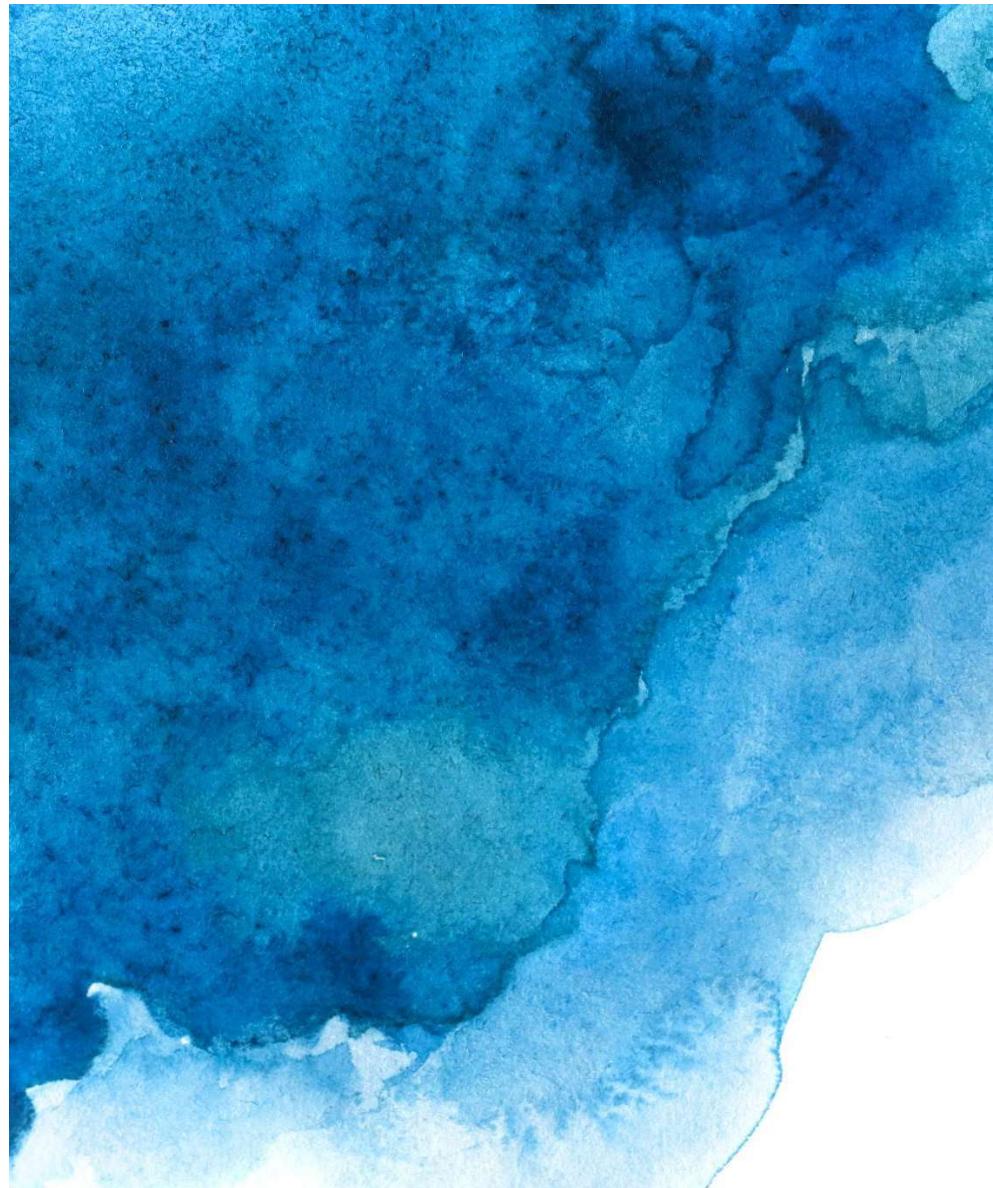

HORIZON CONNECT



IBEW LOCAL 353
PENSION & BENEFIT PLANS

Training Session



AGENDA

- Go-live timelines
- Login in for the first time
- Navigating HORIZON CONNECT
- Submit hours with new mandatory data points
- Validate your submission (warnings and errors)
- Adjustment batches
- Task Management
- Access to your account and profile changes
- Payment options
- Contact TEIBAS support for transactions
- Questions and Comments

GO-LIVE TIMELINES

MERIT will not be accessible for inputting any information after 4:30 p.m. on Friday, February 20, 2026.

