

Open Enrollment Instructions


Full-Time Team Members (US Only)

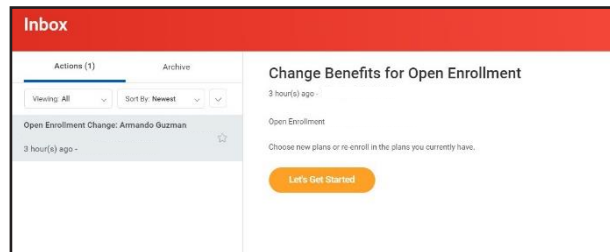


Congratulations! It is Open Enrollment time (**May 4 - May 19**) and you are now eligible to add, drop or change your benefit elections. This guide will walk you through the process of completing your Open Enrollment in Workday. You can access Workday through the SharePoint Intranet, by visiting <https://wd5.myworkday.com/michaels>, or on a mobile device using the QR code above.

For detailed information about the different benefit options available to you as a Michaels Team Member, please visit www.MIKBenefits.com

Selecting Your Benefits

When it is time for Open Enrollment on May 4 you will see an Announcement on the Workday homepage and an Open Enrollment task in your Workday inbox. 



Please note: Your FSA and HSA elections will not rollover and you must re-enroll to have coverage. To make changes, you will need to submit your new elections before the Open Enrollment window closes on May 19, 2022 or you will not have these benefits for the upcoming plan year.



Tobacco Use

When you begin your enrollment, the **Tobacco Use** question will appear first. All Full-Time Team Members and their enrolled spouse/domestic partner must answer this question. If you do not have a spouse previously enrolled, you will only see the tobacco question for yourself. If you add a spouse/domestic partner within the enrollment, you will be asked to answer their tobacco question at that point.

Tobacco Use

If Tobacco user (Team Member) – I acknowledge and understand that if I am a tobacco user or have been in the past 6 months, I will be charged a tobacco surcharge of \$650 annually in my premiums under the Michaels Medical Plan to be deducted from my regular paycheck. If you do not satisfy the standards to avoid the surcharge (i.e. you have used tobacco products within the last 6 months), you still have an opportunity to avoid the tobacco surcharge by a different means. Contact Team Member Services at 1-855-432-MIKE(6453), option 2 and we will work with you (and if you wish, with your physician) to develop another way to qualify and avoid the surcharge that is right for you and your health in light of your health status.

Question Please make the appropriate selection indicating your tobacco use

Answer  Yes  No



Para obtener ayuda para elegir los mejores planes para usted y su familia, hable con eValueate, nuestro nuevo asesor de beneficios, en **eValueate**.

Open Enrollment Instructions

Full-Time Team Members (US Only)



Open Enrollment Homepage

On the Open Enrollment Homepage you will see all eligible plans with the option to **Enroll** beneath each plan. When you're ready to update coverage, click on **Enroll** in the appropriate plan.

Health Care and Accounts

Medical & Prescription Drug (US) Aetna PPO - Enhanced PPO Cost per paycheck: \$97.41 Coverage: Employee Only Manage	Spousal Eligibility (US) Waived Enroll	Dental (US) Cigna DPPO Cost per paycheck: \$14.12 Coverage: Employee Only Manage
Vision (US) EyeMed VIS Cost per paycheck: \$3.30 Coverage: Employee Only Manage	Accident (US) Reliance Standard Cost per paycheck: \$4.64 Coverage: Employee Only Manage	Health Savings Account (HSA) (US) Waived Enroll
Health Care Flexible Spending Account (FSA) (US) HealthEquity Contribution per paycheck: \$109.62 Manage	Limited-Use Flexible Spending Account (FSA) (US) Waived Enroll	Dependent Care Flexible Spending Account (FSA) (US) Waived Enroll

Medical & Prescription Drug

The first plan available is the **Medical & Prescription Drug** section. After clicking **Enroll**, you will be able to **Select** or **Waive** coverage.

Plans Available

Select a plan or Waive to opt out of Medical & Prescription Drug (US). The displayed cost of waived plans assumes

3 items

*Selection	Benefit Plan	You Pay (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna HDHP - Choice HSA	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna POS - Select HRA	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Aetna PPO - Basic PPO	

If you decide to Select Coverage, click on the **Select** option in the first column. At the bottom of the screen, you will see options to **Confirm and Continue** or **Cancel**, click **Confirm and Continue**.

