

## **BEACON Glossary of Terms**

### **A**

**Account Profile and Maintenance main menu item:** Select this main menu item to navigate to the Account Profile and Maintenance screen.

#### **Address fields and dropdowns:**

##### **Enter the residential address information.**

**Note:** If the state selected is not Maryland, the county dropdown is not available.  
(Claimant Application – Staff Assisted)

- Enter the address of the location where the claimant worked. (Add Employment History)

**Address Information fields:** Update the applicable fields. (View or Update Address Summary)

**Address Summary tab:** Select this tab to display current address records. (View or Update Address Summary)

**Agency Address field:** This field displays the address of the selected federal agency and department. (Add Federal Employment)

### **B**

**Benefit Claim Effective Date checkbox:** Select this checkbox to choose the most recent Sunday date.

**Benefits Rights Information:** This information outlines the rights of the claimant, along with the state law surrounding unemployment claims. (Claimant Application – Staff Assisted)

### **C**

**Choose File button:** Select this button to open a file explorer window.

**Note:** This button may display differently depending on the internet browser being used.  
(Add New Dependent Information)

**Claim History icon:** Select this icon to navigate to the Previous Claims screen. (View Claim History)

**Claim ID hyperlink:** Select this hyperlink to navigate to the desired claim. (View Claim History)

**Claimant Maintenance icon:** Select this icon to navigate to the Claimant Maintenance screen.

**Claimant Message Details:** The message details will display the date created, status, subject line, and content. (View Message Inbox)

**Claimant Submitted Information grid:** This grid displays the claimant-submitted information for the claimant's work sharing claim. (Claimant Submits Weekly Work Sharing Certification Request)

**Close button:** Select this button to close the message. (View Message Inbox)

**Communication Preference dropdown:** Select the preferred communication type.

**Note:** Depending on the selection made, other fields may appear. (Claimant Application – Staff Assisted)

**Communication Preference tab:** Select this tab to display communication preference options. (View or Update Communication Preferences)

**Contact Information fields:** Enter the updated contact information. (View or Update Contact Summary)

**Current Weekly Certification panel:** This panel displays the current week as well as all weeks that are available for certification.

**Customary Occupation Search field:** Enter the title or occupation. (View or Update Work Information)

**Customary Occupation textbox:** Enter the title of the occupation as it relates to the claimant's most recent job/experience. (Claimant Application – Staff Assisted)

## D

**Data Privacy Authorization checkbox:** Select the checkbox to agree with the authorization. (Claimant Application – Staff Assisted)

**Date of Birth field:** Enter the dependent's birth date. This date can be manually entered using the MM/DD/YYYY format or the date can be selected using the calendar icon. (Add New Dependent Information)

**Dependent Information icon:** Select this icon to navigate to the Dependent Information Maintenance screen. (View or Update Existing Dependent Information)

**Dependent record:** Select a desired dependent record to be updated. (View or Update Existing Dependent Information)

**Dependent radio buttons:** Select the Yes or No radio button to answer this question. (Claimant Application – Staff Assisted)

**Did You Work Full-Time for this Employer? radio button:** Select the Yes or No radio button to indicate if the claimant worked full-time. (Add Employment History)

**Disability radio buttons:** Select Yes, No, or the I Choose Not to Answer radio button, to answer this question. (Claimant Application – Staff Assisted)

**Disaster Unemployment Assistance radio buttons:** Select the Yes or No radio button to answer the question.

**Note:** This question is only available when there is a current Disaster Unemployment Assistance program in place. (Claimant Application – Staff Assisted)

**Do you agree with the information provided by your employer?:** Select the appropriate Yes or No radio button to answer this question. (Claimant Submits Weekly Work Sharing Certification Request)

**DUA Disclaimer tab:** This tab contains the Disaster Unemployment Assistance Disclaimer information. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**DUA Initial Questions tab:** This tab contains a summary of the initial questions and the answers that were provided. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

## E

**Education dropdown:** Select the highest level of education completed. (Claimant Application – Staff Assisted)

**Eligibility Question radio buttons:** Select the Yes or No radio button to answer each of the eligibility questions on this screen.

