

Congratulations! It is Open Enrolment time (**June 3 – June 14, 2024**) and you are now eligible to change your benefit elections. This guide will walk you through completing your Canadian Open Enrolment 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

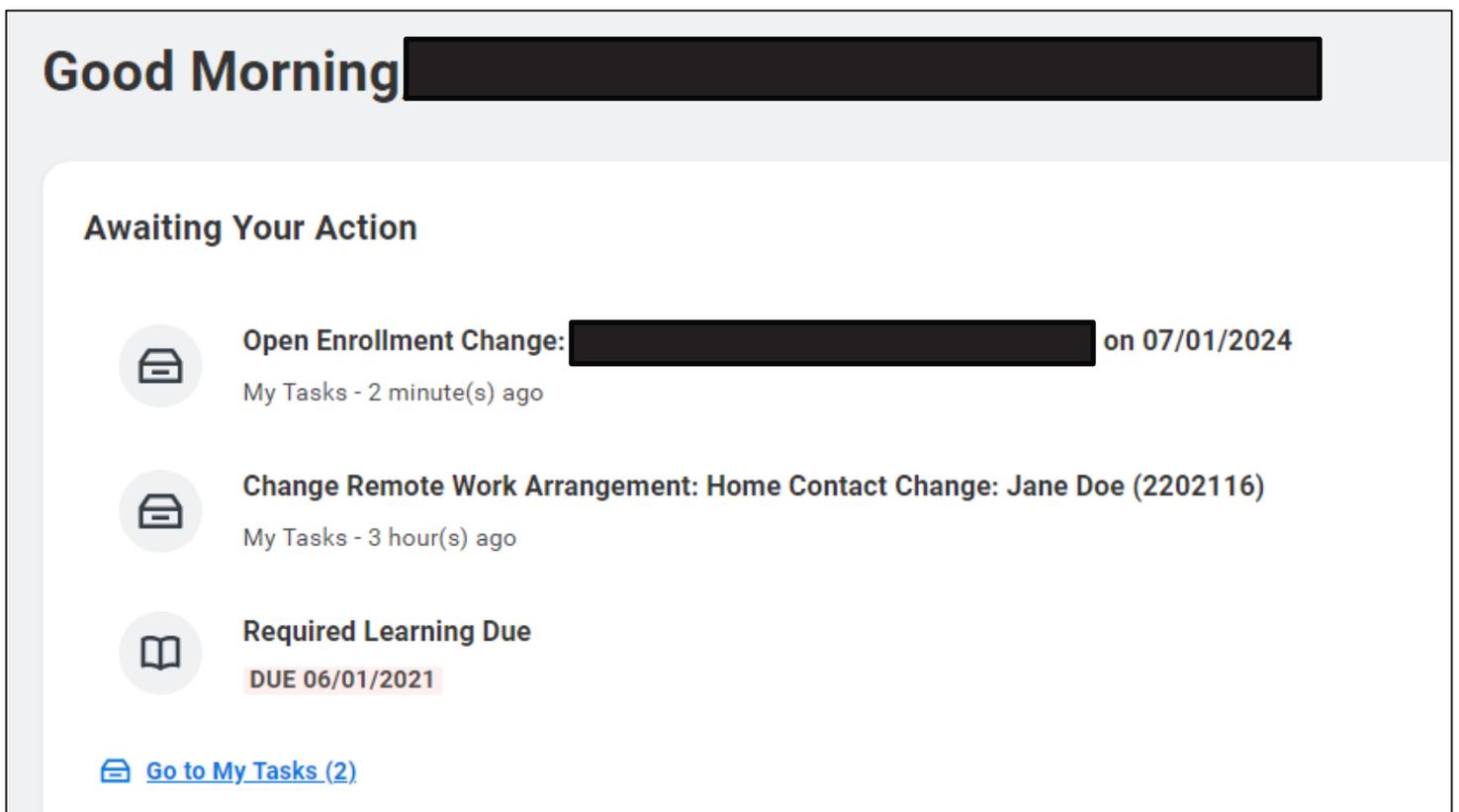
During Open Enrolment you will see an Announcement on the [Workday homepage](#) and two tasks for Open Enrolment in your Workday inbox. The first task will be “Verify Dependants for Open Enrolment” and the second will be “Open Enrolment Change.”

