TEIBAS
Toronto **Electrical**
Industry **Benefit**
Administrative **Services**

**Your "Quick" Guide
to Data Reporting
on MERIT**

1. LOGIN

MERIT can be found at https://merit.teibas.com. Enter your employer code, username, and password provided by TEIBAS.

2. ENTER DATA

DATA
UPLOAD
ENTRY GRID
VALIDATE

Select **Data** from the top menu and then **Entry grid**. Create a new batch by populating the entry grid from **Last month** or the **Last 3 months**.

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, select **Insert new row**.

SIN	Full Name	Agreement	Fund O/R	Job Class	Status Code	Hours Worked	Hours Earned

When you finish entering the hours for each employee, select **Save changes**.

Sort order: As entered ▼ | Intialize from: | Last month | Last 3 months | Clear all | Save changes

3. VALIDATE AND SUBMIT DATA

Select **Data** from the top menu and then **Validate**. Select **Run validations now**. MERIT will check the data and provide warnings and errors for you to review. These warnings will not prevent you from proceeding but data errors must be fixed. Select <**Entry grid** to return to the data you entered.

DATA
UPLOAD
ENTRY GRID
VALIDATE

HOME	DATA	REPORTS	EXPORT	HELP	ADMIN	LOGOUT

Data batch: Work Mth:2018-6 open   Select another batch

Data validation for: June 2018   < Entry grid   < Upload   Submit batch data >

Descriptions	# errors	
◉ All errors and warnings	0	Print
Data errors - please fix		
No errors found in data.		
Warnings - please review		
Last validation run:	01/08/2018 12:00 AM	

Run validations now

This data batch is still open. If the data is ready, click on "Submit Data" to submit the batch.

Hide members with 'reasons' entered. ☐

Select **Submit batch data>**   Submit batch data >

4. CONFIRMATION STATEMENT AND DATA SUBMISSION

A confirmation statement will appear. Confirm the total hours and required remittance for each agreement and job class. Select **Print this statement**. The Confirmation Statement must be signed and accompany the remittance cheque.

Once confirmed, select **Click to confirm data** from the top left corner. This will inform TEIBAS that your data entry is complete and the remittance is being sent. Electronic funds transfers should be processed now using your online banking. Pre-authorized debits will be processed on the 20th of the month. Cheques may be post-dated to the 20th of the month.

| | Click to confirm data | | Print this statement | Close window |

TEIBAS
Toronto Electrical
Industry Benefit
Administrative Services

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Toronto, ON, M2N 6Y8
Phone 416-637-6789 Toll-free 1-800-267-0602 Fax 416-637-6790

http://www.teibas.com/

Confirmation Statement
September 2009

The report and payment is 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.

Electrical Company Limited 123456
123 Anywhere Street
Someplace Ontario
Canada A1B 2C3

Agreement	Hours Worked	Hours Earned	Rate	Required Remittance
Industrial, Commercial, Institutional and High-Rise Residential				
Apprentice: 2nd	0.00	0.00	11.6700	$0.00
Foreman	0.00	0.00	14.0100	$0.00
Journeyman	0.00	0.00	13.6500	$0.00
Temporary Lay-off	5,063.83	5,063.83	3.6000	$18,229.68
			G.S.T./H.S.T.	$0.00
		Total for the Month for agreement		$19,688.05
Industrial, Commercial, Institutional High-Rise Residential				
Journeyman	0.00	0.00	12.9700	$0.00
			G.S.T./H.S.T.	$0.00
		Total for the Month for agreement		$0.00
Industrial, Commercial, Institutional and High-Rise Residential-Shifts				
Foreman	0.00	0.00	16.7600	$0.00
Journeyman	0.00	0.00	16.3300	$0.00
			G.S.T./H.S.T.	$0.00
		Total for the Month for agreement		$0.00
Totals for all agreements		5,063.83		$18,229.68
			G.S.T./H.S.T.	$0.00
			R.S.T.	$1,458.37
			Total for the Month	$19,688.05
			Prior balance	$0.00
			Total Due	**$19,688.05**

> Ensure you select **Click to confirm data** to complete the process.

_____ _____
Signature   Date

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

Data Submitted Date:
Confirmation Print Date: 29 Oct 2018
Batch ID: 53293