

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 ID:

Password:

LOGIN

[Forgot Password?](#)

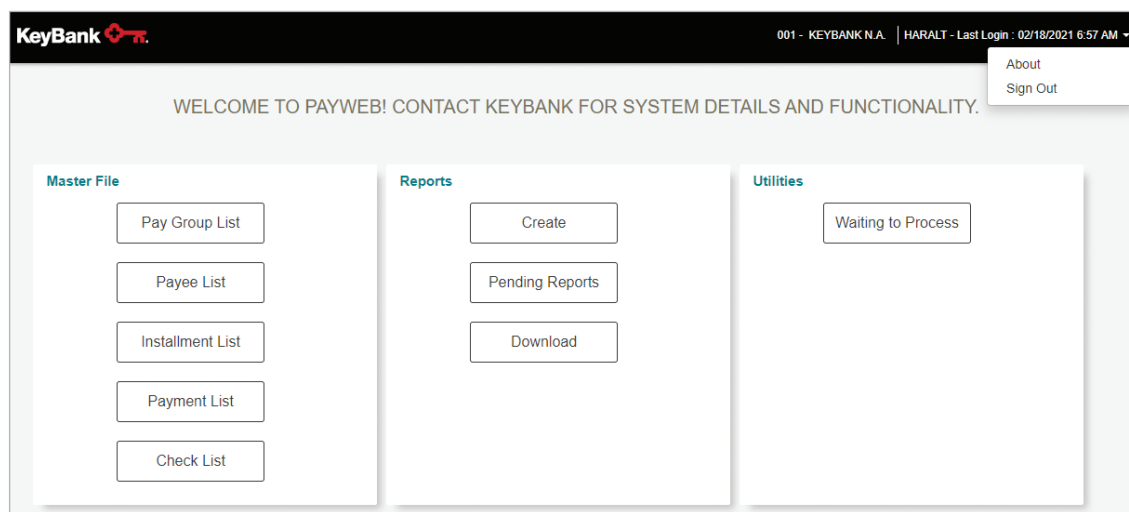
If you have forgotten your LoginID, Please call the KeyLink Helpdesk at 1-800-539-8458
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2. PayWeb Home Screen

- **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:

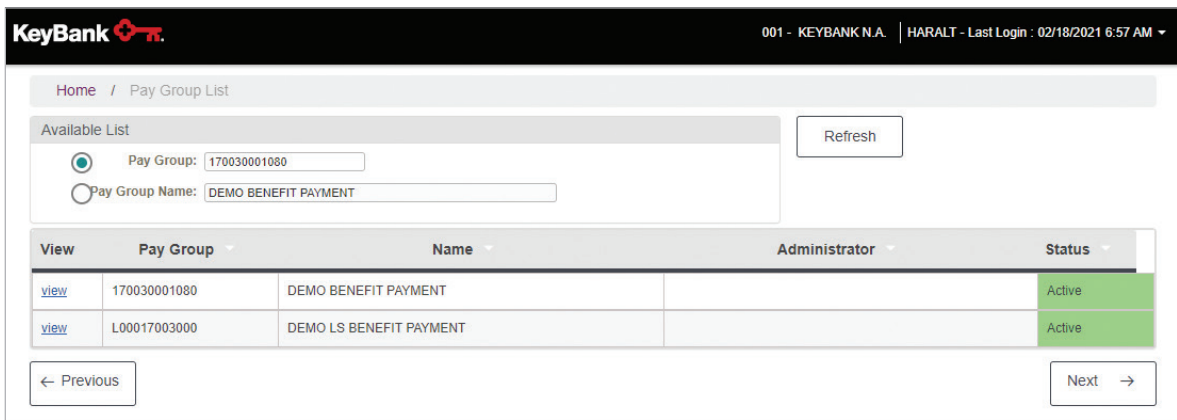
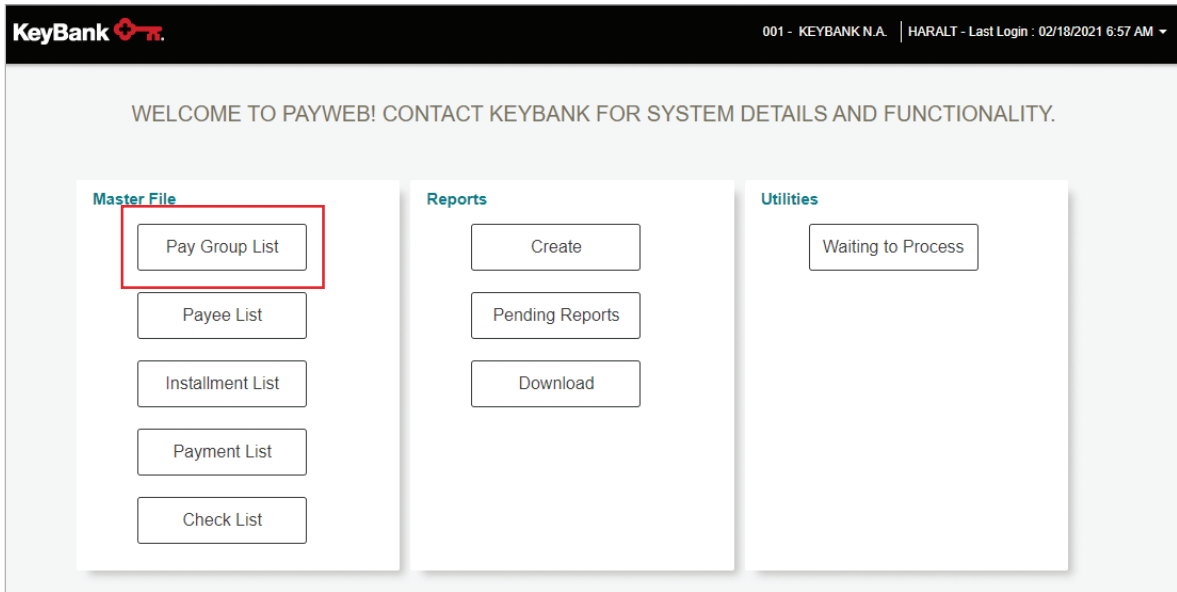
- Current Company (always 001-KEYBANK N.A.)
- User ID
 - Last login date and time are now displayed alongside the User ID for added security
- Sign Out

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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.

The screenshot shows the Pay Group View interface with several annotations:

- Previous Page Links:** Points to the breadcrumb navigation: Home / Pay Group List / Pay Group View.
- Links to Other Master File Lists:** Points to the tabs: Payee List, Installment List, Payment List, and Check List.
- Year to Date and Payee Status Counts:** Points to a summary box containing:

Year To Date:	0.00
Active Payees:	2
Held Payees:	0
Inactive Payees:	31
Deleted Payees:	0
- Pay Group Info Message Box:** Points to a box on the right containing:

Plan Type: Pension
Tax Reporting: Year End
Advices: Financial, Rollover, EFT All
Address Confirms: No

The main form includes fields for Pay Group (170030001000), Status (Inactive), Name (DEMO BENEFIT PAYMENT), and Admin. Below are sections for Pay Group Address, Controls (Plan Type, Lead Days, Tax Reporting Code, Cycle Code, Tax Number, Suspense Days, Installment Release, Check Combine, Trust Control, PG Combine Group), Defaults, and Miscellaneous (Address Confirmation, Pretax Medicare Reimbursement, Tefra Print).

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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's a breadcrumb 'Home / Payee List'. Below it, the 'Available List' section has radio buttons for 'Pay Group/Payee:', 'Name:', 'Payee:', 'Partial SSN:', and 'Alternate Num:'. The 'Pay Group/Payee:' option is selected, with input fields for '170030001080' and '075341111'. To the right, the 'Filters' section has 'Pay Group:' and 'Status:' dropdowns. 'Refresh' and 'New' buttons are in the top right. A table below has columns: 'View', 'Pay Group', 'Payee', 'Name', 'Alternate Number', and 'Status'. The 'View' column contains blue underlined links. The 'Pay Group' column contains the value '170030001080' for all rows. The 'Payee' column contains various IDs. The 'Name' column contains names like 'VEGA, JUAN', 'BROWER, BENNY CAN', etc. The 'Alternate Number' column contains asterisks. The 'Status' column contains 'Inactive'. Annotations with red boxes and lines point to: 1. The 'Pay Group' column header and its values in the table, with a note: 'The Hyperlink From the Payee List is the Pay Group'. 2. The 'Alternate Number' column header and its values in the table, with a note: 'Alternate Payee ID Number – if being used in the Pay Group'. 3. The 'Filters' section, with a note: 'List Filters'.