**Note:** More questions may appear depending on the answer selected for each question. The answer to these questions also determines if any fact-finding questionnaires need to be sent to the claimant or employer regarding eligibility. Hyperlinked words, including severance pay, bonus pay, and special pay, can be selected for more information on the qualifications for each respective pay type.

**Email Address field:** Enter the email address to be used as the preferred correspondence email, then confirm the email address.

**Note:** This field appears only when email is selected as the communication preference.

**Employer Business Address fields:** Enter the employer's business address. (Add Unidentified Maryland Employer)

**Employer Information panel:** This panel displays the employer information. (Add Federal Employment)

**Employer Legal Name field:** Enter the legal name of the employer. (Add Unidentified Maryland Employer)

**Employer Name field:** Enter the name of the employer the claimant worked for.

**Note:** When a partial name is entered, BEACON will search for all employers that have the entered name included. (Add Unidentified Maryland Employer)

**Employer Name field:** Enter the name of the employer. (Add Employment History)

**Employer Name/Record:** Select the radio button next to the employment record that requires an update.

**Note:** Select the Employer ID hyperlink to display wage information.

**Note:** If the employer does not exist in BEACON, the grid on the screen is blank, and the claimant must add the employer's information. (Claimant Application – Staff Assisted)

**Employer record:** Select the radio button next to the desired record. (Add Employment History)

**Employment End Date field:** Enter the last day of work. This date can be manually entered using the MM/DD/YYYY format or the date can be selected using the calendar icon. (Add Employment History)

**Employment Information icon:** Select this icon to navigate to the Employment Information Maintenance screen. (View Employment History)

**Employment Start Date field:** Enter the first day of work. This date can be manually entered using the MM/DD/YYYY format or the date can be selected using the calendar icon.

**Employment Type dropdown:** Select the type of employment.

**Note:** Additional fields will appear if Federal or Military Employment Type is selected. (Add Employment History)

## F

**File Name hyperlink:** Select this button to open the uploaded file. (View or Update Existing Dependent Information)

**First Name field:** Enter the first name of the dependent. (Add New Dependent Information)

**Full-Time Work radio buttons:** Select the Yes or No radio button to answer the question.

## G

**Gender radio buttons:** Select the radio button to indicate the gender of the dependent. (Add New Dependent Information)

## H

**Have you applied for, or are you receiving from Veterans Affairs, a subsistence allowance for vocational rehabilitation training?:** Select the Yes or No radio button to answer this question. (Add Military Employment)

**Have you applied for, or are you receiving, Post 9/11 education assistance?:** Select the Yes or No radio button to answer this question. (Add Military Employment)

**Have You Been Notified by this Employer of a Definite Return to Work Date? radio button:** Select the Yes or No radio button to answer the question.

**Note:** A question regarding a definite return to work date may appear based on the selected reason for separation.

**Have You Worked for Another Employer Since MM/DD/YYYY radio buttons:** Select the Yes or No radio button to indicate if the claimant has worked for another employer since the displayed date.

**Hispanic Heritage radio buttons:** Select the appropriate radio button to answer this question. (Claimant Application – Staff Assisted)

## I

**Information fields:** Enter the information.

**Note:** The citizenship question opens additional fields if the claimant is not a U.S. citizen. (View or Update Profile Information)

**Initial Questions fields:** Answer the following questions: (Process Trade Readjustment Allowance (TRA) Weekly Certification Request)

1. **Were you able and available to work in your occupation without restrictions during the week?:** Select the Yes or No radio button to answer this question.
2. **Did you work either full or part time during the week?:** Select the Yes or No radio button to answer this question.

