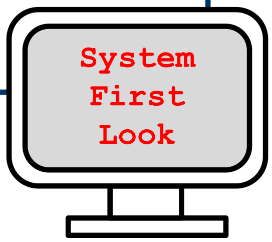
The MAGIC Message

Mississippi's Accountability System for Government Information and Collaboration

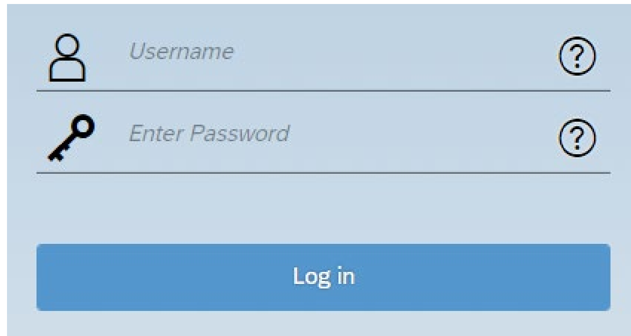
October 19, 2021



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.



- ➢ 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 the MAGIC Payroll roll-out.
- ➢ The existing MAGIC ID for financial, procurement, grants management, mini-master, and LSO will not change.

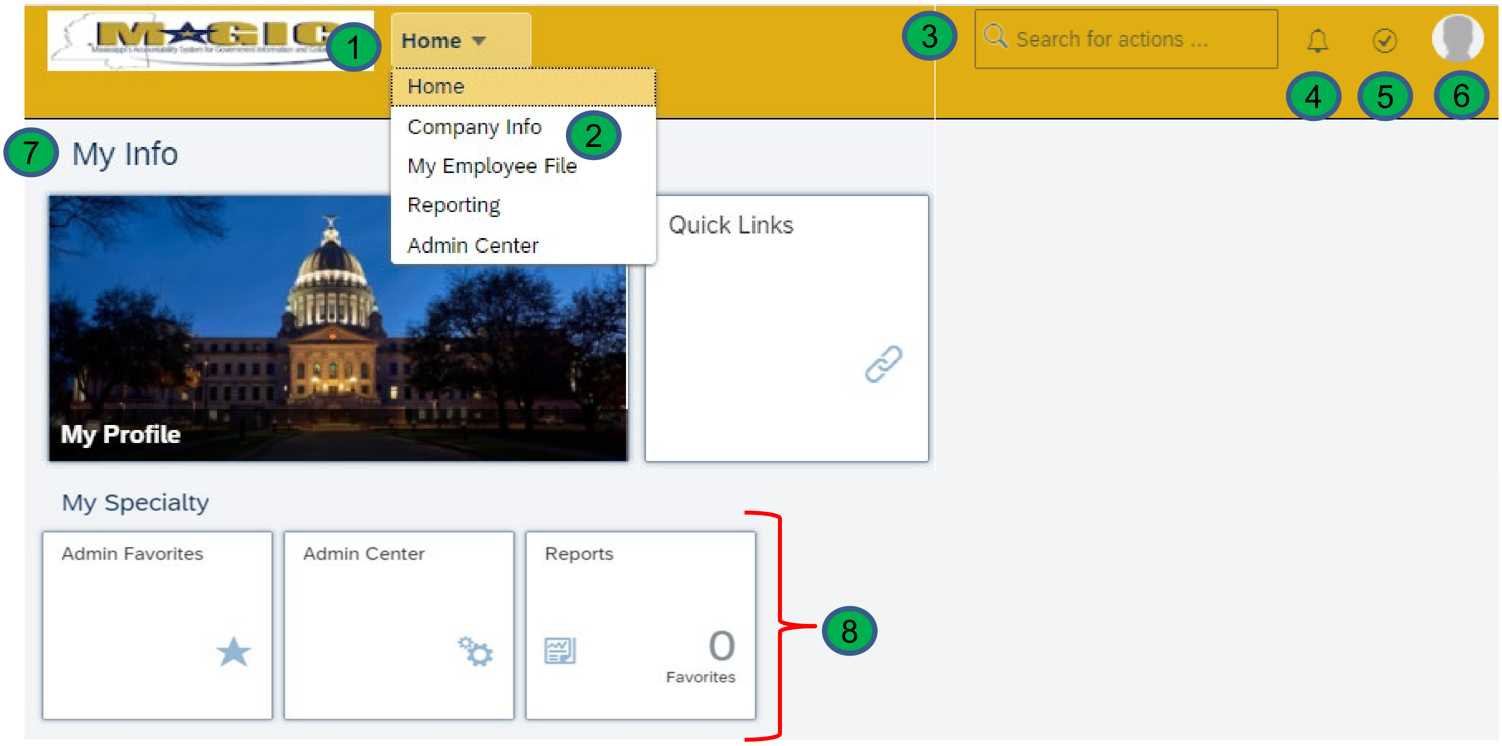
The MAGIC EC password and the existing MAGIC password will not automatically be synced.

