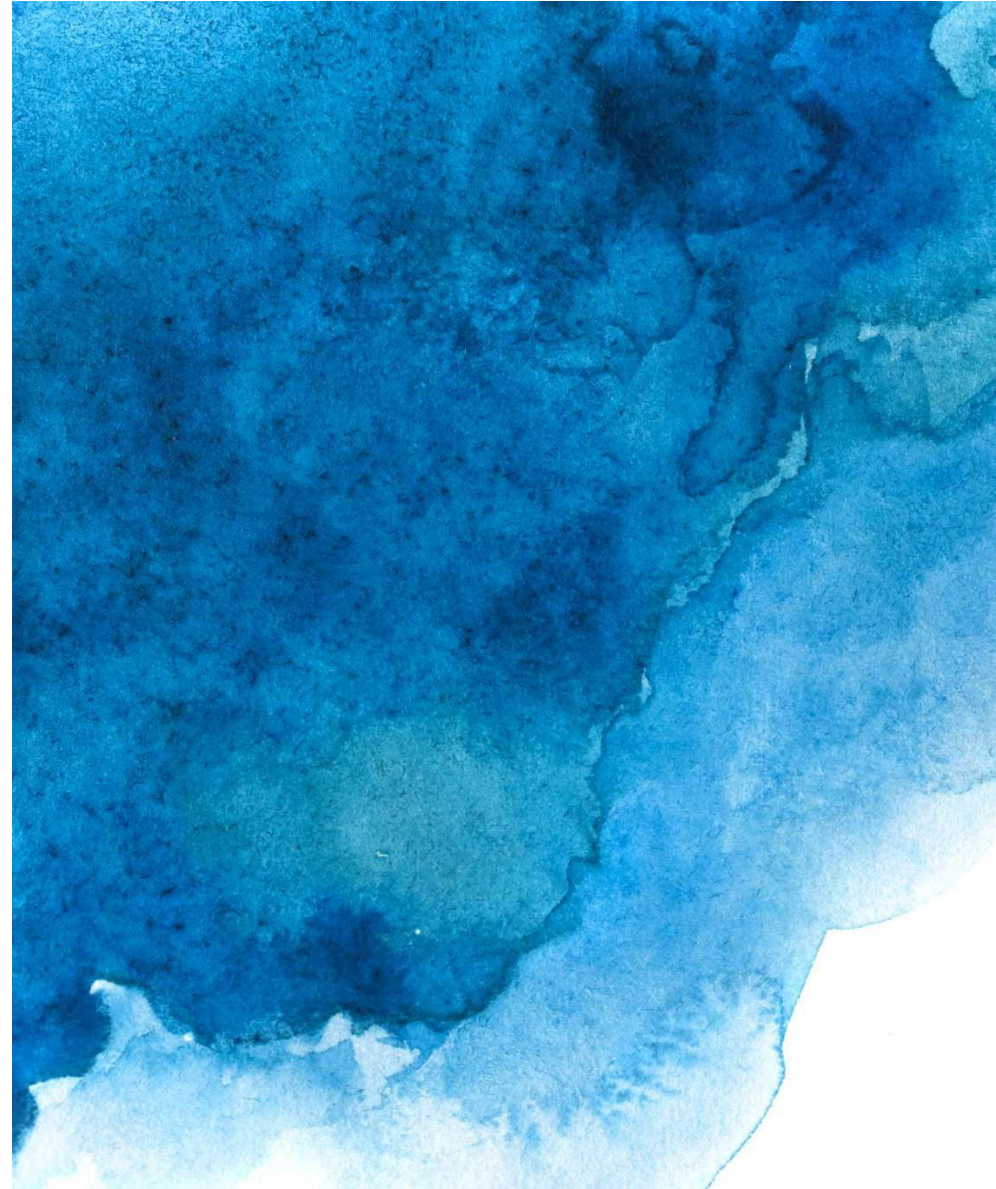

HORIZON CONNECT



IBEW LOCAL 353
PENSION & BENEFIT PLANS

Training Session



AGENDA



IBEW LOCAL 353
PENSION & BENEFIT PLANS

- Go-live timelines and What to Expect
- Navigating HORIZON CONNECT
- **New mandatory data points
- Warnings and errors
- Adjustment batches
- Task Management
- Access and profile changes
- Payment options
- **New Interest Reporting
- Contact TEIBAS

