



Background:

When a team member is covered by more than one benefit plan, the plans work together to determine which plan is the primary payer and which is the secondary. This is often referred to as Coordination of Benefits. Canada Life requires Michaels send over coordination of benefits information to ensure claims are processed correctly. If we do not send over COB information for TMs and their dependents, claims can be denied due to missing the correct information.

This job aid details the steps a team member can take to add the coordination of benefits information in Workday as well as integration file logistics.

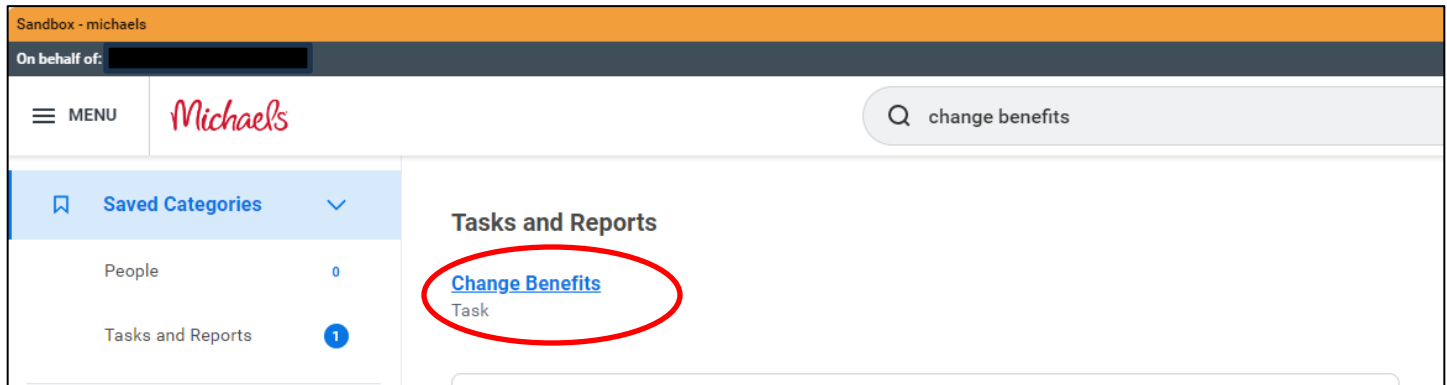
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Initiating Coordination of Benefits Event in Workday


1. Team member will log into Workday.
2. They will go to their benefits and search change benefits. Select the Change benefits task.




3. They will select Coordination of Benefits (Canada) as of the current date. Then click Submit.



Change Benefits ✕

 ⋮

Change Reason * Coordination of Benefits (Canada) ▼

Benefit Event Date * 09/07/2024 

Submit Elections By 10/06/2024


Benefits Offered Coordination of Benefits (Canada)