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

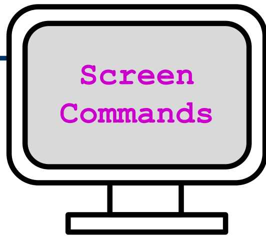
At EC go-live or when you are hired into the system, you will receive a welcome email with your username/user-id and a link to set your password and setup your security questions.

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.



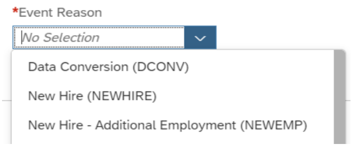
1 **Home** Click Home to return to the Landing Page.	2 **Navigation Menu** Clicking the arrow will show the drop-down menu. It will show all the modules available to you.
3 **Action / People Search** Use People Search to quickly locate information about an employee. You can search partial text, user ID, or tag entries. The system will display thumbnails to assist in locating an individual. The search is available throughout the system.	4 **Bell** Used to receive notifications.
5 **To Do** Lists the actions that are waiting to be completed.	6 **Options** Use the Options drop-down menu to access your Display Options and Logout.
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.	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.



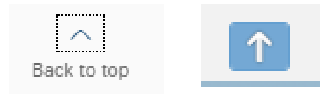
Listed below are ways information is entered in the system.

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.

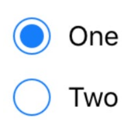
Add Data Sections
Click a button to add corresponding information.

Filter
The funnel will allow you to narrow your search criteria.

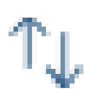
Required Field Indicator
Fields marked with a red asterisk (*) are required.

Save Button
Exit & SAVE the data.

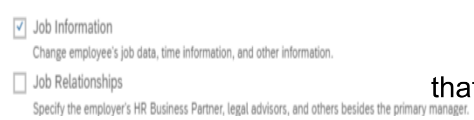
Radio Button
Select only one of the available choices.



Sort
Sort the data.



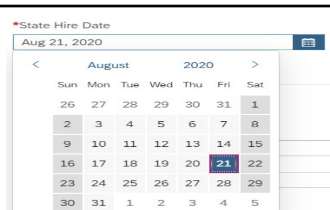
Checkbox
Select one or more that meet your criteria.



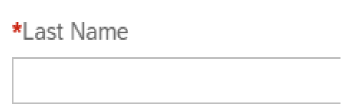
View Details
Click the double paper to view details.

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

Date
Pick the date from the calendar.



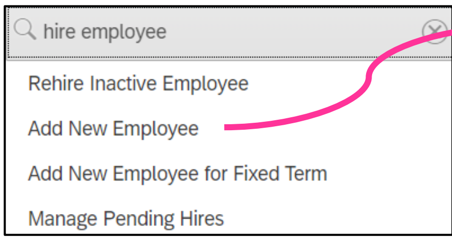
Direct Entry
Type information directly into the text box.

