

Benefits – Dependents Guide

(US Team Members)



This Job Aid will provide instructions on how to add and edit dependents information during US Open Enrollment. Dependents must be added prior to enrolling in Open Enrollment.

For information on dependent eligibility, please visit:

<https://mikbenefits.com/>

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If you are having trouble updating your dependent information in Workday after reviewing this job aid, please Call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in [Knowledge Zone](#).



Employee Only Enrollment

If you are only enrolling yourself and do not need to add a dependent, use the following steps:

1. Go to the [Workday Homepage](#)
2. Locate “Awaiting Your Action” and select “**Verify Dependents for Open Enrollment.**”

The screenshot shows the Workday interface for Hailey Hummingbird. The top navigation bar includes the Michaels logo, a search bar, and notification icons. The main content area is titled "Good Evening, On Behalf of: Hailey Hummingbird" and "It's Monday, April 8, 2024". The "Awaiting Your Action" section contains two tasks: "Open Enrollment Change: Hailey Hummingbird (4159276) on 07/01/2024" and "Verify Dependents for Open Enrollment: Hailey Hummingbird (4159276)". The second task is highlighted with a red box, and a red arrow labeled "2" points to it. The "Announcements" section shows "Evidence of Insurability Pending" with a sub-header "Pending" and a brief description. The "Quick Tasks" section includes buttons for "My Payslips", "Time Off Balance", and "My Objectives".

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3. At the bottom of the page, submit the task and proceed with your Open Enrollment task.

All Items 2 items

Search: All Items

[Advanced Search](#)

- Open Enrollment Change: Hailey Hummingbird (4159276) on 07/01/2024** 04/08/2024 ☆
Effective: 07/01/2024
- Verify Dependents for Open Enrollment:Hailey Hummingbird (4159276)** 04/05/2024 ☆
Due: 04/10/2024

Created: 04/05/2024 | Due: 04/10/2024

Review Distribution of Documents or Tasks

Verify Dependents for Open Enrollment:Hailey Hummingbird (4159276)

For Hailey Hummingbird

Overall Process Verify Dependents for Open Enrollment:Hailey Hummingbird (4159276)

Overall Status In Progress

Task

To Do Description Verify Dependents

Instructional Text Please review that your dependent information is correct.

[Dependents](#)

Process History

- Distribute Documents or Tasks– Step Completed 3 days ago
- Hailey Hummingbird (4159276)** Review Distribution of Documents or Tasks– Awaiting Action Due 04/10/2024

3

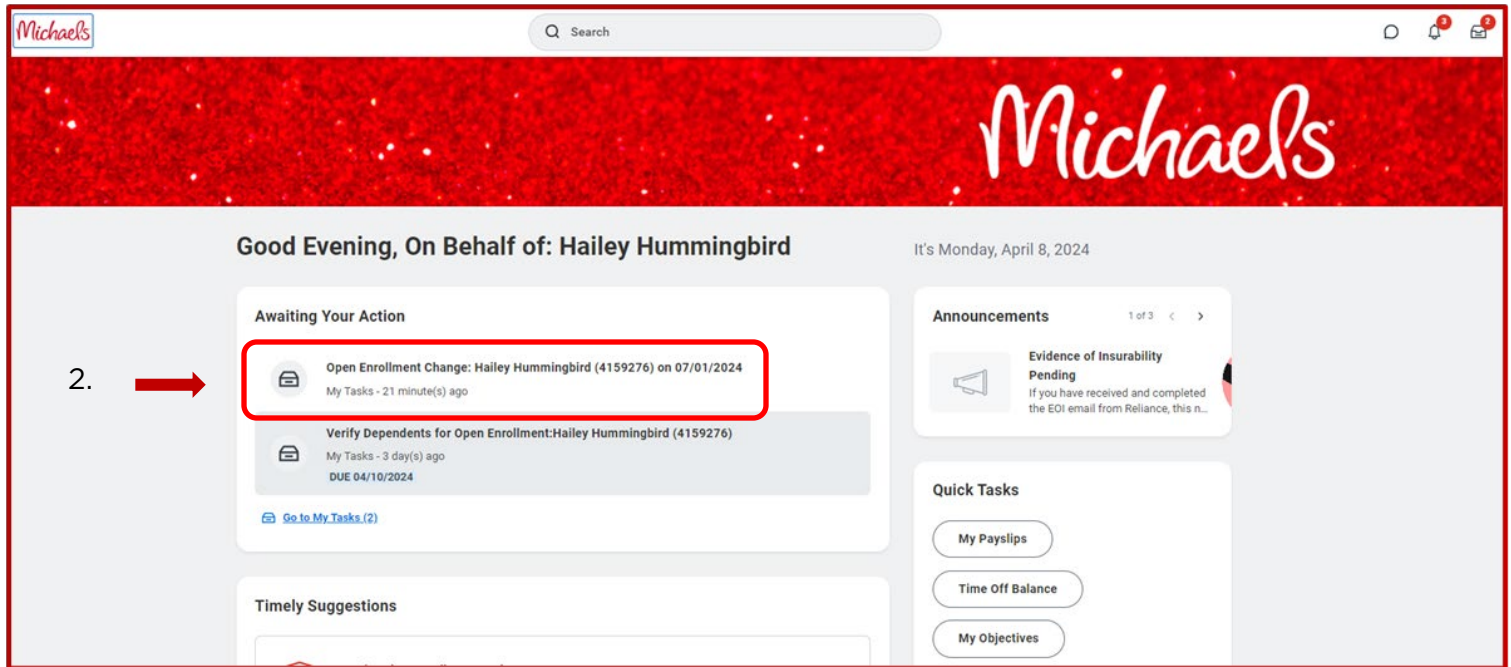
[Submit](#) [Save for Later](#) [Cancel](#)



