



Commonwealth of Massachusetts  
Group Insurance Commission

# HR/CMS Coordinator Training: Reduction of Waiting Period

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May 21, 2024



Mass.gov/GIC



@MassGIC



MA Group Insurance Commission



Group Insurance Commission

# 1. Introductions



# Agenda

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# Questions

Please submit questions at any time during the webinar via the Q&A function. Staff will answer questions in the Q&A function or will answer them live at the end of the training.

Only questions related to the New Hire Reduced Waiting Period (RWP) will be answered during this training.

If you have questions unrelated to RWP:

Please visit **[bit.ly/contactgic](https://bit.ly/contactgic)** or call 617-727-2310 between 9 am and 5 pm, Monday - Friday, and a member of our team will assist you.

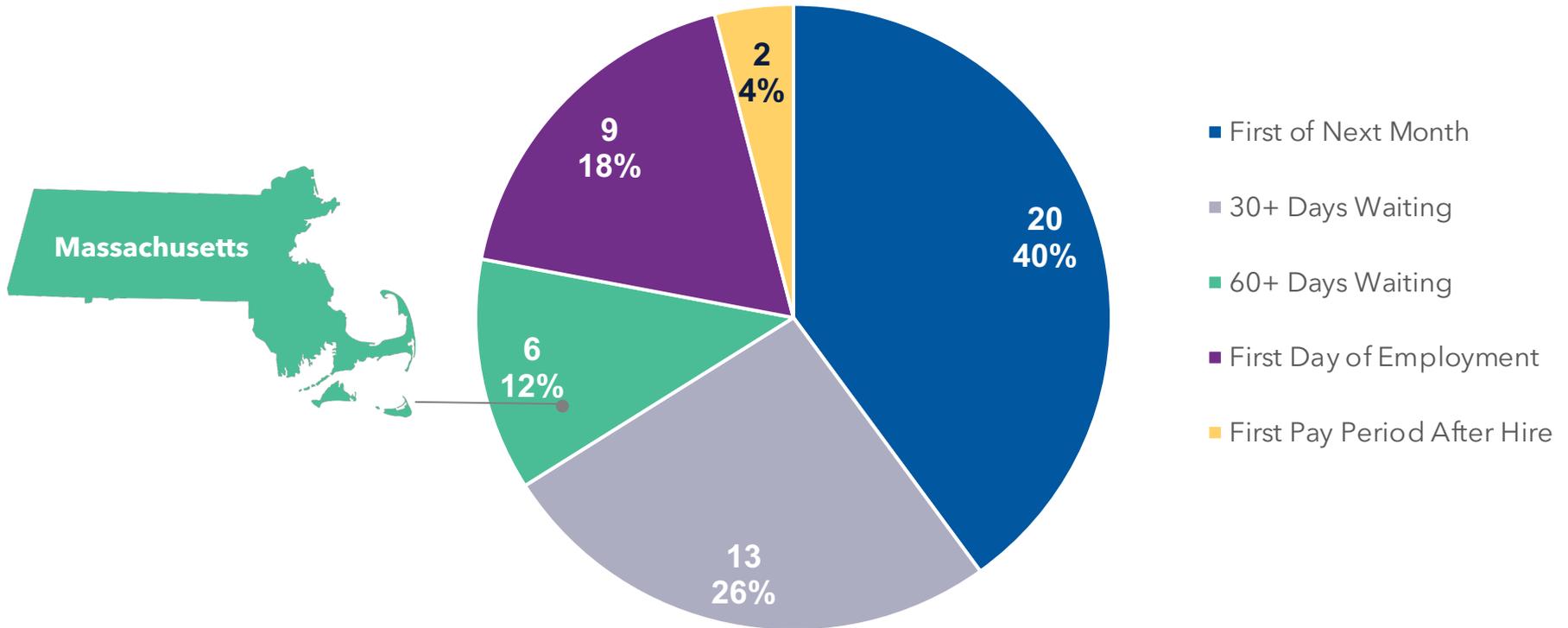
## **2. Review Rule Change**

# Reduction of 60-day Minimum Waiting Period

- The FY2024 budget mandated the reduction of the waiting period for GIC benefits for all eligible new hires.
  - “... such health insurance coverage shall be effective as of the employee’s start date if the employment start date falls on the first day of the month or as of the first day of the month following the employee’s start date if the employment start date falls on any day other than the first day of the month.”
- The provision is effective on July 1, 2024.
