MAEFAIRS Compensation Expenditures Reporting Instructions

FY2025





Contents

Background	2
Data Entry into MAEFAIRS	3
Data File Import (.csv file)	3
Manual Entry	5
Appendix 1: SEID Numbers	7
Appendix 2: Districts that Pay Unemployment Compensation and Workers Compensation Once Per Year	7
Appendix 3: AIM Data Collection Calendar and Contact Information	7
Contacts	8
OPI School Finance Contacts:	8
OPI AIM Contacts:	8

Background

Per 20-7-104, MCA, schools have a responsibility to be transparent with the use of public funds. To assist with that requirement, Compensation Expenditure reporting collects and reports information pertaining to all salaries paid to employees in the district in a fiscal year. All employees must be reported. Compensation Expenditure reports must be submitted by December 10th annually and report the previous fiscal year's data.



Data Entry into MAEFAIRS

Data can be entered into the MAEFAIRS compensation expenditures report in two ways:

- 1. Import records or
- 2. Enter each record manually.

Data File Import (.csv file)

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

- 1. Create a .csv file from accounting software (contact vendor for specific instructions). For districts with multiple legal entities (LEs) create a .csv file for each LE.
- 2. Log in to MAEFAIRS, hover over the (1) Data Entry tab, and click on (2) Compensation Expenditures.

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Home	Data Entry Reports	Views	Administration	Instructions	Logout
	Compensation Expendit	ures 🥑	2		
	Student Count For ANB	Þ			
	Sinking Fund				
	Tuition				
	State Facility Tuition				
	Trustee Financial Summ	ary (TFS)≯			
	Budget	•			For general MAEFAI
	ESSA PPE Calculation				

- 3. Choose the appropriate (1) Fiscal Year and (2) LE. If there is more than one LE for the district, this must be done for each LE.
- 4. Click the grey (3) Choose File button to select the .csv file created. The user will be redirected to the file explorer system. Navigate to the folder where the stored .csv file is located and click "Open".
- 5. Once back in the MAEFAIRS screen, click the blue (4) Import Compensation Expenditures button to import the district compensation expenditures by SEID.

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- 6. If the data is correctly coded and formatted, a message "File Imported" will display below the blue button.
 - a. Print the report as desired for the district records using one of the three blue Print Report As... buttons at the top of the page. The report will list the 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 the submission process.

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							Comp	ensation Ex	cpenditures
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SEID:	: [
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- 7. If there are issues with the data in the .csv report the entire file will be rejected, and a string of blue error messages can be found below the Import button. The records, data coding, or formatting in the .csv file will need to be corrected to import the data.
 - a. Error messages regarding missing SEID or TOE (Terms of Employment) records can be addressed by checking the prior year TOE report to make sure the employee and SEID data are entered correctly or add a new TOE record. To create an SEID number go to the Teach MT (TMT) System. TOE records are added in AIM.
 - b. For error messages concerning LE, Fund Code, or other accounting code validity, check to be sure that the .csv file is properly formatted. For assistance with these and other funding issues, send an email to <u>OPISchoolFinance@mt.gov</u> or contact Andrea Mohammadi at 406-444-1960, Laci Novark at 406-444-4401, or Alivia Skeslien-Jenkins at 406-444-1964.



Manual Entry

Instructions for manual data entry:

1. Log in to MAEFAIRS, hover over the (1) Data Entry tab and click on (2) Compensation Expenditures.

opi.mt.gov				
Home	Data Entry Reports Views	Administration	Instructions	Logout
	Compensation Expenditures	2		
	Student Count For ANB			
	Sinking Fund			
	Tuition			
	State Facility Tuition			
	Trustee Financial Summary (TFS)▶			
	Budget >			For general MAEFAI
	ESSA PPE Calculation			

2. Choose the appropriate (1) Fiscal Year and (2) LE. If there is more than one LE for the district, this must be done for each LE. Enter an (3) SEID and press the tab key.

	Data Entry	Reports	Views	Administration	User Maintenance	Documentation	Instructions	Logout
	1			2				Compensation Expenditures
Fisca	I Year: 2024	✓ LE: Ab	sarokee E	Elem - 0861	~			
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Com	pensation Ex	penditures	Import Fil	le:				
Click	Browse/Choo ose File No	se File to se file chosen	lect the file	e to import your Co	mpensation Expenditur	es by SEID.		
Imp	ort Compens	ation Exper	nditures					
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Full	ram Code:	• •						
Pror	num Code.	•						
Prog	uon code.	-						
Prog Fund Obje	ct Code:			Last Year's Amou	nt: 0.00 Save Can	cel Delete		
Prog Fund Obje Amo	ct Code:							
Proç Fune Obje Amo	oct Code:							
Prog Fund Obje Amo Expe	ect Code:) expenditu	re record	s entered for this	LE			

- 3. If a blue "TOE record missing for SEID #..." error message shows next to the SEID entry field, the errors need to be corrected before the information is manually entered.
 - a. Error messages regarding missing SEID or TOE (Terms of Employment) records can be addressed by checking the prior year TOE report to make sure the employee and SEID data are entered correctly or add a new TOE record. To create an SEID number go to the Teach MT (TMT) System. To add or correct a TOE record go to Infinite Campus in AIM.



