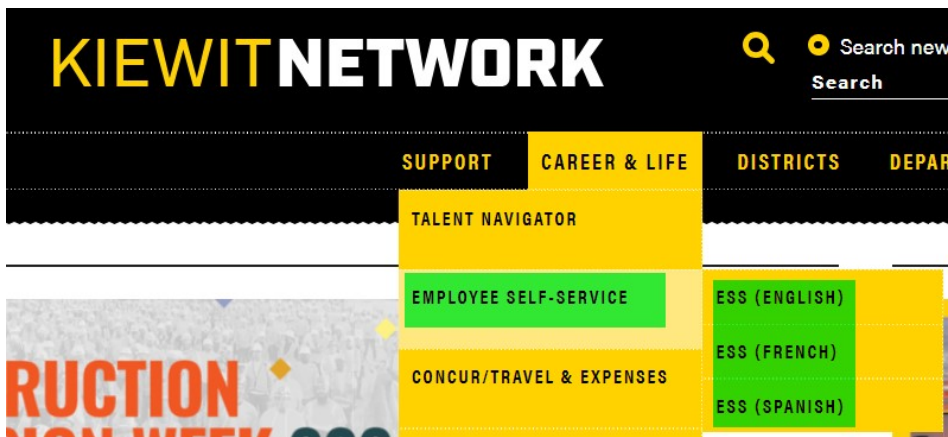
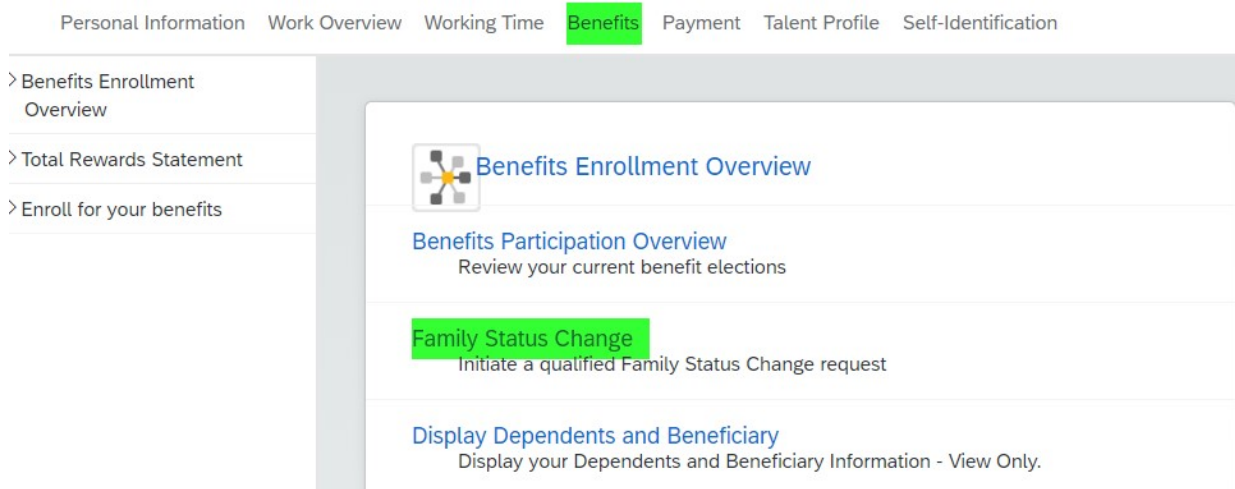


FAMILY STATUS CHANGE ESS INSTRUCTIONS

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 **Benefits Enrollment Overview** and then **Family Status Change**.



Select the type of event and the date the event occurred. In the Comments field, please include the dependent name(s) involved with this request. If the request is 31 days after the date of the event, please provide a reason for the late request. Click Submit.

Family Status Change Request

* Type of Event Birth or Adoption * Date of Event

The Date of Event is the date in which the Family Status Change occurred, such as the Date of Birth or the Date of Marriage.

