

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.**”

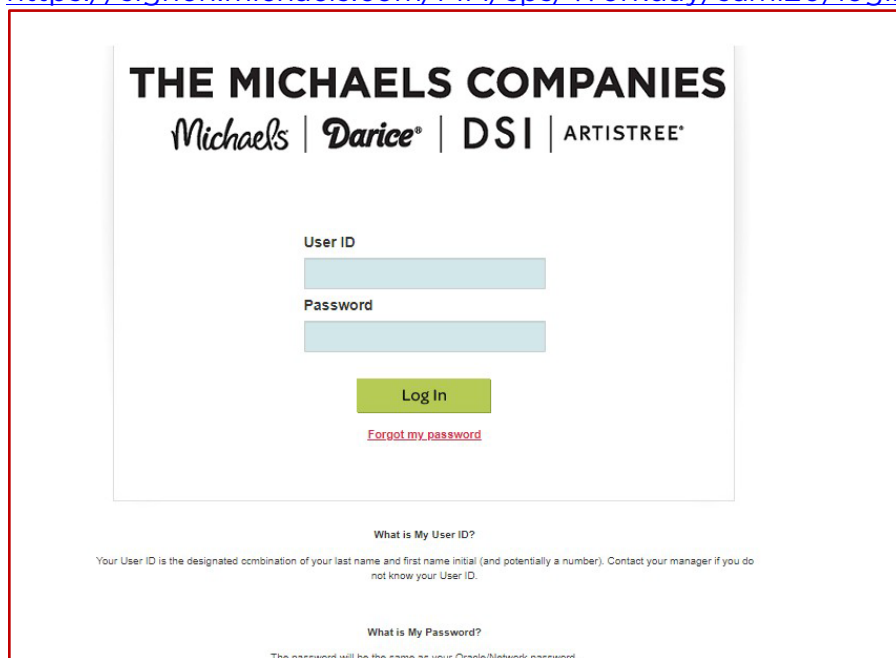
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Accessing Workday

You can access Workday by using your Single Sign-on credentials. Access to Workday while on Leave of Absence will be restricted to certain actions and you will only be able to access information for yourself:

- If you are using a **desktop/laptop**, use the below link:
<https://signon.michaels.com/FIM/sps/Workday/saml20/login>



- If you are using a **mobile device**, then just click your Workday app icon and enter your Single Sign on credentials there.

Expired Password

- If your password has expired and needs to be reset, then follow the steps above to get to the Single-Sign on page and enter your expired password.
- After entering your expired password, you will then be prompted to update your password.

