

# TEAM MEMBER CONTACT RESOURCE

## All Signet

Questions/Resource	Contact Information
Coronavirus related questions	Call 800.527.8014 or Email <a href="mailto:ERSC@signetjewelers.com">ERSC@signetjewelers.com</a>
Benefits, Group Life Insurance, Short Term or Long-Term Disability, Tuition Assistance, 401(k)	www.SignetMyQHealth.com Or Email <a href="mailto:HRExpress@jewels.com">HRExpress@jewels.com</a> or call 1-800-877-8821 – Press 2 then Press 2 then Press 3
If you have had a Life Event and need to make a change to or elect new benefits.	Team members must enroll/make changes to benefits within <b>31 days of the life event</b> . Changes must be completed in Workday. Proof of the Life Event will be required to initiate the change.  <i>Please note: enrollment can take up to 2 business days if adding a dependent(s).</i>
Questions regarding an existing leave of absence	Email it to <a href="mailto:SignetLOA@signetjewelers.com">SignetLOA@signetjewelers.com</a>
Employee Relations Solutions Center	Email <a href="mailto:ERSC@signetjewelers.com">ERSC@signetjewelers.com</a> or call calling 1-800-877-8821 – Press 2 then Press 4
HR Business Partner	Email <a href="mailto:ERSC@signetjewelers.com">ERSC@signetjewelers.com</a> or call calling 1-800-877-8821 – Press 2 then Press 4
T.I.P.S. (Take It Personally Signet)	Call 1-800-984-TIPS (8477)
Workday Password Resets	Email <a href="mailto:HRExpress@jewels.com">HRExpress@jewels.com</a> or call calling 1-800-877-8821 – Press 2 then Press 2 then Press 3
Payroll	If your question is about your <b>rate of pay</b> or <b>missing PTO</b> , speak to your manager. All other questions, email <a href="mailto:pay@signetjewelers.com">pay@signetjewelers.com</a> or call 1-800-877-8821 – Press 2 then Press 2 then Press 3
Morneau Shepell EAP (Employee Assistance Program)	Call 1-855-848-6388 or go online to <a href="http://www.workhealthlife.com/US">www.workhealthlife.com/US</a> and enter “Signet Jewelers” in the Company box. Click <b>Register</b> to create a password
Life Speak Video Library	<a href="https://signet.lifespeak.com">https://signet.lifespeak.com</a> , enter <b>Your Life</b> in the Corporate ID box
Employment Verifications	<a href="http://www.theworknumber.com">www.theworknumber.com</a> , enter Employer Code <b>10639</b>
Benefit Premium Payments	Your benefits will continue while you are on furlough. Any owed benefit premiums will go into arrears. The Company will work with you on a payment arrangement upon return to work.

## Canada Only

Sunlife – Benefits, Short-term Disability, Long-Term Disability	Call 800.361.6212
Great West – Registered Retirement Savings Plans (RRSP)	Call 800.724.3402