



Adjustment Roster Report  
in MAGIC (Municipal Agencies)





# Adjustment Roster Report in MAGIC (Municipal Agencies)

1. Go to the MAGIC **Home** page.
2. Click **Reports**.

The screenshot shows the MAGIC Group Insurance Commission website. At the top left is the MAGIC logo with a star above the 'I'. To the right is the Seal of the Commonwealth of Massachusetts. Below the logo is a dark blue navigation bar with the following links: Benefit Management, Reports, Discrepancy Report, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. A yellow circle with the number '2' is positioned above the 'Reports' link, with a blue arrow pointing to it. Below the navigation bar is the 'Home' section. On the left side of the 'Home' section, there is a yellow circle with the number '1' and a blue arrow pointing upwards to the 'Home' heading. To the right of the 'Home' heading is the 'News & Alerts' section. Further right is the 'Group Insurance Commission' section, which contains a paragraph of text describing the GIC's mission. On the far right is the 'Links' section, which contains three underlined links: 'Coordinator Resource Materials', 'Employee Assistance Program (EAP) Mass4You', and 'Mass4You Financial Tools Available to Help GIC Members'.



# Adjustment Roster Report in MAGIC (Municipal Agencies)

1. Click the **Dropdown** arrow.

MAGIC  
Group Insurance Commission

Benefit Management Reports Discrepancy Report Admin Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: -- Select --

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# Adjustment Roster Report in MAGIC (Municipal Agencies)

1. Click the **Monthly Municipality Adjustment Report**.

The screenshot displays the MAGIC (Group Insurance Commission) website interface. At the top left is the MAGIC logo, and at the top right is the Seal of the State of Kansas. Below the logo is a navigation menu with the following items: Benefit Management, Reports, Discrepancy Report, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. The 'Reports' menu item is highlighted. Below the navigation menu is a 'Select Report:' dropdown menu. The dropdown menu is open, showing a list of reports: -- Select --, -- Select --, Monthly Municipality Insured Report, Monthly Municipality Adjustment Report (highlighted in blue), Municipality Invoice, GASB Report, Municipality Weekly Premium change Report, and Municipality Weekly Premium Reinstatement Report. A yellow circle with the number '1' is positioned to the right of the dropdown menu, with an arrow pointing to the 'Monthly Municipality Adjustment Report' option.



# Adjustment Roster Report in MAGIC (Municipal Agencies)

1. Select the **As of Date**.
2. Select your **Agency/Division**.
3. See detailed adjustments for employees.
4. Select a **format** and click **Export** to save a copy.

**MAGIC**  
Group Insurance Commission

Benefit Management | **Reports** | Discrepancy Report | Admin | Online Forms | Online Forms - Open Cases | Declined Benefits – Portal

Select Report: Monthly Municipality Adjustment Report

As Of Date [ ] Agency/Division [ ] View Report

1 2 3 4

Commonwealth of Massachusetts  
Group Insurance Commission

## MONTHLY MUNI ADJUSTMENT REPORT

Premium Month	GIC ID	Name	Premium	Admin Fee	Coverage
XX/XXXX	XXX-XX-1234	Sample Employee	\$XX.XX	\$XX.XX	Sample Health Insurance
XX/XXXX	XXX-XX-1235	Sample Employee	\$XX.XX	\$XX.XX	Sample Health Insurance

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