Table of Contents for Open Enrollment Drop Medical or Dental Coverages:

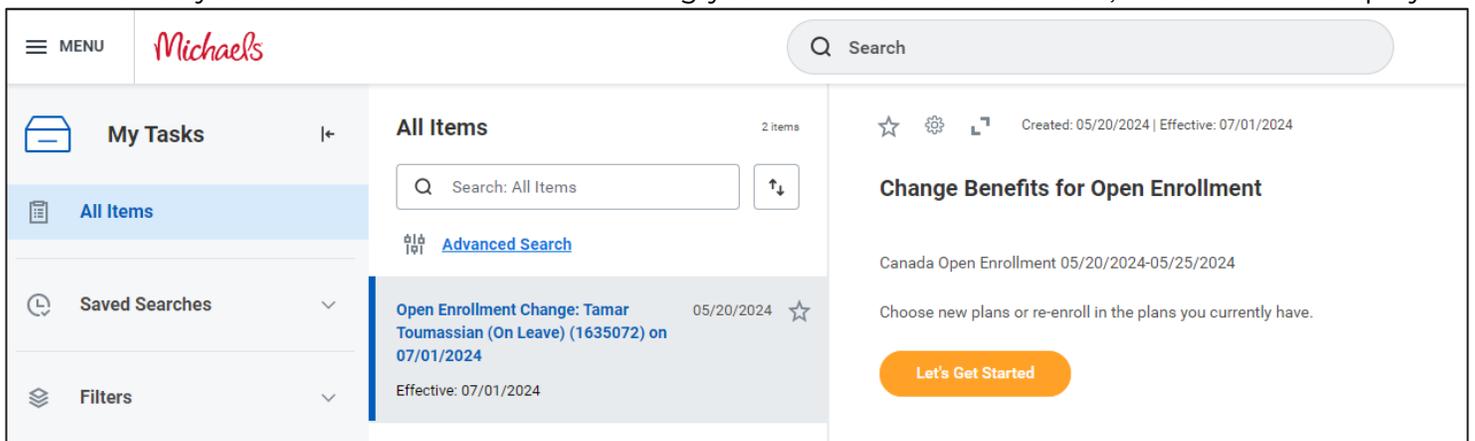
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Open Enrolment Task

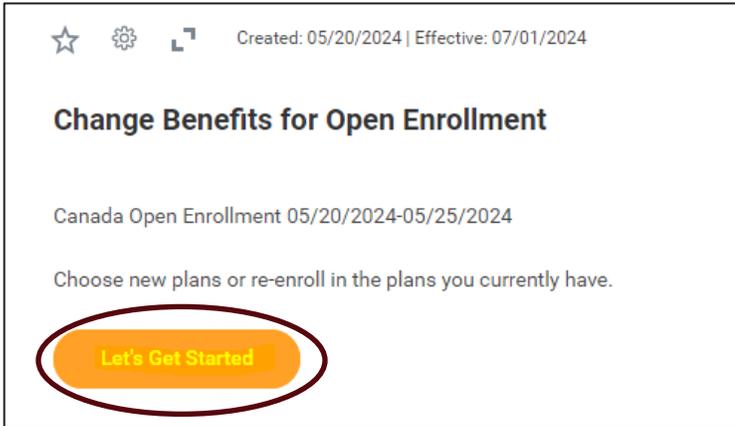
1. Start by navigating to your inbox in Workday. Notice, the task will also show in the Awaiting your action section.



