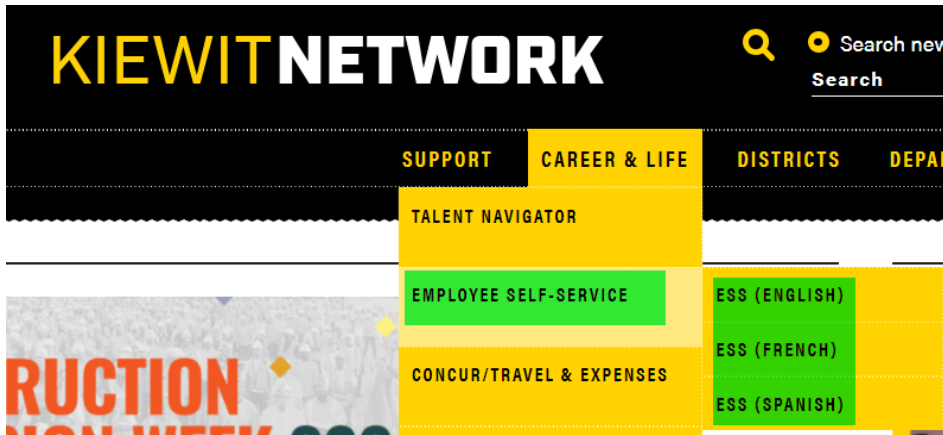
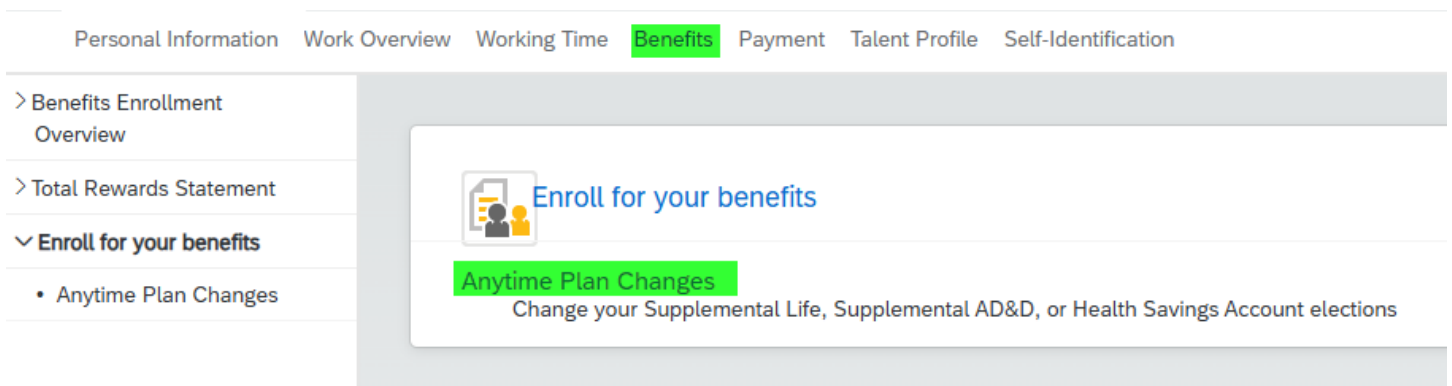


SUPPLEMENTAL LIFE AND AD&D/BENEFICIARY CHANGES ESS INSTRUCTIONS

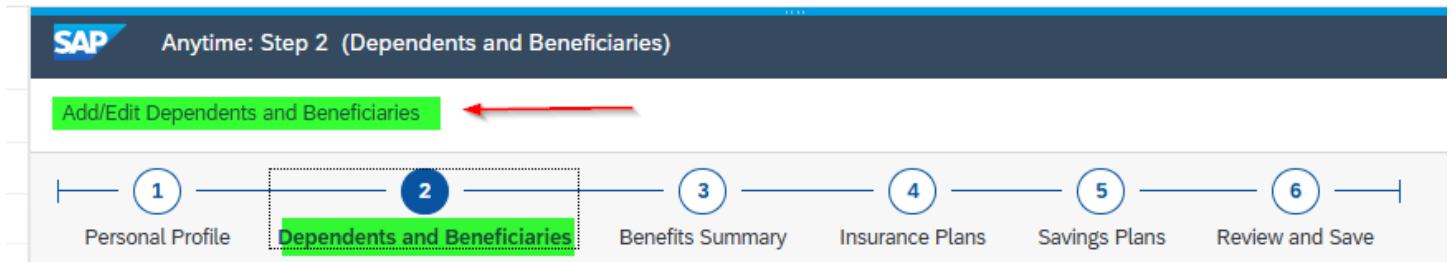
Go to the KiewitNetwork (<https://kiewitnetwork.kiewit.com/>) > click on Career & Life > Employee Self-Service > ESS English, French, Spanish.



Once in ESS, click on **Benefits** and then **Anytime Plan Change**.



After accepting the terms and conditions go to **Step 2** Dependent and Beneficiaries:



STEP 2

Your current dependents/beneficiaries will be displayed (if applicable). To add **new** beneficiaries, click on **Add/Edit Dependents and Beneficiaries** and a new window will pop up. If you don't see the **Add** button, make the screen bigger.

