

# 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
- Blackout  
*Do not key any pension account activity*
- Year end (Blackout)

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)

Time frames are based on Eastern Standard Time.  
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Calendar Days	Activity
<b>First blackout date prior to payment</b>	<ul style="list-style-type: none"> <li>No updates allowed into the system.</li> <li>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 utilize these reports as a method to validate payments to be processed.</li> </ul>
<b>Last blackout date prior to payment</b>	<ul style="list-style-type: none"> <li>Changes, updates, and any inactivations may be submitted to KeyBank but must be received by 12 p.m. the day payments are processed.</li> <li>If the volume of changes, updates, and inactivations exceeds 50 items, they will be processed on a best effort basis and may impact the following time frames.</li> </ul>
<b>Internal Key processing 5–8 days prior to payment date</b>	<ul style="list-style-type: none"> <li>KeyBank client management receives “TR43 – Payment Funding” report and uses it to get necessary funding for payments.</li> <li>Operations will submit the job to have the payments produced.</li> <li>Payments are created with Payment Date and checks are held at KeyBank’s Cleveland Mail Center.</li> </ul>
<b>3–5 days prior to payment date</b>	<ul style="list-style-type: none"> <li>Checks are mailed to the participants.</li> </ul>
<b>1 day prior to payment</b>	<ul style="list-style-type: none"> <li>ACH Payments are released to various banks.</li> </ul>
<b>Payment day</b>	<ul style="list-style-type: none"> <li>Debit transaction is posted to GPL account.</li> <li>Funds to cover payments must be available in GPL account.</li> </ul>
<b>Payment day</b>	<ul style="list-style-type: none"> <li>Debit transactions are viewable in KeyLink.</li> </ul>



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### Retro and off cycle periodic payments for PayWeb website

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



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