

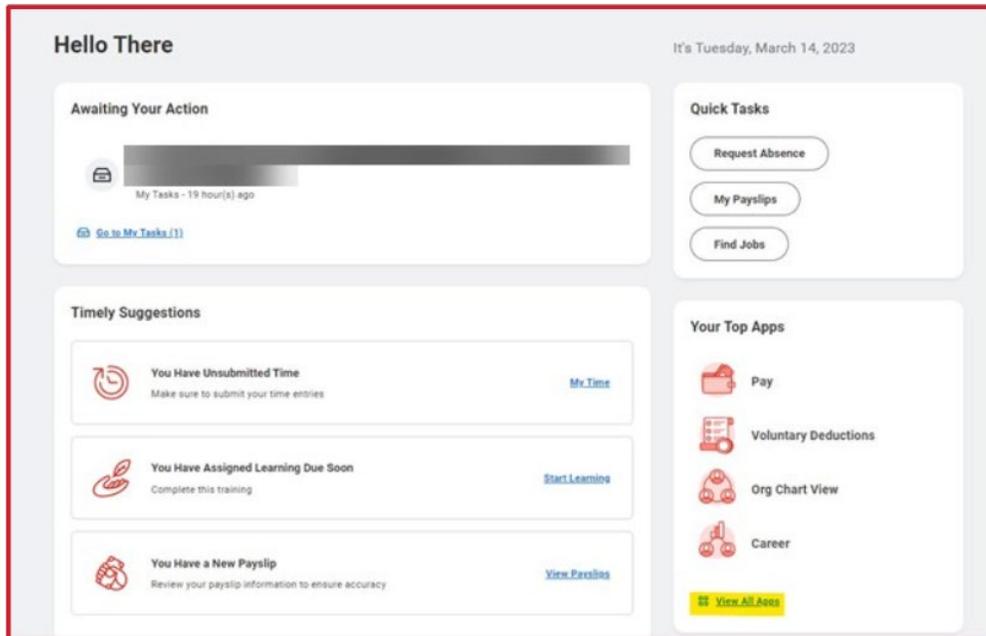
New Hire Enrollment

Full-Time Team Members (US Only)



You are able to enroll into Michaels Benefits upon date of hire, you will see a task for the New Hire Benefit Event in your Workday inbox. **You have a 30 day window to enroll into benefits from the date of hire.** This guide will walk you through the process of completing your 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.

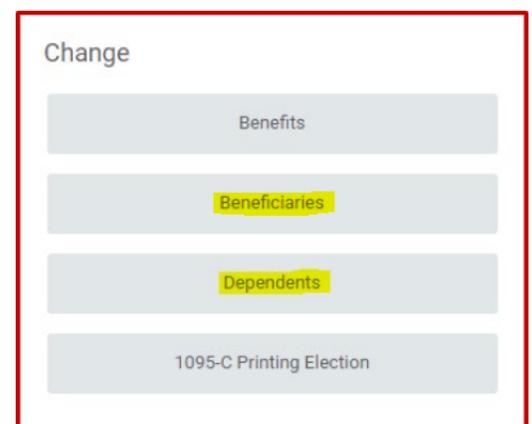
For detailed information about the different benefit options available to you as a Michaels Team Member, please visit www.MIKBenefits.com



Dependents/Beneficiaries

Please Note: You do not have the option to add dependents within the Benefit Change task. You will need to add them outside of the event.

- If you **do not** have Dependents/Beneficiaries to add/edit, then you can start the benefit change task.
- If you **do** have Dependents to add/edit, go to the homepage of Workday, select "View all Apps" as seen highlighted on the screenshot on the right.
- Once "View all Apps" is selected, a pop up with all the option apps will show.
- Select the app "Benefits".
- After selecting the "Benefits" app, the page will be routed to all the Benefit options.
- Then select the "**Dependents**" option under "**Change**".



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Tobacco Use

When you begin your enrollment, the **Tobacco Use** question will appear first. All Full-Time eligible Team Members and their enrolled spouse/domestic partner must answer this question. If you do not have a spouse enrolled, you will only see the tobacco question for yourself. If you have just added a spouse/domestic partner, you will be asked to answer their tobacco question before being able to continue.