**Note:** If Yes is selected, additional fields appear asking how many hours were worked, if money was earned, and what the gross earnings were.

3. **Did you receive any commission earnings during the week?:** Select the Yes or No radio button to answer this question.
4. **Did you receive your first payment from a pension that you have not already reported?:** Select the Yes or No radio button to answer this question.

**Note:** Do not include Social Security benefits.

**Initial Questions tab:** Review the information on this tab for accuracy.

**Initial Questions:** Answer all required fields: (Claimant Application – Staff Assisted)

1. **Were you able and available to work in your occupation without restrictions during the week?:** Select the Yes or No radio button to answer this question.
2. **Did you attend school or training during the week?:** Select the Yes or No radio button to answer this question.

**Note:** This question will not appear if there is an approved training waiver on the claim for the affected week.

3. **Did you actively look for work during the week?:** Select the Yes or No radio button to answer this question.

**Note:** This question will not appear if there is an approved training waiver on the claim for the affected week.

4. **Did you work either full or part time during the week?:** Select the Yes or No radio button to answer this question.

**Note:** If Yes is selected, additional fields appear asking how many hours were worked, if money was earned, and what the gross earnings were.

5. **Did you receive any commission earnings during the week?:** Select the Yes or No radio button to answer this question.
6. **Did you receive your first payment from a pension that you have not already reported?:** Select the Yes or No radio button to answer this question.

**Note:** Do not include Social Security.

**Initial Questions:** Answer the following questions: (Process Additional Training Benefit (ATB) Weekly Certification Request)

1. **Did you attend all scheduled school or training during the week?:** Select the Yes or No radio button to answer this question.
2. **Did you work either full or part time during the week?:** Select the Yes or No radio button to answer this question.

3. **Did you receive any commission earnings during the week?:** Select the Yes or No radio button to answer this question.
4. **Did you receive your first payment from a pension that you have not already reported?:** Select the Yes or No radio button to answer this question.

**Note:** Do not include Social Security benefits.

**Is the other parent of this dependent currently filing for unemployment insurance?:** Select the Yes, No, or Do Not Know radio button to answer this question. (Add New Dependent Information)

**Is this dependent your child, adopted child or stepchild?:** Select the Yes or No radio button to answer this question. (Add New Dependent Information)

**Is your work for this employer in a school or related to a school?:** Select the Yes or No radio button to answer this question. (Add Out of State Employment)

## J

**Job Information panel:** Use the field in this panel to add additional job information, if applicable.

**Note:** Job titles can be entered and searched, then selected from the results. (Claimant Application – Staff Assisted)

## K

[no glossary terms]

## L

**Last Name field:** Enter the last name of the dependent. (Add New Dependent Information)

## M

**Mail Hold radio buttons:** Select the Yes or No radio button. Turning on the Mail Hold will prevent documents from being sent to the mailing address on file. (View or Update Communication Preferences)

**Mailing address checkbox:** Select this checkbox to indicate the mailing address is the same as the residential address.

**Note:** Selecting this checkbox prompts the mailing address information to autofill with the information entered from the prior screen.

**Note:** If the mailing address is different from the residential address, enter the address information in the sections available. If the checkbox is selected to indicate that the mailing address is the same as the residential address, the mailing address information autofills with the information entered on the prior screen. (Claimant Application – Staff Assisted)

**Maintain Tax Withholding Information radio buttons:** Select the radio button next to the preferred tax withholding option. (Update Claimant Payment Method and Tax Withholding Selection)

**Make Payment icon:** Select this icon to begin the Payment Wizard. (Claimant Submits Debt Payment) (Paper Check Voucher) (Cancel Pending Payment) (Edit Pending Payment)

**Military Service End Date (line 12b on DD214):** Enter the last day of work. This date can be manually entered using the MM/DD/YYYY format or the date can be selected using the calendar icon. (Add Military Employment)