Confirm and Continue	Cancel
--------------------------------------	------------------------

have questions about your benefits?

Call **Team Member Services** at 1-855-432-MIKE (6453), option 2, or email hrteam@michaels.com. For more information about your benefits, visit **MIKBenefits.com**.

Open Enrollment Instructions

Full-Time Team Members (US Only)



The next screen will show coverage defaulted to Employee Only. Here is where you will have the option to **Add a Dependent** to the elected plan, if desired. If not, please click **Save** at the bottom.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck

Add New Dependent

If you would like to add a new dependent to coverage, click on the **Add New Dependent** button underneath the current coverage level. A new window will pop up for you to continue with adding a dependent. Check **Use as Beneficiary** and click **Continue**.

Add My Dependent From Enrollment

(Actions)

Use as Beneficiary ☐

PLEASE NOTE: If you are adding a spouse/domestic partner to medical and/or dental coverage, our third-party vendor, Consova, will be contacting you directly to conduct a dependent eligibility audit. This audit must be completed in order to finalize their enrollment.

Enter information for the new dependent. If the dependent is a spouse/domestic partner, please answer the **Tobacco Use** question appropriately. If the new dependent is not a spouse/domestic partner, please select **No**. Click **Okay** at the bottom of the screen to finalize new dependent.

Add My Dependent From Enrollment

Name

Country / Territory * United States of America

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Personal Information

Relationship *

Date of Birth * MM / DD / YYYY

Age (empty)

Gender * select one

Tobacco Use Please answer yes or no to the following question. Medical Premiums will automatically update if new dependent relationship is spouse/domestic partner.

* ☐ Yes

☐ No

Full-time Student ☐

Student Status Start Date

Student Status End Date

Disabled ☐

Open Enrollment Instructions

Full-Time Team Members (US Only)



If you scroll down the page, you will see an option to add Contact Information. This step is required. Once complete, click **Save** at the bottom of the page.

Address	Phone & Email
Use Existing Address <input type="text"/>	Use Existing Phone <input type="text"/>
Country / Territory ★ United States of America	Country / Territory Phone Code United States of America (+1)
Address Line 1 <input type="text"/>	Phone Number <input type="text"/>
Address Line 2 <input type="text"/>	Phone Extension <input type="text"/>
City <input type="text"/>	Email Address <input type="text"/>
State <input type="text"/>	
Postal Code <input type="text"/>	

Once complete, the system will take you back to the Medical & Prescription Drug section. Coverage Level and Team Member cost will update. Continue to add more dependents as needed and once complete, click **Save** at the bottom of the page.

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage ★ Employee + Spouse

Plan cost per paycheck

Add New Dependent

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Test Spouse 2	Spouse	03/04/1971

You will be taken back to the Open Enrollment homepage where your elections will update as you complete each plan.

Health Care and Accounts

Medical & Prescription Drug (US)

Cost per paycheck

Coverage Employee + Spouse

Dependents 1

Manage

Spousal Eligibility (US)

Michaels Spousal Medical Plan Coverage Confirmation

Cost per paycheck Included

Coverage

Manage

Dental (US)

Cigna DPPO

Cost per paycheck \$14.12

Coverage Employee Only

Manage

Vision (US)

EyeMed VIS

Cost per paycheck \$3.30

Coverage Employee Only

Manage

Accident (US)

Reliance Standard

Cost per paycheck \$4.64

Coverage Employee Only

Manage

Health Savings Account (HSA) (US)

Waived

Enroll

Health Care Flexible Spending Account (FSA) (US)

HealthEquity

Contribution per paycheck \$109.62

Manage

Limited-Use Flexible Spending Account (FSA) (US)

Waived

Enroll

Dependent Care Flexible Spending Account (FSA) (US)

Waived

Enroll

Open Enrollment Instructions


Full-Time Team Members (US Only)



Spousal Medical Plan Coverage Confirmation

Once complete, you must make a selection under **Spousal Eligibility (US)**. Click **Manage** under Spousal Eligibility and select the appropriate option.

Health Care and Accounts

**Medical & Prescription Drug (US)**
Aetna PPO - Enhanced PPO

Cost per paycheck

\$244.86


Coverage

Employee + Spouse

Dependents

1

Manage

**Spousal Eligibility (US)**
Michaels Spousal Medical Plan Coverage Confirmation

Cost per paycheck

Included

Coverage

Manage

Once you click **Manage**, the system will auto-select the available plan. You cannot make any changes here. Click **Confirm and Continue**.