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. Red boxes and arrows highlight key features:

- Payment Wizards:** A button at the top left of the form area.
- Pay Group Hyperlink:** A link labeled "Future Date" next to the Pay Group field.
- Tax Ledger, New Payment, New Installment:** A group of three links at the bottom right of the form area.

The form itself contains the following sections:

- Pay Group:** 170030001000, 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: .
- 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:** .

- 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 in the PayWeb interface. The top navigation bar includes links: 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:** Fields for Address (600 SMITH AVENUE), City (POMFRET CTR), State (CT), Zip (06259-1740), Country Code, Country Name, and Foreign checkbox.
- Tax Information:** Fields for 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:** Fields for Name, Address, City, State, Zip, and Country.
- Advices:** EFT checkbox (checked) and Rollover checkbox.
- Dates:** 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 in the PayWeb interface. The top navigation bar is the same as the Home tab. Below the navigation bar, there are tabs for EFT1 - PC01, EFT2, EFT3, EFT4, EFT5, and EFT6. The main content area is divided into several sections:

- Bank Information:** Fields for Name, Address (111 MAIN ST., BOX 335), City (JEWETT CITY), State (CT), Zip (06351), Country, and Foreign checkbox.
- IAT Bank Information:** Fields for Bank Name (JEWETT CITY SAVINGS BANK) and Country Code.
- Status:** A dropdown menu set to 'Active'.
- Routing and Transit:** Field with value 211174330.
- Account:** Field with value 22600000000.
- Account Type:** Dropdown menu set to 'Checking'.
- Deposit Type:** Dropdown menu set to 'Percentage'.
- Percentage:** Field with value 0.00.
- Prenote Control:** Dropdown menu set to 'Prenote'.
- Prenote Date:** Field.

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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).

Home	EFT	Deductions	Miscellaneous	Web	YTD	User Defined Fields(UDF)	Maintenance	Summary	Data Element View	Tax Ledger	New Payment	New Installment
Select a deduction to add...												
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
Beneficiary of:												
Name Type: Person												
Gender:												
Payee Type: Payee												
Miscellaneous												
Employee Number:												
Plus/Alternate Number:												
Payee Code:												
Previous Pay Group:												
Previous Payee:												
Payee Contact Information												
Email:												
Phone:												

- 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
Last Login Date:												
PIN Change Date: 11/19/2020												
PIN Locked: N												
PIN New: Y												
PIN Expired: Y												

- 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
Current Year: 574.76												
Previous Year: 6,897.12												
Inception to Date: 33,910.84												
Value of Shares: 0.00												
Cost of Shares: 0.00												
Number of Shares: 0.00												
Deductions Current: 0.00												
Deductions Previous: 0.00												
Deductions Inception to Date: 40.18												
Taxable: 574.76												
Ordinary: 574.76												
Capital Gains: 0.00												
Non-Taxable: 0.00												
Rollover: 0.00												
Housing Allowance: 0.00												
Taxable YTD Supplemental WH: 0.00												

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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.

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

UDF Beneficiary

Check Note 1:		Alpha 1-3:	<input type="checkbox"/>	Alpha 10-7:	<input type="text"/>
Check Note 2:		Code 1:	<input type="checkbox"/>	Alpha 10-8:	<input type="text"/>
Check Note 3:		Alpha 10-1:	<input type="text"/>	Alpha 10-9:	<input type="text"/>
Check Note 4:		Alpha 10-2:	15Y	Alpha 10-10:	<input type="text"/>
Check Note 5:		Alpha 10-3:	<input type="text"/>	Alpha 10-11:	<input type="text"/>
Check Note 6:		Alpha 10-4:	<input type="text"/>	Alpha 10-12:	<input type="text"/>
Check Note 7:		Alpha 10-5:	<input type="text"/>	Alpha 10-13:	<input type="text"/>
Check Note 8:		Alpha 10-6:	<input type="text"/>	Alpha 14-1:	<input type="text"/>
Check Note 9:					
Check Note 10:		Alpha 30-5:	<input type="text"/>		

PAYEEWEB ID:	<input type="text"/>	Conversion Date:	<input type="text"/>	Cash 1:	<input type="text"/> 0.00
START CCYYMMDD:	<input type="text"/>	Date 1:	<input type="text"/>	Cash 2:	<input type="text"/> 0.00
Memo 3:	<input type="text"/>	Date 2:	<input type="text"/>	Cash 3:	<input type="text"/> 0.00
Memo 4:	<input type="text"/>	Date 3:	<input type="text"/>		

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

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

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.

