

UAF Workday Training

How to Complete the Tobacco Pledge

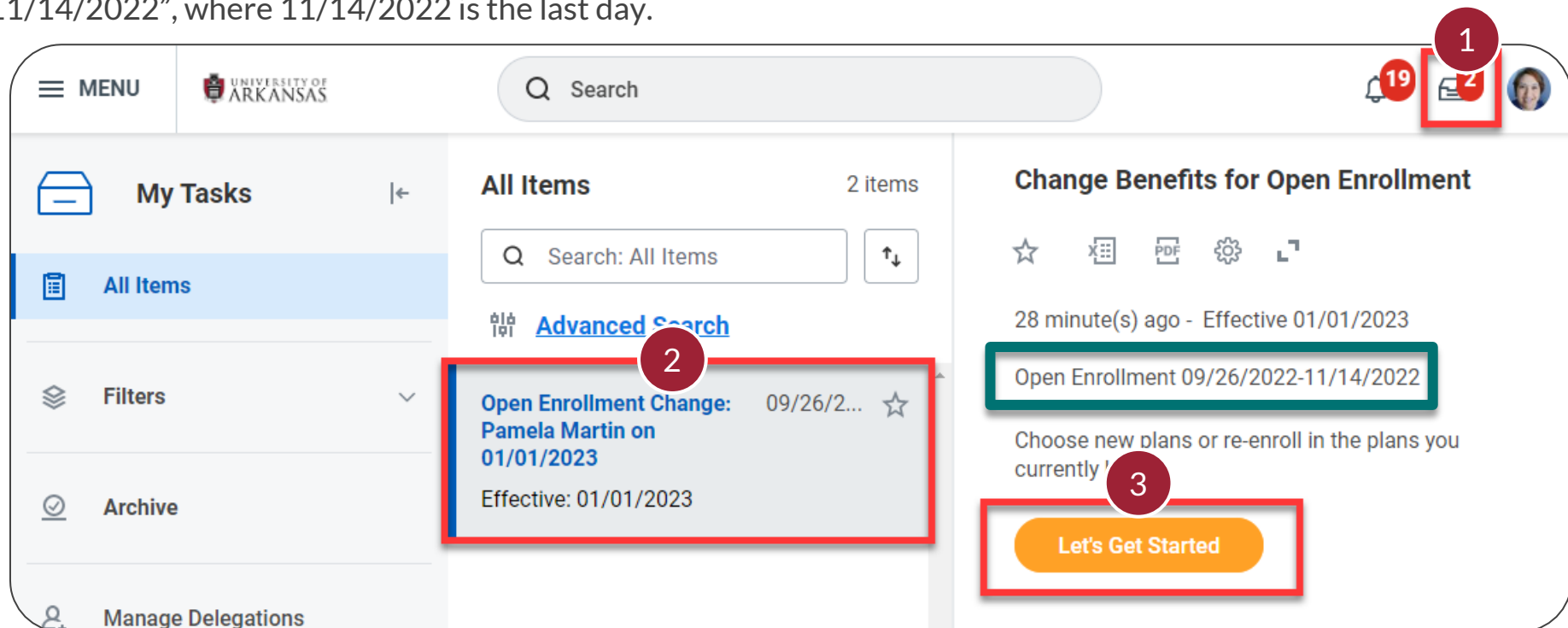
Open Enrollment

A part of completing the annual Open Enrollment is completing the Tobacco Pledge. The Tobacco Pledge involves two steps: selecting (enrolling in) or waiving (not enrolling in) medical insurance, then if selecting medical insurance, choosing a tobacco attestation option. Here are directions for completing the process.

Let's Get Started

1. From any *Workday* page, click on the **My Tasks** icon next to your Profile picture.
2. In the **All Items** list of tasks, click “**Open Enrollment Change...**”.
3. Click **Let's Get Started** to begin the Open Enrollment process. This will open the Open Enrollment page.

TIP: Open Enrollment is only during a two-week period and changes must be submitted by the last day. The last day is marked in the task item (*marked green below*). The sandbox screenshot below shows “Open Enrollment 9/26/2022 – 11/14/2022”, where 11/14/2022 is the last day.