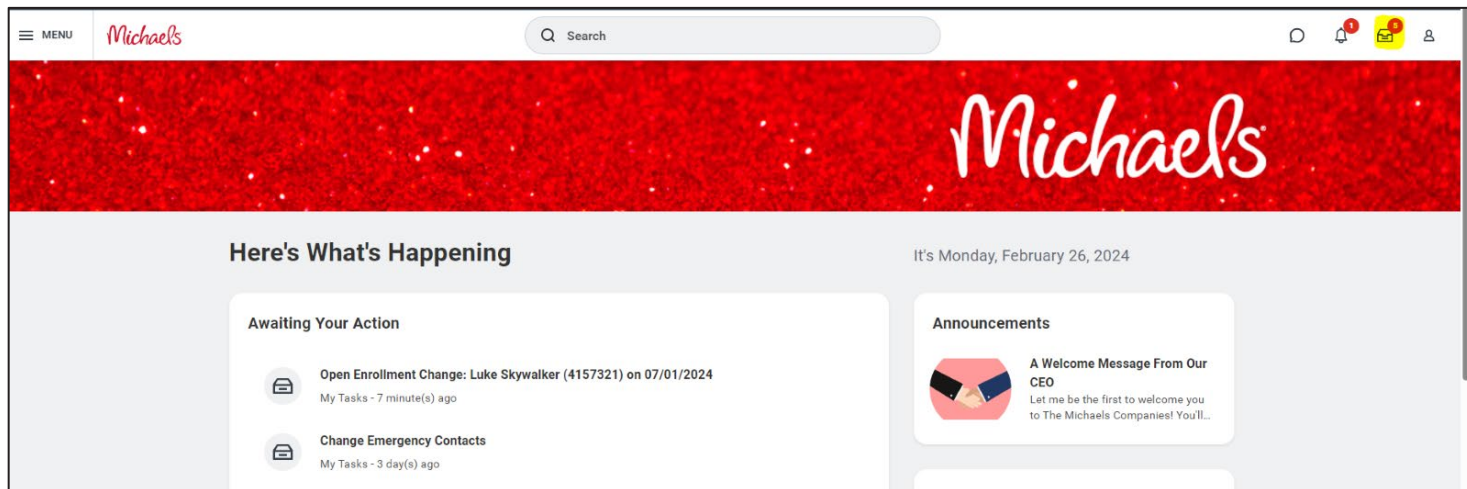


Note: If you forgot your password or have any other problem logging in, then you will need to call the IT Help Desk for assistance at 855-432-6453 Option 2

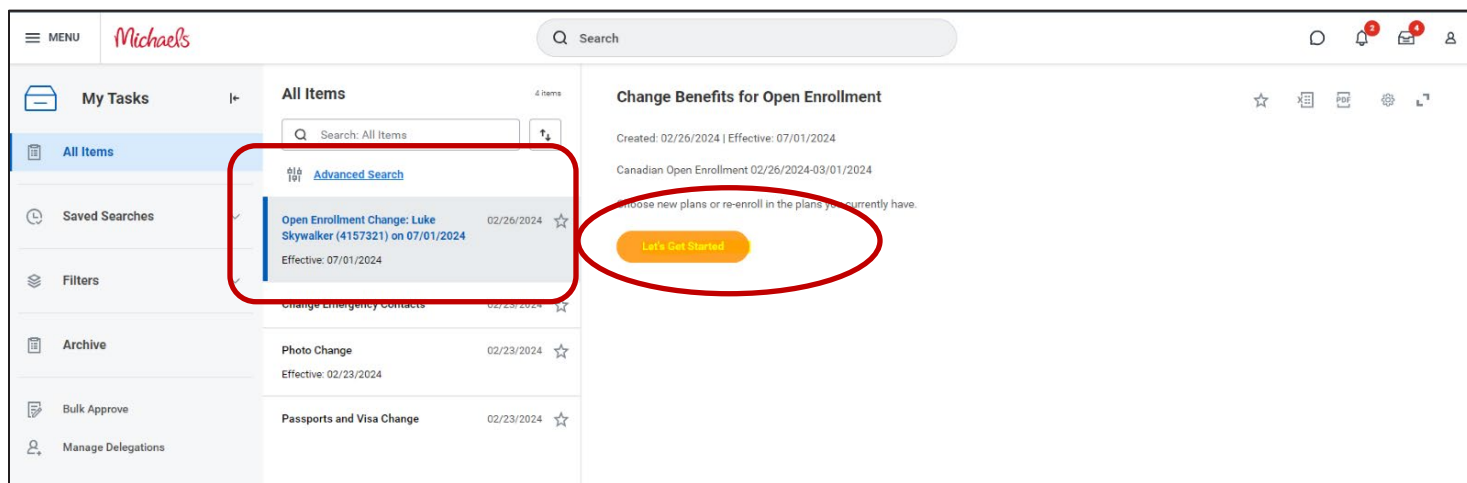
- After your new password is entered, you will be taken to the sign on page of Workday. At this point, the password would have been updated and you can log in.

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. Select the “**Open Enrolment Change**” task in your Workday Inbox and click “**Let's Get Started.**”



Tobacco Use

3. 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 Please make the appropriate selection indicating your tobacco use:

Answer * Yes
 No

Spouse/Domestic Partner Health Information

Tobacco Use

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

Question Please make the appropriate selection indicating your Spouse/Domestic Partner's tobacco use:

Answer * Yes
 No

Continue

Cancel



Open Enrolment Homepage

4. 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.

Medical & Prescription Drug

5. The first plan listed is **Medical & Prescription Drug**. Click **Manage (if currently enrolled) or if previously waived you will have Enrol as an option**.

