

## Instructions for School Employee ID (SEID) Generation

Updated 2/14/2013

**NOTE:** The system can now accept files having the last 4 digits rather than a full 9-digit SSN number.

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**Purpose:** This document explains what SEIDs are, what they are used for, and how to request SEID numbers from the Office of Public Instruction (OPI).

### What is an SEID number?

Montana school districts, cooperatives, and accredited private/non-public schools and state schools must ensure each employee paid by the school district or cooperative has been assigned a school employee ID (SEID) number. This number uniquely identifies each employee for state reporting purposes, beginning with the first Terms of Employment data collection in March 2013.

SEIDs are assigned by the Office of Public Instruction (OPI) based on a request for an SEID number by a school district, special education cooperative, or accredited private/non-public school. The requests will be entered online through the TEAMS system, which is expected to open in March 2013.

SEID numbers are required for:

- School district and special education cooperative employees.  
All employees, including all certified and classified staff in any position working for the district or cooperative. This includes substitutes, student workers, and anyone else paid through payroll as an employee.
- Accredited private/nonpublic school and state school employees.  
Administrators, teachers, instructional paraprofessionals, co-teachers, facilitators of distance learning courses, librarians, counselors, and licensed professionals in special education positions. SEIDs are not needed for classified staff having no classroom or special education related duties.

Each individual is assigned a unique SEID. The SEID for an individual with a Montana Educator License will normally be the same as the person's license folio number. The same SEID follows the individual to every school district or cooperative the person works for and does not change over time.

### What is an SEID used for?

SEIDs will be used in the following OPI reporting systems:

- TEAMS (Terms of Employment, Accreditation and Master Schedule).
  - \* The Terms of Employment (TOE) data collection asks for position code, contract information, and FTE for each employee by SEID.
  - \* The Accreditation and Master Schedule collection asks for class information by school, associated with each teacher, co-teacher, instructional paraprofessional or facilitator by school.
- MAEFAIRS Compensation Expenditures Report.
  - Each Fall, this report will ask for actual salaries and benefits paid to each employee, by SEID.

OPI will use the SEID numbers to link the Terms of Employment data (FTE, positions, schools of employment), class assignments, and actual compensation data to determine accreditation for schools and to answer a large number of required state and federal reporting requirements.

### How are SEIDs requested for employees?

SEID numbers can be requested using the online TEAMS system when it opens in Spring 2013.

In TEAMS, there are 2 options for requesting new SEIDs. On the SEID Generation screen, a user may upload an SEID file with multiple employees or may enter each individual manually.

- The acceptable file formats are CSV (comma delimited) or Text (tab delimited). An Excel file may be saved in one of those formats ([see instructions here](#)).

- The fields must be in this order:

Social Security Number (last 4 digits), First Name (20 characters maximum), Middle Initial (optional) (20 characters maximum), Last Name (50 characters maximum), Date of Birth (example 11/01/1969), and Gender (M or F).

Note: Contact your accounting software vendor, if applicable. They may be able to help you create this file.

Example:

	A	B	C	D	E	F
1	SSN	FirstName	MiddleInitial	LastName	BirthDate	Gender
2						
3						
4						

### Other Information:

OPI will set up access rights (usernames, passwords) for TEAMS for staff of school districts and other organizations who need to request SEIDs for their employees. The Authorized Representative (AR) of each organization will notify OPI who should be given these rights for their organization by submitting a [Teams Security Form](#) to OPI.

This role is called the TEAMS Human Resources Role. Users with this access can request SEID numbers and submit the Terms of Employment data collection to OPI on TEAMS. These staff

would typically be business office staff, including clerk/business managers and/or Human Resources managers or office staff.

**Questions?**

Contact OPI at (406) 444-0701.