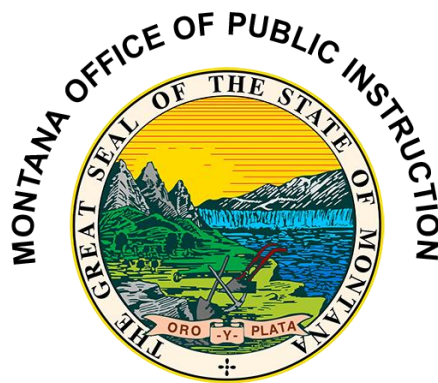


# **MAEFAIRS Compensation Expenditures Reporting Instructions**

**FY2025**



October 2024

# 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 10<sup>th</sup> annually and report the previous fiscal year’s data.

# Data Entry into MAEFAIRS

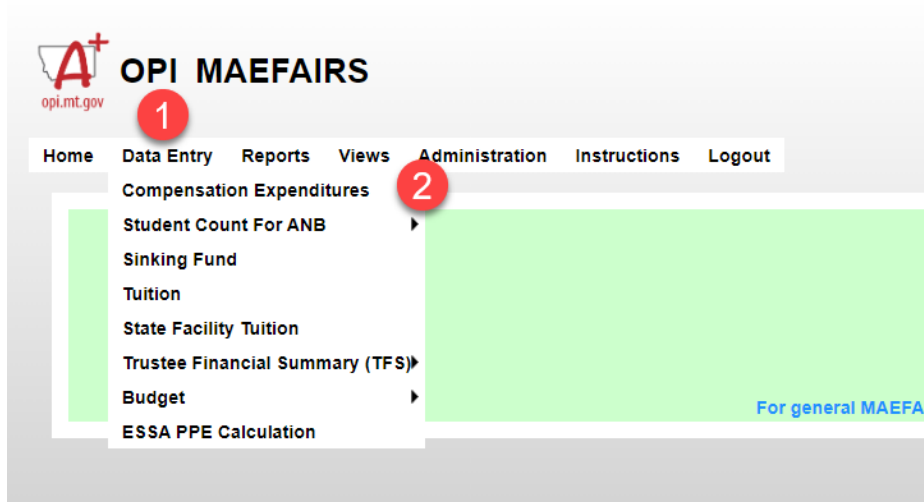
Data can be entered into the MAEFAIRS compensation expenditures report in two ways:

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

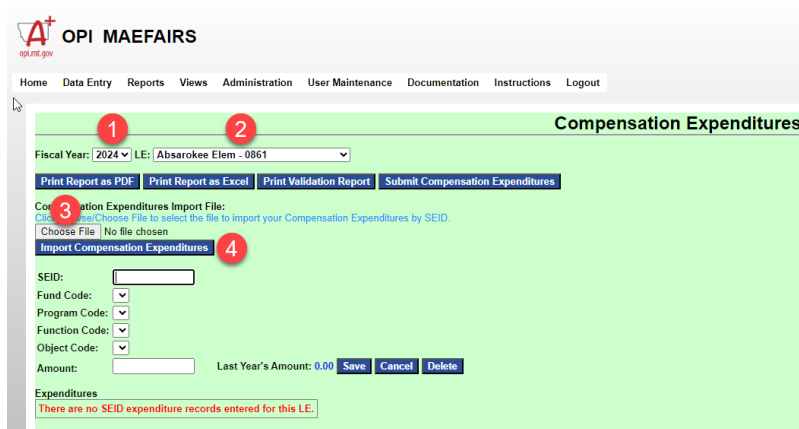
## Data File Import (.csv file)

