

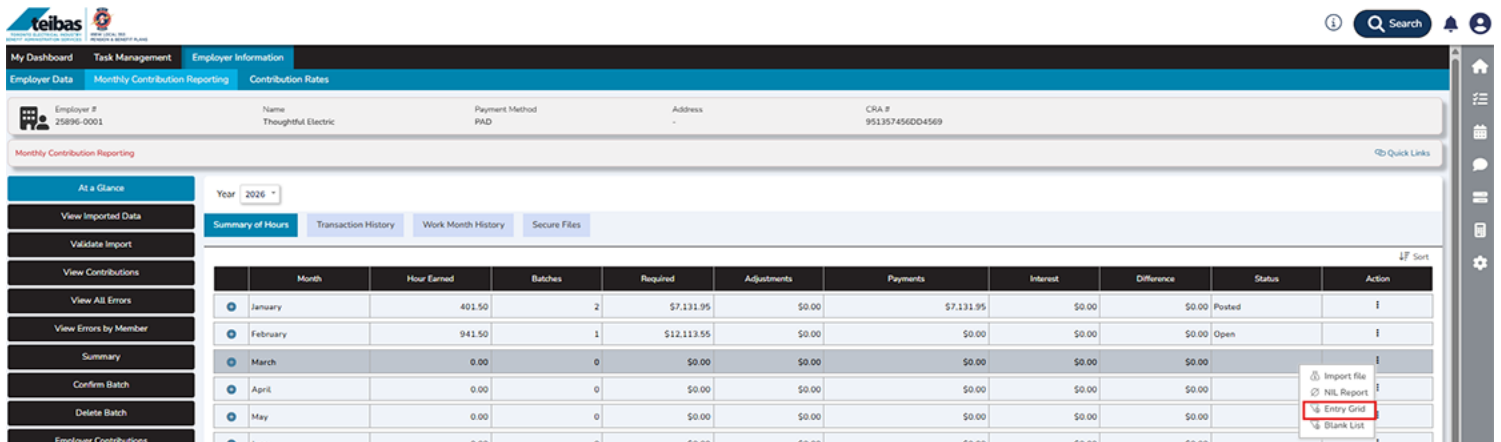
## Your Quick Guide to Data Reporting on Horizon Connect

### 1. LOGIN

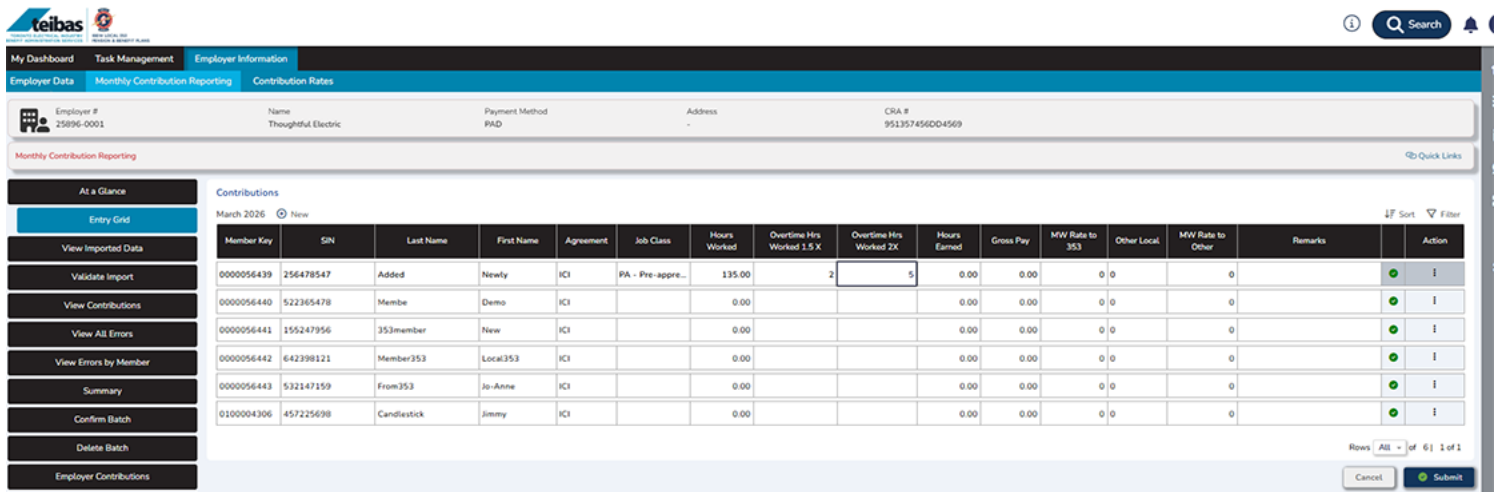
Horizon Connect can be found at: <https://teibas-employer.cpushosting.com/employer>.  
Enter your employer code, username, and password provided by TEIBAS.