- GIC, in partnership with A&F and A&F-IT, conducted a thorough and intensive assessment at the outset of this project.
- From this assessment, it was apparent that leveraging existing systems and processes to reduce the waiting period was the best path forward.
- This reduction will eliminate gaps in coverage for many new hires.

Reducing the waiting period will position Massachusetts in line with majority of state employee plan offerings across the country.

### Current Implementation by State



Reducing the waiting period will bring the average waiting period from 73 days to 15 days, a reduction of nearly 80%, which will eliminate potential gaps in coverage for many new employees.

Waiting Period	Year	Waiting Days								
		0-9	10-20	20-31	32-39	40-49	50-59	60-69	70-79	80-89
Current	2023						2%	41%	22%	35%
	2022						1%	37%	28%	34%
	2021						1%	40%	28%	31%
	2020						1%	38%	28%	33%
RWP	2023	29%	26%	45%						
	2022	32%	29%	39%						
	2021	33%	26%	41%						
	2020	27%	28%	45%						

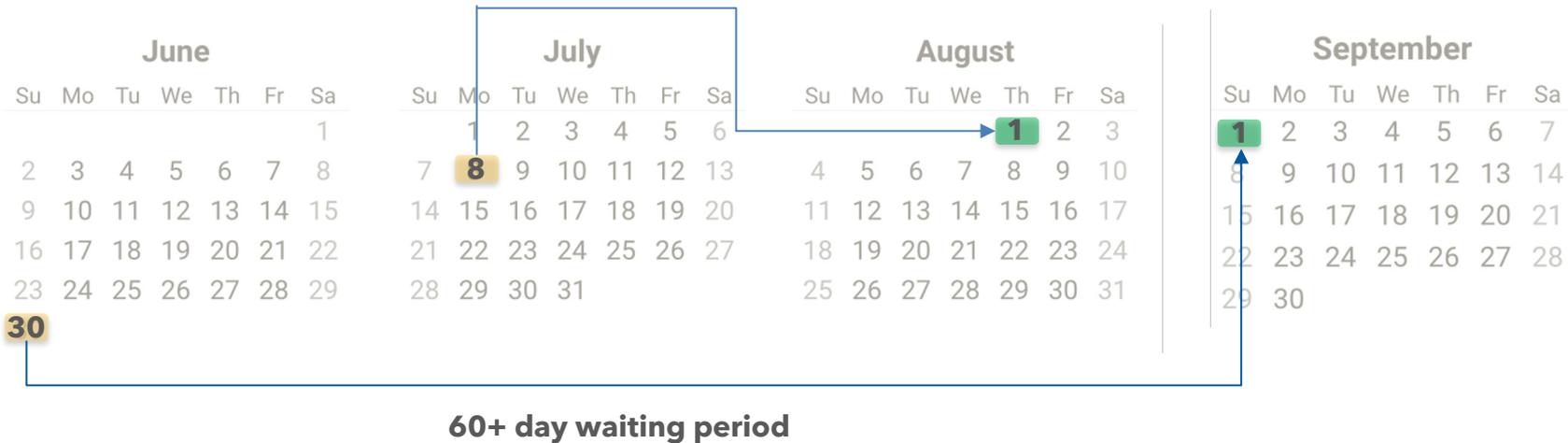
### **3. Critical Items to Note**



Anyone hired before July 1<sup>st</sup>, 2024 will be subject to the 60-day minimum waiting period, without exception.

- Anyone beginning July 1<sup>st</sup> or later will be eligible for the reduced waiting period.
- Please be mindful of this when hiring around this time
  - New employees starting on Monday, July 1 should have their official effective date of hire also be Monday, July 1 rather than Sunday, June 30<sup>th</sup>
- Members will still have 21 days to elect benefits.