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

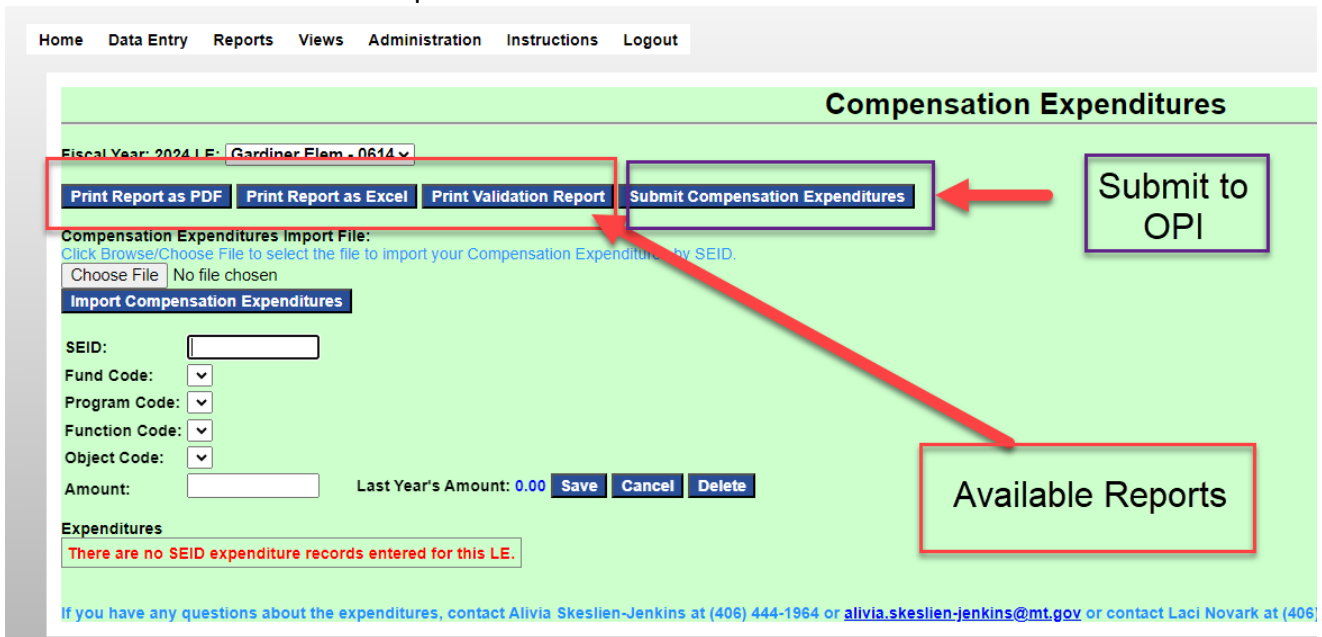
1. Create a .csv file from accounting software (contact vendor for specific instructions). For districts with multiple legal entities (LEs) create a .csv file for each LE.
2. Log in to MAEFAIRS, hover over the (1) Data Entry tab, and click on (2) Compensation Expenditures.



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.



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.

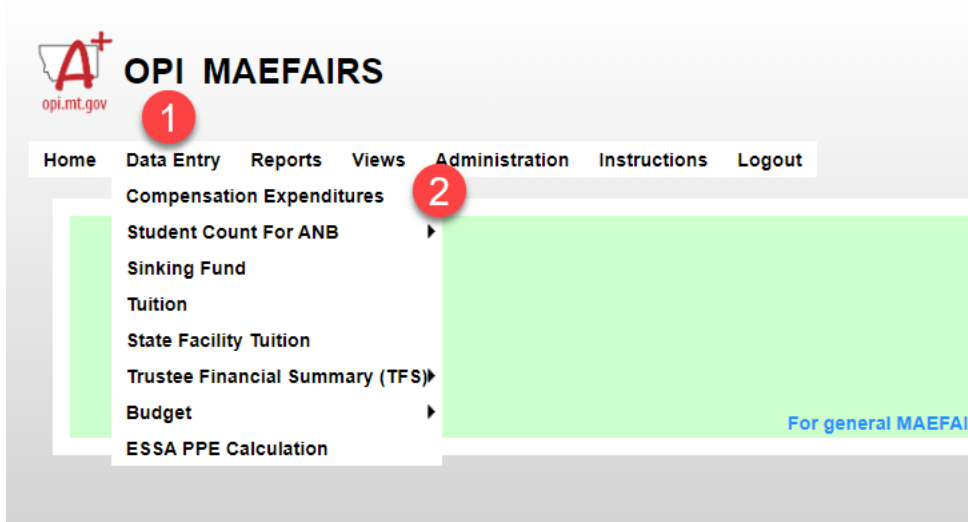


7. If there are issues with the data in the .csv report the entire file will be rejected, and a string of blue error messages can be found below the Import button. The records, data coding, or formatting in the .csv file will need to be corrected to import the data.
  - a. Error messages regarding missing 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 [OPISchoolFinance@mt.gov](mailto:OPISchoolFinance@mt.gov) or contact Andrea Mohammadi at 406-444-1960, Laci Novark at 406-444-4401, or Alivia Skeslien-Jenkins at 406-444-1964.