GO-LIVE TIMELINES

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

Horizon Connect goes live Monday, April 6, 2026, for entering **March 2026 work hours**

GO-LIVE TIMELINES

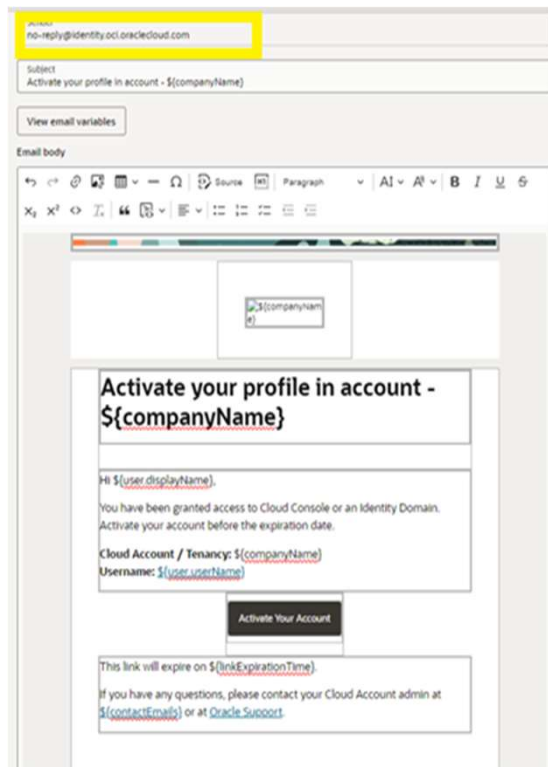
RECOMMENDED CHECKLIST FOR ENDING MERIT USE:

- ✓ Complete your Feb 2026 work month in MERIT
 - ✓ Print your fiscal 2025 reports from MERIT
 - ✓ Print reports for as many years as you think you will need
 - ✓ **Entry Grid Users** – Create entry grid (1-time setup)
-

WHAT TO EXPECT WHEN YOU LOG IN

- ❖ Everyone who currently has access will be granted access to Horizon Connect
 - ❖ **You will receive an email on or before April 6, 2026, from no-reply@identity.oci.oraclecloud.com**
 - ❖ You will be forced to change your temporary password
 - ❖ MFA will be required with every login
-

WHAT TO EXPECT WHEN YOU LOG IN



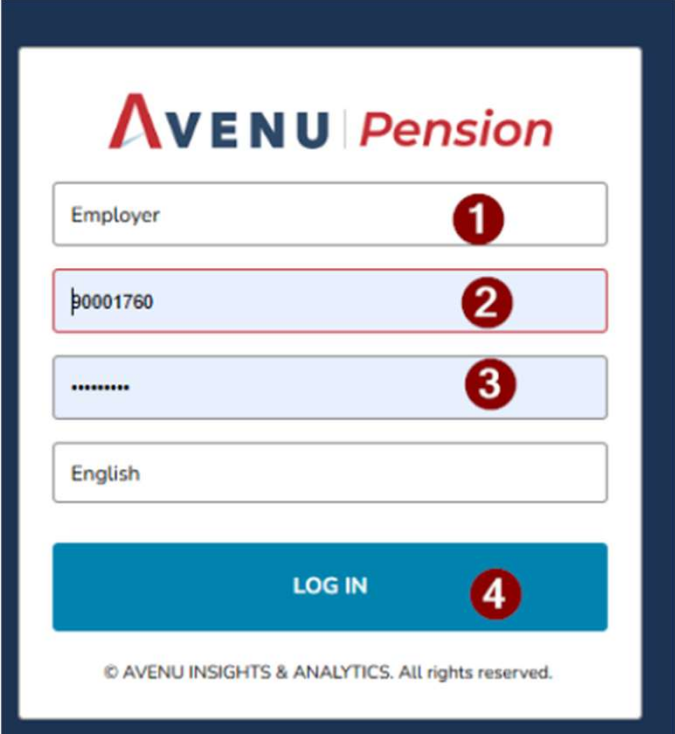
❖ Check your spam folder

The email will have your temporary username and password, and instructions on how to log into the new system.