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

Installments Payments Checks TX File

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

Installments **Payments** Checks TX File

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	EF1	2,639.47	2,480.51	2020	0000448927
view	Cleared	03/01/2020		9344990	EF1	2,639.47	2,481.35	2020	0000448927
view	Cleared	04/01/2020		9379716	EF1	2,639.47	2,481.35	2020	0000448927
view	Cleared	05/01/2020		9414297	EF1	2,639.47	2,481.35	2020	0000448927
view	Cleared	06/01/2020		9448174	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	07/01/2020		9483526	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	08/01/2020		9518944	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	09/01/2020		9554429	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	10/01/2020		9590189	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	11/01/2020		9625649	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	12/01/2020		9661252	EF1	2,639.47	2,297.47	2020	0000448927
view	Cleared	12/17/2020		9696815	EF1	2,639.47	2,297.47	2021	0000448927

Installments Payments Checks TX File					Check Ledger			
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				
					Totals by Tax 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	31,673.64
					2021	2,639.47		
					Cancel			

Home / Payee List / Payee View / Tax File View					1099R Record				Cancel
Social Security Number: <input type="text"/>					Account: <input type="text"/>		Company: <input type="text"/>		
Created: <input type="text"/>					Tax Year: <input type="text"/>		Payer EIN: <input type="text"/>		
Pay Group: <input type="text"/>					Last Updated: <input type="text"/>		Form Type: <input type="text"/>		
					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
107	PA	Maintenance	Last Updated Time	0	X08

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

[Home](#) / [Payee View](#) / Tax Ledger List

Available List

Pay Group:
 Payee:
 Tax Year:

Name:

[Refresh](#)

Type	Year	Category 1	Category 2	State	Gross Amount
1099R	2020	7-Normal		MA	31,673.6
				Total:	31,673.6

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:

Tax Reporting State:

Tax Country:

1099R Category:

Number of Checks:

Dist Percent:

Roth Contrib Date:

Dividends:

Interest:

Taxable

Gross Amount:

Ordinary Income:

Capital Gains:

Total Taxable:

State Taxable:

Nontaxable

Employee Contribution:

Other Nontaxable:

Total Nontaxable:

Housing Allowance:

QVEC

QVEC:

QVEC Withholding:

QVEC State Withholding:

Box 8 Other:

IRR Amt:

Deductions

Federal Tax:

State Tax:

NRA Tax:

ELOSS:

In-Kind Stock:

Loan Distributed:

Roth and Non-Roth Sources

Roth Cat Dist:

Roth Basis/EE:

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The screenshot shows the 'Payee View' screen in PayWeb. The 'View Tax Forms' tab is active. The top navigation bar includes 'Home / Payee List / Payee View'. Below the navigation bar, there are buttons for 'Payment Wizards' and 'View Tax Forms', along with 'Submit' and 'Cancel' buttons. The main content area is divided into several sections: 'Pay Group' (170030001080), '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), and 'Administrator'. Below these are tabs for 'Home', 'EFT', 'Deductions', 'Miscellaneous', 'Web', 'YTD', 'User Defined Fields(UDF)', 'Maintenance', 'Summary', 'Data Element View', 'Tax Ledger', 'New Payment', and 'New Installment'. The 'Payee Address' section includes fields for 'Address' (1518 LAINE ROAD), 'City' (ORWELL), 'State' (OH), 'Zip' (44076), 'Country Code' (US), 'Country Name', and 'Foreign'. The 'Tax Information' section includes fields for '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), 'Advises' (EFT, Rollover, Digital), and 'Dates' (Birth, Participation, Separation, Death). The 'Tax Name/Address' section includes fields for 'Name', 'Address', 'City', 'State', 'Zip', and 'Country'. The 'Special Handling' field is also present.

- 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.


