



Entering A New Hire
in MAGIC (Municipal Agencies)





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Required Process for Reduced Waiting Period Implementation:

1. Go to the **MAGIC Search** page.
2. Enter the new hire's Social Security (SSN) in the **Insured GIC ID** field.
3. Click **Search**.

The screenshot shows the MAGIC Group Insurance Commission search interface. 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 a home icon and a 'Search' button. Below this is the search form with three rows of input fields. The first row is 'Insured GIC ID' with a single input field containing the placeholder text 'Search By Insured GIC ID / Employee ID / Reference ID'. The second row is 'Insured Name Search' with two input fields: 'Last Name' and 'First Name'. The third row is 'Family Name Search' with two input fields: 'Family Last Name' and 'Family First Name'. At the bottom center of the form is a blue 'Search' button. Three yellow circular callouts with blue arrows point to the 'Search' button in the navigation bar (callout 1), the 'Insured GIC ID' input field (callout 2), and the 'Search' button at the bottom of the form (callout 3).



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1. **Click Here** to add the new hire.

The screenshot displays the MAGIC Group Insurance Commission website. The header includes the MAGIC logo and the Massachusetts state seal. Below the header is a search bar with a home icon and a 'Search' button. The main content area contains three search sections: 'Insured GIC ID' with a 'Search By Insured' dropdown, 'Insured Name Search' with a 'Last Name' input field, and 'Family Name Search' with a 'Family Last Name' input field. A 'Search' button is located at the bottom of these sections. A 'Message' dialog box is overlaid on the search results, containing the text: 'GICID/ReferenceID/EmployeeID does not exist. [Click here](#) to add a new Insured.' A blue arrow points from a yellow circle with the number '1' to the 'Click here' link in the message box. A 'Cancel' button is also visible in the dialog box.

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Enter the following information:

1. Insured Information.

2. Primary Address.

3. Contact Information.

*The **Preferred Email** address is required for all new hires (Can be personal or work email).

4. Employment Information.

*The new hire can be entered 14 days prior to the new employee's hire date or up to 7 days after the new employee's hire date.

The screenshot shows a web form with four main sections, each highlighted with a numbered callout:

- 1. Insured Information:** Includes fields for SSN, Date Of Birth, Last Name, First Name, Gender (dropdown), Agency/Division, Suffix, MI, and Status (dropdown with "ACT - Active Employee" selected).
- 2. Primary Address:** Includes fields for Address, Address2, Address3, City, State (dropdown), Country, Zip, and Zip Ext.
- 3. Contact Information:** Includes fields for Preferred Phone and Preferred Email. A link "Add Another Address" is located above this section.
- 4. Employment Information:** Includes fields for Hire Date and Work hours/week.



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1. Review the **Attestation**.

2. Click the **check box**.

**Coordinator Name,
Coordinator MAGIC User ID
and Date is auto populated.*

3. Click **Submit**.

Attestation

I certify that the information entered is accurate and authorize the employee to enroll in GIC benefits. I also certify that the employee is eligible for GIC benefits in accordance with GIC's Rules and Regulations, works at least 18.75 hours in a 37.5 hour workweek or 20 hours in a 40 hour workweek and contributes to the municipality's public sector retirement system. For GIC purposes, OBRA is not an eligible retirement system.

Coordinator Name Coordinator MAGIC User ID Date



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1. The New Hire's account is created.
2. The *Welcome Registration email* will be sent within 24-48 hours to the **Preferred Email**.
3. **Portal Registered** will update to **Yes** once the employee has registered.

GIC-ID:		NAME:		EMPLOYEE, SAMPLE	SEX:	
SSN:		ADDRESS:		1 TEST LANE BOSTON, MA 02108		
EMPLOYEE ID:		STATUS:		ACT	AGENCY / DIVISION:	DOB:
HIRE DATE:		SALARY (\$):		SALARY EFF DATE:		
FULL TIME HOURS:		40.00	STANDARD HOURS:		40.00	
REFERENCE NO:		TERM DATE:		TERM REASON:		
Phone / Email						
HOME/CELL PHONE:		555-555-1111		HOME EMAIL:		
PREFERRED PHONE:				PREFERRED EMAIL:		SAMPLEEMPLOYEE@MAIL.COM
WORK PHONE:				WORK EMAIL:		
PORTAL REGISTERED:		NO				

Annotations: A yellow circle with '1' points to the NAME field. A yellow circle with '2' points to the PREFERRED EMAIL field. A yellow circle with '3' points to the PORTAL REGISTERED field.