Contact Information

Validate your contact information can be updated in your [Personal Profile](#)

Work E-mail:

Work Phone:

Work Cell:

Comments

Please include the dependent name(s) involved with this request. If the request is 31 days after the date of the event, please provide a reason for the late request.

Submit

NOTE: For any other Family Status Change or, if request is after 31 days, you won't be able to enroll through ESS. You will receive the message below and an email will be sent to the Benefits Department on your behalf. The Benefits Department will review your request and contact you.

✓ Your Family Status Change request was received and occurs outside the required 31 day eligibility period. You will be contacted by a Benefits/Shared Services representative upon further review of your request.

Family Status Change Request

Type of Event Birth or Adoption Date of Event 11/20/2024

The Date of Event is the date in which the Family Status Change occurred, such as the Date of Birth or the Date of Marriage.

If the type of event is a Birth/Adoption or Marriage and the request is within 31 days of the event, you can proceed with the enrollment.

Click **Go to Enrollment**. You will get a pop-up asking you to read and accept the Terms and Conditions.

Family Status Change Request

Type of Event Birth or Adoption Date of Event 04/25/2025

The Date of Event is the date in which the Family Status Change occurred, such as the Date of Birth or the Date of Marriage.

This step does NOT automatically add your dependents to your plan. You will NEED to click on the link below to add to your plans.

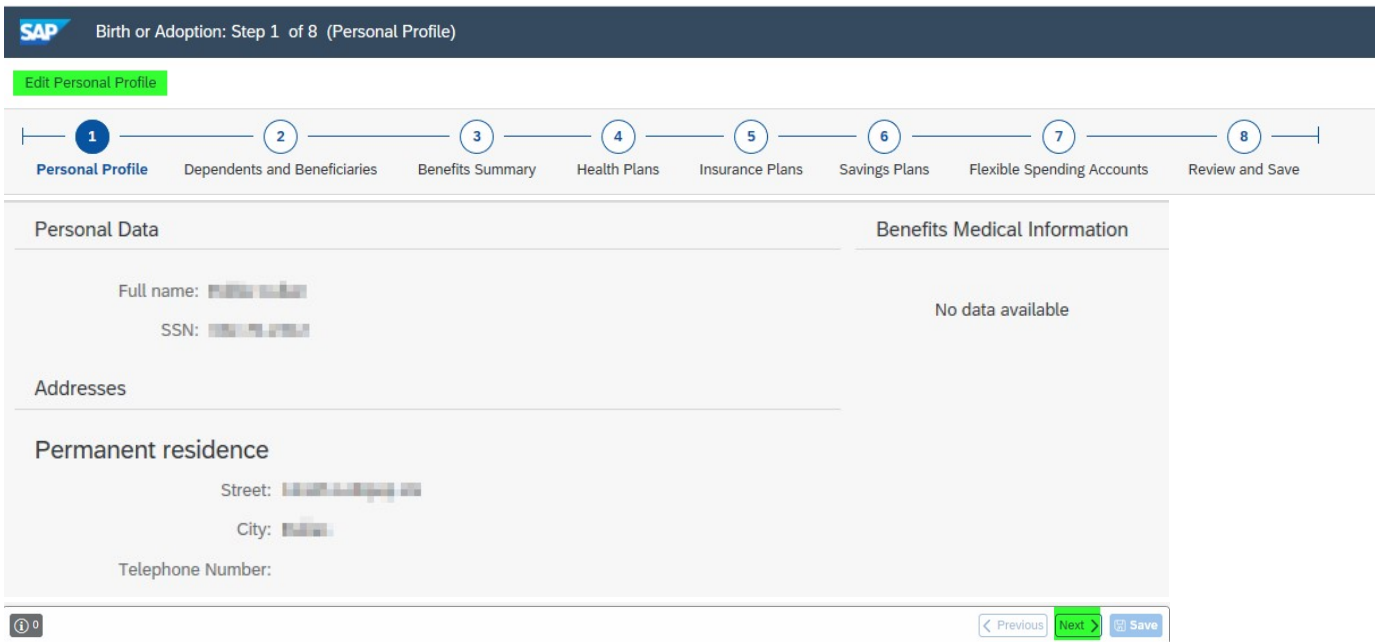
To continue adding your dependent you need to click on the link Go to Enrollment

Once you are in the enrollment screen please be sure to complete all necessary steps and save.