The screenshot shows the 'Tax Forms' screen in PayWeb. The top navigation bar includes 'Home / Payee View / Tax Forms'. Below the navigation bar, there is a 'Download' button. The main content area is a table with the following structure:

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.

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

Home / Installment List

Available List

Pay Group: 170030001080
Payee: 010001112

Filters

Status:
Next Pay Date:
Frequency:

Refresh

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
view	170030001080	115151115	Monthly	Inactive	08/01/2011	TEST, A M	10,000.00	0000001	Yes

Previous

Next

PayWeb User Guide – General Navigation

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.

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 in the PayWeb interface. At the top, there is a navigation bar with 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 navigation bar, a message states: 'The current installment is using the Payee Name and Address.' To the right of this message is a row of tabs for alternate addresses: Alt Addr 2, Alt Addr 3, Alt Addr 4, Alt Addr 5, Alt Addr 6, Alt Addr 7, Alt Addr 8, Alt Addr 9, and Alt Addr 10. The main content area is divided into four sections: Payee Address, Active Address, Control, and Tax Information. The Payee Address section contains fields for Name (SMITH, JOHN), Address (4900 TIEDEMAN RD), City (BROOKLYN), State (OH), Zip (44144-2338), Country, and Foreign. The Active Address section contains fields for Name, Address, City, State, Zip, Country, and Foreign. The Control section contains fields for Frequency (Monthly), Annuity Definition, Reason, Payment Election, Payment Source, Annuity Type, Start Date (02/25/2020), Stop Date (12/31/9999), Next Payment (04/01/2020), Last Paid On, and Payments Made (0). The Tax Information section contains fields 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 in the PayWeb interface. At the top, there is a navigation bar with 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 navigation bar, the main content area is divided into two sections: Rollover EFT Information and Wire. The Rollover EFT Information section contains fields for Account Type, Routing and Transit, Account, Addenda Payment Information, and IAT Bank Information. The Wire section contains fields for Account Type, Routing and Transit, Account, Secondary Routing Number, Addenda Payment Information, and Global Payment. The Global Payment section contains fields for International Bank Routing, International Bank Account, 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 in the PayWeb interface. At the top, there is a navigation bar with 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 navigation bar, there is a dropdown menu labeled 'Select a fund to add...'. Below the dropdown menu is a table with the following columns: Fund ID (DF032), Status (DF102), Description (DF705), Trust Account (DF762), Amount (DF715), Start (DF703), and Stop (DF704). The table contains one row of data:

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.

Home

Alternate Payment

Funds

Deductions

Taxability

User Defined Fields(UDF)

Maintenance

Data Elements View

Forecast Installment

Add Off-Cycle

Add Retro

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		Taxable								
Payment: 2,000.00		Capital Gains: 0.00								
Taxable: 2,000.00		Housing Allowance								
Ordinary Income: 2,000.00		Method: Amount								
		Amount: 0.00								
Nontaxable		Employee Contributions								
Nontaxable: 0.00		Total EE Contribution: 0.00								
Employee Contributions: 0.00		Remaining: 0.00								
Other Nontaxable: 0.00		Exclusion Method: Amount								
		Exclusion Amount: 0.00								
		Pretax								
		Deduction Amount: 0.00								
		Forfeiture								
		Type: Revocable								
		Amount: 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:		Note 1:								
Alpha 10:		Note 2:								
Date Fields		Cash Fields								
Date 1:		Cash 1: 0.00								
Date 2:		Cash 2: 0.00								
Date 3:										

PayWeb User Guide – General Navigation

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

Home

Alternate Payment

Funds

Deductions

Taxability

User Defined Fields(UDF)

Maintenance

Data Elements View

Forecast Installment

Add Off-Cycle

Add Retro

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.

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

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
104	DS	Internal	Record Type	DS	X02

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.

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Home / Payment List

Available List

Pay Group: 170030001080
Payee:

Filters

Status:
Process Date:
Payment Type:

Refresh

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

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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.