Horizon Connect Goes Live Monday, March 9, 2026, for entering February 2026 work hours.

GO-LIVE TIMELINES

RECOMMENDED CHECKLIST FOR ENDING MERIT USE:

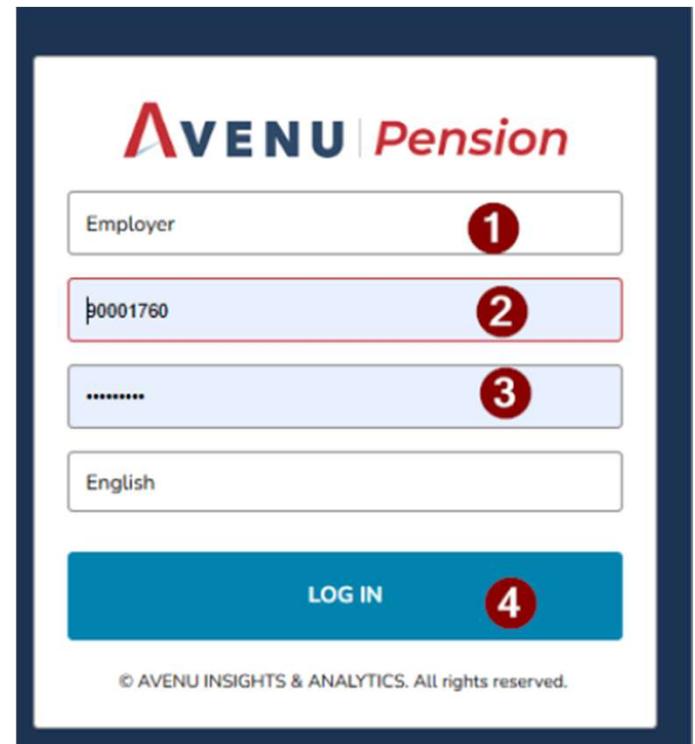
- ✓ Complete your Jan 2026 work month in MERIT
- ✓ Print your fiscal 2025 reports from MERIT
- ✓ Print reports for as many years as you think you will need
- ✓ Enter your Feb 2026 work month reports to the new system – Horizon Connect
after March 9, 2026

WHAT TO EXPECT WHEN YOU LOG IN

- ❖ Everyone who currently has access will be granted access to Horizon Connect
- ❖ When you enter for the first time, you will be required to establish multi-factor authentication (MFA) protocol.
- ❖ You will be forced to change your existing password to a strong password.
- ❖ MFA protocol will be required with every login

NAVIGATING THE APPLICATION

- Go to [Login Page](#)
- Login as Employer
- Enter User ID
- Enter Password
- Click 'Log In'



NAVIGATING THE APPLICATION

1. WORKBOARDS
2. TABS
3. EVENTS

The screenshot shows the teibas application interface. At the top, there is a navigation bar with the 'teibas' logo, the text 'IBEW LOCAL 353 PENSION & BENEFIT PLANS', and a 'Welcome' message. Below the navigation bar is a top-level menu with tabs: 'My Dashboard', 'Task Management', and 'Employer Information'. The 'Employer Information' tab is highlighted with a red box and has a red number '1' in a circle above it. Under 'Employer Information', there are three sub-tabs: 'Employer Data', 'Monthly Contribution Reporting', and 'Contribution Rates'. The 'Monthly Contribution Reporting' tab is also highlighted with a red box and has a red number '2' in a circle above it. The main content area is titled 'Monthly Contribution Reporting' and shows a table of monthly contributions for the year 2026. The table has columns for Month, Hour Earned, Batches, Required, Adjustments, Payments, Interest, Difference, Status, and Action. The table shows data for January through July. A sidebar on the left contains a list of navigation links, with the 'At a Glance' link highlighted with a red box and a red number '3' in a circle above it.

Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
January	401.50	3	\$2,664.48	\$4,467.47	\$7,131.95	\$0.00	\$0.00	Open	⋮
February	941.50	1	\$12,113.55	\$0.00	\$0.00	\$0.00	\$0.00	Open	⋮
March	1,025.50	2	\$16,133.52	\$0.00	\$0.00	\$0.00	\$0.00	Open	⋮
April	580.00	3	\$9,088.43	\$0.00	-\$4,085.53	\$0.00	\$0.00	Open	⋮
May	0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open	⋮
June	0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Posted	⋮
July	939.50	4	\$12,504.27	\$0.00	\$0.00	\$0.00	\$0.00	Open	⋮

ENTERING A CONTRIBUTION REPORT

- Go to Employer Information -> Monthly Contribution Reporting -> At a Glance
- Select the month and click on the “3-dots” in the “Action” column
- Select “Import file” or the option you prefer
- Make note of the batch ID

My Dashboard Dashboard Task Management Employer Information

Employer Data Monthly Contribution Reporting Rates & Agreements Documents

Employer # 10000-00000 Name 10000-00000 Payment Method N/A Address CBA #

Monthly Contribution Reporting Quick Links

At a Glance

Year 2025

Summary of Hours Work Month History Transaction History Secure Files

	Month	Hour Earned	Batches	Required	Adjustments	Payments	Interest	Difference	Status	Action
1	January	745.00	11	\$12,979.45	\$0.00	\$6,655.24	\$677.45	\$0.00	Open	
2	February	268.00	2	\$4,785.34	\$0.00	\$4,785.34	\$0.00	\$0.00	Posted	
3	March	45.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Open	
4	April	300.00	2	\$3,563.88	\$0.00	\$1,861.94	\$108.59	\$0.00	Open	
5	May	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
6	June	0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
7	July	204.00	4	\$3,856.62	\$0.00	\$454.50	\$0.00	\$0.00	Open	

Import file

NEW DATA POINTS

You will be required to submit details of overtime hours

- You will enter
 - Hours Worked
 - Time and a half overtime hours worked - x1.5
 - Double time overtime hours worked - x2
 - **The system will calculate Total Hours Earned**

View Contributions for Batch Process ID = 86769 - April 2026

	SIN	Last Name	First Name	Agreement	Job Class	Hours Worked	Overtime Hrs Worked 1.5 X	Overtime Hrs Worked 2X	Hours Earned	Gross Pay (\$)	MW Rate to 353	Other Local	MW Rate to Other	Status
<input checked="" type="radio"/>	256-478-547	Added	Newly	ICI	PA	125.00	5.00	4.00	140.50	\$0.00	0			0 Posted
<input type="radio"/>	522-365-478	Membe	Demo	ICI	JM	50.00			50.00	\$0.00	0			0 Posted
<input type="radio"/>	155-247-956	353member	New	ICI	JM	60.00	2.00	0.50	64.00	\$0.00	0			0 Posted
<input type="radio"/>	642-398-121	Member353	Local353	ICI	A5	20.00			20.00	\$0.00	0			0 Posted
<input type="radio"/>	457-225-698	Candlestick	Jimmy	ICI	A4	80.00			80.00	\$0.00	0			0 Posted
<input type="radio"/>	532-147-159	From353	Jo-Anne	ICISHIFT	JM	20.00	1.00		21.50	\$0.00	0			0 Posted

NEW DATA POINTS

- For example, if a member worked 10 hours in a week (regular hours, and overtime hours) you will be asked to provide following information:
- **Regular hours worked = 5 hrs.**
- **Overtime hours worked at time and a half = 2 hrs.**
- **Overtime hours worked at double time = 3 hrs.**
- The system will calculate the hours earned as follows:
- $5 \text{ hrs.} + (2 \text{ hrs.} \times 1.5) + (3 \text{ hrs.} \times 2) = 14 \text{ hrs. earned}$
- **SHIFT HOURS: Continue to report shift hours using the Shift Agreement codes**

VALIDATING YOUR SUBMISSION

Validations give you notice that something needs to be corrected in your batch.