Open Enrolment Guide- Access while on LOA Full Time Canadian Team Members



Canadian Open Enrollment Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

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 (Canada)
Canada Life Extended Health (Class 1 & 2)

Cost per paycheck \$13.09

Coverage Employee + Family (Canada)

Dependents 1

Manage

Coordination of Benefits (Canada)
Waived

Enroll

Dental (Canada)
Canada Life Dental (Class 1 & 2)

Cost per paycheck \$11.80

Coverage Employee + Family (Canada)

Dependents 1

Manage

Review and Sign

Save for Later



6. You will be able to **Select** or **Waive** coverage. Then Click Confirm and Continue.

Health (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

Plans Available

You must select a plan.

1 item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Extended Health (Class 1 & 2)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$13.09	\$74.16

Health Care Instructions

General Instructions

Michaels offers Extended Health coverage for Team Members and their families. Visit MIKBenefits.com for more information.

Dependent Information

You may be eligible to enroll or update your dependent information. When adding your eligible dependents, please include their date of birth, relationship to you and full-time student status (for children over the age of 21), if applicable.

Eligible dependents are:

- Your legal spouse/domestic partner.
- Your unmarried child; natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child.
- A dependent child must not be working more than 30 hours per week, unless they are a full-time student.
- An insurable child includes a dependent who is incapacitated for a continuous period

Confirm and Continue

Cancel



7. The TM can then click add new dependant if they wish to add a new dependant

Health (Canada) - Canada Life Extended Health (Class 1 & 2)

Projected Total Cost Per Paycheck
\$52.08

Dependents

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

Coverage * Employee + Family (Canada)

Plan cost per paycheck \$13.09

Add New Dependent

2 items



Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000

8. Click Use as Beneficiary if you wish to use the dependant as a beneficiary as well.

Add My Dependent From Enrollment ✕

Luke Skywalker (4157321) ⋮

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 your dependent's enrollment.

Cancel OK

9. Add the dependant and then click Save.

Add My Dependent From Enrollment ⋮

Name	Personal Information
Country / Territory * <input type="text" value="Canada"/>	Relationship * <input type="text" value="Child"/>
Prefix <input type="text"/>	Date of Birth * <input type="text" value="02/01/2005"/>
First Name * <input type="text" value="John"/>	Age 19 years, 0 months, 25 days
Middle Name <input type="text"/>	Gender * <input type="text" value="Male"/>
Last Name * <input type="text" value="Test"/>	Tobacco Use Please make the appropriate selection indicating your Spouse/Domestic Partner's tobacco use: * <input type="radio"/> Yes <input checked="" type="radio"/> No
Allow Duplicate Name <input type="checkbox"/>	Full-time Student <input type="checkbox"/>
Check this box only when there is more than one dependent with the same name.	Student Status Start Date <input type="text"/>
National IDs	Student Status End Date <input type="text"/>
Click the Add button to enter one or more National Identifiers for this dependent.	Disabled <input type="checkbox"/>

Save Cancel

10. The new dependant will then auto populate on the health card for enrolment, click Save.

Health (Canada) - Canada Life Extended Health (Class 1 & 2) Canadian Open Enrollment for Luke Skywalker (4157321) ⋮

Projected Total Cost Per Paycheck
 \$52.08

Dependents

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

Coverage * Employee + Family (Canada)

Plan cost per paycheck \$13.09

Add New Dependent

2 Items ☰ ☒ ↵

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000
<input checked="" type="checkbox"/>	John Test	Child	02/01/2005

Health Care Instructions

General Instructions

Michaels offers Extended Health coverage for Team Members and their families. Visit MIKBenefits.com for more information.

Dependent Information

You may be eligible to enroll or update your dependent information. When adding your eligible dependents, please include their date of birth, relationship to you and full-time student status (for children over the age of 21), if applicable.

Eligible dependents are:

- Your legal spouse/domestic partner.
- Your unmarried child; natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child.
- A dependent child must not be working more than 30 hours per week, unless they are a full-time student.
- An insurable child includes a dependent who is incapacitated for a continuous period beginning before the maximum age of the child (age 21 or up to age 25 if a full-time student).

To add coverage at a later date for you or your dependents, you will have to provide Evidence of Insurability and your enrollment must be approved by Canada Life before your coverage is effective. This will be applicable for those looking to drop their family from coverage now and pick up coverage later.