If you have not received an email with your username and password by Tuesday, April 7, please contact the Employer Services team at employers@teibas.com.

NAVIGATING THE APPLICATION

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



The screenshot shows the AVENU Pension login interface. At the top is the AVENU Pension logo. Below it are four input fields and a button, each with a red circle containing a number indicating the step order:

1. Employer (Step 1)
2. 0001760 (Step 2)
3. Password (Step 3)
4. LOG IN button (Step 4)

Below the button is the copyright notice: © AVENU INSIGHTS & ANALYTICS. All rights reserved.

NAVIGATING THE APPLICATION

1. WORKBOARDS
2. TABS
3. EVENTS

The screenshot displays the teibas application interface. At the top, there are logos for teibas and IBEW Local 353. A navigation bar includes 'My Dashboard', 'Task Management', and 'Employer Information' (highlighted with a red box and a '1' indicator). Below this, there are tabs for 'Employer Data', 'Monthly Contribution Reporting', and 'Contribution Rates' (highlighted with a red box and a '2' indicator). The main content area shows employer details for 'Thoughtful Electric' and a 'Monthly Contribution Reporting' section (highlighted with a red box and a '3' indicator). This section includes a sidebar menu with options like 'At a Glance', 'View Imported Data', 'Validate Import', 'View Contributions', 'View All Errors', 'View Errors by Member', 'Summary', 'Confirm Batch', 'Delete Batch', 'Employer Contributions', and 'Employer Statement'. The main area features a 'Year' dropdown set to '2026' and tabs for 'Summary of Hours', 'Transaction History', 'Work Month History', and 'Secure Files'. A table displays contribution data for the months of January through July 2026.

	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 # 102742-0001 | Name: Teibas Electric (2021) | Payment Method: NIA | Address: - | CRA #: -

Monthly Contribution Reporting Quick Links

At a Glance | Year: 2025

View Imported Data | View Contributions | Validate Import | View All Errors | View Errors by Member | Confirm Batch | Summary | Employer Contributions

Summary of Hours | Work Month History | Transaction History | Secure Files

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

Sort

Import File

ENTERING A CONTRIBUTION REPORT

IF YOU ENTER HOURS DIRECTLY TO THE ENTRY GRID

- *Option 1:* Download the most recent grid from MERIT and convert to new template then upload to Horizon Connect
- *Option 2:* Enter names directly into Entry Grid in Horizon Connect (1st time only)
- **After setup, every month the Entry Grid will populate with names**



MERIT

123456 - ELECTRICAL COMPANY LIMITED | SELECTED MONTH: May 2025

USER: TAUDRIENNE | CHANGE PASSWORD

HOME DATA REPORTS EXPORT ADMIN LOGOUT

LOCAL:

[LOCAL 353](#)

EMPLOYER:

[123456 - Electrical Company Limited](#)

[view details](#)

EXPORT
EXPORT SPREADSHEET FOR DATA ENTRY.
EXPORT SPREADSHEET WITH NON-ADJUSTMENT DATA (TEIBAS STAFF).
EXPORT SPREADSHEET FOR CURRENT DATABATCH.

1 of 1 [next](#)

[View agreements and fund rates](#)

[Estimate Delinquent charges](#)

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

Sort Filter

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 automatically 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 = 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 MANAGMENT



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

New Task

Completed Tasks

Task Attachments

Sent Tasks

New Task

Task Category* Task Type* Service Level Due Date
 Employer Portal Review the Pending calculation Less or Equal 5 Days 18 / 02 / 2026

Task Description*

Assignee CC Priority
 Member Services* Critical

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
-

**NEW INTEREST REPORTING

Interest Calculations

- Interest is now calculated and reported as it is incurred vs when payment is made
 - The Interest rate remains unchanged:
\$0.08 per \$100 outstanding per day or 29.2% pa
 - The prior balance on the confirmation statement now includes interest
-

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**
 - Ensure that TEIBAS has updated phone numbers and email addresses for you
 - Adding new persons to access your account – You will be able to initialize that request
-

FREQUENTLY ASKED QUESTIONS

- Will TEIBAS support me during the transition? **YES!**
- Will a User Guide be available? **YES!**
- Will the Training deck be available? **YES!**

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!



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PENSION & BENEFIT PLANS