Spousal Eligibility (US)

Projected Total Cost Per Paycheck
\$384.17

Plans Available

1 item

*Selection	Benefit Plan Details	You Pay (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Michaels Spousal Medical Plan Coverage Confirmation	Included

You will now select the coverage desired for your spouse/domestic partner, if eligible.

Projected Total Cost Per Paycheck
\$151.57

Coverage

×

Spouse/Domestic Partner not enrolled in benefits

Search

☐ Spouse/Domestic Partner is eligible for coverage elsewhere

☐ Spouse/Domestic Partner is not eligible for coverage elsewhere

☒ Spouse/Domestic Partner not enrolled in benefits

Plan cost per paycheck

Open Enrollment Instructions

Full-Time Team Members (US Only)



Dental and Vision

The next enrollment options available are the **Dental and Vision** sections. After clicking **Enroll**, you will be able to **Select** or **Waive** coverage. When you open these, you will see your dependents have carried over from the previous sections. At this point you can continue with Employee Only coverage, or add dependents as desired. Once complete, click **Save**.

Plans Available

Select a plan or Waive to opt out of Dental (US). The displayed cost of waived plans assumes coverage for Employee Only.

2 Items

*Selection	Benefit Plan	You Pay (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna DHMO	
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna DPPO	

Plans Available

Select a plan or Waive to opt out of Vision (US). The displayed cost of waived plans assumes coverage for Employee Only.

1 Item

*Selection	Benefit Plan	You Pay (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	EyeMed VIS	

Spending Accounts

There are four spending account options available: Health Savings Account (HSA), Healthcare FSA, Limited-Use FSA and Dependent Care FSA. **Please Note: You may only enroll in the Healthcare FSA if you are enrolled in the PPO or HRA plans. You may only enroll in the HSA and/or Limited-Use FSA if you are enrolled in the Choice plan.**

With these elections, you can either choose to input a bi-weekly contribution amount or a total amount for the year and Workday will automatically calculate the annual or bi-weekly amount respectively. Click **Save** at the bottom of the page when done.

Contribute

Per Paycheck Annual

Remaining Paychecks

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$2,750.00

Summary

Total Annual Contribution \$0.00

Contribute

Per Paycheck Annual

Remaining Paychecks 25

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$2,750.00

Summary

Total Annual Contribution \$1,250.00

For help choosing the plans that are best for you and your family, use the eEvaluate tool on [MIKBenefits.com](https://www.mikbenefits.com).

Open Enrollment Instructions

Full-Time Team Members (US Only)



Insurance Elections

There are quite a few Insurance options to choose from all offered through Reliance Standard. Basic Life Insurance options for the Team Member will automatically be elected as all Full-Time Team Members receive this benefit free of charge. You will need to elect Basic Insurance options for spouses/domestic partners and children if they are enrolled in a medical and/or dental plan. Optional Life, Accidental Death & Dismemberment (AD&D), Critical Illness, STD and LTD will follow.

Insurance Option	Status	Action
Accident (US)	Waived	Enroll
Basic Employee Life (US) Prudential (Employee Only)	Coverage \$25,000	Manage
Basic Employee Accidental Death & Dismemberment (AD&D) (US) Prudential (Employee Only)	Coverage \$25,000	Manage
Basic Spouse Life (US)	Waived	Enroll
Basic Domestic Partner Life (US)	Waived	Enroll
Basic Child Life (US)	Waived	Enroll
Optional Employee Life (US)	Waived	Enroll
Optional Employee Accidental Death & Dismemberment (AD&D)	Waived	Enroll
Optional Spouse Life (US)	Waived	Enroll
Optional Spouse Accidental Death & Dismemberment (AD&D)	Waived	Enroll

Once you elect a plan, you can select your Coverage Level.

Please note: If you are newly eligible to enroll, you can elect coverage up to the Guarantee Issue amount without answering any health questions. Otherwise, you will be required to provide Evidence of Insurability (EOI) and your coverage request will need to be approved by Reliance Standard before coverage begins.

Coverage

Coverage

Calculated Coverage

Plan cost per paycheck

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Open Enrollment Instructions

Full-Time Team Members (US Only)



You will need to name beneficiaries for any Insurance plan that you elect. You can update beneficiaries during Open Enrollment and at any time.

