Arrivos File Specification

Class and Status Change Files

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Introduction

In 2025, PERSI is upgrading the Idaho Retirement Information System (Arrivos) to better handle the needs and capabilities of current and future technology. This upgrade requires employers to submit three interdependent data files containing information related to different aspects of employer reporting.

This document provides the specific requirements to submit a **Class and Status Change** file to PERSI in a format compatible with Arrivos. *Class and Status Change* files are submitted when an employer needs to change the employment data or eligibility state of employees who are already enrolled in the Arrivos system.

Employers **should not** submit *Class and Status Change* files if they do not have any employment or eligibility changes to report.

In terms of submission order, *Enrollment* files should be submitted first, followed by any required *Class and Status Change* files for existing employees, and lastly the *Transmittal* files containing contribution data for new and existing employees.

How to Use this Document

The information in this document is organized in the following manner:

The *File Specifications* section introduces users to the conventions that apply to the *Class and Status Change* file and provides the basic rules for working with file components.

Record Specifications contains more detailed information on the records and fields inside the transmittal files. *Class and Status Change* files only have one type of record.

File Specifications

File

The file is a pipe-delimited, non-wrapping text file containing the records and fields representing employer payroll data for a given pay cycle. The process of submitting a file to PERSI is called reporting.

Record

Records are the structured rows of data contained in the file. Each row in the file is a record and rows must not wrap to a new line. *Class and Status Change* files only contain one type of record (detail records).

Field

Fields are delimiter-separated, discrete pieces of data within a record. Each field is categorized as one of the following data types, defined in **Table 1:** Field data types.

Table 1: Field data types

Field Data Type	Description/Rules
Alphanumeric (A)	• Can contain any character other than the delimiter
Currency (C)	• Contains positive decimal values up to 2 places (n, 2). • Must contain a decimal point to designate decimal values. The decimal point counts toward the total field length. • Will default to the value plus ".00" if no decimal point is included.
Date (D)	• Contains dates in the form "MMDDYYYY". • Should not contain separating characters
Integer (I)	• Contains positive, whole-number values
Numeric (N)	• Contains positive decimal values up to 2 places (n, 2). • Must contain a decimal point to designate decimal values. The decimal point counts toward the total field length. • Will default to the value plus ".00" if no decimal point is included.
Percentage (P)	• Contains positive, whole-number values between **0** and **100**

Record Specifications

The following sections outline the structure of the *Class and Status Change* records as well as the format and requirements for each field those records contain.

Detail Records

Class and Status Change files contain a single detail record for each employee who must undergo a change in class or status.

Field Descriptions and Requirements

Many detail record fields follow specific rules governing which inputs are valid. **Table 2: Detail record field requirements and descriptions** provides the following information for each field:

- **Len:** The maximum field length.
- **FT:** The field data type. For more information, see **Table 1:** Field data types.
- **Req:** Whether the field is required.
    - **R** = Required
    - **X** = Conditionally required as discussed in the definition or use rules
- **Field Name:** The field name.
- **Definition:** A description of the valid inputs for each field.
- **Use:** The use rules for the field. To view the use rules for a given field, click the rule link to move to the corresponding rule.

Table 2: Detail record field requirements and descriptions

Len	FT	Req	Field Name	Definition	Use
4	A	R	employer code	The 4-character code number for the employer reporting the employee.	
20	A	R	employee unique identifier	Unique identifier for each employee as established during enrollment. Cannot be the employee's SSN.	
8	D	R	effective date	The date for the status and/or class change. **Note:** If change reason is `CORR`, effective date = correct hire date.	**Rule C1** **Rule C2**

Table 2: Detail record field requirements and descriptions *(continued)*

Len	FT	Req	Field Name	Definition	Use
4	A	R	change reason	The reason code for the status change. • **CORR** = Corrected hire date - first day on the job - correcting an existing row for the hire date **Note:** To correct employees submitted with the wrong date *and* the wrong class, see **Rule 1**.) • **CLS =** Class change • **LDW** = Last day worked • **DECD** = Deceased • **ELIG** = Eligible • **INEL** = Remains employed, but no longer meets eligibility requirements (e.g., dropped to part time) • **LWOP** = On leave without pay • **MILL** = On military leave • **WCMW** = On workers compensation and salary is being made whole • **WCOM** = On workers compensation	**Rule C1**
1	A	R	reported class	The class for the reported employee: • **X** = Not PERSI eligible (no contributions) • **1** = General • **2** = Police/fire • **3** = School employee • **4** = General with police grandfather rights • **D** = PERSI firefighter, employed after 10/1/1980 • **E** = General member working for an FRF unit **Note:** Some classes require the user to select and validate a specific position, statute subsection, and/or certification on the *Class and Status Change* screen after the file is uploaded.	**Rule C1**

Use Rules

Use rules provide special requirements and dependencies for specific detail record fields, provided those fields are required for the record type (see **Table 2:** Detail record field requirements and descriptions). Each rule is defined by a specific determining factor, either a key field value that triggers the rule or a specific condition that all of the fields within the rule must meet.

Click the field names in each rule to move to the corresponding field information in **Table 2: Detail record field requirements and descriptions**.