**Military Service Start Date (line 12a on DD214):** Enter the first day of work. This date can be manually entered using the MM/DD/YYYY format or the date can be selected using the calendar icon. (Add Military Employment)

**Modify button:**

- Select this button to modify a selected court order record. (View and Modify Child Support Order)

**Monetary Information icon:** Select this icon to navigate to the View Monetary Information screen. (View Benefit Payment Monetary Information)

**Monetary Sequence Number hyperlink:** Select this item to navigate to the Monetary Header Maintenance screen. (View Benefit Payment Monetary Information)

**Monetary Summary panel:** This panel displays monetary information. (View Benefit Payment Monetary Information)

**My Account main menu item:** Select the main menu item to return to the Claimant Portal home screen.

## N

**New button:**

- Select this button to add or update a work search requirement. (View or Update Work Search Requirement)
- Select this button to add, edit, or delete an exemption. (View or Update Work Search Requirement)

- ❑ **New button:** Select this button to begin the task of creating a new payment plan. (Submit Claimant Payment Plan)

**Next button:** Select this button to navigate to the next screen in the Wizard. If any required information is missing, an error message displays detailing what information still needs to be entered on the current screen.

**No residential address checkbox:** Select this checkbox if the claimant does not have a residential address. (Claimant Application – Staff Assisted) (Reopen Claim)

## O

**Occupation Title checkbox:** Select the checkbox if the correct job title is displayed. If the correct job title is not displayed, search again with different criteria. (View or Update Work Information)

**Other Address radio button:** Select this radio button if another address needs to be entered. (Submit Claimant Payment Plan)

**Other Claim in Last Year radio buttons:** Select Yes or No to answer the question. (Claimant Application – Staff Assisted) (Initial Questions – Military)

## P

**Payment Amount field:** Enter the payment amount. (Claimant Submits Debt Payment) (Paper Check Voucher) (Edit Pending Payment)

**Payment Details Week Ending panel:** This panel displays the payment information for the selected claim week. (View Payment Information)

**Payment History icon:** Select this icon to navigate to the Claimant Payment Summary Maintenance screen.

**Payment ID radio button:** Select the radio button corresponding to the payment to refund. (Return Payments)

**Payment Method & Tax Withholding Options icon:** Select this icon to navigate to the Payment Method Maintenance screen.

**Payment Method dropdown:** Select the payment method.

**Note:** The Payment Type radio buttons populate when the payment method is selected. Pay by Mail is the only option available to agency staff. Claimants also have the online option available. (Claimant Submits Debt Payment) (Paper Check Voucher)

**Payment Method radio button:** Select the radio button next to the preferred payment method. (Claimant Application – Staff Assisted) (Reopen Claim)

**Payment Options radio button:** Select the radio button next to the preferred payment option. (Update Claimant Payment Method and Tax Withholding Selection)

**Payment Plan icon:** Select this icon to navigate to the Claimant Payment Function Maintenance Wizard screen. (Submit Claimant Payment Plan)

**Payment Plan Type dropdown:** Select the Payment Plan Type. (Submit Claimant Payment Plan)

**Payment Type radio buttons:** Select the payment type using these radio buttons.

**Note:** Staff only have access to the Paper Check, Money Order, and Cashier Check radio buttons. Claimants have access to other radio buttons allowing them to select payment from a bank account, debit card, or credit card. (Claimant Submits Debt Payment) (Paper Check Voucher)

**Payments panel:** This panel contains fields for entering the claimant's payment information. These fields relate to pension or other retirement payments, lump sum pension payments, profit sharing pay, bonus pay or special pay, severance pay, vacation pay, and holiday pay. (Update Employment History)

**Phone Number field:** Enter a phone number or select the checkbox if the claimant does not have a phone number.

**Preferred Method of Contact dropdown:** (View or Update Communication Preferences)

**Previous button:** Select this button to navigate to the previous screen.

**Print button:** Select this button to print the page.

**Print Voucher button:** Select this button to view and print the payment voucher. (Claimant Submits Debt Payment) (Paper Check Voucher)

**Private Income Protection Insurance Question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant has applied for, or received, any type of private income protection insurance.

