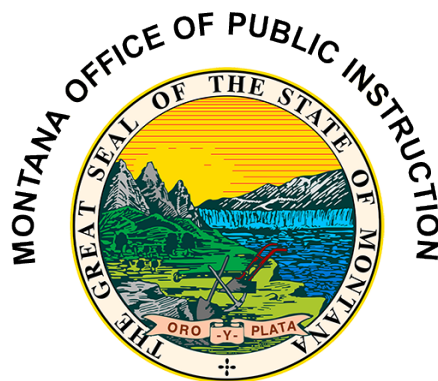


MAEFAIRS Compensation Expenditures Reporting Instructions

FY2026



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

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.

Data Entry into MAEFAIRS

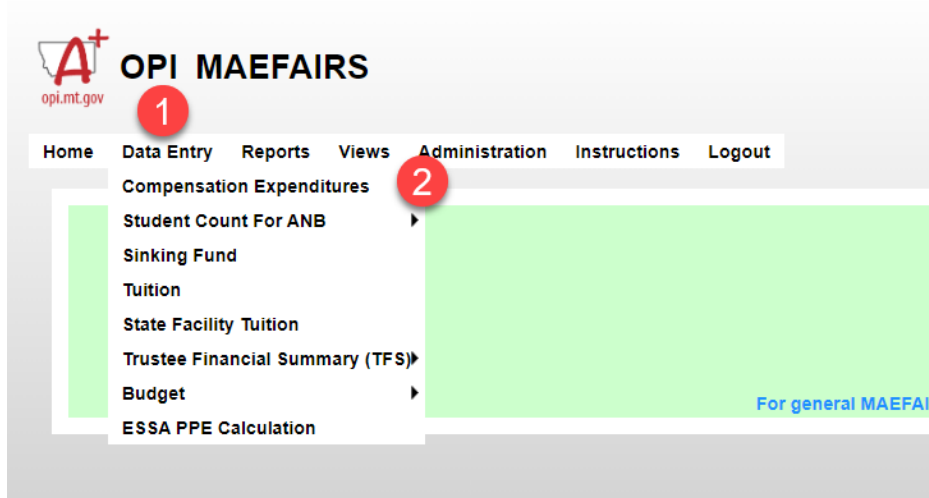
Data can be entered into the MAEFAIRS compensation expenditures report in two ways:

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

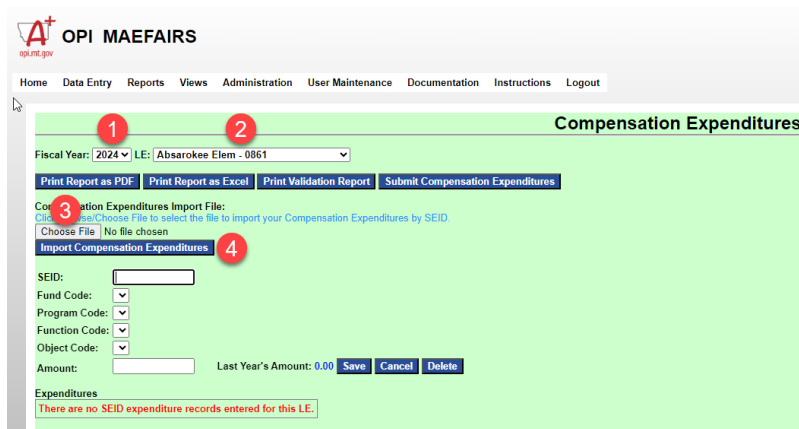
Data File Import (.csv file)

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.