### Reduced Waiting Period



New hire information should be entered into HR/CMS on or before the date of hire.

- Doing so will trigger a registration email from the MyGICLink Member Benefits Portal between 24 and 48 hours after the new hire's start date, allowing the member to make elections swiftly.
- The registration email will be sent to the email address the employee provided and may be a personal or business email.
- Failing to do so will delay the registration email and will therefore delay access to make benefit elections.

Carriers will receive new member information from the GIC with increased frequency to allow for timely enrollment

- GIC is increasing frequency of file transfers to carriers to speed up member onboarding with carriers.
- Carriers will provide a new “Welcome” email to new members with plan information in advance of the standard, existing emails that go to new members.
- These emails will be sent to the address the member provides during the elections process.
- Carriers are responsible for issuing membership cards immediately.

# Preparing for Change

## **Enter all new hire information into HR/CMS on or before the date of hire**

- This will trigger a MyGICLink registration email to the new employee within 48 hours of their effective date of hire

## **Encourage exclusive use of MyGICLink Portal (rather than online forms or paper) and collect email addresses**

- Members must provide a personal or business email for purposes of registering for the MyGICLink Portal

## **Inform new hires to expect a bill for premiums owed and reinforce the importance of paying on time**

- Non-payment will result in termination of insurance with no ability to re-enroll until the next Annual Enrollment cycle

## **Share information with the appropriate personnel in your agencies**

- Anyone who is part of the hiring and onboarding processes

## **GIC is updating regulations & issuing administrative bulletin(s) with further guidance**

- Hearing held April 10, 2024; Regulations approved at May 16 meeting of GIC Board
- Promulgation effective for July 1, 2024 date
- Administrative bulletin available in advance of July 1

## **4. MAGIC Demo**

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



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

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 (1). Below it is a navigation bar with a home icon and a 'Search' button (1). The main search area has three categories: 'Insured GIC ID' with a search box labeled 'Search By Insured GIC ID / Employee ID / Reference ID'; 'Insured Name Search' with 'Last Name' and 'First Name' input boxes; and 'Family Name Search' with 'Family Last Name' and 'Family First Name' input boxes. A 'Search' button is located below the input boxes (3). A yellow circle with the number 2 points to the search input boxes. The Commonwealth of Massachusetts seal is visible in the top right corner.



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

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:	
<a href="#">Phone / Email</a>					
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				





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

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

[Edit Phone/Email](#) 2

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		

1



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

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"/>

2

1



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

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:	
<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				



# 5. Registration Demo



## 6. Portal Demo



# Resources and New Hire Enrollment

- Navigate and View Guides, tools and additional resources
- Home Page (Go Button/New Hire Tile)
- Effective Date: 2 scenarios
- Documents required before submitting application
- Health Attestation
- View and Pay Bills

# Resources Navigation

Navigate and view guides, tools and additional resources

# 1<sup>st</sup> Scenario

I was hired on July 1<sup>st</sup> so my effective dates for my benefits will be auto populated to 1st of July.

# 2<sup>nd</sup> Scenario

I was hired on July 15th so my effective dates for my benefits will be auto populated to the 1st of August.

# View and Pay Bills

Navigate to the View and Pay Bills tab.

## Most new hires will receive a bill from the GIC for the first month's premium

- Bills are not available immediately at the time of enrollment. Members will receive an email notification with an important message in MyGICLink when GIC issues a bill.
- Once the bill is mailed to the member, the member can also view and pay their bill through MyGICLink or via mail/check. **Members will have 60 days to pay the bill to the GIC.**
- Members should pay their bill by the due date indicated and **must** pay the bill within 60 days or risk termination of insurance, leaving them without insurance and unable to re-enroll until annual enrollment time (April).
- Coordinators should inform new hires to expect a bill for premiums owed and encourage employee to pay bill.
- Coordinators should encourage members to make elections as soon as possible in order to start deductions.
- Each month has two deductions, based on the payroll calendar, which pay for the upcoming month's premiums.
- In order for deductions to be taken, an application must be completed prior to the deduction cut-off in prior week.
- A new deduction schedule is available in the MAGIC system under the help tab to show GIC's deduction schedule and explain how premiums are billed.