After accepting the terms and conditions follow the steps below:

STEP 1

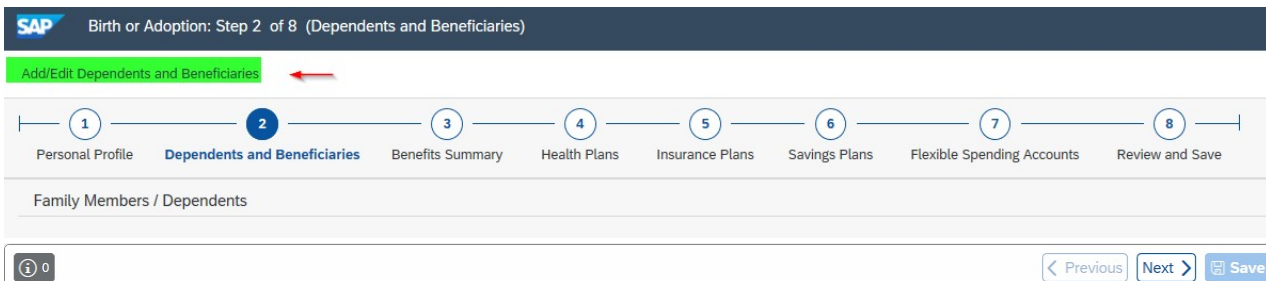
Verify all your information is correct. If not, click on **Edit Personal Profile** top left corner and make changes. If everything is correct, click on **Next** located bottom right of page.



The screenshot shows the 'Birth or Adoption: Step 1 of 8 (Personal Profile)' screen. At the top, there is a progress bar with 8 steps: 1. Personal Profile, 2. Dependents and Beneficiaries, 3. Benefits Summary, 4. Health Plans, 5. Insurance Plans, 6. Savings Plans, 7. Flexible Spending Accounts, and 8. Review and Save. Step 1 is currently active. Below the progress bar, there are two main sections: 'Personal Data' and 'Benefits Medical Information'. The 'Personal Data' section includes fields for 'Full name', 'SSN', 'Addresses', and 'Permanent residence' (with sub-fields for 'Street', 'City', and 'Telephone Number'). The 'Benefits Medical Information' section shows 'No data available'. At the bottom right, there are buttons for '< Previous', 'Next >', and 'Save'.

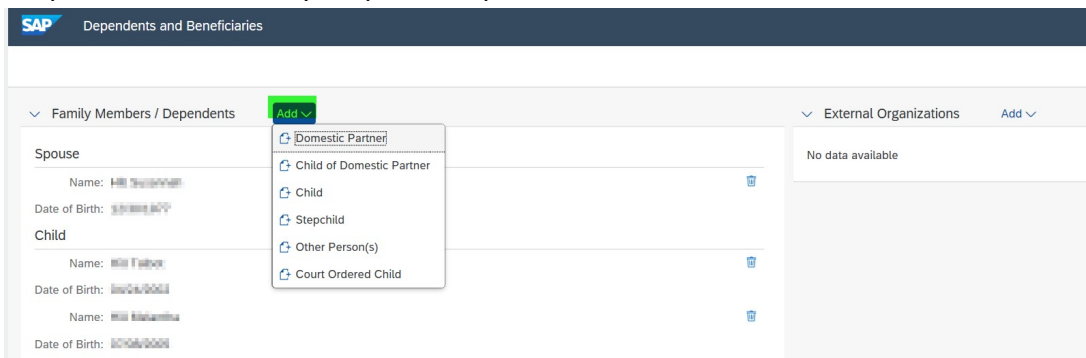
STEP 2

Your current dependents/beneficiaries will be displayed (if applicable). To add new dependents, click on **Add/Edit Dependents and Beneficiaries** and a new window will pop up.



