: <input type="text"/></p> <p>Alpha 3-4: <input type="text"/></p> <p>Numeric 3-1: <input type="text" value="000"/></p> <p>Alpha 4-1: <input type="text"/></p> <p>Alpha 10: <input type="text"/></p> <p>Alpha 10-2: <input type="text"/></p> <p>Alpha 10-3: <input type="text"/></p> <p>Alpha 10-4: <input type="text"/></p> <p>Alpha 10-5: <input type="text"/></p> <p>Alpha 15-1: <input type="text"/></p>
<p>Date 1: <input type="text"/></p> <p>Date 2: <input type="text"/></p> <p>Date 3: <input type="text"/></p>	<p>Cash 1: <input type="text" value="0.00"/></p> <p>Cash 2: <input type="text" value="0.00"/></p>

- The **Year-to-Dates** tab: Shows cumulative year-to-date amounts.

Home	Funds	Distribution	Deductions	Tax	Alternate Payment Method	Miscellaneous	User Defined Fields(UDF)	Year to Dates	Maintenance	Data Element View
------	-------	--------------	------------	-----	--------------------------	---------------	--------------------------	---------------	-------------	-------------------

Year To Date

Gross: <input type="text" value="500.00"/>	Taxable: <input type="text" value="500.00"/>	Housing: <input type="text" value="0.00"/>
Deductions: <input type="text" value="33.89"/>	Ordinary: <input type="text" value="500.00"/>	Value of Shares: <input type="text" value="0.00"/>
Net: <input type="text" value="466.11"/>	Capital Gains: <input type="text" value="0.00"/>	Cost of Shares: <input type="text" value="0.00"/>
	Non-Taxable: <input type="text" value="0.00"/>	Number of Shares: <input type="text" value="0.0000"/>
	Rollover: <input type="text" value="0.00"/>	

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- The **Maintenance** tab: Shows when the check record was created or edited by which user.

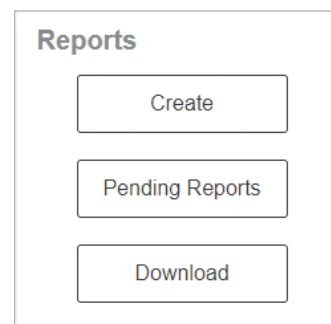
Record Type	Identifier	Changed By	Changed On
CK		simkoma	02/01/2016
DF	REGUL1	RECUR0	01/20/2016
CD	FEDTX	TIRPASH	01/25/2016
CD	TAXOH	TIRPASH	01/25/2016

- The **Data Elements View** tab: Shows a listing of all the data elements for the check/EFT.

Number	Record	Tab	Name	Value	Picture
001	CK	Status Bar	Company #	001	X06
008	CK	Header	Pay Group #	170030001080	X12
010	CK	Header	Payee #	888776666	X10
039	CK	Header	Form ID	CKP1	X04
040	CK	Header	Check #	13526684	N11D00
045	CK	Header	Check Date	02012016	X08
046	CK	Internal	Payment #	0	N03D00
086	CK	Internal	Deduction Code		X05
087	CK	Internal	Record Type	CK	X02

13. PayWeb Reports

- The PayWeb reports features are accessed from the Home screen and by choosing one of the three available functions:
 - **Create** is used to request the different adhoc reports available from PayWeb.
 - **Pending Reports** will reflect reports that have been requested but not yet processed.
 - **Download** shows all reports available for downloading. This includes adhoc/on-demand reports requested by the user, or for the user, as well as monthly reporting package reports. Reports are available in Word and Excel formats.
- The user receives a system email when reports become available for downloading.



14. PayWeb Reports—Create

- Selecting **Create** brings up the list of reports available for requesting from PayWeb. Please refer to the **Create and Download Reports** quick reference guide for report descriptions and more information.
- Select a report and click on **Submit** to go to the Pay Group selection screen.


The screenshot displays the 'Create Report' page in the PayWeb system. At the top left, there is a breadcrumb trail: 'Home / Create Report'. In the top right corner, there is a 'Submit' button. The page is organized into several sections, each with a title and a list of report options:

- Payment**: Contains one option, 'Prepayment Register', which is selected with a radio button.
- Check**: Contains four options: 'Check Register', 'Wealth Management Report', 'Payment Funding Report', and 'Check Aging Report'. All are unselected.
- Transaction**: Contains three options: 'Transaction History', 'Pay Group / Payee Maintenance Report', and 'Future Dated Transactions'. All are unselected.
- Installment**: Contains two options: 'Benefit Payment Report' and 'Scheduled Payment List'. Both are unselected.
- Tax**: Contains one option, 'Tax Status Report - Check', which is unselected.

