MAEFAIRS Compensation Expenditures Reporting Instructions

FY2026

Contents

Background

Schools have a responsibility to be transparent with the use of public funds per 20-7-104, MCA. 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.

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Data Entry into MAEFAIRS

Data can be entered into the MAEFAIRS compensation expenditures report in two ways:
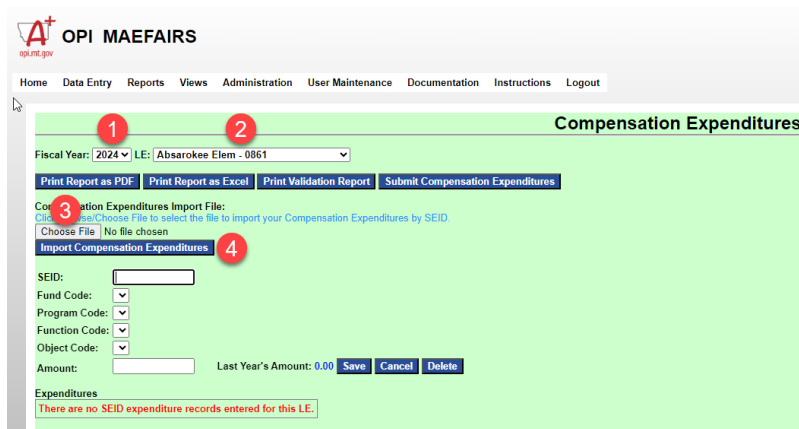1. Import records or
2. Enter each record manually.

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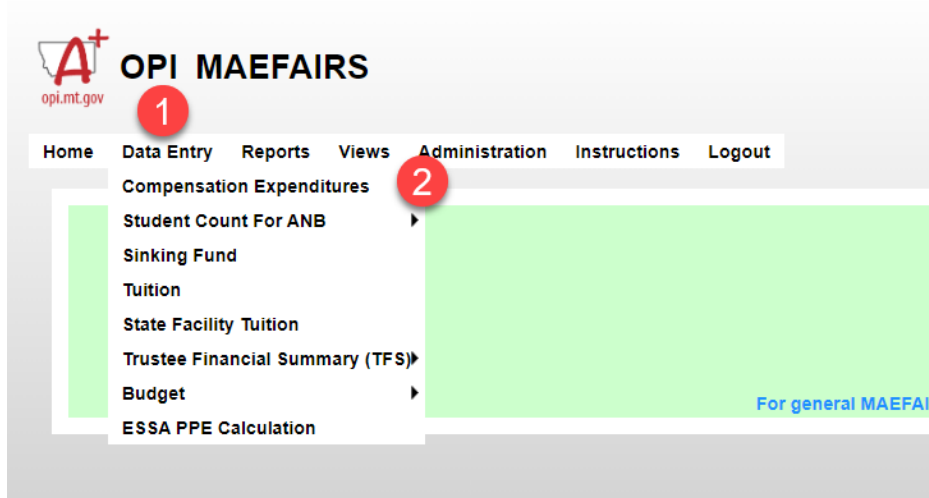
3. Choose the appropriate Fiscal Year and LE. If there is more than one LE for the district, this step must be done for each LE.
4. Click the grey Choose File button to select the .csv file created. The user will be redirected to the file explorer system. Navigate to the folder where the stored .csv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


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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 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 or contact Andrea Mohammadi at 406-444-1960, Laci Novark at 406-444-4401, or Alivia Skeslien-Jenkins at 406-444-1964.

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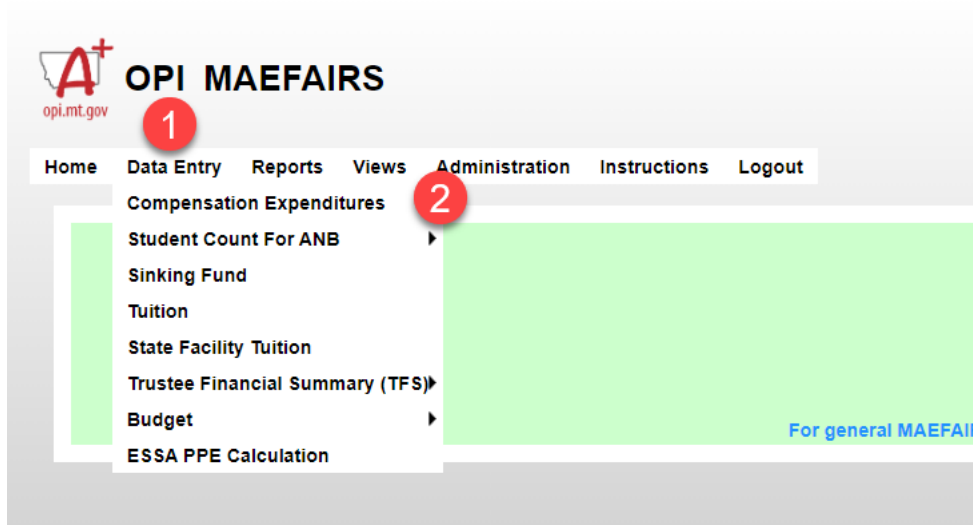
2. Choose the appropriate (1) Fiscal Year and (2) LE. If there is more than one LE for the district, this must be done for each LE. Enter an (3) SEID and press the tab key.

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 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.

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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.

Appendix 3: AIM Data Collection Calendar and Contact Information

To access the current year AIM Data Collection Calendar, go to EDUCATE (Infinite Campus).

Contacts

OPI School Finance Contacts:

Andrea Mohammadi, Business Analyst	406-444-1960 or Andrea.Mohammadi@mt.gov
Laci Novark, Budget Analyst	406-444-4401 or Laci.Novark@mt.gov
Alivia Skeslien-Jenkins, Budget Analyst	406-444-1964 or Alivia.Skeslien-Jenkins@mt.gov
School Finance Email	OPISchoolFinance@mt.gov

OPI AIM Contacts:

OPI AIM Contacts:	1-877-424-6681
	406-444-3800
OPI AIM Email	opiaimhelp@mt.gov
OPI Teach MT	Educator Licensure (mt.gov)