Save Cancel



11. Click on the Coordination of Benefits (Canada) card and select Enrol. This is a new card that will require you to certify whether your spouse has other coverage elsewhere. If you do not have a spouse, you will select the N/A option. There is no cost for making a selection on this plan and this information is a requirement from Canada Life.

Open Enrolment Guide- Access while on LOA
Full Time Canadian Team Members



Canadian Open Enrollment Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

▼ **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 (Canada)
Canada Life Extended Health (Class 1 & 2)
UPDATED

Cost per paycheck \$13.09

Coverage Employee + Family (Canada)

Dependents 2

[Manage](#)

Coordination of Benefits (Canada)
Waived

[Enroll](#)

Dental (Canada)
Canada Life Dental (Class 1 & 2)

Cost per paycheck \$11.80

Coverage Employee + Family (Canada)

Dependents 1

[Manage](#)

[Review and Sign](#) [Save for Later](#)

12. Click Select then Confirm and Continue.

Coordination of Benefits (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

Select a plan or Waive to opt out of Coordination of Benefits (Canada). The displayed cost of waived plans assumes coverage for Spouse has single coverage elsewhere. Workday displays the cost for a waived plan only if it offers Spouse has single coverage elsewhere.

Benefit Plan	*Selection
Canada Life Coordination of Benefits (Canada)	<input checked="" type="radio"/> Select <input type="radio"/> Waive

▼ **Health Care Instructions**

General Instructions

Canada Life requires attestation for coordination of benefits regarding secondary insurance. Select enroll and then on the next page you will select the appropriate coverage level. There is no cost to enrolling and this information will be fed over on the integration to Canada Life for coordination of your medical claims.

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

13. Select the appropriate coverage.



Open Enrolment Guide- Access while on LOA
Full Time Canadian Team Members






14. Then click Save.








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

15. If you decide to Enrol in a specific Coverage, click on the **Enrol or Manage** under the applicable plan and update your coverages.

Health Care

 Health (Canada) Canada Life Extended Health (Class 1 & 2) UPDATED Cost per paycheck: \$13.09 Coverage: Employee + Family (Canada) Dependents: 2 Manage	 Coordination of Benefits (Canada) Waived Enroll	 Dental (Canada) Canada Life Dental (Class 1 & 2) REVIEWED Cost per paycheck: \$11.80 Coverage: Employee + Family (Canada) Dependents: 1 Manage
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Insurance

 Basic Life & Accidental Death & Dismemberment (Canada) 2 Plans Canada Life Basic Employee Accidental Death & Dismemberment (Only) Canada Life Basic Employee Life (Employee Only) Manage	 Optional Life Insurance (Canada) Waived Enroll	 Optional Accidental Death & Dismemberment (AD&D) (Canada) Waived Enroll
 Optional Critical Illness (Canada) Waived Review and Sign Save for Later	 Short Term Disability (Canada) Canada Life - 100% of Salary (Employee Only) Cost per paycheck: Included	 Long Term Disability (Canada) Canada Life - Class 1 (100%) (Employee Only) Cost per paycheck: \$97.19 

Dental

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

Open Enrolment Guide- Access while on LOA Full Time Canadian Team Members



Canadian Open Enrollment Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

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 (Canada)
Canada Life Extended Health (Class 1 & 2)
UPDATED

Cost per paycheck \$13.09

Coverage Employee + Family (Canada)

Dependents 2

Manage

Coordination of Benefits (Canada)
Waived

Enroll

Dental (Canada)
Canada Life Dental (Class 1 & 2)

Cost per paycheck \$11.80

Coverage Employee + Family (Canada)

Dependents 1

Manage

Review and Sign Save for Later

17. Click Select the Confirm and Continue.

Dental (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

Plans Available

You must select a plan.

1 Item

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Dental (Class 1 & 2)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	\$11.80	\$35.40

Health Care Instructions

General Instructions

Michaels offers Dental coverage for Team Members and their families. Visit [MIKBenefits.com](#) for more information.

Dependent Information

You may be eligible to enroll or update your dependent information. When adding your eligible dependents, please include their date of birth, relationship to you and full-time student status (for children over the age of 21), if applicable.