The screenshot shows the 'Birth or Adoption: Step 2 of 8 (Dependents and Beneficiaries)' screen. The progress bar at the top shows 8 steps, with Step 2, 'Dependents and Beneficiaries', currently active. Below the progress bar, there is a section titled 'Family Members / Dependents'. At the bottom right, there are buttons for '< Previous', 'Next >', and 'Save'. A red arrow points to the 'Add/Edit Dependents and Beneficiaries' button in the top left corner.

You will NOT delete any dependent/beneficiaries on this step. You will only add any new dependent/beneficiary information on this step. To ADD new dependent/beneficiary information click on the **Add** button. If you don't see the Add button, make the screen bigger. If you don't need to add any dependent/beneficiary, skip this step.



The screenshot shows the 'Dependents and Beneficiaries' window. It has a dark blue header with the SAP logo and the text 'Dependents and Beneficiaries'. Below the header, there are two main sections: 'Family Members / Dependents' and 'External Organizations'. The 'Family Members / Dependents' section has an 'Add' button with a dropdown arrow. The dropdown menu is open, showing options: 'Domestic Partner', 'Child of Domestic Partner', 'Child', 'Stepchild', 'Other Person(s)', and 'Court Ordered Child'. The 'External Organizations' section has an 'Add' button and shows 'No data available'.

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

Name	Data At Birth
* First Name:	* Date Of Birth:
* Last Name:	Gender: Female
Initials:	Other Personal Data
Validation of Union	* Social Security Number:

Close Save and Back Save Cancel

When you are done adding dependents, click **Close**.

Close

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

STEP 3

Review what Benefits you are currently enrolled in under Benefits Summary, there is no action required on this step, only to review and click **Next**.

SAP Birth or Adoption: Step 3 of 8 (Benefits Summary)

1 2 3 4 5 6 7 8

Personal Profile Dependents and Beneficiaries **Benefits Summary** Health Plans Insurance Plans Savings Plans Flexible Spending Accounts Review and Save

This is just a summary of your current benefits. You **MUST** continue through the Benefit Enrollment Steps to add your elections and/or dependents and beneficiaries to your benefit plans.

Once you have completed all the steps, you will be able to view your new elections and save.

Benefit Elections Summary

Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Dependents	Primar...	Post-Tax C...	Pre-Tax...
Medical	10/10/2024	Current	Traditional Plan	Coverage Elected		Employee Only				27.7500 USD4 Weekly
Dental	10/10/2024	Current	Dental Plan	Coverage Elected		Employee Only				3.9100 USD4 Weekly
Vision	10/10/2024	Current	Waive Vision	Waived Coverage		Waive Coverage				
Basic Life	10/10/2024	Current	Basic Employee Life	Company Provided		104,000.0000 USD4				
Basic AD&D	10/10/2024	Current	Basic AD&D	Company Provided		104,000.0000 USD4				

Previous Next Save

STEP 4

Make changes to your medical, dental and vision coverage options by clicking the **Pencil** icon under actions. When you have chosen correct coverage options and what dependents to cover if applicable, review your elections and click **Next**.

Note: You cannot change your Medical Plan deductible.

SAP Birth or Adoption: Step 4 of 8 (Health Plans)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 **Health Plans** 5 Insurance Plans 6 Savings Plans 7 Flexible Spending Accounts 8 Review and Save

To add new dependents to medical/dental/vision plans, click on the "pencil icon" next to the Plan Type you want to update.
Please go to www.myjobbenefits.com to view the different medical plan choices.

