

Institutional Advisors

PayWeb Processing Calendar

Time frames are based on Eastern Standard Time.

Business day refers to normal business days that KeyBank is open.

- Holiday
- Check run
Do not key any pension account activity
- Checks mailed
- Weekend
- Blackout
(Do not key any pension account activity)
- Year-end blackout
(Do not key any lump sum or pension account activity)

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PayWeb processing calendar

Periodic payment time frame for PayWeb website

(Dependent on PayWeb processing calendar)

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Calendar Days	Activity
First blackout date prior to payment	<ul style="list-style-type: none">No updates allowed into the system.TR20 – Pre Payment Register and TR35 – Reconciliation Report will be available in PayWeb Download Report screen as part of your monthly reporting package and sent to plan sponsors by 8 a.m. Plan sponsors should use these reports as a method to validate payments to be processed.
Last blackout date prior to payment	<ul style="list-style-type: none">Changes, updates, and any inactivations may be submitted to KeyBank but must be received by noon the day payments are processed.If the volume of changes, updates, and inactivations exceed 50 items, they will be processed on a best-effort basis and may impact the following time frames.
Internal Key processing 5–8 days prior to payment date	<ul style="list-style-type: none">KeyBank client management receives “TR43 – Payment Funding” report and uses it to get necessary funding for payments.Operations will submit the job to have the payments produced.Payments are created with Payment Date and checks are held at KeyBank’s Cleveland Mail Center.
3–5 days prior to payment date	<ul style="list-style-type: none">Checks are mailed to the participants.
1 day prior to payment	<ul style="list-style-type: none">ACH Payments are released to various banks.
Payment day	<ul style="list-style-type: none">Debit transaction is posted to GPL account.Funds to cover payments must be available in GPL account.
Payment day	<ul style="list-style-type: none">Debit transactions are viewable in KeyLink.



PayWeb processing calendar

Retro and off-cycle periodic payments for PayWeb website

Payment Schedule	Processing Cycle
Immediate	<ul style="list-style-type: none">Refer to Single Sum Payment time frame.
Next scheduled periodic payment	<ul style="list-style-type: none">Refer to Periodic Payment time frame.

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.

Non-deposit products are:

NOT FDIC INSURED • NOT BANK GUARANTEED • MAY LOSE VALUE • NOT A DEPOSIT • NOT INSURED BY ANY FEDERAL OR STATE GOVERNMENT AGENCY