



Agency Insured Report
in MAGIC (HR/CMS & UMass Agencies)





Agency Insured Report in MAGIC (HR/CMS & UMass 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 state seal of Massachusetts. Below the logo is a dark blue navigation bar with the following links: Benefit Management, Reports, 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, the page content is divided into three columns. The first column is titled 'Home' and has a yellow circle with the number '1' below it, with a blue arrow pointing up to the 'Home' text. The second column is titled 'News & Alerts'. The third column is titled 'Group Insurance Commission' and contains a paragraph of text. To the right of this text is a section titled 'Links' with three underlined links: 'Coordinator Resource Materials', 'Employee Assistance Program (EAP) Mass4You', and 'Mass4You Financial Tools Available to Help GIC Members'.



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1. Click the **Dropdown** arrow.

MAGIC
Group Insurance Commission

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

Select Report: -- Select --

1



Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **Monthly Agency Insured Report**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo with the text "Group Insurance Commission". At the top right is the UMass seal. Below the logo is a navigation bar with the following items: "Benefit Management", "Reports", "Admin", "Online Forms", "Online Forms - Open Cases", and "Declined Benefits - Portal". The "Reports" menu is active. Below the navigation bar is a "Select Report:" dropdown menu. The dropdown menu is open, showing the following options: "-- Select --", "-- Select --", "Monthly Agency Insured Report", "LTD Age Change", "Optional Life Age Change", and "New Hire Without an EmailAddress". The "Monthly Agency Insured Report" option is highlighted in blue. A yellow circle with the number "1" and an arrow points to this option.



Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Select the **As of Date**.
2. See detailed deductions for employees.
3. **Amount Owed** by employee is listed in black.
Refund Due to employee is listed in red.
4. **Select a format** and click **Export** to save a copy.

Select Report: Monthly Agency Insured Report

As Of Date: [dropdown] View Report

1 of 1 | Select a format | Export

Commonwealth of Massachusetts
Group Insurance Commission

Agency Insured Report (deductions)

Reference ID	Emp Id	Name	Coverage Descriptions	Premium Due (\$)	Premium Deducted (\$)	Balance Due (\$)
ABC12345A	000001	Sample Employee A	Sample Basic Life Insurance	\$1.59	\$1.59	\$0.00
ABC12345A	000001	Sample Employee A	Sample Health Insurance	\$100.00	\$100.00	\$0.00
ABC12345A	000001	Sample Employee A	Sample Optional Life Insurance	\$50.00	\$50.00	\$0.00
Insured Total				\$151.59	\$151.59	\$0.00
ABC12345A	000002	Sample Employee B	Sample Basic Life Insurance	\$1.59	\$0.00	\$1.59
ABC12345A	000002	Sample Employee B	Sample Health Insurance	\$100.00	\$0.00	\$100.00
ABC12345A	000002	Sample Employee B	Sample Optional Life Insurance	\$50.00	\$0.00	\$50.00
Insured Total				\$100.00	\$0.00	\$151.59
ABC12345A	000003	Sample Employee C	Sample Basic Life Insurance	\$0.00	\$1.59	\$(1.59)
ABC12345A	000003	Sample Employee C	Sample Health Insurance	\$0.00	\$100.00	\$(100.00)
ABC12345A	000003	Sample Employee C	Sample Optional Life Insurance	\$0.00	\$50.00	\$(50.00)
Insured Total				\$0.00	\$100.00	\$(151.59)