



Verifying a New Hire in MAGIC
(HR/CMS & UMass Agencies)





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GIC receives new hire transactions nightly from HR/CMS and UMass Payroll systems. To verify do the following:

1. Go to the MAGIC **Search** page.
2. Use one of the two categories to search by:
 - **Insured GIC ID** - Reference ID, Employee 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 the 'I'. At the top 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. Callout 1 points to this 'Search' button. Below the navigation bar are three search 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'. Callout 2 points to the 'Last Name' and 'First Name' input fields. Below these fields is a 'Search' button. Callout 3 points to this 'Search' button.



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1. The New Hire's account is displayed.

2. Verify the member has a **Preferred Email** address listed.

*If a **Preferred Email** address is not listed the Welcome Registration email will be sent to the **Home Email** address. If no Home Email address is listed the email will be sent to the **Work Email** address.

*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:	testemailaddress@mail.com		
PREFERRED PHONE:		PREFERRED EMAIL:	sampleemployee@mail.com		
WORK PHONE:		WORK EMAIL:	testemployee@mail.com		
PORTAL REGISTERED:	NO				

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



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1. If a New Hire has no email address listed.
2. Click **Edit Phone/Email**.

[Edit Phone/Email](#)

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:	
WORK PHONE:		WORK EMAIL:	
PORTAL REGISTERED:	NO		

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1. Enter the **Preferred Email** address.

*The Welcome Registration email is sent to **Preferred Email** address first. If a Preferred Email address is not listed the Welcome Registration email will be sent to the **Home Email** address. If no Home Email address is listed the email will be sent to the **Work Email** address.

2. Click **Submit**.

Contact Information

Important! The GIC receives employee contact information, including email, from the HRCMS payroll system. If you have changed this employee's email, please be sure to also make the change in the HRCMS payroll system to be sure that we always have the most up-to-date information.

Home/Cell Phone	<input type="text"/>	Home Email	<input type="text"/>
Preferred Phone	<input type="text"/>	Preferred Email	<input type="text"/>
Work Phone	<input type="text"/> <input type="text"/>	Work Email	<input type="text"/>





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1. Confirm the email address is correct.
2. The Welcome Registration email will be sent within 24-48 hours of the email address being added.

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				

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