How to Complete the Tobacco Pledge

Open Enrollment

Last Updated: October 2022
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.
How to Complete the Tobacco Pledge: Let’s Get Started

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

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.
How to Complete the Tobacco Pledge: Selecting or Waiving Medical Insurance

Not Enrolling in Medical Insurance

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

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.
How to Complete the Tobacco Pledge: Tobacco Pledge Complete

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.