- b. For error messages concerning LE, Fund Code, or other accounting code validity, check to be sure that you have properly formatted your .csv report. For assistance with these or other funding issues, send an email to <u>OPISchoolFinance@mt.gov</u> or contact Andrea Mohammadi at 406-444-1960, Laci Novark at 406-444-4401, or Alivia Skeslien-Jenkins at 406-444-1964.
- 4. If the SEID is valid, use the dropdown boxes to enter each line-item salary code(s), salary expenditure coding lines will be for all lines containing object codes 111-180 for each employee. There may be multiple salary codes for any given employee. Enter the employee SEID number for each line item you enter.
- 5. Using the same procedure, enter the salary expenditure benefit coding lines containing object codes 200-280 for each employee.
 - 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.
- 6. 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 issue, contact School Finance staff.
- 7. When all salary and benefit data is entered:
 - a. Run the reports and check for errors.
 - b. If the data is correct, Submit to OPI.

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			Comp	ensation Ex	penditures
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Compensation Expenditure	s Import File:				
Click Browse/Choose File to s	elect the file to import you	ir Compensation Expenditure by	SEID.		
Import Compensation Exp	enditures				
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SEID: Fund Code: Program Code: Function Code: Object Code: Amount:	Last Year's A	mount: 0.00 Save Cancel	Delete	Availabl	e Reports
SEID: Fund Code: Program Code: Function Code: Object Code: Amount:	Last Year's A	mount: 0.00 Save Cancel	Delete	Availabl	e Reports
SEID: Fund Code: Program Code: Function Code: Object Code: Amount: Expenditures There are no SEID expendit	Last Year's A	mount: 0.00 Save Cancel	Delete	Availabl	e Reports



Appendix 1: SEID Numbers

Access to Teach MT (TMT) is given through the school district. To get to the TMT system, on the OPI website go to Educators>Educator Licensure Home> <u>TEACHMT LOGIN</u>.

- 1. To generate SEID numbers the school district must add the user to the TMT system. To add a person the following information is required: Social Security Number, Birthdate, and a valid email address.
- 2. Once the SEID is generated, use the staff locator in Infinite Campus to create a staff member and assign the SEID.
- 3. Return to MAEFAIRS enter the SEID and it will link to Infinite Campus.

For Infinite Campus instructions follow the link <u>District Staff Check List(mt.gov)</u>.

Appendix 2: Districts that Pay Unemployment Compensation and Workers Compensation Once Per Year

To account for these one-time costs in the MAEFAIRS Compensation Expenditures screen enter an SEID number of 0. Select the correct expenditure code for Fund Code, Program Code, and Function Code. Last enter the total amount spent on unemployment and workers' compensation.

	Compensation Expenditures
Fiscal Year: 20	23 LE: Absarokee Elem - 0861 🗸
Print Report a	as PDF Print Report as Excel Print Validation Report Submit Compensation Expenditures
Compensation Click Browse/Cl Choose File Import Compe	I Expenditures Import File: hoose File to select the file to import your Compensation Expenditures by SEID. No file chosen ensation Expenditures
SEID:	0 Absarokee Elem - 0861 SEID Total: 0.00
Fund Code:	XX - Detail Expenditures (All Funds) 🗸
Program Code	e: XXX - All Programs 🗸
Function Code	e: XXXX - All Functions 🗸
Object Code:	250 - Workers Compensation 👻
Amount:	240 - Linemployment Companyation unit: 0.00 Save Cancel Delete
Expenditures	250 - Workers Compensation
There are no S	SEID expenditure records entered for this LE.
lf you have any	y questions about the expenditures, contact Andrea Mohammadi at (406) 444-1960 or Andrea Mohammadi@mt.gov or contact Laci Novark at (406) 444-4401 or Laci.Novar
	Compensation Expenditures
	2023 LE: Absarakas Elam 0861
Fiscal Year: A	ZZZ LL. Absolokee Liell - 0001
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Print Repor	rt as PDF Print Report as Excel Print Validation Report This LE has been submitted.
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Print Report SEID: Fund Code: Program Cod Function Co Object Code Amount: Expenditures SEID Na 0 Distric	rt as PDF Print Report as Excel Print Validation Report This LE has been submitted. v

Appendix 3: AIM Data Collection Calendar and Contact Information

To access the current year AIM Data Collection Calendar, go to Achievement in Montana (AIM) (mt.gov)



Contacts

OPI School Finance Contacts:

Andrea Mohammadi, Business Analyst Laci Novark, Budget Analyst Alivia Skeslien-Jenkins, Budget Analyst School Finance Email

OPI AIM Contacts:

OPI AIM Contacts:

OPI AIM Email OPI Teach MT 406-444-1960 or Andrea.Mohammadi@mt.gov 406-444-4401 or Laci.Novark@mt.gov 406-444-1964 or Alivia.Skeslien-Jenkins@mt.gov OPISchoolFinance@mt.gov

1-877-424-6681 406-444-3800 opiaimhelp@mt.gov Educator Licensure (mt.gov)