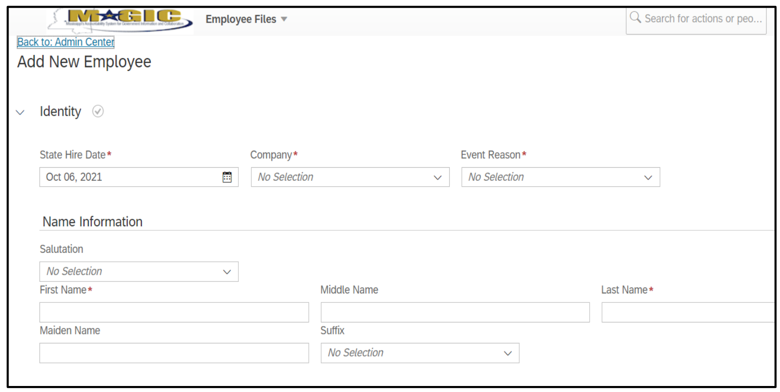


SPAHRS uses menus to access the HR functions. The search box will be used in MAGIC. You will use it to search HR functions, employees, and other tasks to be completed in the system. Listed below are examples of how the search box is used.

#1

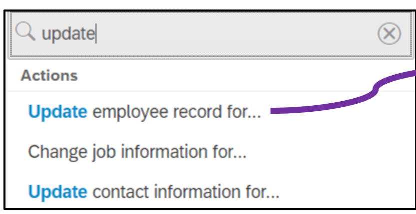
To hire an employee, you can search "hire employee" or a similar command. The system will show a list of commands to pick. When you click the appropriate one, the system will take you to that screen.

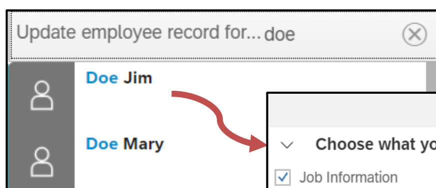


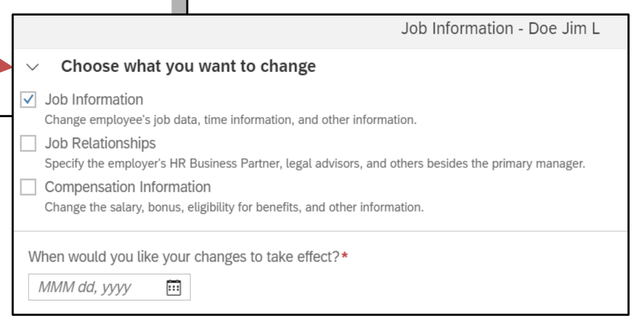


#2

If you need to update an employee's address you can search "update" or similar command.





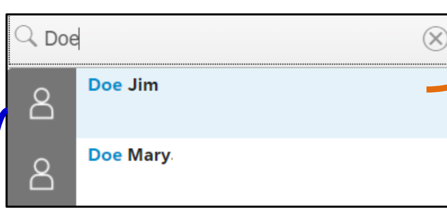


You will then be able to enter the employee name. The matching names will be listed. When selected, the update process will start.

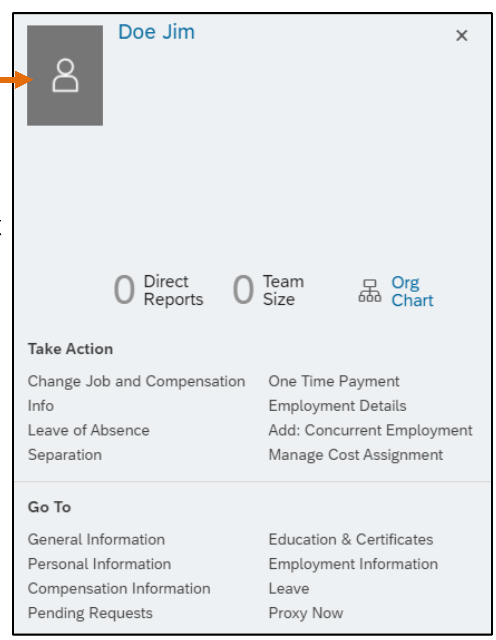
#3

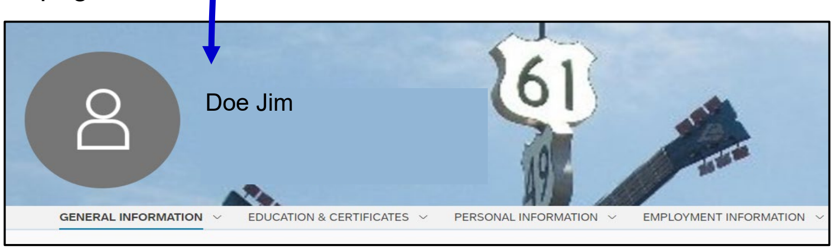
You can search for an employee to view and/or update their information.