## **8. Resources**

MAGIC & GIC Website



# Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Go to the MAGIC **Home** page.
2. Click **Reports**.

The screenshot shows the MAGIC Group Insurance Commission website. At the top left is the MAGIC logo. To the right is the state seal of Massachusetts. Below the logo is a dark blue navigation bar with the following links: Benefit Management, Reports, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. A yellow circle with the number '2' and an arrow points to the 'Reports' link. Below the navigation bar is the 'Home' section. On the left, there is a 'News & Alerts' section with a yellow circle containing the number '1' and an arrow pointing to it. To the right of 'News & Alerts' is the 'Group Insurance Commission' section, which contains a paragraph of text about the GIC's mission. On the far right is a 'Links' section with three underlined links: 'Coordinator Resource Materials', 'Employee Assistance Program (EAP) Mass4You', and 'Mass4You Financial Tools Available to Help GIC Members'.



# Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **Dropdown** arrow.

MAGIC  
Group Insurance Commission

Benefit Management Reports Admin Online Forms Online Forms - Open Cases Declined Benefits - Portal

Select Report: -- Select --

1



# Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **Monthly Agency Insured Report**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo, and at the top right is the Commonwealth of Massachusetts seal. Below the logo is a navigation bar with the following links: Benefit Management, Reports, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. The 'Reports' link is highlighted. Below the navigation bar is a 'Select Report:' dropdown menu. The dropdown menu is open, showing the following options: -- Select --, -- Select --, Monthly Agency Insured Report (highlighted in blue), LTD Age Change, Optional Life Age Change, and New Hire Without EmailAddress After July 1, 2024. A blue arrow points from the highlighted 'Monthly Agency Insured Report' option to a yellow circle containing the number '1'.



# Agency Insured Report in MAGIC (HR/CMS & UMass Agencies)

1. Select the **As of Date**.
2. See detailed deductions for employees.
3. **Amount Owed** by employee is listed in black.  
**Refund Due** to employee is listed in red.
4. **Select a format** and click **Export** to save a copy.

Select Report: Monthly Agency Insured Report

As Of Date: [dropdown] View Report

1 of 1 | Select a format | Export

Commonwealth of Massachusetts  
Group Insurance Commission

### Agency Insured Report (deductions)

Reference ID	Emp Id	Name	Coverage Descriptions	Premium Due (\$)	Premium Deducted (\$)	Balance Due (\$)
ABC12345A	000001	Sample Employee A	Sample Basic Life Insurance	\$1.59	\$1.59	\$0.00
ABC12345A	000001	Sample Employee A	Sample Health Insurance	\$100.00	\$100.00	\$0.00
ABC12345A	000001	Sample Employee A	Sample Optional Life Insurance	\$50.00	\$50.00	\$0.00
<b>Insured Total</b>				\$151.59	\$151.59	\$0.00
ABC12345A	000002	Sample Employee B	Sample Basic Life Insurance	\$1.59	\$0.00	\$1.59
ABC12345A	000002	Sample Employee B	Sample Health Insurance	\$100.00	\$0.00	\$100.00
ABC12345A	000002	Sample Employee B	Sample Optional Life Insurance	\$50.00	\$0.00	\$50.00
<b>Insured Total</b>				\$100.00	\$0.00	\$151.59
ABC12345A	000003	Sample Employee C	Sample Basic Life Insurance	\$0.00	\$1.59	\$(1.59)
ABC12345A	000003	Sample Employee C	Sample Health Insurance	\$0.00	\$100.00	\$(100.00)
ABC12345A	000003	Sample Employee C	Sample Optional Life Insurance	\$0.00	\$50.00	\$(50.00)
<b>Insured Total</b>				\$0.00	\$151.59	\$(151.59)



# Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Go to the MAGIC **Home** page.
2. Click **Reports**.