Eligible dependents are:

- Your legal spouse/domestic partner.
- Your unmarried child; natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child.
- A dependent child must not be working more than 30 hours per week, unless they are a full-time student.
- An insurable child includes a dependent who is incapacitated for a continuous period

Confirm and Continue Cancel

18. Select the applicable dependants then click Save.



Dental (Canada) - Canada Life Dental (Class 1 & 2) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$52.08

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

Coverage * Employee + Family (Canada)
 Plan cost per paycheck \$11.80

[Add New Dependent](#)

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000
<input type="checkbox"/>	John Test	Child	02/01/2005

[Save](#) [Cancel](#)

Health Care Instructions

General Instructions
 Michaels offers Dental coverage for Team Members and their families. Visit MIKBenefits.com for more information.

Dependent Information
 You may be eligible to enroll or update your dependent information. When adding your eligible dependents, please include their date of birth, relationship to you and full-time student status (for children over the age of 21), if applicable.

Eligible dependents are:

- Your legal spouse/domestic partner.
- Your unmarried child; natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child.
- A dependent child must not be working more than 30 hours per week, unless they are a full-time student.
- An insurable child includes a dependent who is incapacitated for a continuous period beginning before the maximum age of the child (age 21 or up to age 25 if a full-time student).

To add coverage at a later date for you or your dependents, you will have to provide Evidence of Insurability and your enrollment must be approved by Canada Life before your coverage is effective. This will be applicable for those looking to drop their family from coverage now and pick up coverage later.

Insurance Elections

- There are several Insurance options to choose from all offered through Canada Life.
 - Basic Life Insurance and Basic AD&D options for the Team Member will automatically be selected for all eligible Full-Time Team Members paid by Michaels.
 - Plan options for Optional Life, Optional Accidental Death & Dismemberment (AD&D), Critical Illness, STD, LTD and Virtual Health will follow.
- Click on the Basic Life & Accidental Death and Dismember card hyperlink- Manage.




Health Care

Health (Canada) Canada Life Extended Health (Class 1 & 2) UPDATED Cost per paycheck: \$13.09 Coverage: Employee + Family (Canada) Dependents: 2 Manage	Coordination of Benefits (Canada) Waived Enroll	Dental (Canada) Canada Life Dental (Class 1 & 2) REVIEWED Cost per paycheck: \$11.80 Coverage: Employee + Family (Canada) Dependents: 1 Manage
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Insurance

Basic Life & Accidental Death & Dismemberment (Canada) 2 Plans Canada Life Basic Employee Accidental Death & Dismemberment (Only) Canada Life Basic Employee Life (Employee Only) Manage	Optional Life Insurance (Canada) Waived Enroll	Optional Accidental Death & Dismemberment (AD&D) (Canada) Waived Enroll
Optional Critical Illness (Canada) Waived Review and Sign Save for Later	Short Term Disability (Canada) Canada Life - 100% of Salary (Employee Only) Cost per paycheck: Included	Long Term Disability (Canada) Canada Life - Class 1 (100%) (Employee Only) Cost per paycheck: \$27.10



21. The plan enrolment will auto default, select confirm and continue.

Basic Life & Accidental Death & Dismemberment (Canada)

Projected Total Cost Per Paycheck
\$11.91

Plans Available

2 items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$0.30
Canada Life Basic Employee Life (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive	Included	\$1.34

Confirm and Continue

Cancel

22. The current beneficiaries will auto-populate for AD&D. You do not need to select a beneficiary for the basic AD&D plan. Click Save.

Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

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	

Insurance Instructions

General Instructions

Basic Employee Life:

Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your salary.

Basic Employee AD&D:

Michaels offers all Full-Time Team Members Accidental Death & Dismemberment maximum of \$150,000, at no cost to you, up to age 70.

Save Cancel

Designate a Beneficiary

- 23. Now the basic life plan beneficiaries will populate.
- 24. 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 dependant marked as beneficiary within the add/edit page). **Please Note: You can add as many beneficiaries as you like, but the total percentage must equal 100%.**

Open Enrolment Guide- Access while on LOA Full Time Canadian Team Members



Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)
Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

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	

Insurance Instructions

General Instructions

Basic Employee Life:
Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you. Please designate a beneficiary for this benefit.

Basic Employee AD&D:
Michaels offers all Full-Time Team Members Accidental Death & Dismemberment (AD&D) Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you, up to age 70. You do not need to designate a beneficiary for this.