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

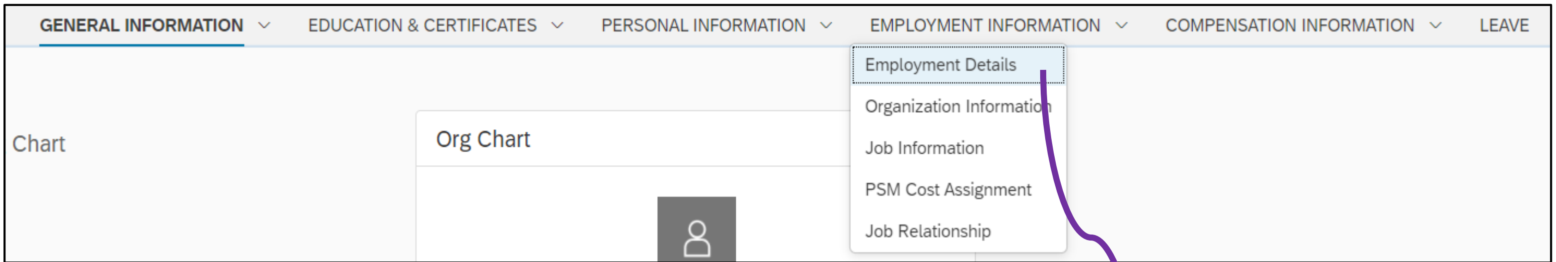


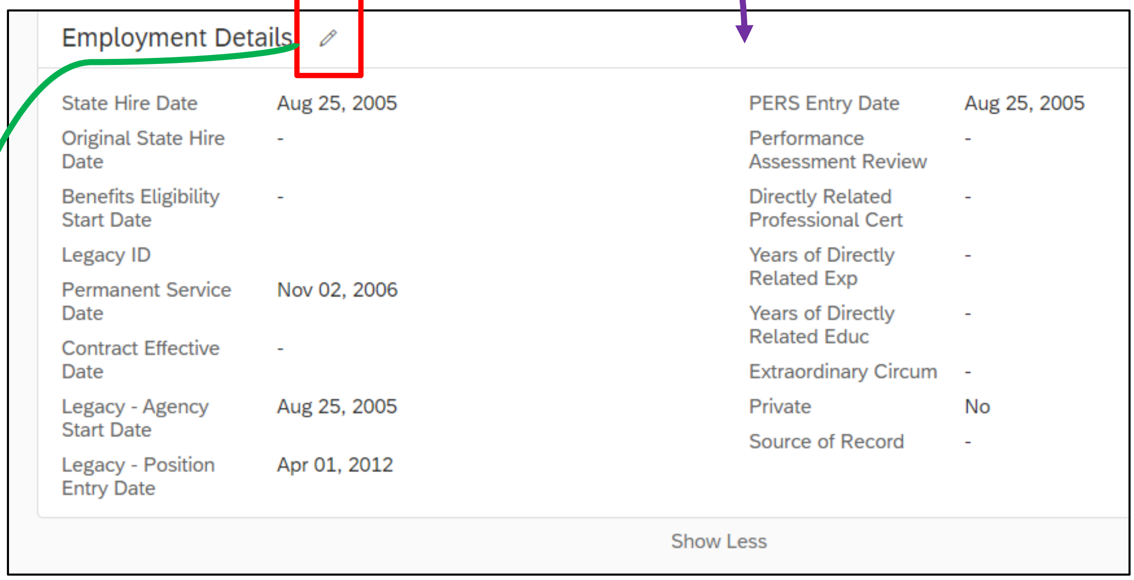
While holding your mouse over the name, a pop-up box will appear allowing you to go to a specific area to view/update.