**MAGIC**  
Group Insurance Commission

Benefit Management Reports Admin Online Forms Online Forms - Open Cases Declined Benefits – Portal

**Home**

**News & Alerts**

**Group Insurance Commission**

The mission of the Group Insurance Commission (GIC) is to provide high-value health insurance and other benefits to state employees, retirees, and their survivors and dependents. The GIC also covers housing and redevelopment authorities as well as certain municipalities that elect to join the GIC. The agency works with vendors selected through competitive bidding to offer cost-effective benefits produced with careful plan design and rigorous ongoing management. The agency's performance goals are to provide affordable, high quality benefits and, as the largest employer purchaser of health insurance in the Commonwealth, to use that position to drive improvements in the health care system.

**Links**

- [Coordinator Resource Materials](#)
- [Employee Assistance Program \(EAP\) Mass4You](#)
- [Mass4You Financial Tools Available to Help GIC Members](#)



# Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **Dropdown** arrow.

MAGIC  
Group Insurance Commission

Benefit Management Reports Admin Online Forms Online Forms - Open Cases Declined Benefits - Portal

Select Report: -- Select --

1



# Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Click the **New Hire Without Email Address Report**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo, and at the top right is the Commonwealth of Massachusetts seal. A navigation bar contains the following links: Benefit Management, Reports (highlighted), Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. Below the navigation bar, a 'Select Report:' dropdown menu is open, displaying the following options: -- Select --, -- Select --, Monthly Agency Insured Report, LTD Age Change, Optional Life Age Change, and New Hire Without EmailAddress After July 1, 2024. A blue arrow points from a yellow circle containing the number '1' to the selected report option.

1



# Missing Email Address Report in MAGIC (HR/CMS & UMass Agencies)

1. Select your **Agency**.
2. See detailed report below.
3. **Select a format** and click **Export** to save a copy.

**MAGIC**  
Group Insurance Commission

Benefit Management **Reports** Discrepancy Report Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: New Hire Without EmailAddress After July 1, 2024

Agency  View Report

1 of 2 Select a format Export

**MAGIC**  
Group Insurance Commission

**New Hire Without an Email Address after July 1st 2024**

Employee Id	Insured Name	RefID	Hire Date
XXX-XX-1234	Sample Employee	ABC12345A	07/02/2024



# Website Resources (HR/CMS & UMass Agencies)

1. Additional new guides have been added to the MAGIC Help Tab.

**MAGIC**  
Group Insurance Commission

Benefit Management Reports Admin Online Forms Online Forms - Open Cases Declined Benefits - Portal

**Home**

**News & Alerts**

**Group Insurance Commission**

The mission of the Group Insurance Commission (GIC) is to provide high-value health insurance and other benefits to state employees, retirees, and their survivors and dependents. The GIC also covers housing and redevelopment authorities as well as certain municipalities that elect to join the GIC. The agency works with vendors selected through competitive bidding to offer cost-effective benefits produced with careful plan design and rigorous ongoing management. The agency's performance goals are to provide affordable, high quality benefits and, as the largest employer purchaser of health insurance in the Commonwealth, to use that position to drive improvements in the health care system.

**Links**

- [Coordinator Resource Materials](#)
- [Employee Assistance Program \(EAP\) Mass4You](#)
- [Mass4You Financial Tools Available to Help GIC Members](#)

**Help**



# Website Resources (HR/CMS & UMass Agencies)

1. Go to [www.Mass.gov/GIC](http://www.Mass.gov/GIC)
2. Click **GIC Coordinator Resources**.

The screenshot shows the Mass.gov website with the Group Insurance Commission (GIC) page. The page features a navigation menu, a search bar, and a grid of resource tiles. A yellow circle with the number '1' points to the Mass.gov logo, and a yellow circle with the number '2' points to the 'GIC COORDINATOR RESOURCES +' button.

