



Inside this issue, you will learn how to logon to the new HR system and how to navigate in the system.

The MAGIC HR System (Employee Central) is web-based and can be accessed from any computer that is connected to the internet.

The logon page will be available from the MS Department of Finance & Administration webpage.

A screenshot of a login interface. It features two input fields: the first is labeled 'Username' with a user icon and a help icon; the second is labeled 'Enter Password' with a key icon and a help icon. Below these fields is a blue button labeled 'Log in'.

- The MAGIC Finance, Procurement, Grants Management, Mini-Master login page has not changed.
- The SPAHRS login process has not changed and will be used until the MAGIC Payroll roll-out.
- The ACE login page has not changed and will be used until the MAGIC Payroll roll-out.

➤ The user-id for Employee Central is:

- 30 + six digit ACE ID (without the first name and last name initial).
- If you already have a 30 at the beginning of your ACE ID you do not need to add an additional 30.
- For example:
 - If your ACE ID is jd123456 your Employee Central User ID is 30123456.
 - If your ACE ID is jd30123456 your Employee Central User ID is 30123456.

- The ACE ID will not change and will be used until the MAGIC Payroll roll-out.
- The SPAHRS ID will not change and will be used until the MAGIC Payroll roll-out.
- The existing MAGIC ID for financial, procurement, grants management, mini-master, and LSO will not change.

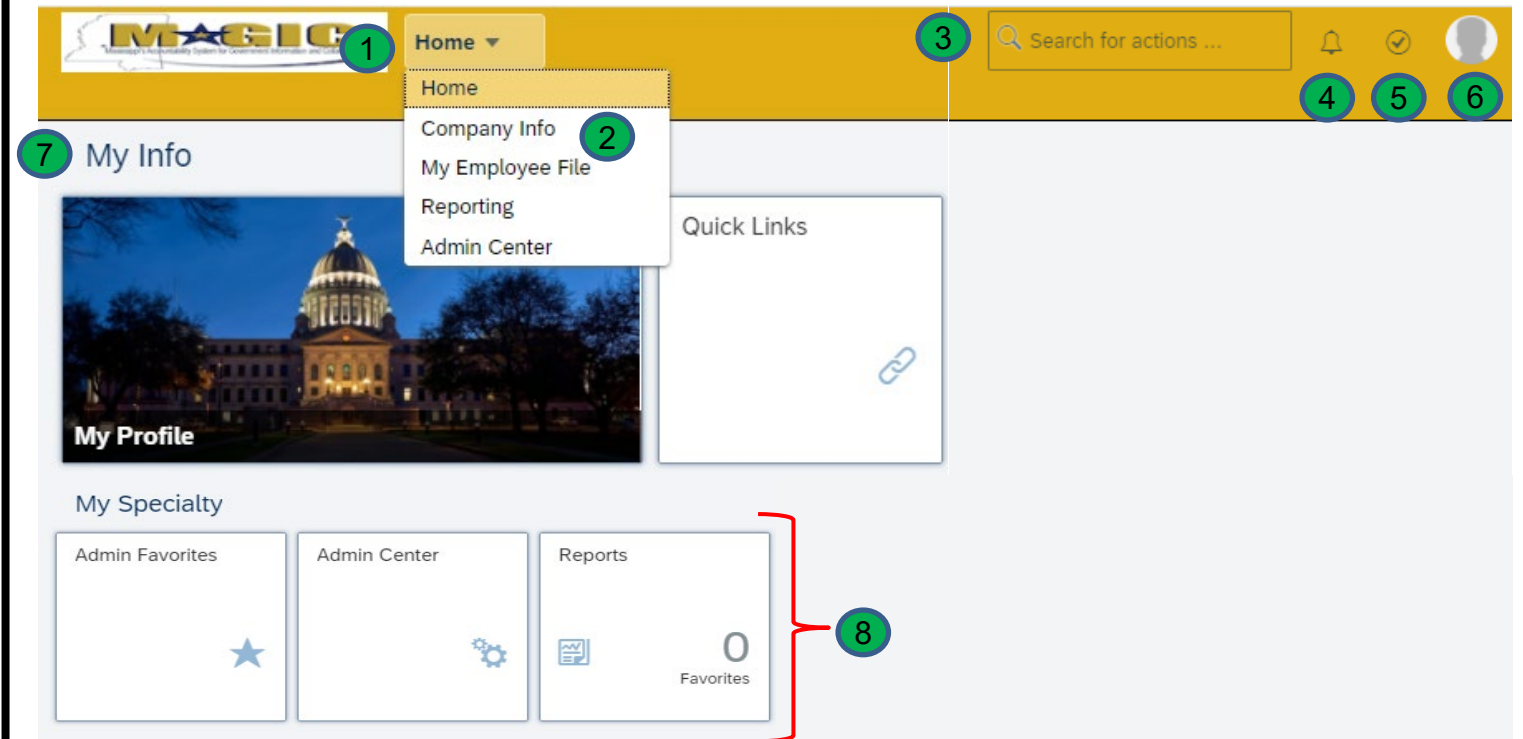
The MAGIC EC password and the existing MAGIC password will not automatically be synced.