### 2. ENTER DATA

Navigate to Employer Information -> Monthly Contribution Reporting -> Action buttons on the work month row and select Import file or Entry Grid.



Enter the hours for each employee ensuring that the agreement and job class are correct. If another line is required for a new employee, or for a change in job class, click "New" to insert new row.



When you finish entering the hours for each employee, select "Submit".

The screenshot shows the 'Monthly Contribution Reporting' interface. On the left, there is a sidebar with navigation options: 'At a Glance', 'Entry Grid', '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 displays a table of contributions for March 2026. The table has columns for Member Key, 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, Remarks, and Action. The 'Submit' button at the bottom right is highlighted with a red box.

Member Key	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	Remarks	Action
0000056439	256478547	Added	Newly	ICI	PA - Pre-appre...	135.00	2.00	5.00	0.00	0.00	0.00	0.00	0.00		I
0000056440	522365478	Membe	Demo	ICI	JM - Journeyp...	125.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00		I
0000056441	155247956	353member	New	ICI	JM - Journeyp...	158.00	1.00	2.00	0.00	0.00	0.00	0.00	0.00		I
0000056442	642398121	Member353	Local353	ICI	A5 - Apprentic...	115.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00		I
0000056443	532147159	From353	Je-Anne	ICI	JM - Journeyp...	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		I
0100004306	457225698	Candlestick	Jimmy	ICI	A4 - Apprentic...	145.00	3.00	5.00	0.00	0.00	0.00	0.00	0.00		I

### 3. VALIDATE DATA

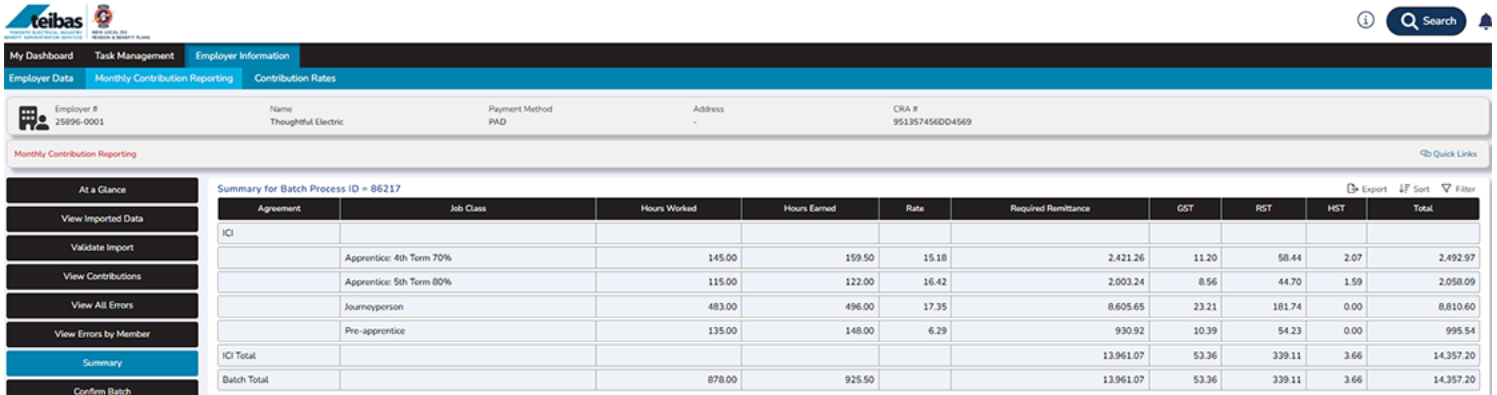
Select the "Validate Import" event on the left and click on "Finish". Horizon Connect will review the submission for any warnings and errors. Warnings will allow you to still submit the batch where an error will not and require you to address the error. Click on the "View All Errors" or "View Errors by Member" events to review. To fix an error, go to the "View Imported Data" event and edit or delete a line, then validate again.