Attachments

Drop files here

or

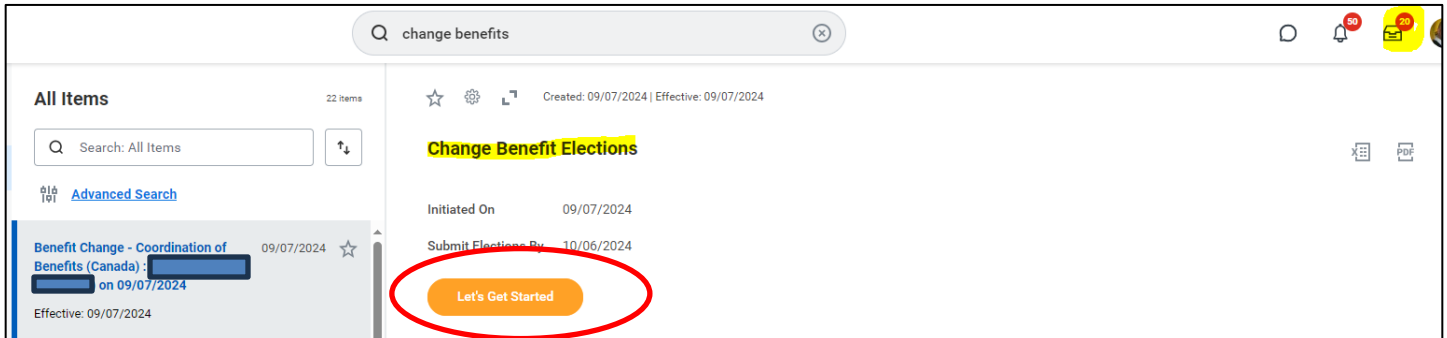
Select files

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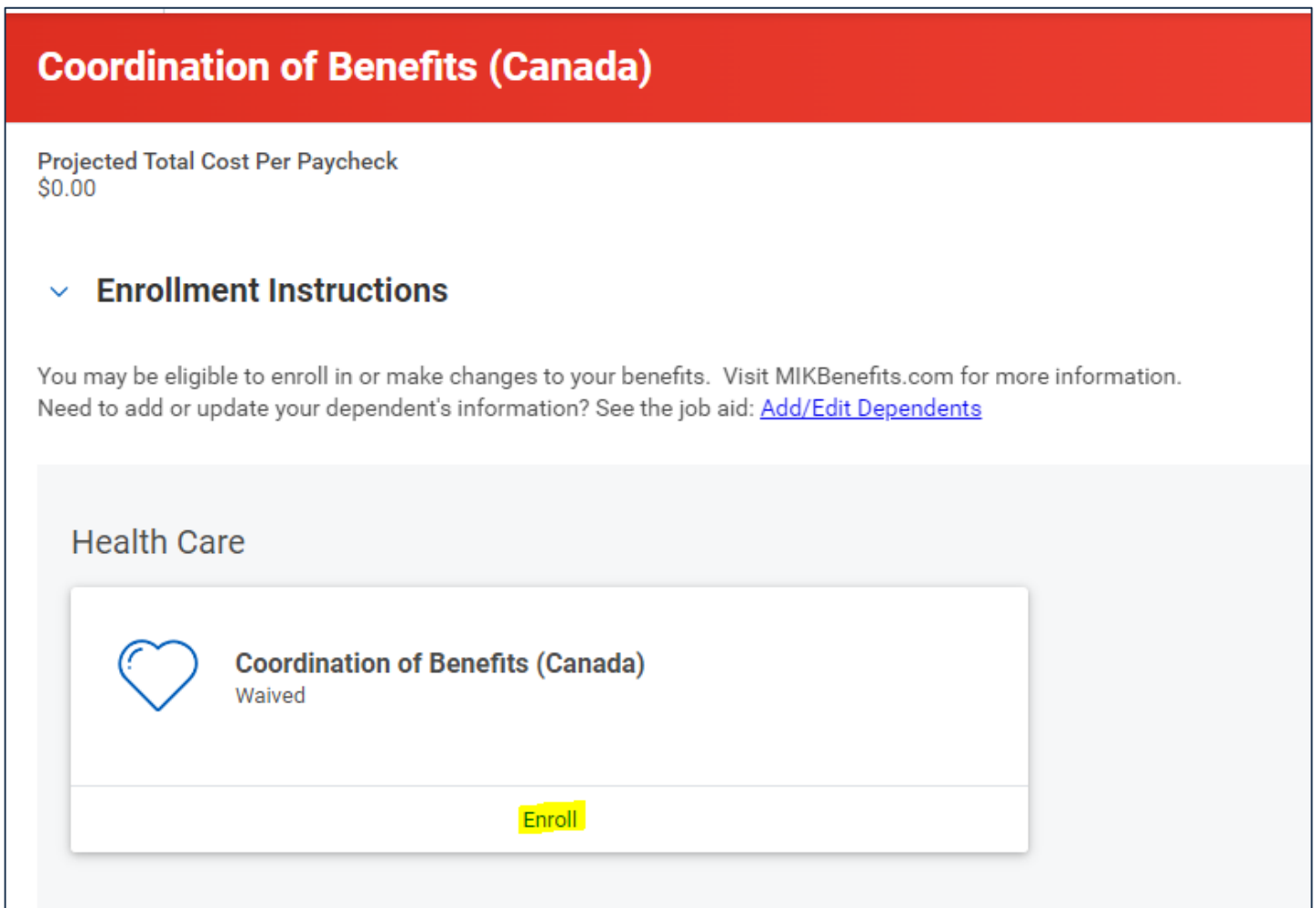
Cancel Save for Later Submit



4. Now a To Do Step to Verify Dependents will Trigger along with the event itself into the TMs inbox.
5. The TM will navigate to their inbox to complete the Coordination of Benefits event. They'll click Let's Get Started.



6. The TM will then click Enroll under the Coordination of Benefits Card.



7. The TM will click Select then Confirm and Continue.



Coordination of Benefits (Canada)

Projected Total Cost Per Paycheck
\$0.00

Plans Available

You must select a plan. 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 coverage.

1 item

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.

8. Under Coverage, the TM will pick the appropriate selection then click Save.

Coordination of Benefits (Canada) - Canada Life Coordination of Benefits (Canada)

Projected Total Cost Per Paycheck
\$0.00

Coverage *

Search

- Spouse has single coverage elsewhere
- Spouse has family coverage elsewhere
- Spouse does not have other coverage elsewhere
- Spouse coverage unknown
- N/A - I do not have a spouse

9. Now click review and sign.



Coordination of Benefits (Canada)

Projected Total Cost Per Paycheck
\$0.00

▼ Enrollment Instructions

You may be eligible to enroll in or make changes to your benefits. Visit [MIKBenefits.com](https://mikbenefits.com) for more information. Need to add or update your dependent's information? See the job aid: [Add/Edit Dependents](#)

Health Care



Coordination of Benefits (Canada)

Canada Life Coordination of Benefits (Canada)

UPDATED

Coverage

Spouse does not have other coverage elsewhere

[Manage](#)

[Review and Sign](#)

[Save for Later](#)

10. Now Scroll down, click I accept then Submit.



I Accept

Process History

[Redacted] Change Benefits for Life Event - Awaiting Action

Submit Save for Later Cancel

11. The TM can then view their benefits statement to see the change posted.

Submitted

You've submitted your elections.

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

View 2024 Benefits Statement

Initiated On 09/07/2024
Submit Elections By 10/06/2024
Event Date 09/07/2024

Total Team Member Cost/Credit
\$0.00 Biweekly Credit

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.

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries
Coordination of Benefits (Canada) - Canada Life Coordination of Benefits (Canada)	09/07/2024	09/07/2024	Spouse does not have other coverage elsewhere		

Integration File Logistics

1. The weekly integration file sends from Workday to Canada Life each Wednesday. Any
2. finalized benefit changes will flow over on the integration and update in Canada Life's system within 2-3 business days.