**Note:** If Yes is selected, additional fields appear for entering the from and to dates for the period covered, as well as the payment amount. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**Profile Information tab:** Select this tab to view/update demographic and/or background information on the claimant. (View or Update Profile Information)

## Q

[no glossary terms]

## R

**Race dropdown:** Select the claimant's race. (Claimant Application – Staff Assisted)

**Reason for Discharge radio buttons:** Select the radio button next to the reason for discharge. (Add Unidentified Maryland Employer)

**Reason for Separation radio buttons:** Select a radio button next to the separation reason that applies.

**Note:** Depending on the answer given, more fields may appear. The answer also determines the Fact-Finding Questionnaire that is generated, as applicable.

**Reason for Waiver Request textbox:** Enter the reason for the waiver request. (Claimant Requests Waiver)

**Re-enter SSN:** Re-enter the Social Security number of the dependent. (Add New Dependent Information)

**Retirement/pension/annuity amounts payable question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant has applied for, or received, funds from any retirement, pension, or annuity under a public or private plan or system.

**Note:** If Yes is selected, additional fields appear for entering the from and to dates for the period covered, as well as the payment amount.

**Return to Work Date radio buttons:** Select the Yes or No option to answer the question. (Claimant Application – Staff Assisted)

**Review tabs:** Select each tab to review the information that has been entered in the Claimant Registration Wizard and update information as needed.

**Note:** To update information, select the Previous button to navigate to that section of the Claimant Registration Wizard. (Claimant Application – Staff Assisted)

## S

**Same as Residential Address checkbox:** Select this checkbox if the claimant's mailing address is the same as the claimant's residential address. If this checkbox is not selected, BEACON displays address fields and dropdowns for the mailing address. (Claimant Application – Staff Assisted)

**Save & Exit:** Select this button to save the information entered and exit the Weekly Certification Wizard.

**Save button:**

- Select the Save button to save the changes. (View or Update Existing Dependent Information)
- Select this button to save the address information. (View or Update Address Summary)
- Select this button to save the changes. (View and Modify Child Support Order)
- Select this button to save the earnings information. BEACON navigates to the Payment Details screen after selecting this button. The Payment Details screen will display the updated earnings record and a new record in the History Details panel. (Update Payment Information)
- Select this button to save the information.
- Select this button to save the information. (View or Update Contact Summary)

**Search button:** Select this button to display the search results.

**Search Criteria fields:** Enter any known search criteria.

**Search Results radio buttons:** Select the radio button next to the most appropriate job title. (Claimant Application – Staff Assisted/Claimant Point of View)

**Select File button:**

- Select this button to open a file explorer window.

**Note:** This button may display differently depending on the internet browser being used. (View or Update Existing Dependent Information)

- Select this button to select a file to be uploaded.

**Select Your Division Department dropdown:** Select the division department.

**Note:** Additional fields will appear based on the selected answers. (Add Federal Employment)

**Select Your Federal Agency dropdown:** Select the federal agency. (Add Federal Employment)

**Selection checkbox:** Select this checkbox to select the debt record. (Submit Claimant Payment Plan)

**Selection radio button(s):**

- Use the radio button(s) to select a record.
- Use these radio buttons to select a pending payment record. (Edit Pending Payment)

**Social Security Number field:**

- Enter the claimant's Social Security Number without dashes.
- Enter the Social Security Number of the dependent. (Add New Dependent Information)

**Status dropdown:** Select the verification status. (Add New Dependent Information)

**Subject hyperlink:**

- Select this hyperlink to navigate to the appropriate screen for completion. (View Action Items)
- Select this hyperlink to open the message. (View Message Inbox)

**Submit button:**

- Select the Submit button to display the selected weeks in the claimant portal for the claimant to certify, along with an action item for the available weeks. (Identify Weeks for Certification)
- Select this button to submit the information and withdraw the claim. (Withdraw Claim)
- Select this button to submit the information. (Backdate Claim)

**Supplemental Unemployment Benefits (SUB) question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant has applied for, or received, any Supplemental Unemployment Benefits during the week.