2. Once you click on the item under awaiting your action or the inbox item, the below will display.



3. Select the orange “Let’s get Started” button.



☆ ⚙️ 🗨️ Created: 05/20/2024 | Effective: 07/01/2024

Change Benefits for Open Enrollment

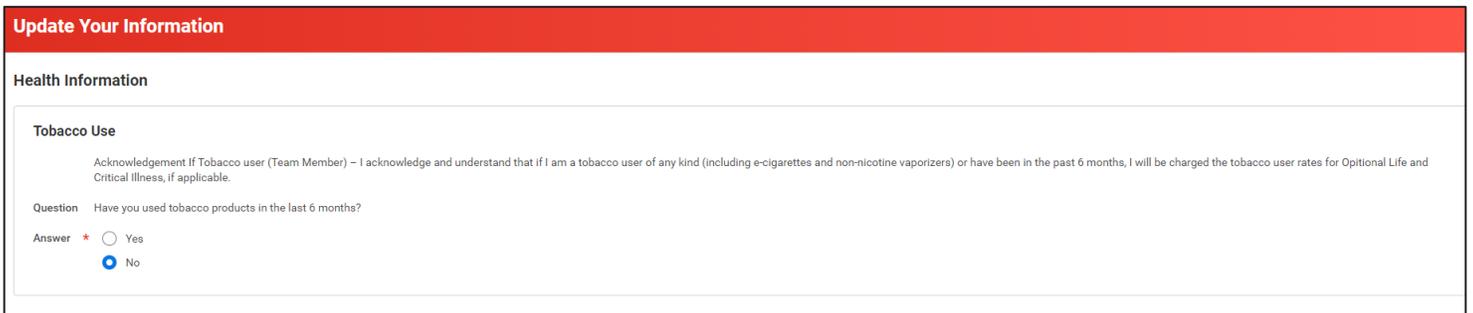
Canada Open Enrollment 05/20/2024-05/25/2024

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

Tobacco Use

4. When you begin your open Enrolment, the Tobacco Use question will appear first. All Full-Time eligible Team Members and their Enroled spouse/domestic partner must answer this question. If you do not have a spouse Enroled, you will only see the tobacco question for yourself.



Update Your Information

Health Information

Tobacco Use

Acknowledgement If Tobacco user (Team Member) – I acknowledge and understand that if I am a tobacco user of any kind (including e-cigarettes and non-nicotine vaporizers) or have been in the past 6 months, I will be charged the tobacco user rates for Optional Life and Critical Illness, if applicable.

Question Have you used tobacco products in the last 6 months?

Answer * Yes No



Continue Cancel

Open Enrolment Homepage

5. On the Open Enrolment Homepage, you will see all eligible plans with the option to **Enrol** under each plan. When you’re ready to update the coverage, click on **Enrol or Manage** for the appropriate plan.

Open Enrolment Dropping Medical or Dental Guide Canadian Team Members



Canada Open Enrollment

Projected Total Cost Per Paycheck
\$106.04

Enrollment Instructions

Welcome to 2024 Canadian Open Enrollment!

Michaels Canadian Open Enrollment will be held June 3rd through the 14th, 2024 with benefit changes going into effect as of July 1st, 2024.

If you have any questions regarding the enrollment process, please review the Canada OE job aid for step-by-step instructions. More information is located on MIKBenefits.com.

If you have 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.

Health Care



Health Coverage (Canada)

Canada Life Extended Health (Class 1 & 2)

Cost per paycheck \$5.34
Coverage Employee Only

[Manage](#)



Coordination of Benefits (Canada)

Waived

[Enroll](#)



Dental Coverage (Canada)

Canada Life Dental (Class 1 & 2)

Cost per paycheck \$3.92
Coverage Employee Only

[Manage](#)

Insurance



Basic Life & Accidental Death & Dismemberment (Canada)

2 Plans

Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only) Includ
Canada Life Basic Employee Life (Employee Only) Includ

[Manage](#)



Optional Life Insurance (Canada)

Waived

[Enroll](#)



Optional Accidental Death & Dismemberment (AD&D) (Canada)

Waived

[Enroll](#)



Optional Critical Illness (Canada)

Waived

[Enroll](#)



Short Term Disability (Canada)

Canada Life - 100% of Salary (Employee Only)

Cost per paycheck Included
Coverage 100% of Salary

[Manage](#)



Long Term Disability (Canada)

Canada Life - Class 1 (40%) (Employee Only)

Cost per paycheck \$96.78
Coverage 40% of Salary

[Manage](#)