Locating the Workday Inbox Dependent Task

If you are needing to add dependents or update dependent information, use the following steps to locate the dependent task in your Workday inbox:

1. Go to the [Workday Homepage](#)
2. Locate “Awaiting Your Action” and select “**Verify Dependents for Open Enrollment**”



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3. Select “Dependents”.

All Items 2 items

Search: All Items

[Advanced Search](#)

Open Enrollment Change: Hailey Hummingbird (4159276) on 07/01/2024
Effective: 07/01/2024

Verify Dependents for Open Enrollment: Hailey Hummingbird (4159276)
Due: 04/10/2024

Created: 04/05/2024 | Due: 04/10/2024

Review Distribution of Documents or Tasks

Verify Dependents for Open Enrollment: Hailey Hummingbird (4159276)

For: Hailey Hummingbird

Overall Process: Verify Dependents for Open Enrollment: Hailey Hummingbird (4159276)

Overall Status: In Progress

Task

To Do Description: Verify Dependents

Instructional Text: Please review that your dependent information is correct.

Dependents

Process History

Kara Ridenour (4157118) 3 days ago
Distribute Documents or Tasks– Step Completed

Hailey Hummingbird (4159276) Due 04/10/2024
Review Distribution of Documents or Tasks– Awaiting Action

Submit Save for Later Cancel

4. The TMs current dependents will populate. To add a new dependent, select add.

Benefits Dependents Beneficiaries

Add

Dependents 1 item

Dependent	Relationship	Age	
Minnie Mouse	Spouse	24 years, 2 months, 8 days	Edit

Hailey Hummingbird (4159276)
Customer Experience Manager

Actions

Team

5. Fill out all the necessary information. You only need to fill out the lines with an asterisk (*) to submit the changes

6. Don't forget to add Student or Disability status if applicable.



This person is or could be enrolled in Health Care coverage elsewhere?

Before you can submit, the page requires this field to be submitted.

7. If they are **eligible** for benefits elsewhere, then **check** the box.
8. If they are **not eligible** for benefits elsewhere, then leave the box **unchecked**.
9. Input the date they last lost/gained eligibility.
10. If you get an error, confirm you have all the required information filled out by looking for the asterisk (*) next to the field.
11. Once you are done, submit your changes.
12. The TM will then complete the applicable information and submit.
13. They will need to go back to their Workday inbox Verify Dependents for Open Enrollment task and now click submit.





All Items 2 items

Created: 04/05/2024 | Due: 04/10/2024

Review Distribution of Documents or Tasks Verify Dependents for Open Enrollment:Hailey Hummingbird (4159276)

For Hailey Hummingbird

Overall Process Verify Dependents for Open Enrollment:Hailey Hummingbird (4159276)

Overall Status In Progress

Task

To Do Description Verify Dependents

Instructional Text Please review that your dependent information is correct.

