

## **Compensation Expenditure Reporting Frequently Asked Questions**

### **LOGGING IN TO TEAMS**

If you've forgotten your password for the TEAMS (Terms of Employment, Accreditation, Master Schedule) system, click on the "Forgot your password?" button, enter your email address and click "Next" until you are directed back to the login screen. Then check your email inbox for a message from [OPITEAMS@mt.gov](mailto:OPITEAMS@mt.gov) with the subject "TEAMS/MSEIS User Account Reset". Click on the link in the email and follow the steps in the reset password wizard. If you have any problems accessing TEAMS, please contact Patty Muir.

### **CONFIRMING YOUR TEAMS ROLE**

In TEAMS, the screens you can access depend on your role(s), and you may need to switch between roles in order to complete your work. In order to generate SEIDs or add TOE records, you will need to use the Human Resource role. If you have both the Human Resource and District Data Entry roles, you will typically be logged in automatically with the District Data Entry role. In order to switch between roles, go to your Home screen and click on any of the blue links, it will look similar to this:



The screenshot shows the TEAMS Home screen. At the top, there is a navigation bar with five tabs: Home, State, District, School, and Reports. Below the navigation bar, the word "Home" is displayed. Underneath, the section "Your TEAMS User Role(s):" lists several roles. The role "Lincoln (27) Troy H S (0520) (DistrictHumanResource)" is circled in red. Other roles listed include "Lincoln (27) Troy H S (0520) (DistrictAuthorizedRepresentative)", "Lincoln (27) Troy H S (0520) (DistrictDataEntry)", "OPI Accreditation User: (OPIAccreditation)", "System Admin: (SystemAdmin)", and "OPI Read Only User: (OPIREADONLY)".

### **ERROR MESSAGES REGARDING MISSING TOE RECORDS**

If you have error messages regarding missing TOE records, log into the TEAMS system. Once in, navigate to the Compensation Expenditure TOE screen. The screen can be found by hovering over the "System" menu and clicking on the "Compensation Expenditure TOE" menu (now located at the bottom of the menu).



This screen will show you all the TOE records added during the previous year accreditation process.

Records added during accreditation process: Show 5 items per page

SEID	Employee Name	School	Position	FTE	Start Date	End Date
37320	Safe, Catherine		Substitute Teacher	0.000	8/31/2015	6/9/2016
40570	Reverts, Diane		Curriculum Coordinator	0.001	7/1/2015	6/30/2016
41899	Richardson, Roy		Other Supervisory	0.500	8/1/2015	6/30/2016
45263	McElmurry, Christi		Extra Duty - No License Required	0.000	8/1/2015	6/30/2016
54556	Pierce, Kathleen		Substitute Teacher	0.000	8/31/2015	6/9/2016

To add TOE records, click on the “Add TOE Record” button found directly below the filters.

**IMPORTANT:** Any records added to this screen will not change any accreditation or quality educator results, but they will allow the compensation expenditure report to be completed in MAEFAIRS.

Filter By  
 School Code:  MID:   
 Employee Name:  Position:

Show 5 items per page

There are no additional, valid TOE records for the selected District, which may be required to complete the compensation expenditure report in MAEFAIRS.

School:    
 SEID:   Olive Wilkins  
 Position Code:   
 Employment Start Date:   
 Employment End Date:   
 Employment FTE:   
 Employment Hours Code:    
 Itinerant Employee Flag:

**NOTE:**

- (1) FTE is not required for all positions. The FTE field will turn white if the position does not require FTE or will turn yellow if it is required. Select the school or “District Level” first, then select the Position Code to have the FTE accurately highlighted.
- (2) Substitutes and Coaches should be listed at the District Level.

The new TOE record is saved successfully when it appears in the table directly below the “Add TOE Record” button.

Apply Filter | Clear Filter

Add TOE Record | Show: 5 | Items per page

Select	SEID	Employee Name	School	Position	FTE	Start Date	End Date	Delete
	123	Wilkins, Olive	W F Morrison School	Teacher - General Education	1.000	5/15/2016	6/9/2016	

Records added during accreditation process: | Show: 5 | Items per page

To edit any new TOE record, click the “Select” button to see all the information again. Edit any information and click “Save” to save it. Or click the “Delete” button to remove the record entirely.

Once all missing TOE records are added in the TEAMS system, the Compensation Expenditure report can be completed in MAEFAIRS.

## EMPLOYEE LEFT PRIOR TO LAST YEAR AND IS ON THE COMPENSATION EXPENDITURE REPORT AS AN ERROR

If you find employees in your MAEFAIRS compensation expenditure report or in your TEAMS TOE who no longer work for your district or did not work for your district during the last fiscal year, there are two things to consider:

1. If the person is no longer employed and did not receive any kind of pay out (such as retirement or a leave pay out) **in the fiscal year of the report**, then you can delete them from the TOE and the Compensation Expenditure Report.
2. If the person is no longer employed, but did receive some kind of pay out in this fiscal year (such as retirement or a leave pay out in July), then the employee should be listed in the TOE as:
  - School: District Level
  - Position Code: Retiree/Past Employee Receiving Benefits this Year (RT01)
  - Start Date: beginning of fiscal year
  - End Date: end of fiscal year
  - FTE: not required

Once entered in the TOE, the error on the Compensation Expenditure report will go away.