There are 2 types of validations:

Warnings

You can complete the batch without addressing Warnings – *not recommended*

Examples:

- Hours earned is between 300 and 500
- Member with same name exists with different SIN
- Contributions received for unknown member. Person will be created

VALIDATING YOUR SUBMISSION

Errors

Will not allow you to complete the batch

Examples:

- Invalid SIN
- If you are an Owner Operator and the hours reported is < 150 hrs. earned
- Job class does not match with the agreement for this employer

ADJUSTMENT BATCHES

- If the adjustment batch is **positive** (missing hours)
 - Go to the month that is missing hours – At a Glance
 - Create a second batch and enter the missing hours.
 - **Assign the batch as an Adjustment and give a reason.**
 - Complete all Events
 - Submit

ADJUSTMENT BATCHES

NEGATIVE ADJUSTMENT BATCHES NEED TEIBAS APPROVAL!

You will be able to confirm the batch, but hrs. will not post to employee's record.

System will create a Task to the Employer Service team

- *Job class changes*
 - Create a new **adjustment** batch with negative hours for the wrong job class **and** positive hours for the correct job class.
 - **Upload any support through task management if needed**
 - **Description = ECR batch ID**
- *Too many hours reported/sent for wrong person)*
 - Go to the month and enter a negative **adjustment** batch
 - Assign as an **adjustment** batch

TASK MANAGEMENT



Welcome Tom Jones i Q Search Bell

My Dashboard Task Management Employer Information

Tasks

Employer # 25896-0001	Name Thoughtful Electric	Payment Method PAD	Address 1555 Business Address, Toronto, ON, M8T 6Y7, Canada	CRA # 951357456DD4569
--------------------------	-----------------------------	-----------------------	--	--------------------------

Manage Tasks Quick Links

Open Tasks

New Task

Completed Tasks

Upcoming Tasks

Task Attachments

Sent Tasks

Upload Document

Saved Documents

New Task

Task Category* Employer Portal Task Type* Negative Adjustment Batch (Job Class Update) Service Level Less or Equal 1 Day Due Date 16 / 01 / 2026

Task Description*

Assignee Employer Services* CC Priority Medium

Drag & Drop File or Browse File

Document ID File Name

Cancel Submit

PAYMENT OPTIONS

Your payment options remain the same:

- PAD – Funds are deducted from your account on the 20th of the month
- EFT – Send your remittance using your online banking
- Direct Deposit – Funds are deposited directly to the Trust account
- Cheque – Cheque must be delivered to TEIBAS offices by the 20th of the month

ACCESS TO YOUR ACCOUNT AND PROFILE CHANGES

- The address on file is at the header of all screens
- If your contact information changes, contact TEIBAS - [create a Task](#)
- If your employees leaves your company, you must remove their access to the application –
[create a Task](#)
- Please ensure that TEIBAS has updated phone numbers and email addresses for you.
- ADDING NEW PERSONS TO ACCESS YOUR ACCOUNT – future communication

FREQUENTLY ASKED QUESTIONS

- Will I have access to MERIT after go-live?
- Will TEIBAS support me during the transition?
- Will a User Guide be available?

Remember – WE ARE HERE TO HELP!

Employer Services Team:

Create a task!

Email : Employers@teibas.com

Vanitha : Vanitha@teibas.com ext. 703

Ashley: Ashley@teibas.com ext. 780

Phone # 416-637-6789

QUESTION AND COMMENTS...

THANK YOU FOR YOUR FEEDBACK!



IBEW LOCAL 353
PENSION & BENEFIT PLANS