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Home / Payment List / Payment View

Submit Cancel

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: Employee Number:

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:

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

Pay To

Name Type: Person ☐ Update Payee Address

Name: ATEST, AARON

Address: 1518 LAINE ROAD

City: ORWELL State: OH Zip: 44076

Country Name: Foreign: ☐

Check

Special Handling:

Source: Distribution

Payment Election:

Tax Information

Tax Type: 1099R Reason Code:

Tax Year: 2021 Percent of Dist: 0.00

Tax Reporting State: OH Roth First Contrib Date:

Country: IRR Amount: 0.00

Tax Reporting Code: Year End Dividends: 0.00

1099R Category: 7-Normal Interest: 0.00

1042S

1042S Chapter 3 Exemption Code:

1099Misc

1099Misc Box Number:

The tabs provide access to specific payment details:

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

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

Pay To

Name Type: Person ☐ Update Payee Address

Name: SMITH, JOHN

Address: 4900 TIEDEMAN RD

City: BROOKLYN State: OH Zip: 44144-2338

Country Name: Foreign: ☐

Check

Special Handling:

Source: Distribution

Payment Election:

Tax Information

Tax Type: 1099R Reason Code:

Tax Year: 2021 Percent of Dist: 0.00

Tax Reporting State: OH Roth First Contrib Date:

Country: IRR Amount: 0.00

Tax Reporting Code: Year End Dividends: 0.00

1099R Category: 7-Normal Interest: 0.00

1042S

1042S Chapter 3 Exemption Code:

1099Misc

1099Misc Box Number:

PayWeb User Guide – General Navigation

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

Home	Funds	Residual	Deductions	Other Tax	Alternate Payment Method	Rollover	Miscellaneous	Loan	Distribution	User Defined Fields(UDF)	Maintenance	Data Elements View
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
Payment						Stock						
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						
Forecast Taxability												
Rollover												
Amount: 0.00												
Name:												
Account:												

- 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
<button>Compute</button>												
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 'Other Tax' tab is active, showing fields for Social Security Type (SSN), Pay Group EIN (xxxxxxx), and QVEC (0.00). It also includes fields for QVEC Withholding (0.00), QVEC State Withholding (0.00), Full NUA (0.00), and Roth information (Roth Cat Dist 1, Roth Gross, Roth NUA, Roth Basis/EE, Roth Housing Allowance).

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

The 'Alternate Payment Method' tab is active, showing fields for EFT/Wire (Destination: Payee, Account Type, Routing/Transit, Account, Secondary Routing Number), Memo Check (Number: 0, Date), IAT Bank Information (Bank Name, Bank Country), and Global (International Bank Routing, International Bank Account, Global Payment, Currency Code, Residency Code).

- 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.

The 'Rollover' tab is active, showing sub-tabs for Address, Payment Method, Deduction, Miscellaneous, UDF, and Data Element View. It includes fields for Rollover Information (Name, Address, City, State, Zip, Country Name, Foreign, Name Type), Distribution (Gross, Deductions, Net, Employee Contributions, Housing Allowance), Tax Information (Tax Reporting Code, 1099R Category, Roth First Contrib Date, Reason Code, 1042S Chp 3 Exempt Code), and Check (Special Handling, Source, Pmt. Election).

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

- 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: <input type="text"/>						Frequency: <input type="text"/>						
Payment Amount: <input type="text"/>						Payoff Date: <input type="text"/>						
Interest Rate: <input type="text"/>						Next Payment Date: <input type="text"/>						
Original Amount: <input type="text"/>						Loan Use: <input type="text"/>						
Original Number of Payments: <input type="text"/>						Expected Interest: <input type="text"/>						
APR: <input type="text"/>												

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

PayWeb User Guide – General Navigation

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

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

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

Date 1: <input type="text"/>	Cash 1: <input type="text" value="0.00"/>
Date 2: <input type="text"/>	Cash 2: <input type="text" value="0.00"/>
Date 3: <input type="text"/>	

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

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

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.