4. Click **Enroll** in the **Tobacco Pledge** section on the Open Enrollment page.

The screenshot shows the 'Open Enrollment' page for the University of Arkansas. The page header includes a 'MENU' button, the University of Arkansas logo, a search bar, and notification icons for 19 alerts and 2 documents. The main content area is titled 'Open Enrollment' and contains a section for 'Health Care and Accounts'. This section is divided into three columns: 'Tobacco Pledge', 'Medical', and 'Dental'. The 'Tobacco Pledge' column shows 'Waived' and has an 'Enroll' button highlighted with a red box and a circled '4'. The 'Medical' column shows 'UMR EPO Classic Plan UAF' with a cost per paycheck of \$219.58, coverage for 4 employees and family, and 3 dependents. The 'Dental' column shows 'Arkansas BCBS DPPO UAF' with a cost per paycheck of \$22.43, coverage for 4 employees and family, and 3 dependents. Both the Medical and Dental sections have a 'Manage' button at the bottom.

Selecting or Waiving Medical Insurance

Enrolling in Medical Insurance

1. Choose **Select** in the **Selection Column**.
2. Click **Confirm and Continue**.

Enrolled in Medical Insurance

Plans Available

Select a plan or Waive to opt out of Tobacco Pledge. The displayed cost of waived plans assumes coverage for 1. Employee Only.

1 item

*Selection	Benefit Plan Details	You Pay (Semimonthly)	Company Contribution (Semimonthly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	UA System - UAF - Enrolling in UA Medical Insurance (Annual Tobacco Attestation)	Included	\$0.00

3. Select from the **Coverage** drop down menu:
 - Not a tobacco user (Attestation Option 1).
 - Tobacco User - Agrees to participate in a cessation program within three months of the beginning of coverage (Attestation Option 2).
 - Tobacco User - Not participating in cessation program - **Surcharge Applied** (Attestation Option 3).
 - Do Not Disclose Tobacco Usage - Employee Did Not Attest & Enrolled in Medical - **Surcharge Applied** (Attestation Option 4).
4. Click **Save**. This will return you to the Open Enrollment page.

Tobacco Pledge - UA System Plan 1 - UAF

Projected Total Cost Per Paycheck
\$316.71

Coverage *

Plan cost per paycheck

Not Enrolling in Medical Insurance

- A. Choose **Waive** in the **Selection Column**.
- B. Click **Confirm and Continue**.

NOT Enrolled in Medical Insurance

Plans Available

Select a plan or Waive to opt out of Tobacco Pledge. The displayed cost of waived plans assumes coverage for 1. Employee Only.

1 item

*Selection	Benefit Plan Details	You Pay (Semimonthly)	Company Contribution (Semimonthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	UA System - UAF - Enrolling in UA Medical Insurance (Annual Tobacco Attestation)	Included	\$0.00

Confirm and Continue Cancel

- C. Click **Remove Medical** in the pop up, **Are You Sure You Want to Remove Medical?** This will return you to the Open Enrollment page.

Are You Sure You Want to Remove Medical?

By waiving Tobacco Pledge - UA System - UAF - Enrolling in UA Medical Insurance (Annual Tobacco Attestation) you will be waived from Medical - UMR EPO Classic Plan UAF.

Remove Medical Cancel

Tobacco Pledge Complete

Whether enrolling or waiving medical insurance, the Tobacco Pledge section is complete. Continue enrolling or managing the other benefits on the Open Enrollment page.

1. Click **Save for Later** to continue from **My Tasks** (inbox) later, **or**
2. Click **Review and Sign** when you have completed all desired sections and ready to submit.

NOTE: Remember to complete Open Enrollment by the last day of the Open Enrollment period.

Open Enrollment

Projected Total Cost Per Paycheck
\$316.71

Health Care and Accounts

Benefit	Plan	Cost per paycheck	Coverage	Dependents	Action
Tobacco Pledge	UA System - UAF - Enrolling in UA Medical Insurance (Annual Tobacco Attestation)	Included	Not a tobacco user		Manage
Medical	UMR EPO Classic Plan UAF	\$250.15	3. Employee and Child(ren)	1	Manage
Dental	Arkansas BCBS DPPO UAF	\$27.85	3. Employee and Child(ren)	1	Manage
Vision	EyeMed Basic Plan	\$4.69	1. Employee Only		Enroll
Health Savings Account (HSA)	Waived				Enroll
Healthcare Flexible Spending Account (HCFSA)	Waived				Enroll

2 Review and Sign

1 Save for Later