If one changes and you want to keep them in sync you will need to manually change the other one.

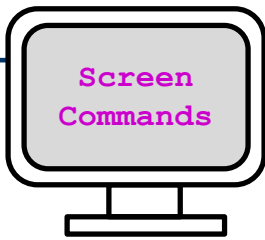
At EC go-live or when you are hired into the system, you will receive a welcome email with your username/user-id and a link to set your password and setup your security questions.

The email will be sent to the address that is entered in the system when you are hired.

The **Landing Page** is displayed when you log into the system.



<p>1 Home Click Home to return to the Landing Page.</p>	<p>2 Navigation Menu Clicking the arrow will show the drop-down menu. It will show all the modules available to you.</p>
<p>3 Action / People Search Use People Search to quickly locate information about an employee. You can search partial text, user ID, or tag entries. The system will display thumbnails to assist in locating an individual. The search is available throughout the system.</p>	<p>4 Bell Used to receive notifications.</p>
<p>5 To Do Lists the actions that are waiting to be completed.</p>	<p>6 Options Use the Options drop-down menu to access your Display Options and Logout.</p>
<p>7 My Info Highlights important information and enables you to take action or see more information from the Landing page. The tiles can be rearranged, enabled, or displayed to create your personal landing page.</p>	<p>8 Tiles Highlight important information and enable you to take action or see more information, directly from the Landing Page. Tiles can be rearranged, enabled, or disabled to create your personal Landing Page. You also have the ability to add additional title areas to your Landing Page.</p>



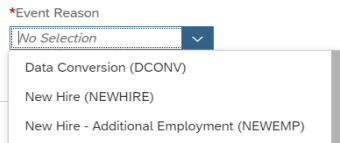
Listed below are ways information is entered in the system.



Cancel Button
 Cancel and NOT save the data entered into the system.

Drop Down

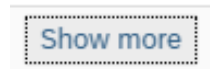
Pick the value from the drop down list.



Page Up
 Click to quickly return to the top.

Show Less

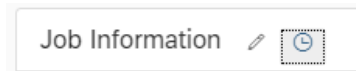
Used to collapse a section.



Show More
 Used to expand a section.

History

Click the clock to view the data's history.



Search
 Click the file cabinet to search for a value.

Attachment Indicator

Click + to add an attachment.



Add Data Sections
 Click a button to add corresponding information.

Filter

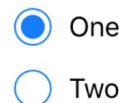
The funnel will allow you to narrow your search criteria.



Required Field Indicator
 Fields marked with a red asterisk (*) are required.

Save Button

Exit & SAVE the data.



Radio Button
 Select only one of the available choices.

Sort

Sort the data.



Checkbox
 Select one or more that meet your criteria.

View Details

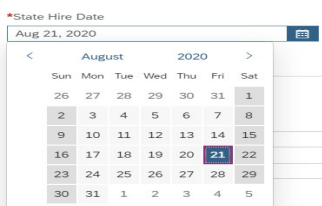
Click the double paper to view details.



Expand Section
 Click the forward arrow to expand a section of data.

Date

Pick the date from the calendar.



Direct Entry
 Type information directly into the text box.

SPAHRS uses menus to access the HR functions. The search box will be used in MAGIC. You will use it to search HR functions, employees, and other tasks to be completed in the system. Listed below are examples of how the search box is used.