**Note:** If Yes is selected, additional fields appear for entering the from and to dates for the period covered, as well as the payment amount. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**T**

**Tax Withholding History panel:** This grid will display the history each time the tax withholding is updated. (Update Claimant Payment Method and Tax Withholding Selection)

**Tax Withholding radio buttons:** Select the appropriate radio button to answer the question. (Claimant Application – Staff Assisted) (Reopen Claim)

**Type(s) of Employment checkboxes:** Select one or multiple employment types. When certain options are selected, it may result in additional fields or an additional screen appearing.

**U**

**U.S. Citizen radio buttons:** Select the Yes or No radio button to answer the question.

**Note:** Selecting No to this question opens a new set of questions regarding residency status. (Claimant Application – Staff Assisted)

**Unemployment compensation question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant applied for, or received, any unemployment compensation under state or federal law during the week.

**Note:** If Yes is selected, additional fields appear for entering the from and to dates for the period covered, as well as the payment amount. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**Union Member radio buttons:** Select the Yes or No radio button to answer the question.

**Note:** If Yes is selected, additional fields appear to enter the union information. (Claimant Application – Staff Assisted)

**Update button:**

- Select this button to navigate to the Dependent Information Details screen. (View or Update Existing Dependent Information)
- Select this button to navigate to the Detailed Employment Information screen.
- Select this button to navigate to the Employment History screen. (Update Employment History)
- Select this button to update a selected earnings record on the Employer Payment Information Maintenance screen.

**Upload File button:** Select this button to open a file explorer window to select the desired file.

**Uploaded Document checkbox:** Select this checkbox to delete the file. (View or Update Existing Dependent Information)

## V

**View button:** Select this button to view the selected record. (View Employment History)

## W

**Wages Lost Due to Illness/Disability Question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant applied for, or received, any amounts for loss of wages due to illness or disability.

**Note:** If Yes is selected, additional fields appear for entering the from and to dates for the period covered, as well as the payment amount.

**Week Ending hyperlink:** Select a hyperlink to navigate to the Payment Details screen. (View Payment Information) (Update Payment Information)

**Weekly Certification main menu item:** Select this main menu item to navigate to the Process Weekly Certification screen.

**Work Availability Question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant was able and available for work during the week. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**Work Information tab:** Select this tab to display the Work and Occupational Informational panels. (View or Update Work Information)

**Work Location checkbox:** Select this checkbox to indicate that the physical location where work was performed is the same location as the employer business address provided.

**Note:** When this checkbox is not selected, agency staff can enter an address in the address fields (not shown in screenshot). (Claimant Application – Staff Assisted)

**Work Question radio button:** Select the appropriate Yes or No radio button to indicate whether or not the claimant worked during the week or was engaged in any self-employment.

**Note:** If Yes is selected, a grid appears for entering the hours worked for each day of the week. Two additional fields also appear for entering gross earnings for the week and entering the net earnings for self-employment. Answers must be entered to proceed with the weekly certification. (Process Disaster Unemployment Assistance (DUA) Weekly Certification Request)

**Work Search Log tab:** Review the information on this tab for accuracy.

**Would you like to use the wages from this employer for the purpose of this application?:** Select the Yes or No radio button to answer this question. (Add Out of State Employment)

## X

[no glossary terms]

## Y

**You Have Unread Messages hyperlink:** Select the hyperlink to navigate to the Claimant Messages Maintenance screen. (View Message Inbox)

## Z

[no glossary terms]