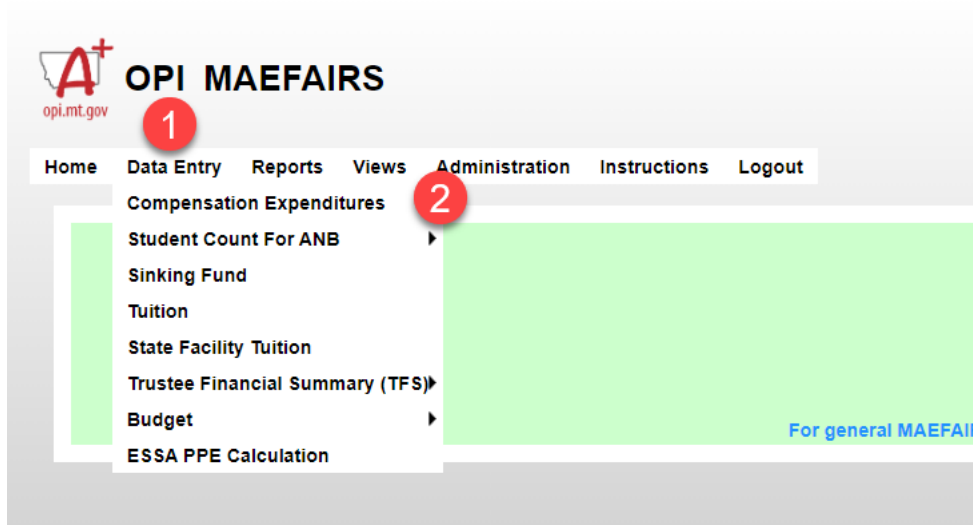
6. If the data is correctly coded and formatted, a message “File Imported” will display below the blue button.
 - a. Print the report as desired for the district records using one of the three Print Report As... buttons at the top of the page. The report will list the employees, the line items from which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

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.

A screenshot of the OPI MAEFAIRS "Compensation Expenditures" form. The header shows the OPI logo and the text "OPI MAEFAIRS". Below the header is a navigation bar with tabs: Home, Data Entry, Reports, Views, Administration, User Maintenance, Documentation, Instructions, and Logout. The "Data Entry" tab is highlighted with a red circle labeled "1". The "Compensation Expenditures" form is displayed. It has a green background. At the top, there are two dropdown menus: "Fiscal Year" (set to 2024) and "LE" (set to Absarokee Elem - 0861). Below these are buttons: "Print Report as PDF", "Print Report as Excel", "Print Validation Report", and "Submit Compensation Expenditures". There is a section for "Compensation Expenditures Import File" with a "Choose File" button and a "No file chosen" message. Below this is a button "Import Compensation Expenditures". There is a "SEID" input field with a red circle labeled "3" next to it. Below the SEID field are dropdown menus for "Fund Code", "Program Code", "Function Code", and "Object Code". There is an "Amount" input field and a "Last Year's Amount" field (set to 0.00). There are "Save", "Cancel", and "Delete" buttons. At the bottom, there is a message: "There are no SEID expenditure records entered for this LE." and a link to contact Alivia Skeslien-Jenkins.

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.

The screenshot shows the 'Compensation Expenditures' web application. At the top is a navigation bar with links: Home, Data Entry, Reports, Views, Administration, Instructions, and Logout. The main header is 'Compensation Expenditures'. Below it, the 'Fiscal Year: 2024 LE' is selected, with a dropdown arrow next to 'Gardiner Elem - 0614'. A row of buttons includes 'Print Report as PDF', 'Print Report as Excel', 'Print Validation Report', and 'Submit Compensation Expenditures'. A red box highlights the first three buttons, and a red arrow points from this box to a separate box labeled 'Available Reports'. Another red arrow points from the 'Submit Compensation Expenditures' button to a box labeled 'Submit to OPI'. Below the buttons is the 'Compensation Expenditures Import File' section, which includes a 'Click Browse/Choose File to select the file to import your Compensation Expenditures by SEID.' instruction, a 'Choose File' button, and the text 'No file chosen'. Below this is an 'Import Compensation Expenditures' button. The form fields include 'SEID:' (text input), 'Fund Code:', 'Program Code:', 'Function Code:', and 'Object Code:' (all dropdown menus), and an 'Amount:' text input. To the right of the 'Amount' field is 'Last Year's Amount: 0.00' and buttons for 'Save', 'Cancel', and 'Delete'. At the bottom, the 'Expenditures' section shows a message: 'There are no SEID expenditure records entered for this LE.' A footer note provides contact information for Alivia Skeslien-Jenkins and Laci Novark.

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 or contact Laci Novark at (406) 444-4401 or 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 [EDUCATE \(Infinite Campus\)](#).

Contacts

OPI School Finance Contacts:

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

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

OPI AIM Contacts:

OPI AIM Contacts:

1-877-424-6681

406-444-3800

OPI AIM Email

opiainhelp@mt.gov

OPI Teach MT

[Educator Licensure \(mt.gov\)](https://educator.licensure.mt.gov)