Designate a Beneficiary

At the bottom of the screen, you will be able to designate beneficiaries for the plan you just selected. By clicking the plus icon, a new row appears. By clicking on the prompt icon, you will then be able to Add or Create a beneficiary. **Please Note: You can add as many beneficiaries as you like, but the total percentage must equal 100%.**

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

Beneficiary	Percentage
	0

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

A pop-up window will appear giving you the option to **Add a New Beneficiary** or **Add a New Trust**. Select the desired option and click **Continue**.

Add New Beneficiary or Trust

Actions

A beneficiary is the person or entity you name in a life insurance policy to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

☒ Add New Beneficiary

☐ Add New Trust

Continue Cancel

The next screen will differ depending on the option selected above. Enter contact information for either the Beneficiary or the Trust. Please make sure to scroll down to the Address section and add an address for your new Beneficiary or your Trust. Once complete, click **Okay**.

Address

Add

The new beneficiary or trust added will now appear in the Beneficiaries section. Once done electing beneficiaries, click **Save**.

Open Enrollment Instructions

Full-Time Team Members (US Only)



Coverage

Coverage \$20,000

Calculated Coverage \$20,000.00

Plan cost per paycheck

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item

	Beneficiary	Percentage
	Test Parent	100

Additional Benefit Elections

Michaels offers other Benefit extras free to Team Members as part of the Total Rewards package. On the main homepage you will see these additional benefits already elected. Since these benefits are company provided, you will not be able to make changes to them.

Additional Benefits

Healthcare Advocate Program (US) Alight Manage	Caregiver Support Program (US) Cariloop Manage	Telemedicine (US) Teladoc - Full-Time Aetna or Kaiser Enrolled Manage
EAP (US) Aetna Resources for Living Manage	Parental Leave (US) Michaels Manage	Tuition Assistance Program (US) Michaels Manage
Adoption Assistance Program (US) Michaels Manage	Discount Program (US) Perks At Work Manage	Team Member Discount Program (US) Michaels Manage

At this point you have made it to the end of the enrollment. You can either click **Review and Sign** or **Save for Later** at the bottom of the page. **Please Note: If you click Save for Later, you will need to submit your elections before the enrollment period ends in order for your benefits elections to be finalized and accepted.**

Review and Submit

The final screen will give you a breakdown of your chosen benefit elections, and the total bi-weekly cost. At this point, you can **Submit** your enrollment, or **Save for Later**.

Open Enrollment Instructions

Full-Time Team Members (US Only)



View Summary

Projected Total Cost Per Paycheck

Please review your enrollments below. If you are satisfied with your choices, please select the "I Agree" checkbox at the bottom of the page and then click the "Submit" button to finalize your enrollment.

You may also select the "Go Back" button to make additional changes or the "Save for Later" button to return to this enrollment at a later time.

Turn on the new tables view

Selected Benefits: 18 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical & Prescription Drug (US)			Employee + Spouse			
Aetna POS - Select HRA						
Dental (US)			Employee + Spouse			
Cigna DPPO						
Vision (US)			Employee + Spouse			
EyeMed VIS						
Basic Employee Life (US)			\$25,000			Included
Reliance Standard (Employee Only)						
Basic Employee Accidental Death & Dismemberment (AD&D) (US)			\$25,000			Included

If you are satisfied with your enrollments, please read the Electronic Signature details and then select **I Agree** at the bottom of the screen. Then Click **Submit**.

I Agree ☐

Submit

Once submitted, your 2022 benefits statement will show. You will then be able to **Save a Copy** or **Print**. **Your elections will not be finalized until you check I Agree, click Submit and see the confirmation page.**

Submitted

Success, You're Enrolled

You may view or print a PDF copy of your elections by clicking the "Print" button below.

Important Dates:

Benefits go into effect

Final day to update benefits

Benefits Statement

Please Note: You can continue to make changes to your enrollment, even after you've submitted your elections, until Open Enrollment closes on May 19, 2022. To return to your Open Enrollment, click on the Announcement on the Workday homepage. Once the Open Enrollment window closes, you will not be able to add, drop or change elections until next year's Open Enrollment or you experience a Qualifying Life Event.

Open Enrollment elections will be effective at the beginning of the new Plan Year beginning on July 1st of each year. The first payroll deduction will begin in July.

For questions about enrolling or need to make a change? Call Team Member Services at 1-855-432-MIKE (6453), option 2, or email hrteam@Michaels.com.