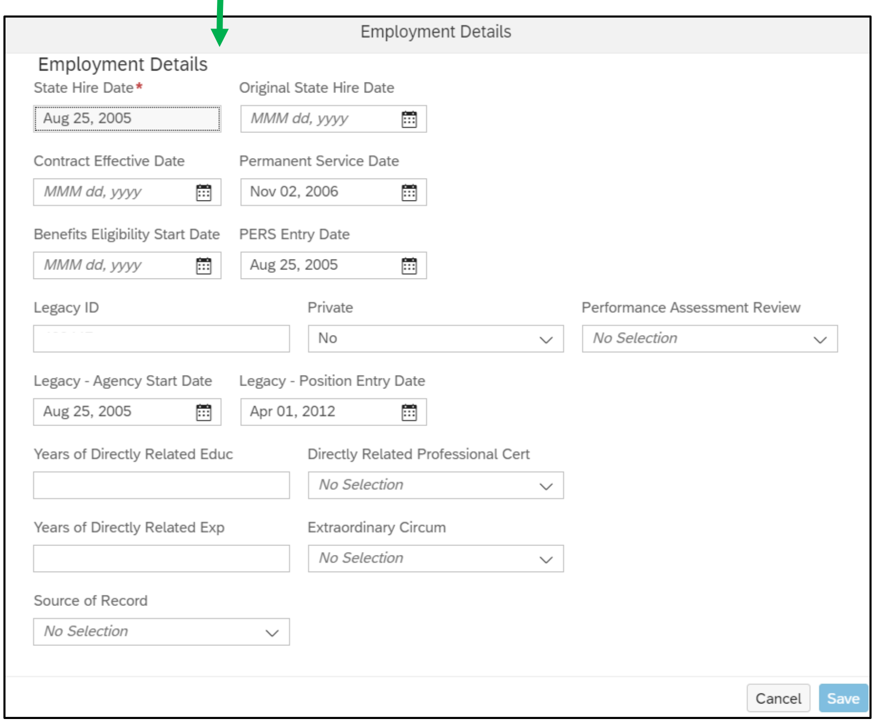
Employee information is typically available on a single webpage and divided sections. You can scroll down to the desired section or use the menu at the top to go directly to a section.





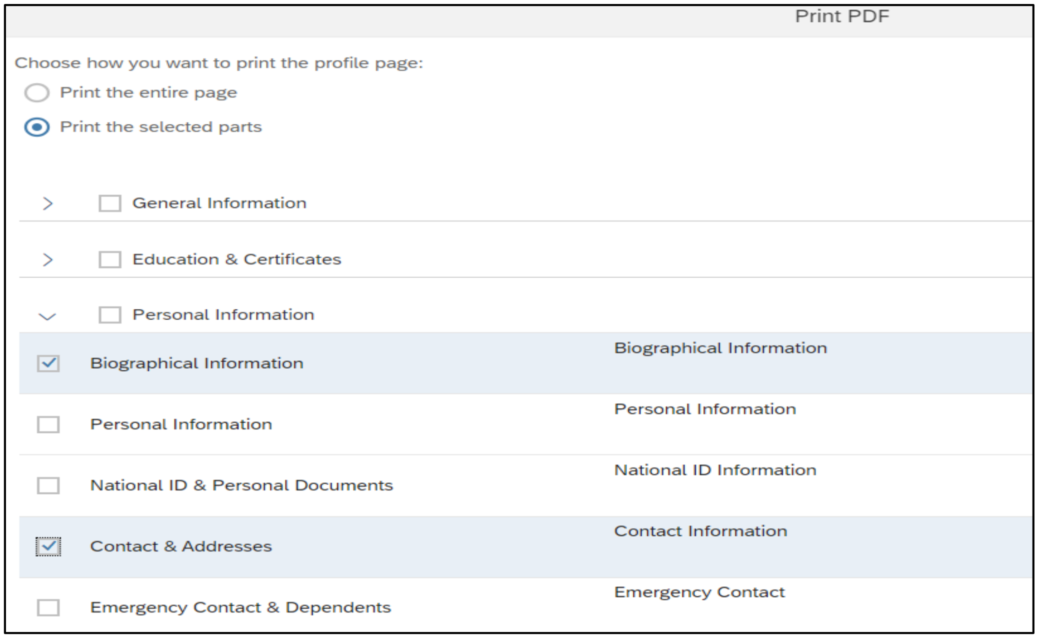
The pencil icon will open the section for data entry.