The screenshot shows the 'Validate Import' step. The sidebar on the left has 'Validate Import' highlighted with a red box. The main area displays a table of contributions for Batch Process ID = 86217 - March 2026. The table has columns for SIN, Last Name, First Name, Agreement, Job Class, Hours Worked, Overtime Hrs Worked 1.5 X, Overtime Hrs Worked 2X, Hours Earned, Gross Pay (G), MW Rate to 353, Other Local, MW Rate to Other, Status, and Action. The 'Status' column shows 'Imported' for all entries.

SIN	Last Name	First Name	Agreement	Job Class	Hours Worked	Overtime Hrs Worked 1.5 X	Overtime Hrs Worked 2X	Hours Earned	Gross Pay (G)	MW Rate to 353	Other Local	MW Rate to Other	Status	Action
256-478-547	Added	Newly	ICI	PA - Pre-apprentice	135.00	2.00	5.00	148.00	50.00	0.00	0.00	0.00	Imported	
522-365-478	Membe	Demo	ICI	JM - Journeyperson	125.00	5.00	5.00	132.50	50.00	0.00	0.00	0.00	Imported	
155-247-956	353member	New	ICI	JM - Journeyperson	158.00	1.00	2.00	163.50	50.00	0.00	0.00	0.00	Imported	
642-398-121	Member353	Local353	ICI	A5 - Apprentice: 5th Term 80%	115.00	2.00	2.00	122.00	50.00	0.00	0.00	0.00	Imported	

The screenshot shows the 'Finish' step. The sidebar on the left has 'Validate Import' highlighted with a red box. The main area displays a 'Summary' section with the following text: 'Batch: TEBAS - Employer Contributions Import', 'Batch Task: 1 - Test imported data', and 'Batch ID: 86217'. The 'Finish' button at the bottom right is highlighted with a red box.

Select the "Summary" event to view the totals. Confirm the total hours and required remittance for each agreement and job class.