#1

To hire an employee, you can search “hire employee” or a similar command. The system will show a list of commands to pick. When you click the appropriate one, the system will take you to that screen.

#2

If you need to update an employee’s address you can search “update” or similar command.

You will then be able to enter the employee name. The matching names will be listed. When selected, the update process will start.

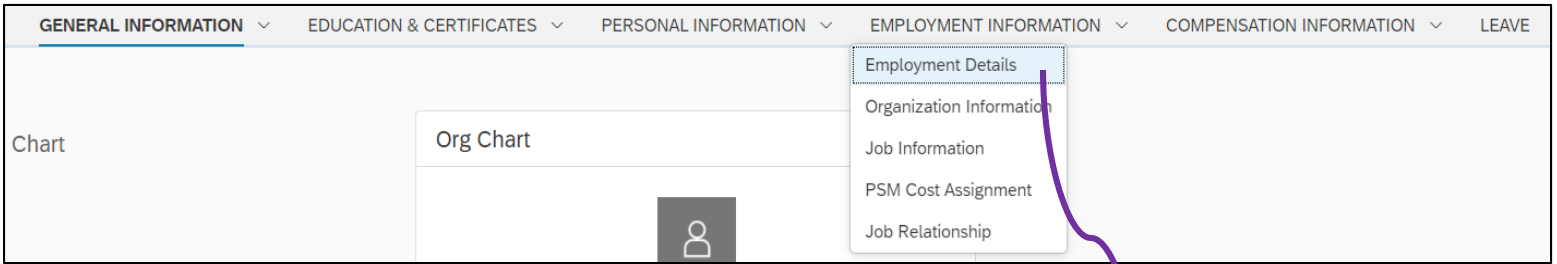
#3

You can search for an employee to view and/or update their information.

Click an employee’s name to view their information page.

While holding your mouse over the name, a pop-up box will appear allowing you to go to a specific area to view/update.

Employee information is typically available on a single webpage and divided sections. You can scroll down to the desired section or use the menu at the top to go directly to a section.



Employment Details 

State Hire Date	Aug 25, 2005	PERS Entry Date	Aug 25, 2005
Original State Hire Date	-	Performance Assessment Review	-
Benefits Eligibility Start Date	-	Directly Related Professional Cert	-
Legacy ID		Years of Directly Related Exp	-
Permanent Service Date	Nov 02, 2006	Years of Directly Related Educ	-
Contract Effective Date	-	Extraordinary Circum	-
Legacy - Agency Start Date	Aug 25, 2005	Private	No
Legacy - Position Entry Date	Apr 01, 2012	Source of Record	-

Show Less

The pencil icon will open the section for data entry.

Note: The screenshot is from the MAGIC development environment. Information you will be able to see / update is based on your security.

Employment Details

State Hire Date* Original State Hire Date

Contract Effective Date Permanent Service Date

Benefits Eligibility Start Date PERS Entry Date

Legacy ID Private Performance Assessment Review

Legacy - Agency Start Date Legacy - Position Entry Date

Years of Directly Related Educ Directly Related Professional Cert

Years of Directly Related Exp Extraordinary Circum

Source of Record

Print Page

While on a page in the system, you can print the entire page or specific sections of the page.

Print PDF

Choose how you want to print the profile page:

Print the entire page

Print the selected parts

- > General Information
- > Education & Certificates
- ∨ Personal Information
- Biographical Information Biographical Information
- Personal Information Personal Information
- National ID & Personal Documents National ID Information
- Contact & Addresses Contact Information
- Emergency Contact & Dependents Emergency Contact

Report Center

Reports are available in the Report Center.

You can also add a frequently used report to your favorites.

Home / Report Center View Schedules

Report Center

My Reports All Reports

New Import View Reports Labels Search

Name	Author	Last Modified	Type	Action
> SOMS - Employment Information		Feb 16, 2021, 8:22:27 AM		
Contract Workers		Jan 8, 2021, 9:07:17 AM	Table	
Contract Workers Details		Jan 8, 2021, 9:11:28 AM	Table	
Contract Workers Details - PDF		May 11, 2021, 1:18:36 PM	Canvas	

System security will determine what reports you have access to run.