1

2



# Website Resources (HR/CMS & UMass Agencies)

1. Click **MyGICLink Toolkit**

GIC Coordinator Resources		
<a href="#">MyGICLink Toolkit →</a>	<a href="#">MAGIC Toolkit →</a>	<a href="#">Coordinator Training →</a>
<a href="#">New Hire Benefits Law Effective July 1, 2024 →</a>	<a href="#">Ordering Brochures →</a>	<a href="#">Requesting Benefit Forms for Members →</a>
<a href="#">Hospital List →</a>	<a href="#">GIC Benefit Rates →</a>	
<a href="#">Annual Enrollment →</a>	<a href="#">Qualifying Events →</a>	<a href="#">Member Benefit Guides →</a>
<a href="#">GIC Glossary →</a>	<a href="#">Frequently Asked Questions →</a>	<a href="#">Additional Coordinator Resources →</a>



## Website Resources (HR/CMS & UMass Agencies)

1. Click **HR/CMS and UMass Toolkit**

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▼ HR/CMS and UMass Toolkit	← 1
▼ Municipal Toolkit	
▼ Offline Agency Toolkit	



# Website Resources (HR/CMS & UMass Agencies)

1. Click the links to view samples.
2. Click the links to view video samples.

## HR/CMS and UMass Toolkit

### Documents

- [MyGICLink: What You Need To Know](#)
- [Instructions for Updating an Employee's Email in MAGIC](#)
- [MyGICLink FAQ](#)
- [GIC Member Portal User Guide](#)
- [MyGICLink Member Registration Email Sample](#)
- [MyGICLink New Hire Registration Email Sample](#)
- [MyGICLink State Employee Acknowledgement Form](#)
- [Registration User Guide](#)

### Videos

- [Welcome to the MyGICLink Member Benefits Portal](#)
- [MyGICLink Benefits Demo](#)
- [MyGICLink Dependents Demo](#)
- [MyGICLink Personal Information Demo](#)
- [MyGICLink Qualifying Events Demo](#)
- [MyGICLink Coordinator Training](#)

1

2



# Website Resources (HR/CMS & UMass Agencies)

## 1. Sample of the New Hire Registration email.

**SAMPLE: myGICLink New Hire Registration Email**

From: **My GIC Link** <mygidlinkcustomerservice@mass.gov>  
Subject: Welcome to MyGICLink, Exceptional member benefits at your fingertips  
To: johnsample@test.com

Hi John Sample,

As a new employee you have 21 days from your date of hire to enroll in GIC Benefits. Please log in to myGICLink Self Service Portal today to enroll.

**Portal Link:** [https://mygidlink.mass.gov/portal/registration](#)  
**Email to register:** [john.sample@test.com](mailto:john.sample@test.com)

Your Pin Number is **123456**

**Basic Life and Health** - You may apply during the GIC's Annual Enrollment which occurs every Spring for coverage effective July 1.

**Optional Life or Long Term Disability** - You may apply during the GIC's Annual Enrollment which occurs every Spring for coverage effective July 1. Subject to providing satisfactory Medical Evidence of Insurability.

**Dental/Vision** - If you are eligible for GIC's Dental and Vision benefits, you may apply during the GIC's Annual Enrollment which occurs every Spring for coverage effective July 1.

**Important:** Please use the following instructions when accessing the GIC Member Portal: Google Chrome, Firefox, or Edge.

Thank you for joining MyGICLink.

Group Insurance Commission



*Note: All enrollments processed through MyGICLink are subject to GIC's eligibility rules. If you have questions contact the GIC at 617-727-2310. Please do not reply or send documents to this automated email.*



# Website Resources (HR/CMS & UMass Agencies)

## 1. Sample of the **State Employee Acknowledgement Form**.



Commonwealth of Massachusetts  
Group Insurance Commission

**State Employee Acknowledgement Form For GIC Benefits**

You are responsible for reviewing your benefit options and making your GIC benefit elections within 21 days of the date of hire on the MyGICLink Member Benefits Portal:

- Basic Life Insurance
- Basic Life & Health Insurance
- Summary of Benefits and Coverage
- Optional Life Insurance
- Long Term Disability (LTD)
- Dental/Vision (if eligible)
- Health Care Spending Account (HCSA)\*
- Dependent Care Assistance Program (DCAP)\*

\* You must enroll in the Flexible Spending Account (FSA) benefit on the FSA administrator's website