Save Cancel

25. Then Click Save.

Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only) (Step 2 of 2)
Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
\$11.91

Coverage

Calculated Coverage \$21,000.00
Coverage 1 X Salary
Plan cost per paycheck Included

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
Donald Duck	100

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Insurance Instructions

General Instructions

Basic Employee Life:
Michaels offers all Full-Time Team Members Basic Life Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you. Please designate a beneficiary for this benefit.

Basic Employee AD&D:
Michaels offers all Full-Time Team Members Accidental Death & Dismemberment (AD&D) Insurance equal to 1 x your annual salary up to a maximum of \$150,000, at no cost to you, up to age 70. You do not need to designate a beneficiary for this.

Save Cancel

26. Click on the optional life insurance and select Enrol:



Open Enrolment Guide- Access while on LOA
Full Time Canadian Team Members



Insurance

Basic Life & Accidental Death & Dismemberment (Canada)
 2 Plans
UPDATED

Canada Life Basic Employee Life (Employee Only)

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

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 \$27.19

Coverage 40% of Salary

Manage

Additional Benefits

Virtual Health (Canada)
 Canada Life Consult+

Review and Sign Save for Later

27. Select the first option then confirm and continue:

Optional Life Insurance (Canada) Canadian Open Enrollment for Luke Skywalker (4157321)

Projected Total Cost Per Paycheck
 \$52.08

Plans Available
 Select a plan or Waive to opt out of Optional Life Insurance (Canada).

2 Items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Employee (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		
Canada Life Spouse/Dome Partner (Spouse/Dom Partner)	<input type="radio"/> Select <input checked="" type="radio"/> Waive		

Confirm and Continue Cancel

Insurance Instructions


General Instructions

Optional Employee Life Insurance:
 Optional Employee Life Insurance is available up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at age 70). All enrollments, including late entrants are required to provide Evidence of Insurability and approved by Canada Life before the coverage is in effect. Please select a beneficiary for this benefit.

Optional Spouse/Domestic Partner Life Insurance:
 Spouse/Domestic Partner Optional Life Insurance is available up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at the earlier of your 70th birthday or your Spouse/Domestic Partner's 70th birthday). All enrollments, including late entrants are required to provide Evidence of Insurability and approved by Canada Life before the coverage is in effect. If you elect spouse life insurance, you will automatically be the beneficiary for this benefit.

28. Select the applicable coverage and notice the EOI message. This means the coverage will default to the guaranteed issue amount. The Team member will need to go through the EOI process and be approved with Canada Life in order for the full \$50,000 policy to be in effect. Then click Save.

Optional Life Insurance (Canada) - Canada Life Employee (Employee Only)

Canadian Open Enrollment for Luke Skywalker (4157321) 

Projected Total Cost Per Paycheck
\$52.08

Coverage

Your guaranteed coverage amount for Optional Life Insurance (Canada) - Canada Life Employee (Employee Only) is \$20,000. Submit your Evidence of Insurability to Canada Life to be considered for the coverage amount of \$50,000.

Calculated Coverage \$50,000.00

Coverage *


Plan cost per paycheck Included

Insurance Instructions

General Instructions

Optional Employee Life Insurance:
Optional Employee Life Insurance is available up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at age 70). All enrollments, including late entrants are required to provide Evidence of Insurability and approved by Canada Life before the coverage is in effect. Please select a beneficiary for this benefit.

Optional Spouse/Domestic Partner Life Insurance:
Spouse/Domestic Partner Optional Life Insurance is available up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at the earlier of your 70th birthday or your Spouse/Domestic Partner's 70th birthday).



29. Select Optional Accidental Death and Dismemberment Card and click Enrol.

Open Enrolment Guide- Access while on LOA
Full Time Canadian Team Members



Insurance

Basic Life & Accidental Death & Dismemberment (Canada)
 2 Plans
UPDATED

Canada Life Basic Employee Life (Employee Only)
 Canada Life Basic Employee Accidental Death & Dismemberment (Only)

[Manage](#)

Optional Life Insurance (Canada)
 Canada Life Employee (Employee Only)
UPDATED

Cost per paycheck	Included
Coverage	\$50,000

[Manage](#)

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	\$27.19
Coverage	40% of Salary

[Manage](#)

Additional Benefits

Virtual Health (Canada)
 Canada Life Consult+

Included

[Review and Sign](#)
[Save for Later](#)

30. Select the spouse AD&D and or the optional employee life insurance AD&D plans as applicable.

Optional Accidental Death & Dismemberment (AD&D) (Canada) Canadian Open Enrollment for Luke Skywalker (4157321) ⋮

Projected Total Cost Per Paycheck
 \$52.08

Plans Available

Select a plan or Waive to opt out of Optional Accidental Death & Dismemberment (AD&D) (Canada).