Enroll in Health Plans

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	Pre-Tax Costs	Post-Tax Costs
	Medical	10/10/2024	Current	Traditional Plan	Coverage Elected	Employee Only		27.7500 USD4 Weekly	
	Dental	10/10/2024	Current	Dental Plan	Coverage Elected	Employee Only		3.9100 USD4 Weekly	
	Vision	10/10/2024	Current	Waive Vision	Waived Coverage	Waive Coverage			

Previous Next Save

SAP Birth or Adoption: Step 4 of 8 (Health Plans)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 **Health Plans** 5 Insurance Plans 6 Savings Plans 7 Flexible Spending Accounts

To add new dependents to medical/dental/vision plans, click on the "pencil icon" next to the Plan Type you want to update.
Please go to www.myjobbenefits.com to view the different medical plan choices.

Enroll in Health Plans

Acti... Plan Type Starts On Status Plan Name Option Coverage Dependents Pre-Tax Costs Post-Tax Costs

Medical 10/10/2024 Current Traditional Plan Coverage Elected Employee Only 27.7500 USD4 Weekly

Dental 10/10/2024 Current Dental Plan Coverage Elected Employee Only 3.9100 USD4 Weekly

Vision 10/10/2024 Current Waive Vision Waived Coverage Waive Coverage

Select a Medical Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
☐ Traditional Plan	Coverage Elected	Employee Only	27.7500 USD4 Weekly	
☒ Traditional Plan	Coverage Elected	EE + Children	57.8200 USD4 Weekly	

Choose the plan name and coverage option you want above.

To enroll the dependents, if applicable, click the box next to the dependent(s) below you wish to add.

Enroll Dependents

☒ (Child)

Add Cancel

You will do the same steps for Dental and Vision if applicable, click on the **Pencil** icon under actions.

STEP 5

To add or update beneficiaries for Basic Life and AD&D, click on the **Pencil** icons.

SAP Birth or Adoption: Step 5 of 8 (Insurance Plans)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 Health Plans 5 **Insurance Plans** 6 Savings Plans 7 Flexible Spending Accounts

Enroll in Insurance Plans

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Primary Beneficia...	Pre-T
	Basic Life	10/10/2024	Current	Basic Employee Life	Company Provided	104,000.0000 USD4		
	Basic AD&D	10/10/2024	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 and/or add the coverage. Once you have made the changes, click **Add** to continue.

Select a Basic Life Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
☒ Basic Employee Life	Company Provided	258,000.0000		

Designate Beneficiaries

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
Child	Child	50	0
Child	Child	50	0
Child	Child	0	0
Total		100	0

Add Cancel

Click on the **Paper** icon under actions to add Supplemental Life, AD&D and/or Voluntary Protection coverages.

SAP Birth or Adoption: Step 5 of 8 (Insurance Plans)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 Health Plans 5 **Insurance Plans** 6 Savings Plans 7 Flexible Spending Accounts 8 Review and Save

Enroll in Insurance Plans

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Primary Beneficia...	Pre-Tax Costs	Post-Tax Costs
	Basic Life	10/10/2024	Current	Basic Employee Life	Company Provided	104,000.0000 USD4			
	Basic AD&D	10/10/2024	Current	Basic AD&D	Company Provided	104,000.0000 USD4			
	Sup Emp Life	10/10/2024							
	Sup Child Life	10/10/2024							
	Sup AD&D	10/10/2024							
	EE Critical Ill	10/10/2024							
	Dep Critical Ill	10/10/2024							
	Vol Accident	10/10/2024							
	Vol Hospital	10/10/2024							

If you are enrolling in the Supplemental Life and/or AD&D. 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.