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



Print Page

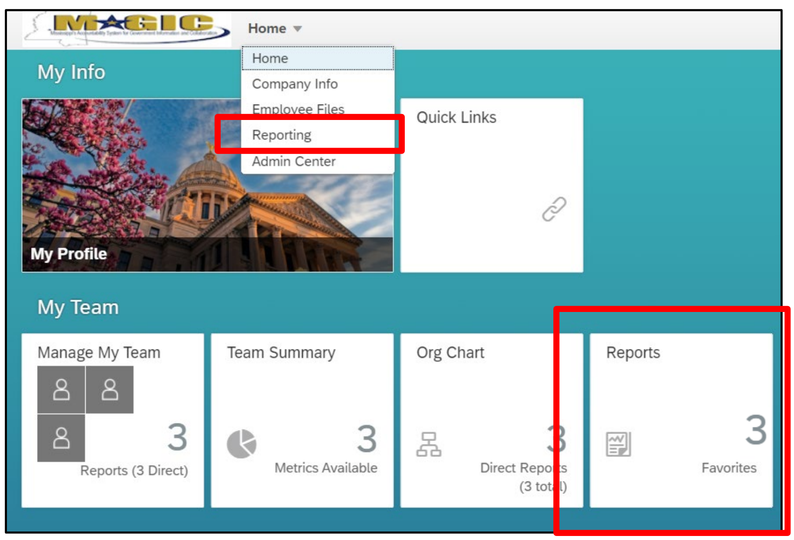
While on a page in the system, you can print the entire page or specific sections of the page.

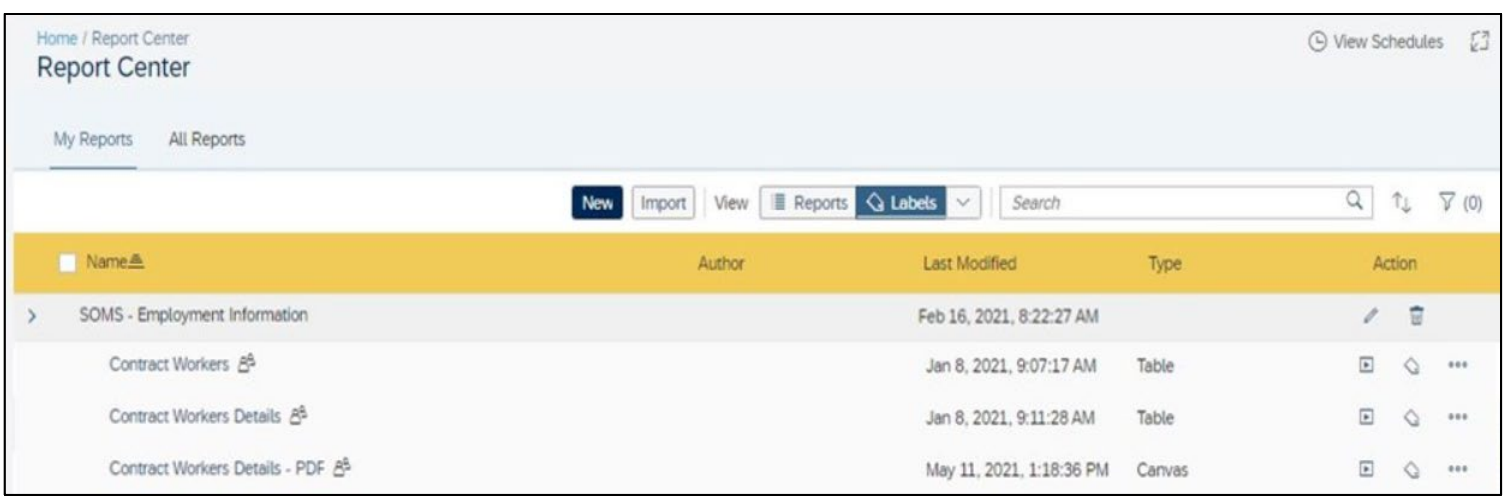


Report Center

Reports are available in the Report Center.

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





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