Separation Information E-Response
Users Guide
What is SIDES?
SIDES stands for the State Information Data Exchange System. It’s a software tool that empowers states, employers, Third Party Administrators (TPAs) and Professional Employer Organizations (PEOs) to quickly, accurately, and securely respond to unemployment insurance requests.

How it Works
SIDES E-Response is a free website where employers and their representatives submit UI responses directly to state unemployment agencies.

When you receive a request, use the provided PIN to access and complete responses. Once completed, a confirmation number and downloadable PDF will immediately be available for your records.

Benefits
● Lost responses are a thing of the past. With direct online communication, feel confident knowing information was transmitted correctly and securely.
● Nationally consistent format for any size business. Eliminate submission errors with SIDES’ consistent and intuitive format.
● Handles details so employers can focus on business. The innovative digital process reduces personnel time and effort.
● Enhances the integrity of the UI system. SIDES reduces UI tax rates and waste in the system.

How to Register
Maryland does not require employers to register to use E-Response. Pending requests for separation will be available in your BEACON employer portal: https://employer.beacon.labor.md.gov/. BEACON will automatically redirect employers to SIDES E-Response. If you use a third-party administrator to handle processing of your employee’s UI claims, please consult with the TPA prior to using SIDES E-Response.

Contact Us: 410-949-0033 or dluisides-labor@maryland.gov
Separation Information Exchange
The SIDES Separation Information Exchange is used by employers to process over 31% of UI claims nationwide. The separation information request is triggered by the states when a worker files an initial claim or reopens an existing claim. Since the request is sent electronically, employers do not need to wait for the request to arrive by mail. This allows for more time to complete a detailed and timely response.

Preparing to Respond to a Request for Separation Information
Gather detailed, pertinent information about the claimant’s separation and payments made after the separation.

- Employer contact information
- Dates of employment
- Details of separation
- Relevant prior incidents and warnings
- Supporting documentation
- Monies paid after separation

Access the SIDES Separation Information Exchange
Log into uisides.org using the credentials provided by the state workforce agency. Some states provide a direct link in their employer portal.
**Select a Claim**
The list of requests for information will be displayed. This list can be sorted by any column by selecting the up or down arrow next to the column header.

Select the claim you want to work.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Due Date</th>
<th>Response Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td>505-11-6543</td>
<td>02/04/2022</td>
<td>In Progress</td>
</tr>
<tr>
<td>Allen, Bob</td>
<td>565-15-2326</td>
<td>02/04/2022</td>
<td>Not Started</td>
</tr>
<tr>
<td>Johnson, Alice Q</td>
<td>202-56-3215</td>
<td>02/03/2022</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

**INTEGRITY TIP:** Respond timely to every request for separation information!
**Review Claim Details**

This screen provides information related to the claim.

<table>
<thead>
<tr>
<th>Name</th>
<th>Allen, Bob</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim Number</td>
<td>66959596</td>
</tr>
<tr>
<td>Claim Effective</td>
<td>01/01/2022</td>
</tr>
<tr>
<td>Benefit Year Begin</td>
<td>01/01/2022</td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>Claim Type</td>
<td>Regular UI, New Initial Claim</td>
</tr>
<tr>
<td>Request</td>
<td>01/25/2022</td>
</tr>
<tr>
<td>Due</td>
<td>02/04/2022</td>
</tr>
<tr>
<td>Response Status</td>
<td>Not Started</td>
</tr>
<tr>
<td>View</td>
<td>Request - 01/25/2022</td>
</tr>
</tbody>
</table>

**Tip:** If you fail to download your response after submitting, you can return to this screen to download your response.

Records are only displayed for 35 days from the request date.
Verify Employer Information
Make any necessary corrections to the employer information.

Name: Allen, Bob
Due: 02/04/2022

Employer

Employer Name: XYZ Holdings
FEIN: 987654321
SEIN: 987654321
Type of employer: Last Employer

Corrected

☐ TPA/Employer Representative receiving this request DOES NOT represent this employer.
☐ PEO receiving this request DOES NOT represent this employer.

