Entering New Hire Information in Magic (Municipal Coordinators Only)

MAGIC Group Insurance Commiss	N sion		You are logged in as magic000031 Log off Last sign in: 09/28/2021 13:48 PM EST	
Search				
Insured GIC ID	Search By Insured GIC ID / Empl	oyee ID/ Reference ID		
Insured Name Search	Last Name	First Name		
Family Name Search	Family Last Name	Family First Name		
	Search			

• Step 1: From the Magic <u>Search</u> page enter the new employee's social security number in the <u>Insured GIC ID</u> field

	1 iion		You are logged in as magic000031 Log off Last sign in: 09/28/2021 13:48 PM EST	
Search				
Insured GIC ID				
Insured Name Search				
Family Name Search				
	Search			
		Message	×	
		GICID/ReferenceID/EmployeeID does n exist. <u>Click here</u> to add a new Insured.	lot	
		Cancel		

• Step 2: Click the blue hyperlink <u>Click Here</u> to add the new employee's personal data to Magic.

MAG Group Insurance Co	TC mmission			Yo Lo La	u are logged in o <u>g off</u> st sign in: 09/3	as magic000031 00/2021 15:23 PM EST	
f Search							
-Insured Inform	nation						
SSN	123-45-6778	Gender		Select	~		
Date Of Birth		Agency/[Division	666 0010		Status	ACT - Active Employe 🗸
Last Name				Suffix			
First Name				MI			
Primary Addre	ss						
Address							
Address2							
Address3							
City		State		Select	~	Country	
Zip		Zip Ext					
Add Another Addres	<u>is</u>						
-Contact Inform	nation		(
Preferred Phone		Preferred Email					
Employment I	nformation						
Hire Date		Work ho	ours/week				
Attestation							
I certify that the accordance with GI municipality's public	information entered is acc IC's Rules and Regulations ic sector retirement system	urate and authorizes th , works at least 18.75 h n. For GIC purposes, OI	ie employee to en ours in a 37.5 hou 3RA is not an eligi	roll in GIC bei r workweek o ble retiremen	nefits. I also ce r 20 hours in a t system.	rtify the employee is e 40 hour workweek and	ligible for GIC benefits in I contributes to the
Coordinator Name	Charles O'Brien		Coordinator MAGIC User I	D	2000031	Date	09/30/2021
Submit Cance	el						

- Step 3: You will need to complete all the sections: <u>Insured Information</u>, <u>Primary Address</u>, Contact Information, Employment Information and Attestation.
- Step 4: Click the **<u>Submit</u>** button.
 - Note: If any Required information is missing you will be prompted to enter the required information.

Important Information:

- You can add a new hire record in Magic starting 14 days prior to the new employee's hire date or up to 7 days after the new employee's hire date.
- Preferred Email is a required field for the employee to get the New Hire Welcome Email for the Portal. Registration emails will not go out prior to the new employee's hire date.
- The social security number validation on the "Search" page is done across all GIC records, if the member is/was employed by another State Agency or Municipality you will not be able to add them. You will receive a message to use myGICLink to request forms for this employee to enroll.
- Employees will have 21 days from <u>"date of hire"</u> to enroll in GIC benefits.