MAEFAIRS Compensation Expenditures Reporting Instructions

Data Entry:

Data can be entered into the MAEFAIRS compensation expenditures report in two ways: Upload or Import your records, or enter each record manually.

File Import or Upload (.csv file)

Instructions for importing (uploading) a .csv file created by a school specific software vendor:

1. Create a .csv file from your accounting software (contact vendor for specific instructions). For districts with multiple legal entities (LEs) you will need to create a .csv file for each LE.
2. Log in to MAEFAIRS, hover over the DATA ENTRY tab, and click on COMPENSATION EXPENDITURES.
3. Choose the appropriate Fiscal Year and an LE (should you have more than one).
4. Click the grey "Browse" button to select the .csv file you created. You will be redirected to your computer's file explorer system. Navigate to the folder where you stored the .csv file and click "Open".
5. Once back in the MAEFAIRS screen, click the blue "Import Compensation Expenditures" button to import your compensation expenditures by SEID.
6. If the data is correctly coded and formatted, you will see "File Imported" below the blue button.
   a. Print the report as desired for your records using one of the three blue "Print Report As…" buttons at the top of the page. In the report you print you will see a list of employees, the line items from which each are paid, and the amounts for each of those line items.
   b. Click on the top right blue "Submit Compensation Expenditures" button to complete your submission process.
7. If there are issues with the data in your .csv report the entire file is rejected, and a string of blue error messages can be found below the Import button. You will need to correct the records, data coding, or formatting in your .csv file to import your data.
   a. Error messages regarding missing SEID or TOE (Terms of Employment) records can be addressed by checking your prior year TOE report to make sure the employee and SEID data are entered correctly. If you did not print the report or need assistance with TEAMS, contact the OPI TEAMS experts by e-mailing OPITEAMS@mt.gov.
   b. For error messages concerning LE, Fund Code, or other accounting code validity, check to be sure that you've properly formatted your .csv report. For assistance with these or other funding issues, contact Renee Richter, (406) 444-1960 or rrichter@mt.gov.

Manual Entry

Instructions for manual data entry (just as you would enter data for the Trustees Financial Summary):

1. Follow steps 1 – 3 in the Import instructions above.
2. Ignore the "Browse" and "Import…" buttons and click into the SEID entry field.
3. Enter an SEID then hit your tab key.
4. If a blue "TOE record missing for SEID #…" error message shows next to the SEID entry field, follow step 7A in the Import instructions above.
5. If the SEID is valid, use the dropdown boxes to enter each line item salary code(s) (111-180 object code) from which the employee was paid. There may be multiple salary codes. You will need to enter the employee SEID number for each line item you enter.
6. Using the same procedure, enter the expenditure benefit code(s) (200-280 object code) used to record benefits paid by the district on behalf of each employee.
    a. Report only the Employer share of Social Security/Medicare, Teachers/Public Employee's Retirement, Unemployment, Worker's Compensation, Health Insurance, Life Insurance, and Other Employee Benefits.
    b. There may be as many as 7 benefit line items associated with each salary line item for each employee.
7. If a code is not available in the dropdown box, check your coding string to make sure you are using an appropriate code for the expense. If you need assistance with coding issues, contact Renee Richter (406) 444-1960 or rrichter@mt.gov.
8. When all salary and benefit data is entered, follow steps 6(a) and 6(b) in the Import instructions above to submit your data.

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