2 Items

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Canada Life Employee (Employee Only)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		
Canada Life Spouse/Dome Partner (Spouse/Dom Partner)	<input checked="" type="radio"/> Select <input type="radio"/> Waive		

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

Insurance Instructions

General Instructions

Optional Employee AD&D:
 Optional Accidental Death & Dismemberment Insurance is available for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at age 70).

Optional Spouse/Domestic Partner AD&D:
 Optional Accidental Death & Dismemberment Insurance is available for your spouse/domestic partner for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at the earlier of your 70th birthday or your Spouse/Domestic Partner's 70th birthday).

31. Add coverage elections for the Employee optional AD&D plan and then click Save.

Optional Accidental Death & Dismemberment (AD&D) (Canada) - Canada Life Employee (Employee Only) (Step 1 of 2)

Canadian Open Enrollment for Luke Skywalker (4157321) ...

Projected Total Cost Per Paycheck
\$52.91

Coverage

Calculated Coverage \$30,000.00

Coverage *


Plan cost per paycheck \$0.83

Insurance Instructions

General Instructions

Optional Employee AD&D:
Optional Accidental Death & Dismemberment Insurance is available for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at age 70).

Optional Spouse/Domestic Partner AD&D:
Optional Accidental Death & Dismemberment Insurance is available for your spouse/domestic partner for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at the earlier of your 70th birthday or your Spouse/Domestic Partner's 70th birthday).



32. Select the coverage level for spouse optional AD&D and then click Save.

Optional Accidental Death & Dismemberment (AD&D) (Canada) - Canada Life Spouse/Domestic Partner (Spouse/Domestic Partner) (Step 2 of 2)

Canadian Open Enrollment for Luke Skywalker (4157321) 

Projected Total Cost Per Paycheck
\$54.02

Coverage

Calculated Coverage \$40,000.00




Coverage *

Plan cost per paycheck \$1.11

Dependents

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

[Add New Dependent](#)

1 item   

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Minnie Mouse	Domestic Partner	02/01/2000

[Save](#)

[Cancel](#)

Insurance Instructions

General Instructions

Optional Employee AD&D:

Optional Accidental Death & Dismemberment Insurance is available for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at age 70).

Optional Spouse/Domestic Partner AD&D:

Optional Accidental Death & Dismemberment Insurance is available for your spouse/domestic partner for up to a maximum of \$250,000 in increments of \$10,000 (coverage ends at the earlier of your 70th birthday or your Spouse/Domestic Partner's 70th birthday).




33. For the other benefit plans listed below you can follow the same steps by clicking on Manage or Enrol and updating coverages accordingly.

21. At this point you have made it to the end of the Enrolment. You can either click **Review and Sign** or **Save for Later** at the bottom of the page. **Note: If you click Save for Later, you must submit your elections before the Enrolment period ends June 14th, 2024 for your benefits elections to be finalized and accepted.**


Open Enrolment Guide- Access while on LOA
Full Time 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 \$27.19

Coverage 40% of Salary

[Manage](#)

Additional Benefits




Virtual Health (Canada)
Canada Life Consult+

Cost per paycheck Included

[View](#)

Review and Sign

Save for Later



Review and Submit

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

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

View Summary Canadian Open Enrollment for Luke Skywalker (4157321) ⋮

Projected Total Cost Per Paycheck
\$54.02

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 11 items ☰ ☒ 🔍

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Health (Canada)	07/01/2024	07/01/2024	Employee + Family (Canada)	John Test Minnie Mouse		\$13.09
Canada Life Extended Health (Class 1 & 2)						
Coordination of Benefits (Canada)	07/01/2024	07/01/2024	Spouse does not have other coverage elsewhere			Included
Canada Life Coordination of Benefits (Canada)						
Dental (Canada)	04/01/2024	04/01/2024	Employee + Family (Canada)	Minnie Mouse		\$11.80
Canada Life Dental (Class 1 & 2)						
Basic Life & Accidental Death & Dismemberment (Canada)	04/01/2024	04/01/2024	1 X Salary			Included