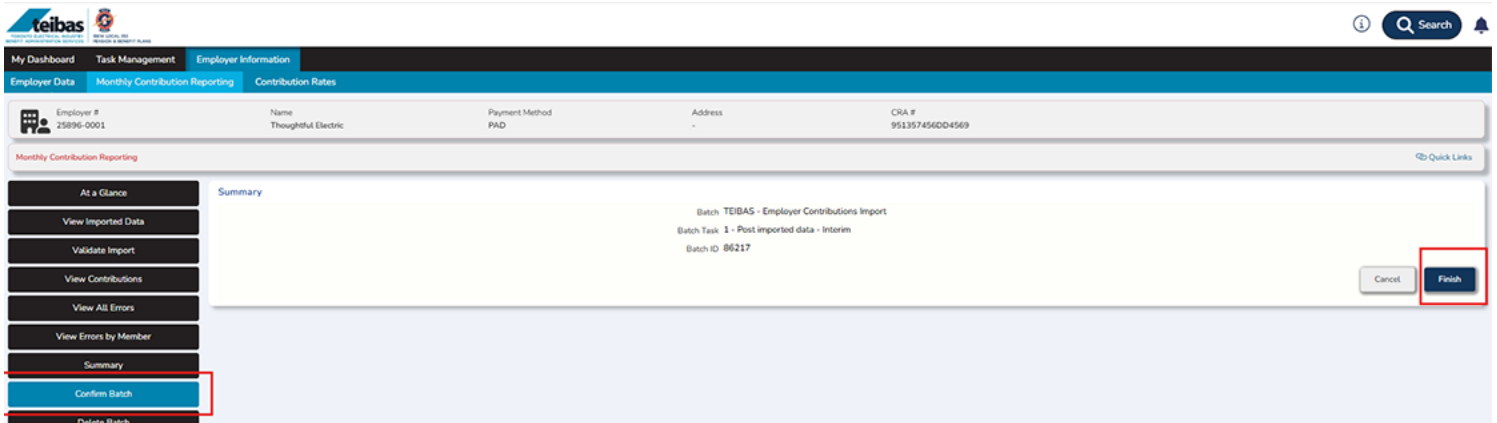


**Summary for Batch Process ID = 86217**

Agreement	Job Class	Hours Worked	Hours Earned	Rate	Required Remittance	GST	RST	HST	Total
ICI									
	Apprentice: 4th Term 70%	145.00	159.50	15.18	2,421.26	11.20	58.44	2.07	2,492.97
	Apprentice: 5th Term 80%	115.00	122.00	16.42	2,003.24	8.56	44.70	1.59	2,058.09
	Journeyperson	483.00	496.00	17.35	8,605.65	23.21	181.74	0.00	8,810.60
	Pre-apprentice	135.00	148.00	6.29	930.92	10.39	54.23	0.00	995.54
ICI Total					13,961.07	53.36	339.11	3.66	14,357.20
Batch Total		878.00	925.50		13,961.07	53.36	339.11	3.66	14,357.20

#### 4. DATA SUBMISSION AND CONFIRMATION STATEMENT

Once you have reviewed the information reported – agreements, hours worked, hours eared, and required amount, select the "Confirm Batch" event on the left. Select Finish. This will inform TEIBAS that your data entry is complete and the remittance is being sent. You cannot delete a batch after it is confirmed.

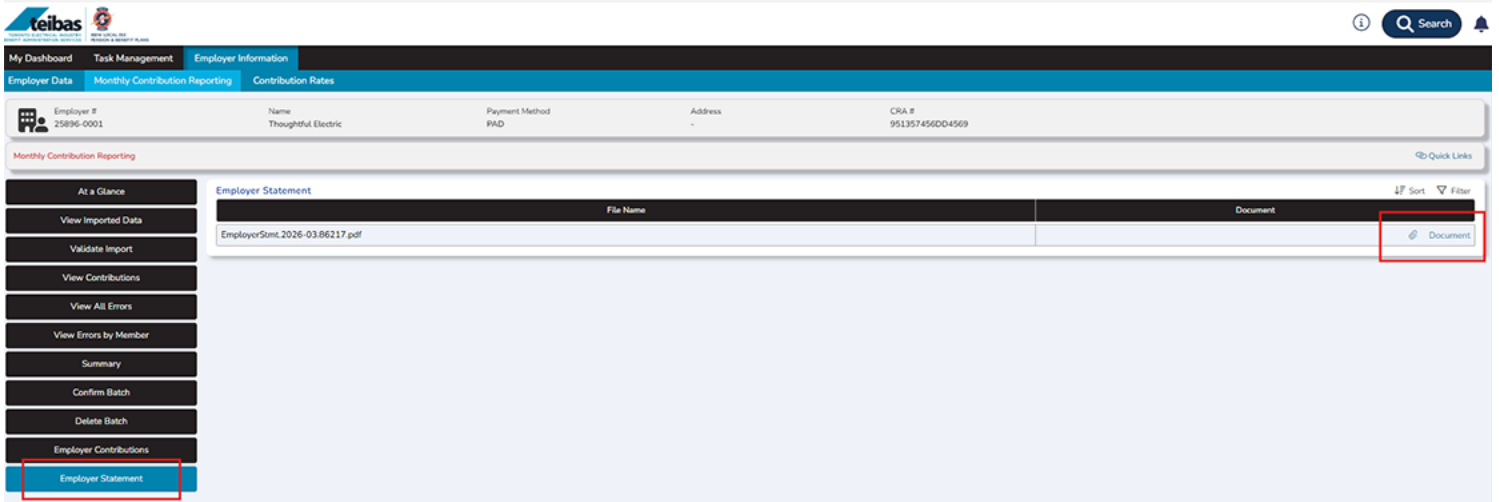


Summary


Batch TEIBAS - Employer Contributions Import  
Batch Task 1 - Post imported data - Interim  
Batch ID 86217