I understand that as a new hire I will receive a New Hire Welcome/Registration email from MyGICLinkcustomerservice@mass.gov and I must log in to the MyGICLink Member Benefits Portal to enroll in GIC benefits within 21 days of my date of hire. If I don't receive an email within 10 days of my hire date, I must notify the GIC Coordinator at my workplace so that enrollment forms can be provided to me via GIC Online Forms

By enrolling in GIC basic life or basic life and health insurance, my premiums will be deducted on a pretax basis unless I elect post tax benefits and if I enroll in a GIC health plan, I can't change my health plan until the next Annual Enrollment period. I understand that if I do not elect GIC Basic Life and health within 21 days of hire, my next opportunity to apply for these benefits is during GIC's next Annual Enrollment or within 60 days of a qualifying event.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: Return this signed form to your GIC Coordinator.  
GIC Coordinator: Give employee a copy of this form and retain original signed form in employee's personnel file. Do not send to the GIC.



# Website Resources (HR/CMS & UMass Agencies)

1. Click **New Hire Benefits Law Effective July 1, 2024**

1

### GIC Coordinator Resources

<a href="#">MyGICLink Toolkit →</a>	<a href="#">MAGIC Toolkit →</a>	<a href="#">Coordinator Training →</a>
<a href="#">New Hire Benefits Law Effective July 1, 2024 →</a>	<a href="#">Ordering Brochures →</a>	<a href="#">Requesting Benefit Forms for Members →</a>
<a href="#">Hospital List →</a>	<a href="#">GIC Benefit Rates →</a>	
<a href="#">Annual Enrollment →</a>	<a href="#">Qualifying Events →</a>	<a href="#">Member Benefit Guides →</a>
<a href="#">GIC Glossary →</a>	<a href="#">Frequently Asked Questions →</a>	<a href="#">Additional Coordinator Resources →</a>



## Website Resources (HR/CMS & UMass Agencies)

### New Hire Benefits Law Pages for GIC Coordinators

The GIC is in regular communication with GIC Coordinators as this project develops. The following pages for each Coordinator type (HR/CMS, Municipal, and Offline) are to inform and instruct coordinators and organizations of any further action necessary to prepare for and implement this important change, including tools and resources, training opportunities, and more.



1. Click **HR/CMS Coordinators**
2. Detailed information for the Reduced Waiting Period Implementation can be found here

## 9. Q&A

# Questions

Please submit questions at any time during the webinar via the Q&A function. Staff will answer questions in the Q&A function or will answer them live at the end of the training.

Only questions related to the New Hire Reduced Waiting Period (RWP) will be answered during this training.

If you have questions unrelated to RWP:

Please visit **[bit.ly/contactgic](https://bit.ly/contactgic)** or call 617-727-2310 between 9 am and 5 pm, Monday - Friday, and a member of our team will assist you.



### **MyGICLink Allows GIC Members To:**

- View benefits 24/7 throughout the year
- Securely update personal information
- Update benefits during GIC's Annual Enrollment period or when experiencing a qualifying event
- Update dependent(s), if applicable
- Chat with GIC staff, and much more!

**Members can find MyGICLink registration instructions and resources on [mass.gov/gic](https://mass.gov/gic)**

## **Encourage Members to Register for the MyGICLink Member Benefits Portal**

- All state and municipal active employees and retirees with a valid email address on GIC records who are covered by GIC Benefits have access to MyGICLink to view and make changes to their GIC coverage online.
- GIC encourages employees to provide their preferred email address to receive communications and have access the new Member Benefits Portal.
- **View MyGICLink Promotion Materials on [mass.gov/gic](https://mass.gov/gic):**

Use graphics and copy to let your agency's GIC members know about the fastest and most efficient way to manage their GIC benefits, MyGICLink.



# Thank You

 [Mass.gov/GIC](https://www.mass.gov/GIC)

 [@MassGIC](https://twitter.com/MassGIC)

 [MA Group Insurance Commission](https://www.youtube.com/MAGroupInsuranceCommission)

 [Group Insurance Commission](https://www.linkedin.com/company/group-insurance-commission)