Open Enrolment Guide- Access while on LOA
Full Time Canadian Team Members



Total Benefits Cost 1 Item

Company Contribution	Team Member Cost	Net Cost
\$116.44	\$54.02	\$54.02

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

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:

Certification and Authorization to Deduct Premiums and Surcharges from the Paycheck
I hereby certify that I have provided truthful answers to the questions listed in the election process. I understand that if I do not provide truthful or complete answers and information, I can be subject to disciplinary action, up to and including termination. Further, I authorize Michaels to take bi-weekly deductions from my paycheck for any premiums and any applicable surcharges associated with the benefits elections I have made during this enrollment per the amounts detailed in the election process.
In the event deductions are not made through my paycheck I understand that I will still be responsible for the premium payments and any applicable surcharges. If payments for premiums and applicable surcharges are not made within 31 days of the last payroll deduction, my benefit elections can be terminated.

Dependent Enrollment Declaration
I hereby certify that the dependent(s) listed on my benefits are my legal dependents defined as:


- My legal spouse/domestic partner.
- My unmarried child: natural, adopted or step child of the participant or of the insured spouse providing the spouse is living with the participant and has custody of the child. A dependent child must not be working more than 30 hours per week unless they are a full-time student. An insurable child includes a dependent who is incapacitated for a continuous period beginning before the maximum age of the child (age 21 or up to age 26 if a full-time student).

By submitting beneficiaries electronically, you agree to the following:

- You're applying electronically for coverage under the group benefits plan issued by Canada Life;
- The information you've provided is true, correct and complete, to the best of your knowledge;
- Your electronic signature will have the same effect as a signature in ink, and no further action is required to complete your application or beneficiary designation(s), and
- You've read and understood and agree with the information above.

I Accept

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



Your elections will not be finalized until you read the legal notice, check I Agree located at the bottom of the screen, click Submit, and see the confirmation page.

36. Once submitted, click View 2024 Benefits Statement and your benefits statement will appear. To save a copy of your statement, click on print on the bottom left hand of the screen and click Download.



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 03/02/2024

[View 2024 Benefits Statement](#)

Elected Coverages 11 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Team Member Cost (Biweekly)	Employer Contribution (Biweekly)
Health (Canada) - Canada Life Extended Health (Class 1 & 2)	07/01/2024	07/01/2024	Employee + Family (Canada)		John Test Minnie Mouse		\$13.09	\$74.16
Coordination of Benefits (Canada) - Canada Life Coordination of Benefits (Canada)	07/01/2024	07/01/2024	Spouse does not have other coverage elsewhere					
Dental (Canada) - Canada Life Dental (Class 1 & 2)	04/01/2024	04/01/2024	Employee + Family (Canada)		Minnie Mouse		\$11.80	\$35.40
Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Accidental Death & Dismemberment (AD&D) (Employee Only)	04/01/2024	04/01/2024	1 X Salary	\$42,000.00				\$0.60
Basic Life & Accidental Death & Dismemberment (Canada) - Canada Life Basic Employee Life (Employee Only)	04/01/2024	04/01/2024	1 X Salary	\$42,000.00				\$2.68

Waived Coverages 1 item

Plan Type

[Print](#)

(Canada)

Export Document

Download

Please Note: You can continue to make changes to your Enrolment, even after you've submitted your elections, until Open Enrolment closes on June 14, 2024. To return to your Open Enrolment, click on the Announcement on the Workday homepage.

Once the Open Enrolment window closes, you will not be able to add, drop, or change elections until next year's Open Enrolment or you experience a **Qualifying Life Event**. For more information about **Qualifying Life Event**, please visit: [Change in Status - Michaels Benefits \(mikbenefits.com\)](https://mikbenefits.com)

Open Enrolment 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 of 2024.

For questions about Enrolling or need to make a change call Team Member Services at 1-855-432-MIKE (6453), option 2, or open a ticket through [Knowledge Zone](#).