Additional Benefits



Virtual Health Canada

Canada Life Consult+

[View](#)

[Review and Sign](#)

[Save for Later](#)



Medical & Prescription Drug

6. You can click on Manage under the Health Coverage (Canada)

Health Care



Health Coverage (Canada)

Canada Life Extended Health (Class 1 & 2)

Cost per paycheck	\$5.34
Coverage	Employee Only

[Manage](#)

7. Click Waive to drop medical then confirm and continue

Health Coverage (Canada)

Projected Total Cost Per Paycheck
\$106.04

Plans Available

Select a plan or Waive to opt out of Health Coverage (Canada).

1 item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Extended Health (Class 1 & 2)	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$5.34	\$30.24

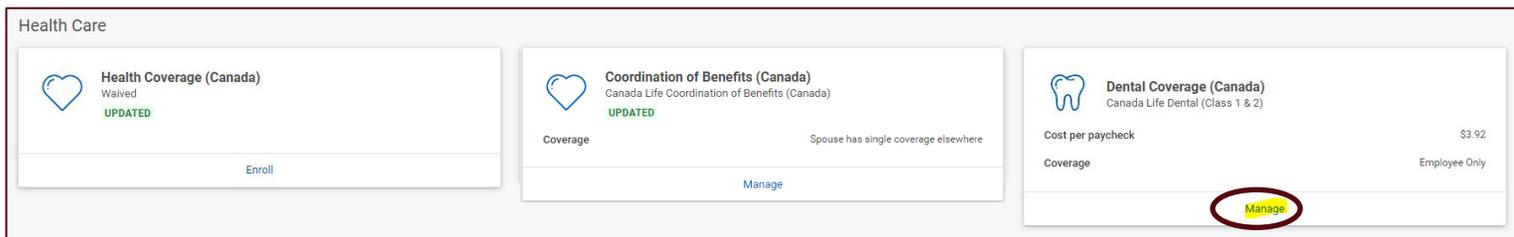
[Confirm and Continue](#) [Cancel](#)

8. Complete the coordination of benefits card by enrolling in the applicable plan.

Dental

9. The next Enrolment option available is the Dental section. After clicking **Enrol or Manage**, you will be able to **Select** or **Waive** coverage.

10. Follow these same steps for dental by clicking on Manage under the Dental Coverage (Canada) card.



Health Care

Health Coverage (Canada)
Waived
UPDATED
Enroll

Coordination of Benefits (Canada)
Canada Life Coordination of Benefits (Canada)
UPDATED
Coverage Spouse has single coverage elsewhere
Manage

Dental Coverage (Canada)
Canada Life Dental (Class 1 & 2)
Cost per paycheck \$3.92
Coverage Employee Only
Manage

11. Waive dental and then select confirm and continue.



Dental Coverage (Canada)

Projected Total Cost Per Paycheck
\$100.70

Plans Available

Select a plan or Waive to opt out of Dental Coverage (Canada).

1 item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Dental (Class 1 & 2)	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$3.92	\$11.76

Confirm and Continue Cancel

12. Next click Review and Sign.

Open Enrolment Dropping Medical or Dental Guide Canadian Team Members



Optional Critical Illness (Canada)
Waived

[Enroll](#)

Short Term Disability (Canada)
Canada Life - 100% of Salary (Employee Only)

Cost per paycheck: Included

Coverage: 100% of Salary

[Manage](#)

Long Term Disability (Canada)
Canada Life - Class 1 (40%) (Employee Only)

Cost per paycheck: \$96.78

Coverage: 40% of Salary

[Manage](#)

Additional Benefits

Virtual Health Canada
Canada Life Consult+

[View](#)

[Review and Sign](#)

[Save for Later](#)

Upload Documents

- You are required to provide proof of other coverage if you are dropping medical and or dental. You will be able to attach proof of coverage on the last page before submitting your final elections on the Electronic Signature page.

View Summary

Projected Total Cost Per Paycheck
\$96.78

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 later.