Enrollment Homepage

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

The screenshot shows the Enrollment Homepage with a grid of benefit options. The 'Medical & Prescription Drug (US)' option is highlighted with a red oval and has an 'Enroll' button. Other options include Dental, Vision, Accident, Health Care Flexible Spending Account (FSA), Limited-Use Flexible Spending Account (FSA), Basic Employee Life & Accidental Death & Dismemberment (AD&D), Basic Spouse Life, and Basic Domestic Partner Life.

Medical & Prescription Drug

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

If you decide to enroll in a specific Coverage, click on the **Select** Benefit Plan option in the first column. At the bottom of the screen, click **Confirm and Continue**.

*Selection	Benefit Plan Details	You Pay (Biweekly)	Company Contribution (Biweek
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS PPO - Basic PPO	\$38.93	\$216.71
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS PPO - Choice HSA	\$51.88	\$216.28
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS PPO - Enhanced PPO	\$99.36	\$180.30

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Coverage * Employee + Spouse

Plan cost per paycheck

1 item

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Test Spouse	Spouse	04/01/1990

After clicking **Confirm and Continue**, you will be routed to a page where you will be able to select dependents in the coverage. Coverage Level and biweekly cost will be updated after selecting your dependents with the check box next to their name.

Once you have selected your dependents, click **Save** at the bottom of the page.

After clicking **Save**, you will be taken back to the Enrollment homepage where your elections will update as you complete each benefit selection.

Health Care and Accounts

UPDATED

Medical & Prescription Drug (US)
BCBS PPO - Basic PPO

Cost per paycheck \$104.99

Coverage Employee + Spouse

Dependents 1

Manage

Dental (US)
Cigna DPPO

Cost per paycheck \$14.52

Coverage Employee Only

Manage

Vision (US)
Waived

Enroll

Accident (US)
Waived

Enroll

Health Savings Account (HSA) (US)
Waived

Enroll

REVIEWED

Health Care Flexible Spending Account (FSA) (US)
Waived

Enroll

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

Enroll

Dependent Care Flexible Spending Account (FSA) (US)
Waived

Enroll

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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.

Plans Available

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

2 items

*Selection	Benefit Plan	You Pay (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna DHMO	\$5.77
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Cigna DPPO	\$14.00

Plans Available

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

1 item

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

After clicking **Confirm and Continue**, you will be routed to the next page where you will be able to select dependents in the coverage. Coverage Level and biweekly cost will be updated after selecting your desired dependents with the check box next to their name just as it did for **Medical & Prescription Drug**.

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 HSA and/or Limited-Use FSA if you are enrolled in the Choice plan. If you're enrolled in the Choice plan, Michaels automatically makes contributions to your HSA. You are not required to contribute your own monies to receive the Michaels Contribution.**

Health Care Flexible Spending Account (FSA) (US)

Contribute

Your estimated contributions made this year

Actual contributions from payroll \$0.00

Per Paycheck Annual

Remaining Paychecks 13

Use Paycheck Override

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$1,524.00

Summary

Total Annual Contribution \$0.00

Health Savings Account (HSA) (US) - HealthEquity

Contribute

Your estimated contributions made this year

Actual contributions from payroll \$0.00

Per Paycheck Annual

Remaining Paychecks 13

Use Paycheck Override

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$3,850.00

Summary

Annual Company Contribution \$423.17
Total Annual HSA Contribution \$423.17

Enter your desired annual or biweekly goal amount, and Workday will automatically calculate your bi-weekly contribution. Click **Save** at the bottom of the page when done.

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Insurance Elections

There are several Insurance options to choose from, all are offered through Reliance Standard. All Full-Time eligible Team Members will automatically be enrolled in the company Basic Life/AD&D Insurance options. You can elect Basic Insurance options for spouse/domestic partners and children. Additional plan options for Optional Life, Accidental Death & Dismemberment (AD&D), Critical Illness, STD and LTD will follow.

