

THIS JOB AID IS FOR: TEAMMATES**TASK: ADDING OR REMOVING BENEFIT DUE TO GAINING OR LOSING COVERAGE ELSEWHERE**

The following steps outline how a teammate can remove or add benefits because they have gained or lost coverage. It also outlines how to add or remove dependents from coverage.

Note: these steps can also be used if the teammate enrolls in Medicare or Medicaid.

From the Home Page:

1. Select the **Benefits and Pay** app.

Note: if the **Benefits and Pay** app does not appear on your home page, go to the upper left of the page and select **MENU**.

2. Under **Tasks and Reports**, select **Change Benefits**.

On the Change Benefits Screen

3. Using the dropdown arrow,
 1. Select **Teammate Gains Coverage Elsewhere** in the **Change Reason** box to drop coverage
 2. Select **Teammate Loses Coverage Elsewhere** in the **Change Reason** box to add coverage
4. Enter the date
 1. You gained coverage elsewhere in the **Date New Coverage Begins** block. This is the date the coverage was effective.

or

 2. You lose coverage elsewhere in the **Date Coverage Lost** block. This is the first day you were no longer covered.

Note: Please note the **Submit Elections** date because this is the deadline for submitting your elections.

5. Add documents **(REQUIRED)**

Note: you must add one of the following:

- Insurance Card with an Effective Date
- Copy of the Confirmation form gaining coverage
- Proof from the Insurance Carrier with an Effective Date
- Letter from Medicare/Medicaid

6. Select, **Submit**

From the Home Page:

7. Select your **Task Inbox** icon

Note: If you do not get a box that says “**YOU HAVE SUBMITTED**” box, select **Open**

8. On the left side of the page, select the task **Benefit Change**: select **LET’S GET STARTED**.



Qualifying Event: Teammate Gains or Loses Coverage



9. Select **Manage** on each tile for the benefits you want to remove from your benefits
10. Under **Selection**, select **Waive** to remove yourself and all dependents if applicable from that benefit or **Select** to add yourself
11. Select **Confirm and Continue**; **Workday** will take you to the Dependents page
12. To add New Dependents, select **Add New Dependent** and enter your dependent's information
13. If you want to add a dependent you've already entered, under the **Select** column, select the check box next to the name of your dependent listed under the Dependent column
14. Select **Save**

Note: you will see **UPDATED** under the benefit name

15. Continue the process for other benefits from which you want to remove yourself or add coverage for
16. Select **Review and Sign**

On the View Summary Page

1. Read the Legal Notice (**MANDATORY**)
2. Click the box next to **I Accept**
3. Select **Submit**

Note: you may view and print your benefit statements by selecting *View 20XX Benefits Statement*; after you view it, select the McLane icon at the top to go to your profile page. This will complete the process, and you do not have to go back to the page to hit **Done**

4. If you do not look at your benefit statement, select **Done**

Notes

- Please get in touch with your supporting HR representative if you have any questions

