



## Updating An Employee's Salary In MAGIC (Offline Agencies)





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1. Go to the MAGIC **Search** page.
2. Use one of the two categories to search by:
  - **Insured GIC ID** - Reference ID or Social Security Number (SSN).
  - **Insured Name Search** - First and Last name of Insured.
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 it. To the right is the state seal of Massachusetts. Below the logo is a dark blue navigation bar with a home icon and a 'Search' button. The main search area contains three categories: 'Insured GIC ID' with a search box containing the placeholder text 'Search By Insured GIC ID / Employee ID/ Reference ID'; 'Insured Name Search' with two input fields for 'Last Name' and 'First Name'; and 'Family Name Search' with two input fields for 'Family Last Name' and 'Family First Name'. A 'Search' button is located below the family name search fields. Three yellow callout boxes with numbers 1, 2, and 3 are overlaid on the page. Callout 1 points to the 'Search' button in the navigation bar. Callout 2 points to the search input fields for 'Insured Name Search' and 'Family Name Search'. Callout 3 points to the 'Search' button at the bottom of the search area.



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1. Review/Verify the employee's **Salary** and **Salary Effective Date**.
2. Click **Edit Personal Info** to update the employee's salary and salary effective date.

**MAGIC**  
Group Insurance Commission

Home Search **Insured** Online Forms

[Edit Personal Info](#) | [Terminate All](#)

GIC-ID:		NAME:	EMPLOYEE, SAMPLE	SEX:	MALE
SSN:		ADDRESS:	1 TEST LANE BOSTON, MA 02108		
EMPLOYEE ID:					
STATUS:	ACT	AGENCY / DIVISION:		DOB:	
HIRE DATE:		SALARY (\$):	70,000.00	SALARY EFF DATE:	XX/XX/XXXX
FULL TIME HOURS:	40.00	STANDARD HOURS:	40.00		
REFERENCE NO:		TERM DATE:		TERM REASON:	



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1. Update **Annual Salary**.
2. Update **Salary Eff Date**.

\* If the Salary Effective Date is prior to the date you are entering the change and the employee has an Optional Life and/or LTD premium increase, the new premium will be effective on the 1<sup>st</sup> of the second month following the date you enter the change.

\*\*If the Salary Effective Date is in the future the Optional Life and/or LTD premium increase will be effective on the 1<sup>st</sup> of the second month following the Salary Effective Date.

Insured Information			
GIC ID	SSN	Sex	
Date of Birth	Agency/Division	Status	
Last Name	<input type="text" value="Employee"/>	Suffix	<input type="text"/>
First Name	<input type="text" value="Sample"/>	MI	<input type="text"/>
Entered Service:			

  

Primary Address			
Address	<input type="text" value="1 Test St."/>		
Address2	<input type="text"/>		
Address3	<input type="text"/>		
City	<input type="text" value="Boston"/>	State	<input type="text" value="Massachusetts"/>
Zip	<input type="text" value="02108"/>	Zip Ext	<input type="text"/>
<a href="#">Add Another Address</a>			

  

Contact Information			
Home/Cell Phone	<input type="text"/>	Home Email	<input type="text"/>
Preferred Phone	<input type="text"/>	Preferred Email	<input type="text" value="Sampleemployee1@mail.com"/>
Work Phone	<input type="text"/>	Work Email	<input type="text"/>

  

Employment Information			
Political SubDiv	Annual Salary (\$)	<input type="text" value="70,000.00"/>	Salary Eff Date
Full Time Hours	Standard Hours	<input type="text" value="40.00"/>	<input type="text" value="XX/XX/XXXX"/>



# Updating An Employee's Salary in MAGIC (Offline Agencies)

1. Review the **Attestation**.
2. Click the **check box**.
3. Click **Submit**.

The screenshot shows a web form titled "Attestation" with a light gray background. At the top left, a blue circle with the number "2" has an arrow pointing to a checkbox. The checkbox is currently unchecked. To the right of the checkbox is the text: "I certify that the employee's personal information and annual salary are accurate. 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." Below this text are three input fields: "Coordinator Name", "Coordinator MAGIC User ID", and "Date". A blue circle with the number "1" has an arrow pointing to the "Coordinator MAGIC User ID" field. At the bottom left of the form, a blue circle with the number "3" has an arrow pointing to a blue "Submit" button. To the right of the "Submit" button is a blue "Cancel" button.