Dependents

Process History

User	Action	Time
Kara Ridenour (4157118)	Distribute Documents or Tasks– Step Completed	3 days ago
Hailey Hummingbird (4159276)	Review Distribution of Documents or Tasks– Awaiting Action	Due 04/10/2024

13. **Submit** Save for Later Cancel

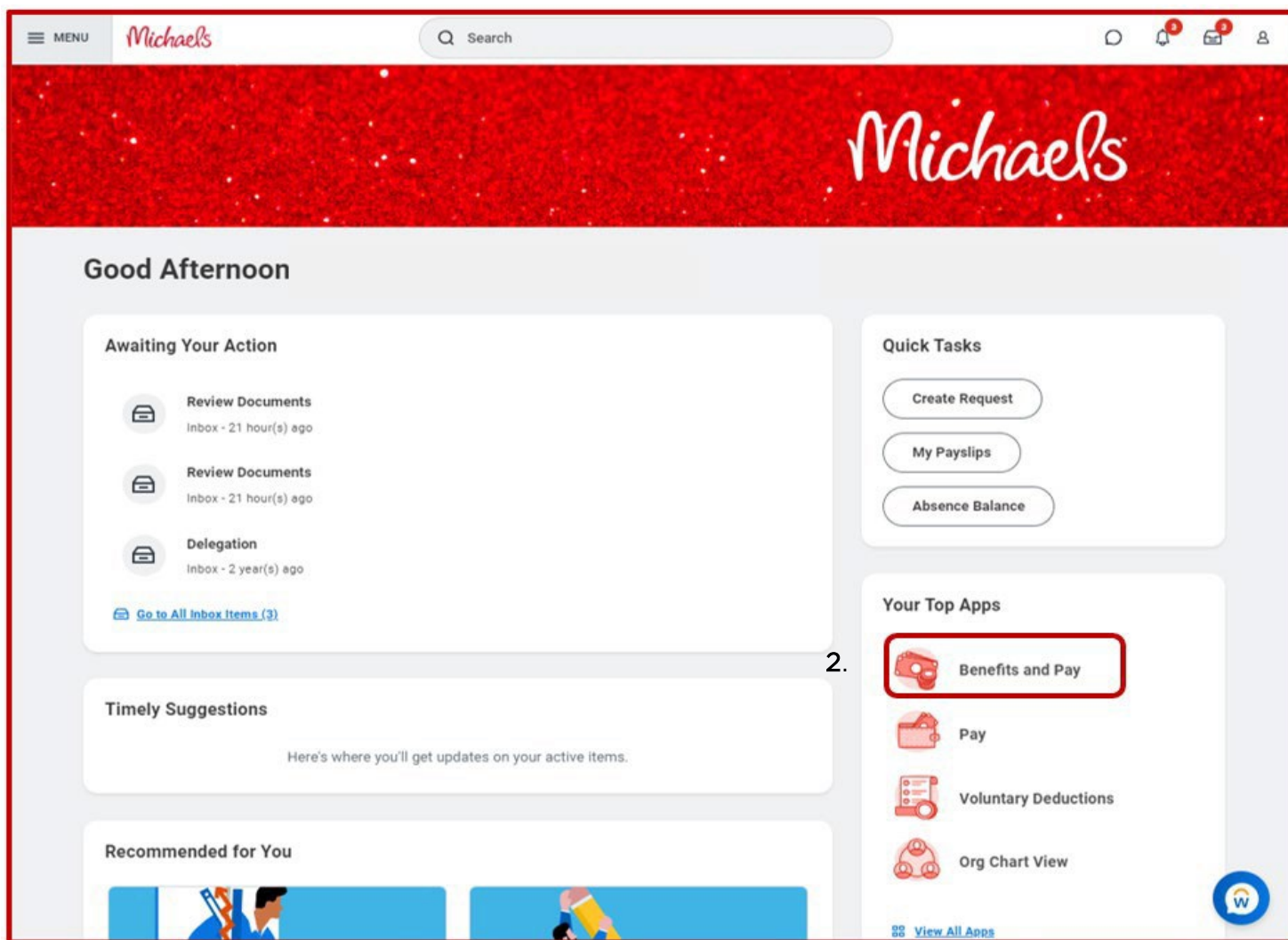
Locating the Dependent Page

If you are needing to add dependents or update dependent information, and the dependent task is missing from your Workday inbox, use the following steps:

1. Go to the [Workday Homepage](#)
2. Locate Your Top Apps and select “**Benefits and Pay.**”

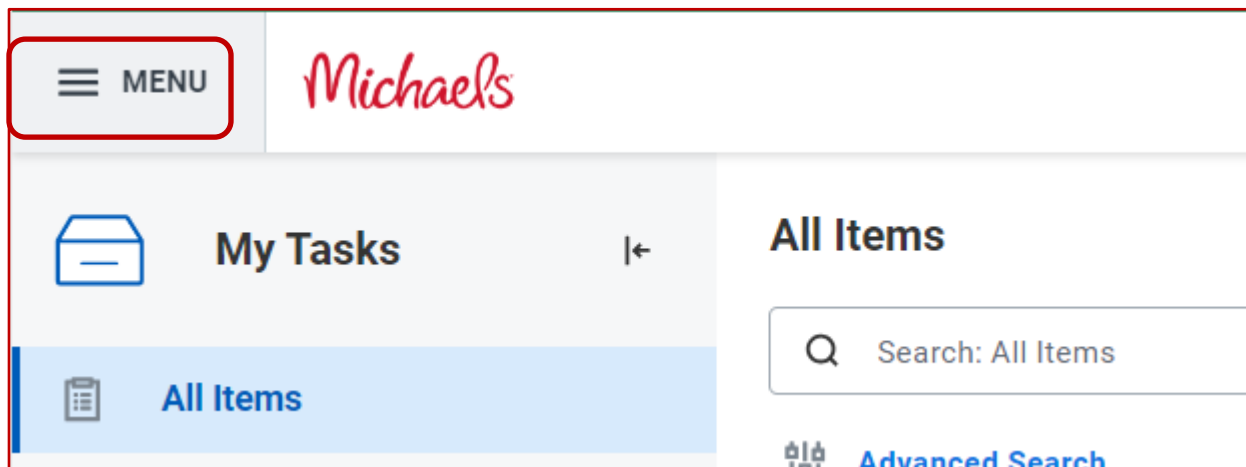
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This is also located in the Menu in the top left corner of the screen.

2b.

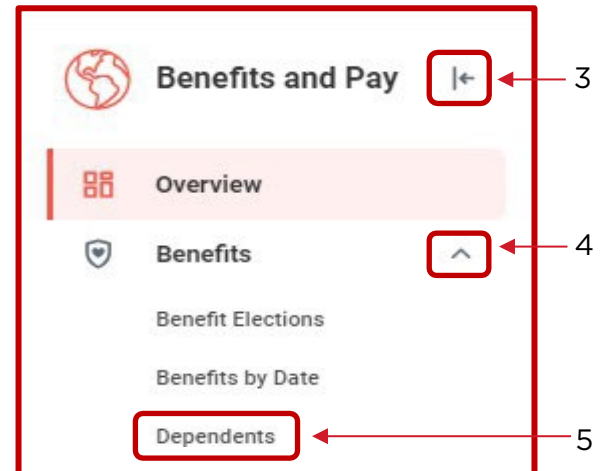


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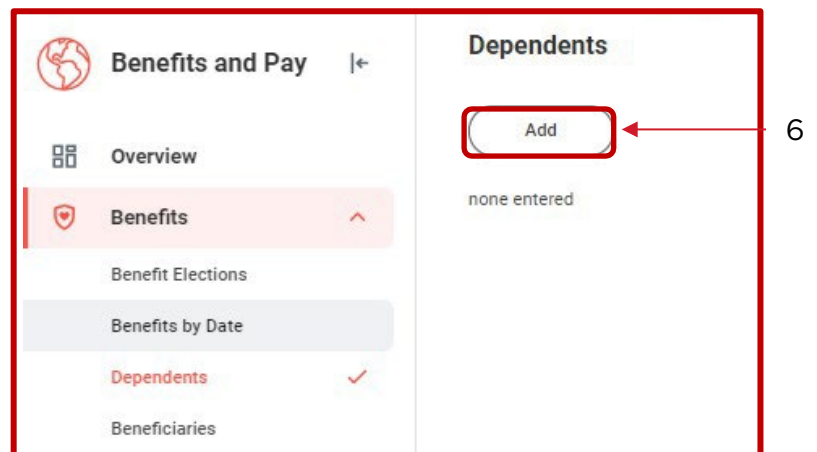
3. When on the “**Benefits and Pay**” page, look to the left of the screen for a bar and select the arrow to expand
4. Find “**Benefits**” and select the downward arrow to expand
5. Select “**Dependents**” to be routed to the Dependents page where you will be able to make changes