If you don't need to add any new dependent/beneficiary, skip this step.

You will **NOT** delete any dependent/beneficiaries on this step we have to retain history. You will only add any new dependent/beneficiary information on this step.

Add the dependent/beneficiary information and click on **Save and Back**

When you are done adding dependent/beneficiary, click **Close**.

Please Note: In this step, you have only added information about the new dependent/beneficiary. Once you have added a new dependent/beneficiary, you must continue through the enrollment steps to add them to the appropriate benefit plans.

STEP 4

Kiewit provides you with Basic Life and AD&D coverage. To update beneficiaries for Basic Life and AD&D, click on the **Pencil** icons.

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Primary Beneficiaries	Pre-Tax Costs
	Basic Life	10/06/2024	Current	Basic Employee Life	Company Provided	104,000.0000 USD4		
	Basic AD&D	10/06/2024	Current	Basic AD&D	Company Provided	104,000.0000 USD4		

Once you click on the **Pencil** icon a new window will pop up where you can designate your beneficiaries. Once you have made the changes, click **Add** to continue.

The screenshot shows a window titled "Select a Basic Life Plan" with a table of plan options and a beneficiary designation section.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Basic Employee Life	Company Provided	[Redacted]		

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
[Redacted]		100	0
		0	50
		0	50
Total		100	100

Buttons: Add, Cancel

In addition to the Kiewit-provided policies, you have the option to purchase supplemental life insurance and/or AD&D insurance through payroll deduction for you and your family. Click on the **Paper** icon to add Supplemental Life or AD&D coverage. A new window will pop up and you will need to choose how many units (amount of coverage) you want to elect and designate beneficiaries.

The screenshot shows the SAP "New Hire: Step 4 of 7 (Insurance Plans)" interface. A progress bar at the top indicates the current step. Below it, a list of insurance plans is shown, with "Sup Emp Life" highlighted. A modal window titled "Select a Sup Emp Life Plan" is open, showing a table of plan options and an "Additional Coverage" section.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Supplemental Employee Life	Coverage Elected	0.0000		

Additional Coverage

Additional Unit: 10 x 10,000.0000 USD4

Total Insurance Coverage: 100,000.0000 [Calculate]

Buttons: Add, Cancel

If you need to update your beneficiaries for the Voluntary Plans, please send an inquiry to benefits@kiewit.com.

Once you have made the changes, click **Add** to continue and then **Next**.

STEP 6

Review all your changes and click **Save** bottom right page. If you do not click save your elections will NOT save.

SAP Anytime: Step 6 (Review and Save)

To save your changes, please click Save below

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 Insurance Plans 5 Savings Plans 6 **Review and Save**

Please review your benefit plans and beneficiary selections below. You must hit the Save icon at the bottom of the page in order for these elections to process.

Unchanged Plans

Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Dependents
Basic Life	09/30/2025	Current	Basic Employee Life	Company Provided		211,000.0000 USD4	
Basic AD&D	09/30/2025	Current	Basic AD&D	Company Provided		211,000.0000 USD4	
Sup Emp Life	09/30/2025	Current	Supplemental Employee Life	Coverage Elected		160,000.0000 USD4	
Sup Spouse Life	09/30/2025	Current	Supplemental Spousal Life	Coverage Elected		50,000.0000 USD4	
Sup AD&D	09/30/2025	Current	Supplemental AD&D	Employee + Family		100,000.0000 USD4	
Health Sav Acct	09/30/2025	Current	Health Savings Account				

Plans not Enrolled In

Plan Type
Sup Child Life

0 [Previous](#) [Next](#) **Save**

To see an overview and print your benefit selections, click **Benefit Elections Summary**.

SAP New Hire

What do you want to do next?

Print Benefit Elections Summary (highlighted with red arrow)

[Go to Enrollment](#)

[Go to Benefits Participation Overview](#)

Here is a summary of your saved elections. You can Print a Benefit Election Summary to review and SAVE FOR YOUR RECORDS.

If you have questions, please call the Benefits Office at 855-329-7907.

Benefit Elections Summary

Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Primary Beneficiaries	Pre-Tax Costs	Post-Tax Costs
Medical	10/06/2024	Current	Traditional Plan	Coverage Elected		Employee Only			27.7500 USD4 Weekly	
Dental	10/06/2024	Current	Dental Plan	Coverage Elected		Employee Only			3.9100 USD4 Weekly	
Vision	10/06/2024	Current	Waive Vision	Waived Coverage		Waive Coverage				
Basic Life	10/06/2024	Current	Basic Employee Life	Company Provided		104,000.0000 USD4				
Basic AD&D	10/06/2024	Current	Basic AD&D	Company Provided		104,000.0000 USD4				
Basic LTD	10/06/2024	Current	Basic Long Term Disability	Company Provided		31,200.0000 USD4				
Basic STD	10/06/2024	Current	Basic Short Term Disability	Company Provided		0.0000 USD4				
401(k)	12/01/2024	Current	Kiewit 401k Plan							

Benefits Confirmation

Date: 10/17/2024

Type of offer

Offer from: to:

Personnel number: 00222 TIC-TX-Westlake
Name of employee: [Redacted]
Personnel area: 50867677
Org. Unit: 50867677