SAP Birth or Adoption: Step 5 of 8 (Insurance Plans)

1 Personal Profile 2 Dependents and Beneficiaries 3 Benefits Summary 4 Health Plans 5 **Insurance Plans** 6 Savings Plans 7 Flexible Spending

Enroll in Insurance Plans

Acti...	Plan Type	Starts On
	Basic Life	10/10/2024
	Basic AD&D	10/10/2024
	Sup Emp Life	10/10/2024
	Sup Child Life	10/10/2024
	Sup AD&D	10/10/2024
	EE Critical Ill	10/10/2024
	Dep Critical Ill	10/10/2024
	Vol Accident	10/10/2024
	Vol Hospital	10/10/2024

Kiewit provides Basic Life and AD&D coverage for you and family if applicable.

You can enroll in the Protection Plans at time of hire.

Please note, if enrolling in Critical Illness you MUST designate beneficiaries.

Click on the "Add" icon to enroll, or pencil icon to change.

For more information go to www.myjobbenefits.com

Select a Sup Emp Life Plan

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

Additional Coverage

Additional Unit: x USD4

Total Insurance Coverage: [Calculate](#)

Designate Beneficiaries

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
	Child	0	0
Total		0	0

[Add](#) [Cancel](#)

For the critical illness plan, you have three coverage options: EE Critical ILL (employee-only coverage), Spouse Crt Ill (spouse coverage) and Dep Critical Ill (dependent coverage).

When clicking on EE Critical I and/or Spouse Crt Ill, you will get a pop up where you must select which coverage plan option you wish to enroll in **AND** whether you use Tobacco . You will need to be sure you are selecting the correct plan.

Select a EE Critical Ill Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
☒ EE Critical Illness	Employee Tobacco user Option 1	5,000.0000		3.7385 USD4 Weekly
☐ EE Critical Illness	Employee Tobacco user Option 2	10,000.0000		7.4769 USD4 Weekly
☐ EE Critical Illness	Employee Tobacco user Option 3	20,000.0000		14.9538 USD4 Weekly
☐ EE Critical Illness	Employee NON-Tobacco Option 1	5,000.0000		2.1115 USD4 Weekly
☐ EE Critical Illness	Employee NON-Tobacco Option 2	10,000.0000		4.2231 USD4 Weekly
☐ EE Critical Illness	Employee NON-Tobacco Option 3	20,000.0000		8.4462 USD4 Weekly

Designate Beneficiaries

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
		0	0
		0	0
		0	0
Total		0	0

Add Cancel

Select a Spouse Crt Ill Plan

Plan Name	Option	Enroll in One Plan	Coverage	Pre-Tax Costs	Post-Tax Costs
☒ Spouse Critical Illness	Spouse Tobacco user Option 1	EE Critical Illness	2,500.0000		1.4377 USD4 Weekly
☐ Spouse Critical Illness	Spouse Tobacco user Option 2	EE Critical Illness	5,000.0000		2.8755 USD4 Weekly
☐ Spouse Critical Illness	Spouse Tobacco user Option 3	EE Critical Illness	10,000.0000		5.7509 USD4 Weekly
☐ Spouse Critical Illness	Spouse NON-Tobacco Option 1	EE Critical Illness	2,500.0000		0.9057 USD4 Weekly
☐ Spouse Critical Illness	Spouse NON-Tobacco Option 2	EE Critical Illness	5,000.0000		1.8113 USD4 Weekly
☐ Spouse Critical Illness	Spouse NON-Tobacco Option 3	EE Critical Illness	10,000.0000		3.6226 USD4 Weekly

Designate Beneficiaries

Name	Relationship	Primary Percentage (%)	Contingent Percentage (%)
		0	0
		0	0
Total		0	0

Add Cancel

If you wish to enroll in the voluntary accident or hospital indemnity protection plans, you have four options: employee-only, employee plus spouse, employee plus children or family.