Adding Dependents

If you don't have any dependents, your Dependents page will look something like what is shown on the right. If you want to add a new dependent:

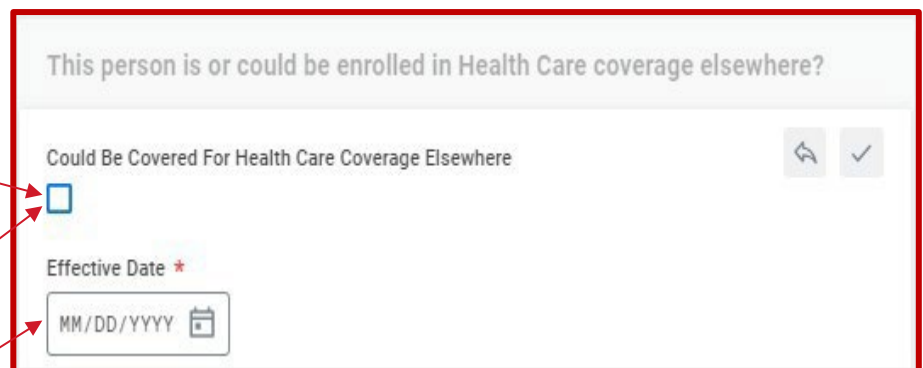
6. Select “**Add**”
7. Fill out all the necessary information. You only need to fill out the lines with an asterisk (*) to submit the changes
8. Don't forget to add Student or Disability status if applicable.



This person is or could be enrolled in Health Care coverage elsewhere?

Before you can submit, the page requires this field to be submitted.

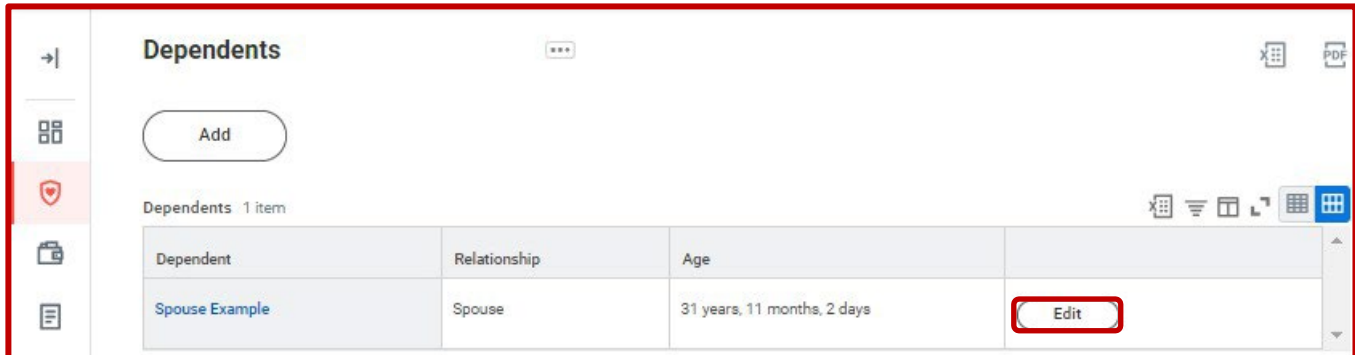
9. If they are **eligible** for benefits elsewhere, then **check** the box.
10. If they are **not eligible** for benefits elsewhere, then leave the box **unchecked**.
11. Input the date they last lost/gained eligibility.
12. If you get an error, confirm you have all the required information filled out by looking for the asterisk (*) next to the field.
13. Once you are done, submit your changes.





Edit Existing Dependents

If you've added a dependent, your Dependents page will look something like what is shown below. If you are needing to change a dependent's information:



- a. Select “**Edit**”
- b. Scroll down through the fields to update the necessary information. Information you can edit is, but not limited to:
 - i. Student Status
 - ii. Relationship status
 - iii. Date of Death
 - iv. Tobacco Use
 - v. Disability Status
 - vi. Government Identification (SSN/SIN)
 - vii. Birthday
- c. Once you are done, submit changes.

If you are having trouble with updating dependent information in Workday, please Call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in [Knowledge Zone](#).