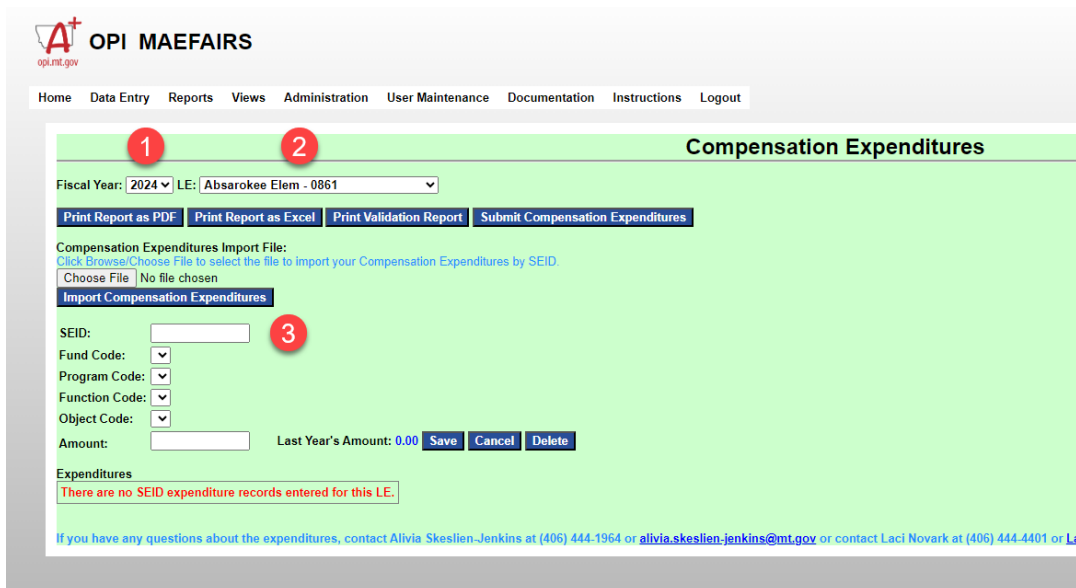
# Manual Entry

Instructions for manual data entry:

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



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.



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 [OPISchoolFinance@mt.gov](mailto:OPISchoolFinance@mt.gov) 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.
  - 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.
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.

Home Data Entry Reports Views Administration Instructions Logout

## Compensation Expenditures

Fiscal Year: 2024 LE: Gardiner Elem - 0614

[Print Report as PDF](#) [Print Report as Excel](#) [Print Validation Report](#) [Submit Compensation Expenditures](#)

Submit to OPI

Compensation Expenditures Import File:  
Click Browse/Choose File to select the file to import your Compensation Expenditures by SEID.

Choose File No file chosen

[Import Compensation Expenditures](#)

SEID:

Fund Code:

Program Code:

Function Code:

Object Code:

Amount:  Last Year's Amount: 0.00 [Save](#) [Cancel](#) [Delete](#)

Expenditures

There are no SEID expenditure records entered for this LE.

If you have any questions about the expenditures, contact Alivia Skeslien-Jenkins at (406) 444-1964 or [alivia.skeslien-jenkins@mt.gov](mailto:alivia.skeslien-jenkins@mt.gov) or contact Laci Novark at (406)

## 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> [TEACHMT LOGIN](#).

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 [District Staff Check List\(mt.gov\)](#).

## 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: 2023 LE: Absarokee Elem - 0861

Print Report as PDF
Print Report as Excel
Print Validation Report
Submit Compensation Expenditures

Compensation Expenditures Import File:  
Click Browse/Choose File to select the file to import your Compensation Expenditures by SEID  
Choose File No file chosen  
Import Compensation Expenditures

SEID: 0 Absarokee Elem - 0861 SEID Total: 0.00

Fund Code: XX - Detail Expenditures (All Funds)

Program Code: XXX - All Programs

Function Code: XXXX - All Functions

Object Code: 250 - Workers Compensation

Amount: 0.00 Save Cancel Delete

Expenditures  
240 - Unemployment Compensation  
250 - Workers Compensation

There are no SEID expenditure records entered for this LE.

If you have any questions about the expenditures, contact Andrea Mohammadi at (406) 444-1960 or [Andrea.Mohammadi@mt.gov](mailto:Andrea.Mohammadi@mt.gov) or contact Laci Novark at (406) 444-4401 or [Laci.Novark@mt.gov](mailto:Laci.Novark@mt.gov)

---

**Compensation Expenditures**

Fiscal Year: 2023 LE: Absarokee Elem - 0861

Print Report as PDF
Print Report as Excel
Print Validation Report
This LE has been submitted.

SEID:  

Fund Code:  

Program Code:  

Function Code:  

Object Code:  

Amount:   Last Year's Amount: 0.00 Cancel

Expenditures

SEID	Name	Fund Code	Program Code	Function Code	Object Code	Amount
0	District Wide	XX	XXX	XXXX	250	3,640.18
						3,640.18

## 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

406-444-1960 or [Andrea.Mohammadi@mt.gov](mailto:Andrea.Mohammadi@mt.gov)

Laci Novark, Budget Analyst

406-444-4401 or [Laci.Novark@mt.gov](mailto:Laci.Novark@mt.gov)

Alivia Skeslien-Jenkins, Budget Analyst

406-444-1964 or [Alivia.Skeslien-Jenkins@mt.gov](mailto:Alivia.Skeslien-Jenkins@mt.gov)

School Finance Email

[OPISchoolFinance@mt.gov](mailto:OPISchoolFinance@mt.gov)

### OPI AIM Contacts:

OPI AIM Contacts:

1-877-424-6681

406-444-3800

OPI AIM Email

[opiamhelp@mt.gov](mailto:opiamhelp@mt.gov)

OPI Teach MT

[Educator Licensure \(mt.gov\)](http://Educator.Licensure(mt.gov))