



Entering A New Hire  
in MAGIC (Offline 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 containing a home icon and a 'Search' button. Below this bar are three search sections: 'Insured GIC ID' with a text input field containing the placeholder 'Search By Insured GIC ID / Employee ID/ Reference ID'; 'Insured Name Search' with two text input fields for 'Last Name' and 'First Name'; and 'Family Name Search' with two text input fields for 'Family Last Name' and 'Family First Name'. At the bottom of the form is a 'Search' button. Three yellow circles with numbers 1, 2, and 3 are overlaid on the page. Circle 1 points to the 'Search' button in the navigation bar. Circle 2 points to the 'Insured GIC ID' text input field. Circle 3 points to the 'Search' button at the bottom of the form.



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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 search fields for Insured GIC ID, Insured Name Search, and Family Name Search, each with a corresponding search button. A message dialog box is overlaid on the search fields, containing the text: "Message", "GICID/ReferenceID/EmployeeID does not exist.", and a blue link labeled "Click here" followed by "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 dialog box.

1



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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 indicated by a numbered callout:

- 1. Insured Information:** Includes fields for SSN, Gender (dropdown), Date Of Birth, Agency/Division, Status (dropdown, currently set to "ACT - Active Employee"), Last Name, Suffix, First Name, and MI.
- 2. Primary Address:** Includes fields for Address, Address2, Address3, City, State (dropdown), Country, and Zip.
- 3. Contact Information:** Includes a link "Add Another Address" and fields for Preferred Phone and Preferred Email.
- 4. Employment Information:** Includes fields for Hire Date, Work hours/week, Annual Salary, and Salary Eff Dt.



# Entering A New Hire in MAGIC (Offline Agencies)

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 a public sector retirement system. For GIC purposes, OBRA is not an eligible retirement system.

Coordinator Name  Coordinator MAGIC User ID  Date

**Submit** **Cancel**



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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:	
<a href="#">Phone / Email</a>					
HOME/CELL PHONE:	555-555-1111	HOME EMAIL:			
PREFERRED PHONE:		PREFERRED EMAIL:		<a href="mailto:SAMPLEEMPLOYEE@MAIL.COM">SAMPLEEMPLOYEE@MAIL.COM</a>	
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.