Rule C1: Correcting hire dates and reported classes in order

Rule C1 provides the proper method for correcting the record on employees who received the **wrong hire date** *and* **the wrong class** during enrollment. These employees must be corrected by submitting two concurrent *Class and Status Change* files.

1. Submit the correct hire date first so the class change will have a valid date to apply to:

change reason	effective date	other fields
CORR	correct hire date	same as during enrollment

2. Submit the corrected class after the corrected hire date so it can be applied to the new hire date:

change reason	effective date	reported class	other fields
CLS	correct hire date	correct class	same as during enrollment

Other employees who are receiving class and status changes can be included in the first or the second *Class and Status Change* file, but do not need to be on both files unless they also need this dual correction.

Rule C2: Class changes affecting a prior pay cycle may generate correction rows on the *Transmittal* for the current cycle

Because most employee classes require different PERSI contribution rates, submitting class changes that take effect during a prior pay cycle will automatically create the necessary correction rows on your *Transmittal* file after you upload your transmittal data and before your submission is confirmed. You will be required to complete the correction rows before your submission will process.

Please refer to the ***Arrivos File Specification for Transmittal Files*** for more information on submitting NCAs.

effective date	transmittal corrections
during current pay cycle	will *not* be generated on submission
before current pay cycle	may be generated on submission

Glossary

Arrivos

PERSI's pension administration system.

Base Wage

The wage from the employee's main source of income. This wage is the basis for the employee's eligibility with PERSI, so it is normally reported separately from the other wages the employee may earn. Base wage excludes temporary merit increases or bonus wages.

DB Plan

A defined benefit (DB) plan is a plan that provides a well-defined retirement benefit based on years of service, average salary, and a multiplier. The benefit is guaranteed to be payable for the member's lifetime and for the lifetime of the member's survivor should the member choose such an option. The PERSI Base Plan is a DB plan in the form of a 401(a) trust.

Detail Record

Detail records contain the collected, specific data for an individual employee. An employee will only have one detail record in a given transmittal per pay cycle.

Elected/Appointed Officials

Elected and appointed officials receiving a salary are considered employees for purposes of PERSI eligibility even if they fail to meet the 20-hour per week threshold applicable to other employees. Determining who is an elected official is simple: elected officials are voted into office by popular vote. An appointed official, however, is one who is appointed by the governing body to either (1) an office created or identified by statute or (2) in the case of cities it may also be an office, created by ordinance, that is a non-classified position under the direct supervision of the governing body, and which requires a majority vote of the governing body before appointment. Only appointed officials who have a term fixed by constitution, statute, or charter are eligible for immediate vesting. Refer to Statute 59-1302 for more information.

Field

Fields are the delimited, discrete pieces of data within a record. Each record can contain up to six types of fields, depending on the data the record requires.

File

The delimited text file containing the records and fields representing employer payroll data for a given pay cycle. PERSI requires separate files for enrollment, class and status change, and transmittal data.

Footer Record

If required by the file type, the footer recored must be the final record in the file. This record contains totals and counts computed from the detail records.

Full Reporting

A payroll report that includes all employees and all income that is eligible—or could potentially become eligible—for Base Plan or unused sick leave fund contributions.

Certain employees *must never* be reported, including independent contractors, inmates, **substitute teachers**, students employed through work-study, and Department of Labor employees who participate in the separate Department of Labor retirement plan.

Header Record

If required by the file type, the header record must be the first record in a file. This record contains values defining the employer and pay cycle data for the file.

Non-Current Adjustment

A record submitted to correct an error for a previous pay cycle.

Non-Pensionable Earnings

Earnings that do not contribute toward PERSI eligibility, but are used to calculate non-pensionable compensation totals for employees in a PERSI sick leave plan. These include lump-sum payouts at the time of termination.

Non-Pensionable Position

Some positions are *barred* from PERSI eligibility by statute, regardless of earnings. These positions include independent contractors, inmates, **substitute teachers**, students employed through work-study, and Department of Labor employees who participate in the separate Department of Labor retirement plan.

Optional Retirement Plan (ORP)

An ORP is a statutorily-established DC plan used by the teaching staff and officers of Idaho's colleges and universities.

Primary Employer

When an employee has more than one employer, the primary employer is the employer providing the highest monthly salary.

Record

Records are the rows of data contained within a file. Required record types vary between file types. Enrollment and class and status change files only require detail records while transmittal files require a header record, detail records, and a footer record.

Remittance

A payment or contribution due to PERSI in the form of a check, electronic funds transfer, etc.

Reporting

The process of submitting a transmittal file to PERSI.

Retired Contributing Member

A member who retired and returned to work under statute 59-1356(6)—as enacted on July 1, 2023—and still receives PERSI benefits.

Return to Work Retiree

A retiree who returned to work and is working in an ineligible position while still collecting their retirement benefit. This excludes retired contributing members and working retired members.

Transmittal Report

A record of all contributions required for a pay cycle, including contribution adjustments to correct previous errors or omissions, employee payments on an account (remittances), and indicative information.

Working Retired Member

A member who retired and returned to work under statute 59-1356(4) or statute 59-1356(5) and still receives PERSI benefits.

Change Log

Date	Reason	Changes
02/20/2025	Published	First publication of the *Arrivos File Specification for Class and Status Change Files*.