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15. PayWeb Reports – Create – Pay Group Selection

- The Pay Group Selection screen allows for selecting any number of Pay Groups for the report being run.
 - Check the box next to the Pay Groups needed and hit **Refresh** to add them to chosen box. To remove a Pay Group chosen accidentally, highlight in the selection box and click on the **X** above.
 - Click on **Submit** to go to the Report Options screen.

, Pay Group: 170030001080, Name: DEMO BENEFIT PAYMENT, Status: Active, Administrator: (empty). 3. Select: , Pay Group: L00017003000, Name: DEMO LS BENEFIT PAYMENT, Status: Active, Administrator: (empty). At the bottom are 'Previous' and 'Next' navigation buttons."/>

Select	Pay Group	Name	Status	Administrator
<input type="checkbox"/>	ALL	ALL AVAILABLE PAY GROUPS		
<input checked="" type="checkbox"/>	170030001080	DEMO BENEFIT PAYMENT	Active	
<input type="checkbox"/>	L00017003000	DEMO LS BENEFIT PAYMENT	Active	

PayWeb Reports—Create—Report Options

- The Report Option screen allows for choosing the various criteria needed for a given report.
- Once completed, select **Submit** to load the request.

16. PayWeb Reports—Pending Reports

- Selecting **Pending Reports** displays the reports requested.
- Once the reports have been processed in the next report cycle, they will disappear from the pending reports screen and become available to download through the **Download Reports** screen.

, Transaction: WEALTH MANAGEMENT REPORT, Date: 02/18/2021, Time: 13:28:15, From Pay Group: 170030001080, To Pay Group: 170030001080. 3. Select: , Transaction: TRANSACTION HISTORY, Date: 02/18/2021, Time: 13:27:31, From Pay Group: 170030001080, To Pay Group: 170030001080."/>

Select	Transaction	Date	Time	From Pay Group	To Pay Group
<input type="checkbox"/>	CHECK REGISTER REQUEST	02/18/2021	13:26:50	170030001080	170030001080
<input type="checkbox"/>	WEALTH MANAGEMENT REPORT	02/18/2021	13:28:15	170030001080	170030001080
<input type="checkbox"/>	TRANSACTION HISTORY	02/18/2021	13:27:31	170030001080	170030001080

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17. PayWeb Reports – Download Reports

- Selecting **Download** will show all reports requested by the user or for the user, as well as monthly reporting package reports. Reports are available in Word and Excel formats.
- If the user is a Report Delegate, the dropdown will be at the top center of the screen to choose the alternate user's reports.
 - If user is not a Report Delegate, the dropdown will not appear.

Report Delegate Dropdown to Choose Alternate User Reports

KeyBank 001 - KEYBANK N.A. | NEWMAC - Last Login : 01/29/2021 1:47 PM

Home / Download Report

Viewing reports for: NEWMAC: CINDY NEWMAN (Dropdown menu also shows HARALT: THOR HARALDSSON)

Reports From 01/29/2021

Download Options	Report Description	Time
Zip 6 KB	All Reports in ZIP format	
Report 13 KB Extract 2 KB	Wealth Management Report	09:18
Report 4 KB	Transaction Error Report	09:18
Report 32 KB Extract 6 KB	Benefit Payment Report	09:17

Reports From 11/10/2020

Download Options	Report Description	Time
Zip 1 KB	All Reports in ZIP format	
Report 5 KB	Transaction Error Report	08:58

18. PayWeb Utilities – Waiting to Process

- The Utilities – Waiting To Process screen shows the status of Reverse Checks/Reissues.

Utilities

Waiting to Process

KeyBank 001 - KEYBANK N.A.

Home / Waiting to Process

Select	Type	PayGroup	Payee	Check Number	Check Date	Name	Net Amount	Reason	Req ID	Request Date	PG Name
<input type="checkbox"/>	*REJECTED*	170030001080	123412345	00013853990	02/12/2021	SMITH, JOHN	1,970.00	TEST REVERSAL	EIDAMJU	02/16/2021	DEMO BENEFIT PAYMENT

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KeyBank Institutional Advisors collaboratively engages stakeholders to understand their organization's strategic mission, values, and goals. Our advisors are professionals supported by subject matter experts across client disciplines/market segments. Combining our expertise with an understanding of the client, we recommend and implement customized, coordinated financial solutions.



KeyBank Institutional Advisors is the marketing name under which KeyBank National Association (KeyBank) offers investment management and fiduciary services to institutional clients.

KeyBank does not give legal advice. Banking products and services are provided by KeyBank, Member FDIC.

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