The screenshot displays a grid of insurance plan options. Each option includes a shield icon, the plan name, its status (e.g., 'Waived'), and an 'Enroll' button. The plans shown are:

- Basic Employee Life & Accidental Death & Dismemberment (AD&D) (US) - Reliance Standard (Employee Only) - Coverage: \$25,000 - Manage button
- Basic Spouse Life (US) - Waived - Enroll button
- Basic Domestic Partner Life (US) - Waived - Enroll button
- Basic Child Life (US) - Waived - Enroll button
- Optional Employee Life (US) - Waived - Enroll button
- Optional Employee Accidental Death & Dismemberment (AD&D) - Waived - Enroll button
- Optional Spouse Life (US) - Waived - Enroll button
- Optional Domestic Partner Life (US) - Waived - Enroll button
- Optional Spouse Accidental Death & Dismemberment (AD&D) - Waived - Enroll button

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.

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 select a beneficiary (or a dependent marked as beneficiary within the add/edit dependent page). **Please Note: You can add as many beneficiaries as you like, but the total percentage must equal 100%.**

The screenshot shows the 'Beneficiaries' section with the instruction: 'Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.' Below this are two tables:

- Primary Beneficiaries** (0 items): A table with columns 'Beneficiary' and 'Percentage'. It contains 'No Data'.
- Secondary Beneficiaries** (0 items): A table with columns 'Beneficiary' and 'Percentage'. It contains 'No Data'.

The screenshot shows the 'Beneficiaries' section with the same instruction. Below this are two tables:

- Primary Beneficiaries** (1 item): A table with columns 'Beneficiary' and 'Percentage'. One row is visible with a plus icon in the 'Beneficiary' column and a percentage of '0' in the 'Percentage' column.
- Secondary Beneficiaries** (0 items): A table with columns 'Beneficiary' and 'Percentage'. It contains 'No Data'.

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A pop-up window will appear giving you the option to **Add an existing Beneficiary** or **Add an existing Trust**. Once you have selected your desired option, click **Save** at the bottom of the page. You will be routed back to the Open Enrollment Homepage. You can update beneficiaries during Enrollment and at any time during the plan year through Workday.

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

End of Enrollment

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 new hire period in order for your benefit elections to be finalized and accepted. If you don't finalize your elections, they will not be recorded and you will have to wait until next year's Open Enrollment or a Qualifying Life Event to make any changes.**

View Summary and Submit

The final screen will give you a breakdown of your chosen benefit elections, and the total bi-weekly cost.

View Summary

Selected 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			
Dental (US)			Employee + Spouse			
Cigna DPPD						
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

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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**.

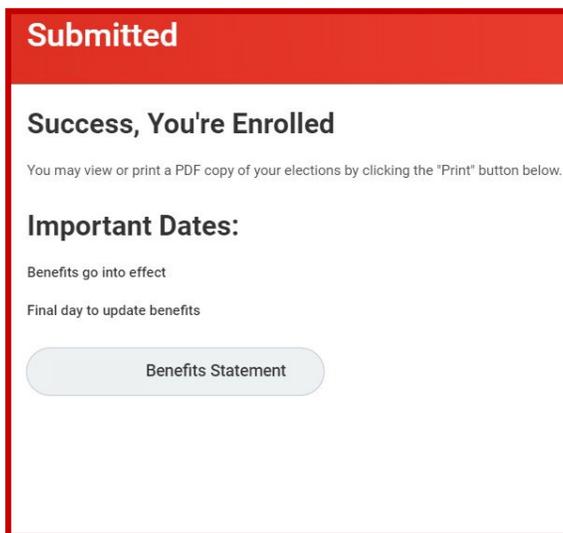
I Agree

Submit

Your elections will not be finalized until you check “I Agree” located at the bottom of the screen, click Submit, and then see the confirmation page. If you don’t check “I Agree” and “Submit” your elections, then they will not be recorded and you will have to wait until the following Open Enrollment to make any changes or Qualifying Life Event.

Benefit Statement

Once submitted, your Benefits Statement will show. It is highly recommended that you **Save a Copy** or **Print** for your records. **This will be proof of your enrollment.**



Please Note: Once the 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. If you need to make any changes to your elections within your window, Call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in Knowledge Zone.

Selected, signed, and submitted New Hire Enrollment elections will be effective the first of the month after 30 days of your new hire date. If you are needing assistance with calculating your beginning date of coverage, please visit <https://mikbenefits.com/new-hires-ft/>

For questions about enrolling or need to make changes to your submitted your elections? Call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket in Knowledge Zone.