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

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
101	PM	Maintenance	Last Updated	01/14/2021	X06

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: Payee:

☐ 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

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

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

Home Funds Distribution Deductions Tax Alternate Payment Method Miscellaneous User Defined Fields(UDF) Year to Dates Maintenance Data Element View		
Pay To		
Name: TEST, A B		
Address: 4900 TIEDEMAN ROAD		
MC/OH-01-49-0305		
City: BROOKLYN State: OH Zip: 44144		
Country: Foreign: <input type="checkbox"/>		
Name Type: Person		
Check		
Special Handling: <input type="checkbox"/>		
Source: Distribution		
Payment Election: <input type="checkbox"/>		
PG Combine Group: <input type="checkbox"/>		
Check Detail		
Check Written: 01/25/2016		
Cleared Date: <input type="text"/>		
Clear Reference: <input type="text"/>		
ACH Effective Date: <input type="text"/>		
Reversal Detail		
Reversal Date: 02/01/2016		
Recovered Withholding: Yes		
Reissue Check Number: <input type="text"/>		
Reversal Reason: CHECK LOST/STOLEN		
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: <input type="text"/>		
Original CC Number: <input type="text"/>		
Original CC FormID: <input type="text"/>		

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

Home Funds Distribution Deductions Tax Alternate Payment Method Miscellaneous User Defined Fields(UDF) Year to Dates Maintenance Data Element View						
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	<input type="text"/>

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

Home Funds Distribution Deductions Tax Alternate Payment Method Miscellaneous User Defined Fields(UDF) Year to Dates Maintenance Data Element View		
Stock Distribution		
Trade Date: <input type="text"/>		
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: <input type="text"/>		
Payoff Date: <input type="text"/>		
Next Payment Date: <input type="text"/>		
Loan Use: <input type="text"/>		

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

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

Home	Funds	Distribution	Deductions	Tax	Alternate Payment Method	Miscellaneous	User Defined Fields(UDF)	Year to Dates	Maintenance	Data Element View
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: 0.00						
Total EE Contributions: 0.00										
Tax Type: 1099R		Percent of Distribution: 0.00		1099Misc Box Number:		1042S Chapter 3 Exempt Code:				
Tax Year: 2016		Roth Contribution Date:								
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								
		Interest: 0.00								
Reason:		PG Tax Number: 341974250								

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

Home	Funds	Distribution	Deductions	Tax	Alternate Payment Method	Miscellaneous	User Defined Fields(UDF)	Year to Dates	Maintenance	Data Element View
EFT/Wire										
Account Type: Checking						Addendum Records				
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
Check						Rollover				
Annuity Type: <input type="text"/>						Payee Code: <input type="text"/>				
Annuity Definition: <input type="text"/>						Alternate Search 1: <input type="text"/>				
Beneficiary of: <input type="text"/>						Retro/Off-Cycle: <input type="text"/>				
Origin: <input type="text"/>						Plus/Alternate Number: <input type="text"/>				
Delivery: <input type="text"/>						Due Date: <input type="text"/>				
Original Pay Group: <input type="text"/>										
Omni Plus						Forfeiture				
Omni Reason Code: <input type="text"/>						Type: <input type="text"/>				
Reference: <input type="text"/>						Amount: <input type="text"/>				
Redemption Fees: <input type="text"/>						Location Name: <input type="text"/>				
Business Event ID: <input type="text"/>										
Pre '87 EE Contributions: <input type="text"/>										
Post '86 EE Contributions: <input type="text"/>										

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

- 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"/>										
Deductions: <input type="text"/>										
Net: <input type="text"/>										
Taxable: <input type="text"/>										
Ordinary: <input type="text"/>										
Capital Gains: <input type="text"/>										
Non-Taxable: <input type="text"/>										
Rollover: <input type="text"/>										
Housing: <input type="text"/>										
Value of Shares: <input type="text"/>										
Cost of Shares: <input type="text"/>										
Number of Shares: <input type="text"/>										

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

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

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

Reports

Create

Pending Reports

Download

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.

[Home](#) / [Create Report](#)

Payment

☒ Prepayment Register

Check

☐ Check Register

☐ Wealth Management Report

☐ Payment Funding Report

☐ Check Aging Report

Transaction

☐ Transaction History

☐ Pay Group / Payee Maintenance Report

☐ Future Dated Transactions

Installment

☐ Benefit Payment Report

☐ Scheduled Payment List

Tax

☐ Tax Status Report - Check

Submit

PayWeb User Guide – General Navigation

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.

[Home](#) / [Create Report](#) / [Check Register](#)

Check Register

List by PG Number

170030001080 - DEMO BENEFIT PAYMENT

X

Refresh

Submit

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	

← Previous

Next →

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.

[Home](#) / [Pending Report](#)

Delete

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** (Delete)

Reports From 01/29/2021

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