Save Close Next

Tip: Navigate your response using the buttons on the bottom of the screen.

Close will send you back to the claim list.
Verify Claimant Information
Make any necessary corrections to the claimant information.

Alert the state to special claim situations.

INTEGRITY TIP: If you feel a claim is potentially fraudulent, alert the state immediately! Select the fraudulent claim checkbox if you have knowledge of:

- Potential identity fraud
- Claimant is still working
- Claimant is deceased
- Claimant is incarcerated
Provide Detailed Separation Information
Select the reason that the claimant is no longer working.

- Temporary Layoff
- Laid Off/Lack of Work
- Fired/Discharged
- Vacation/Holiday Shutdown
- Asked to Resign
- Voluntary Quit
- Educational Institution Employee Between Semesters or Terms, Likely to Return
- Educational Institution Employee Between Semesters or Terms, Not Likely to Return
- Still Employed, Full-time
- Still Employed, Part-time
- Still Employer, Hours Reduced
- On Call/Temporary Status
- Leave of Absence
- Retirement
- Suspension
- Labor Dispute
- Professional Athlete Between Sports Seasons
- Disaster Related
- Not Listed Above

Questions will vary based on the reason for separation.

Employment/Separation Information

* Employer's reason for claimant's separation
  Select One
  Laid Off/Lack of Work

  Claimant's stated reason for separation
  Supervisor

  Claimant's stated job title

  Claimant's job title

  Claimant reported first day of work
  10/15/2021

  What was the claimant's first day of work?

  Claimant reported last day of work
  01/15/2022

  What was the last day claimant performed work?

  Was this seasonal employment?
  Yes

INTEGRITY TIP: Refusing to provide separation information can result in the employer being removed as an interested party and being charged for the account.
**Final Incident**

* What was the date of the final incident?

* Describe in detail the final incident that caused the discharge.

**Tip:** Be detailed when providing the final incident. The burden of proof falls to the employer to show why the claimant is no longer working for claims related to Fired/Discharged and Asked to Resign claims.
**Disclose Monies Paid After Separation**
Include any payments made following the separation of employment.

<table>
<thead>
<tr>
<th>Payment After Separation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total gross wages earned since 01/01/2022?</td>
<td></td>
</tr>
<tr>
<td>Did or will the claimant receive any compensation on or after the last day of work (excluding wages for hours worked)?</td>
<td>Yes</td>
</tr>
<tr>
<td>Will the claimant receive any of the following compensation on or after the last day of work?</td>
<td></td>
</tr>
<tr>
<td>□ Severance</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Separation</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Vacation</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Holiday/Floating Holiday</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Profit Sharing</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Bonus Pay</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ Wages in Lieu of Notice</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

*Is or will the claimant receive a company pension and/or 401K disbursement?* Select One

**INTEGRITY TIP:** Providing all payment after separation information is vital to prevent improper payments!
Support Your Responses
Upload documents that support your response.

**Documentation**

*Do you have any documents supporting your response?*
- ☐ Yes
- ☐ No

Allowable file formats are csv, jpg, jpeg, pdf, rtf, tiff (tif), txt. The total size of all attachments is limited to 5 megabytes. Scanned PDFs may be too large. For information on how to reduce the size of a PDF click here.

**Tip:** Reduce the size of your attachments. The response cannot be more than 5 MB.

**Tip:** Keep attachments relevant. For example, there is no need to attach your entire employee handbook. Send the related section.

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Separation Information E-Response Users Guide
Tell Us About You
Provide the information for the person who completed the response.

Preparer

* Info Prepared By
* Name
* Job Title
* Phone
* Email
Fax

□ Employer  □ TPA
Review the Response for Accuracy

Select 'View Response' to see a copy of the PDF before it is sent to the state workforce agency.

Review Response

Review your response before submitting:

View Response

Tip: The response is not submitted until you select the Submit button.
Save the Confirmation
Records are only saved on the website for 35 days after the request is sent. Save your confirmation number and download a copy of your response. An emailed copy will NOT be sent.

Tip: Print or download a copy of your response for your records.