Select a Vol Accident Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
☒ Voluntary Accident Ins	Employee Only	0.0000		2.2454 USD4 Weekly
☐ Voluntary Accident Ins	Employee + Spouse	0.0000		3.5862 USD4 Weekly
☐ Voluntary Accident Ins	Employee + Children	0.0000		2.8662 USD4 Weekly
☐ Voluntary Accident Ins	Family	0.0000		4.2069 USD4 Weekly

Select a Vol Hospital Plan

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
☒ Voluntary Hospital Ins	Employee Only	0.0000		3.7892 USD4 Weekly
☐ Voluntary Hospital Ins	Employee + Spouse	0.0000		9.8585 USD4 Weekly
☐ Voluntary Hospital Ins	Employee + Children	0.0000		7.8208 USD4 Weekly
☐ Voluntary Hospital Ins	Family	0.0000		14.8038 USD4 Weekly

Add Cancel

Be sure you are designating beneficiaries for any of the employee protection plans you choose. You are automatically the beneficiary on your spouse / dependent plans.

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

STEP 6

If you elected the health savings medical plan option in Step 4, you can update your weekly contribution by clicking on **Pencil** icon to add your weekly contribution.

SAP

Birth or Adoption: Step 6 of 8 (Savings Plans)

1

2

3

4

5

6

7

8

Personal Profile

Dependents and Beneficiaries

Benefits Summary

Health Plans

Insurance Plans

Savings Plans

Flexible Spending Accounts

Review and Save

Enroll in Savings Plans

Acti...	Plan Type	Starts On	Status	Plan Name
 	Health Sav Acct	10/06/2024	New	Health Savings Account

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

Enter Health Sav Acct Plan Information



Select Plan

Plan Name

☒ Health Savings Account

Regular Contribution

Period: Weekly

Pre-Tax Amount:

Add

Cancel



Previous

Next

Save

STEP 7

If you are enrolled in a Flexible Spending Account, you can update your annual contribution by clicking on the **Pencil** icon. If you are currently not enrolled, you can enroll based on the family status change by clicking on the **Paper** icon.

SAP

Birth or Adoption: Step 7 of 8 (Flexible Spending Accounts)

1

2

3

4

5

6

7

8

Personal Profile

Dependents and Beneficiaries

Benefits Summary

Health Plans

Insurance Plans

Savings Plans

Flexible Spending Accounts

Review and Save

Enroll in Flexible Spending Accounts

Acti...	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs	Post-Tax Costs
	Medical FSA	10/10/2024			0.00	
	Dep Daycare FSA	10/10/2024			0.00	

Enter Medical FSA Plan Information



Select Plan

Plan Name	Enroll in All Plans
☒ Healthcare FSA Plan	
☐ Healthcare Limited Purpose FSA	Health Savings Account

Details: Annual Contribution for Healthcare FSA Plan for period 01/01/2024 - 12/31/2024

Annual Contribution Amount:

Amount per Paycheck:

Calculate

Add

Cancel



Previous

Next

Save

Once you have added your annual election amount, click **Add** to continue and Next.

STEP 8

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

SAP

Birth or Adoption: Step 8 of 8 (Review and Save)

To save your changes, please click Save below

1

2

3

4

5

6

7

8

Personal ProfileDependents and BeneficiariesBenefits SummaryHealth PlansInsurance PlansSavings PlansFlexible Spending AccountsReview 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	Primary...	Post-Tax Costs	Pre-Tax Co...
Medical	10/10/2024	Current	Health Savings Plan	Coverage Elected		Employee Only				17.2100 USD4 Weekly
Dental	10/10/2024	Current	Dental Plan	Coverage Elected		Employee Only				3.9100 USD4 Weekly
Vision	10/10/2024	Current	Waive Vision	Waived Coverage		Waive Coverage				
Basic Life	10/10/2024	Current	Basic Employee Life	Company Provided		104,000.0000 USD4				
Basic AD&D	10/10/2024	Current	Basic AD&D	Company Provided		104,000.0000 USD4				
Health Sav Acct	10/10/2024	Current	Health Savings Account							100.0000 USD4 Weekly

i

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

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

Employee Photo Area

Date10/17/2024

Type of offer

Offer fromto

Personnel number

Personnel area

Name of employee

Org. Unit

02222 TIC-TX-Westlake50867677