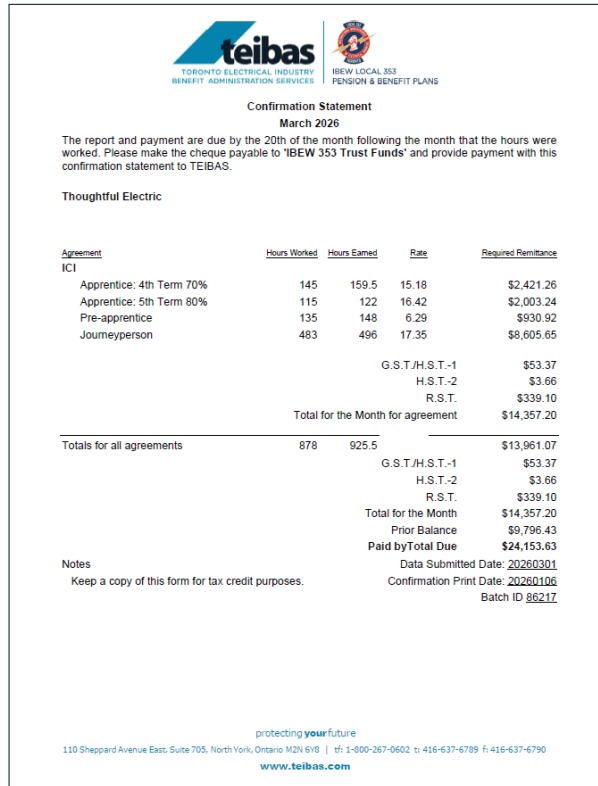
Cancel Finish

Print a copy of the transaction for your records. Click the "Employer Statement" event on the left and download the statement using the hyperlink.



Monthly Contribution Reporting

File Name	Document
EmployerStmnt.2026-03.86217.pdf	



**Confirmation Statement**  
March 2026

The report and payment are due by the 20th of the month following the month that the hours were worked. Please make the cheque payable to 'IBEW 353 Trust Funds' and provide payment with this confirmation statement to TEIBAS.

Thoughtful Electric

Agreement	Hours Worked	Hours Earned	Rate	Required Remittance
ICI				
Apprentice: 4th Term 70%	145	159.5	15.18	\$2,421.26
Apprentice: 5th Term 80%	115	122	16.42	\$2,003.24
Pre-apprentice	135	148	6.29	\$930.92
Journeyperson	483	496	17.35	\$8,605.65
			G.S.T./H.S.T.-1	\$53.37
			H.S.T.-2	\$3.66
			R.S.T.	\$339.10
			<b>Total for the Month for agreement</b>	<b>\$14,357.20</b>
<b>Totals for all agreements</b>	<b>878</b>	<b>925.5</b>		<b>\$13,961.07</b>
			G.S.T./H.S.T.-1	\$53.37
			H.S.T.-2	\$3.66
			R.S.T.	\$339.10
			<b>Total for the Month</b>	<b>\$14,357.20</b>
			Prior Balance	\$9,796.43
			<b>Paid by/Total Due</b>	<b>\$24,153.63</b>

Notes  
Keep a copy of this form for tax credit purposes.

Data Submitted Date: 20260301  
Confirmation Print Date: 20260106  
Batch ID 86217

protecting your future  
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www.teibas.com

## 5. ADJUSTMENT BATCH AND TASK MANAGEMENT

If you enter too many hours or you need to make an adjustment, you can run an adjustment batch.

Batch ID	Hours	Required	Adjustments	Payments	Interest	Difference	Status	Batch Type	Adjustment Reason	Action
89682	-180.00	-\$1,210.79	\$0.00	-\$1,210.79	\$0.00	\$0.00	Posted	Adjustment	Other	View Errors by Member
89671	622.00	\$8,440.58	\$0.00	\$8,440.58	\$0.00	\$0.00	Posted	Regular	Other	View Errors by Member

If you make an error and need to let Employer Services know, you can submit a 'task' asking them to review the hours entered.

Remit funds to TEIBAS. Electronic Funds Transfers should be processed using your online banking. Pre-authorized debit transactions are processed on the 20th of the month. Cheques may be post-dated to the 20th of the month and must be sent with a copy of the Confirmation Statement.

**Privacy Warning:** Please return your completed and signed forms to TEIBAS via mail or fax. If you wish to scan or provide your completed and signed form by email, please contact TEIBAS for assistance so that a secure encryption portal can be provided to you to safely return the form. Please be advised that if you return the form or provide any other sensitive or personal information to us by regular email, the information is not secure and may be vulnerable to unauthorized use. Neither TEIBAS nor the Board of Trustees of the Local 353, IBEW Trust Funds will be responsible for any unauthorized use, disclosure, interception or other privacy breach where personal information or other sensitive information is provided by you to TEIBAS through the use of email.