Subject: New Functionality to Report Job Refusals and Return to Work Dates in BEACON

Dear Valued Employer:

You may now use your [BEACON 2.0 employer portal](#) to report job refusals and employee return to work dates to the Maryland Division of Unemployment Insurance (DUI).

To report or change the return to work date, please have the following information:

- Employer name;

- Employer Identification Number;

- Employee's Social Security number;

- Employee's first name and last name; and

- Date that employee will return to work.

To report a job refusal, please have the following information:

- Individual's Social Security number;

- Individual's first name and last name;

- Job refusal date; and

- Job offer date, if different from the job refusal date.

When an employer offers a job to a claimant in filing status or recalls a former employee in layoff status and the individual refuses the job (or fails to return), the employer must notify the Maryland Division of Unemployment Insurance (DUI) within 15 days of the refusal. DUI will then determine whether the claimant should be paid or denied benefits. Additional information may be requested from the employer.

To report a job refusal:

1. From the BEACON 2.0 employer portal home page, select "Benefit Services."
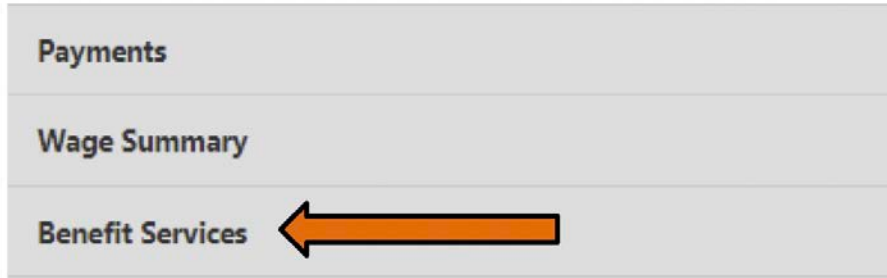
2. Under Benefit Services, select the "Report Job Refusal" icon.

3. Read the instructions and click "next." Select "add" to create a new job refusal.

4. Complete the Employer Contact Information section and select "next."

5. Enter the position start date in the Job Refusal Date text box. In the Job Offer text box, enter the date the job was offered (if different from the job refusal date). If all individuals on the report have the same Job Refusal date, check "Select checkbox."

This will populate the offer date and refusal date for all individuals on the report. If the dates are different for different individuals, do not select the checkbox.

6. You can input employee information manually or by uploading it from an Excel spreadsheet.

- To input information manually, select manual entry. Select "add" to input information for each individual.

- To input information for multiple individuals, select "Upload a File Containing Employee Information." Select "download template" to download the Excel template. In the template, provide the individuals' Social Security numbers, first names and last names, job refusal dates, and job offer dates, if different from the job refusal dates. Save the file and return to the Submit a File screen. Select the "Select Report Job Refusal Date" button, choose the Job Refusal Excel file just created, and select "upload."

7. Review the contact information and Job Refusal Date list.

8. Check the acknowledge box and select "next."Once complete, you can review the completed Job Refusal list by selecting the Report Job Refusal icon. You can delete, edit, or add individuals to the existing list by choosing the Report or Modify Job Refusal Date button.

To report a return to work date:

1. From the BEACON 2.0 employer portal home page, select "Benefit Services."

2. Select the "Report Return to Work Date" icon.

3. Read the instructions and select "next."

4. To create a New Report of Return to Work Dates, select "add."

5. Complete the Employer Contact Information section.

6. If all employees have the same return to work date, enter that date and check the box that states "select check box to confirm. . . ." All of the return to work dates will be prefilled with that date. If employees have different return to work dates, enter a common date for several employees or the closest return to work date. If you do not check the box, you must manually enter dates for each employee.

7. Add employees. Employees can be added either manually or by uploading a file with employee information.

- To add employees manually, select "manual entry." Enter one employee's Social Security number, first name, last name, and return to work date per line.

- To add employees by uploading a file, select "Upload a File Containing Employee Information." Download the Excel template. Provide the employees' Social Security numbers, first names and last names, and return to work dates. Save the file and return to the Submit a File screen. Select the "select return to work list" button, choose the Return to Work Date Excel file, and check "upload." Select "next" when the green check appears.

Add Employees

Employer Information

Employer ID: Employer Name:

Add Employees

Enter the return to work date
Return to Work Date: * [   ] 📅
☐ Select check box to Confirm if Return to Work Date is same for all the employees in the list.
How are you adding employees?

* ○ Manual Entry - Enter individual employee information
  ○ Upload a file containing employee information

Left navigation:
- Instructions for Reporting Return to Work Date
- Report or Modify Return to Work Date
- Return to Work Date Contact Information
- **Add Employees**

8. Review the contact information and Return to Work list, check the acknowledge box and select "next."

9. Once complete, you can view the completed Return to Work list by selecting the Report Return to Work Date icon. Select the Report or Modify Return to Work Date radio button to delete, edit, or update the list.

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