Selected Benefits: 6 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Coordination of Benefits (Canada)	07/01/2024	07/01/2024	Spouse has single coverage elsewhere			Included
Canada Life - Coordination of Benefits (Canada)						
Basic Life & Accidental Death & Dismemberment (Canada)	10/01/2023	10/01/2023	1 X Salary			Included
Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)						
Basic Life & Accidental Death & Dismemberment (Canada)	10/01/2023	10/01/2023	1 X Salary			Included
Canada Life Basic Employee Life (Employee Only)						
Short Term Disability (Canada)	10/01/2023	10/01/2023	100% of Salary			Included
Canada Life - 100% of Salary (Employee Only)						
Long Term Disability (Canada)	10/01/2023	10/01/2023	40% of Salary			\$96.78
Canada Life - Class 1 (40%) (Employee Only)						
Virtual Health Canada	07/01/2024	07/01/2024				Included
Canada Life Consult+						

- Now click Select files.

Open Enrolment Dropping Medical or Dental Guide Canadian Team Members



Attachments

Drop files here
or
[Select files](#)

Electronic Signature

Statement Regarding Michaels Stores Electronic Disclosures
Communications regarding your benefits with Michaels will be furnished to you via the benefits website. The documents will be available in Microsoft Word or Adobe Acrobat. To access the documents, you must have:

- A computer with internet access, and
- Software program(s) on your computer that allows you to open and read documents in the formats described above.
- To keep a copy of the document for future reference, you must either
- Be able to print a copy on a printer attached to the computer, or save a copy in electronic form

If any of these requirements change in a way that creates a material risk that you will no longer be able to access and retain electronically transmitted documents, you will be furnished with the notice(s) and asked to provide another consent to receive documents electronically, by providing your email address and affirming your consent for electronic communications.

What You Must Do:
You must consent to receive documents electronically, described in the Statement above by electronic means via the benefits website in the screen below. You may withdraw this consent at any time by notifying the Benefits Dept at Michaels Stores, Inc. in writing, using the following forms of communication:

- Send an e-mail to MIKBenefits@michaels.com with the subject line "Consent Withdrawn for Electronic Disclosure" and include in the body of your email your full name, address, and phone number, or
- Send a letter containing the same information to the following address: Michaels Stores Inc., Attention: Benefits Department, 3939 West John Carpenter Freeway, Irving, TX 75063.

Your Right to a Paper Copy. You have a right to request and obtain a paper version of any electronically transmitted document at no charge. Contact Team Member Services at 855-432-MIKE (6453), option 2, or via email HRBenefits@michaels.com to request a paper copy.

LEGAL NOTICE: Please Read
Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

[Submit](#) [Cancel](#)

15. Once the document has been attached it will be recorded and be saved within your Open Enrollment Task.

Attachments

 Proof of other coverage letter.docx
✓ Successfully Uploaded!

Comment

[Upload](#)

Electronic Signature

Review and Submit

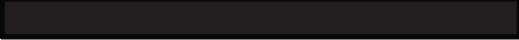
16. You will need to acknowledge and click I accept. Then Submit your Open Enrollment Task to finalize your changes.

Open Enrolment Dropping Medical or Dental Guide Canadian Team Members



I Accept

Process History

-  **Emily Edris (4153938)**
Change Benefits for Open Enrollment- Step Completed
-  Change Benefits for Open Enrollment- Not Required
-  
Change Benefits for Open Enrollment- Awaiting Action

Submit

17. Failure to include proof of coverage will result in the team member’s benefits being reinstated as of July 1st,2024.

18. Now view the 2024 Benefits Statement if you would like to review a summary of your changes.

Submitted

You've submitted your elections.

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

Important Dates:

Benefits go into effect	07/01/2024
Final day to update benefits	05/25/2024

View 2024 Benefits Statement

19. Click Print to PDF and save a copy to your computer.



Open Enrolment Dropping Medical or Dental Guide Canadian Team Members



Submit Elections Confirmation Canada Open Enrollment fo [redacted] [redacted]

Initiated On	05/20/2024	
Submit Elections By	05/25/2024	Total Team Member Cost/Credit \$96.78 Biweekly Cost
Event Date	07/01/2024	

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

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