



Arrivos File Specification

Enrollment 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 an **Enrollment** file to PERSI in a format compatible with Arrivos. *Enrollment* files are submitted when employers need to add new employee data to the Arrivos system or rehire a previously-terminated employee.

Employers **should not** submit *Enrollment* files if they do not have any new or rehired employees 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 *Enrollment* 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. *Enrollment* 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. *Enrollment* files only contain one type of record (details 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) | <ul style="list-style-type: none">• Can contain any character other than the delimiter |
| Currency (C) | <ul style="list-style-type: none">• 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) | <ul style="list-style-type: none">• Contains dates in the form MMDDYYYY• Should not contain separating characters |
| Integer (I) | <ul style="list-style-type: none">• Contains positive, whole-number values |
| Numeric (N) | <ul style="list-style-type: none">• 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) | <ul style="list-style-type: none">• Contains positive, whole-number values between 0 and 100 |



Record Specifications

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

Detail Records

Enrollment files contain a single detail record for each employee who must be added to the system.

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
 - **O** = Optional
- **Field Name:** The field name.
- **Definition:** A description of the valid inputs for each field.

Table 2: Detail record field requirements and descriptions

| Len | FT | Req | Field Name | Definition |
|-----|----|-----|----------------------------|--|
| 4 | A | R | employer code | The 4-character code number for the employer reporting the employee. |
| 9 | I | R | ssn | The employee's 9-digit social security number with no punctuation or hyphens. |
| 20 | A | R | employee unique identifier | Unique identifier for each employee. It cannot be the employee's SSN. |
| 30 | A | R | first name | The employee's first name. |
| 30 | A | R | last name | The employee's last name. |
| 30 | A | O | middle name | The employee's middle name or initial, if applicable. |
| 3 | A | O | name suffix | The employee's name suffix. Only the following values will be accepted: I, II, III, IV, JR, SR |



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

| Len | FT | Req | Field Name | Definition |
|------------|-----------|------------|--------------------|--|
| 8 | D | R | birth date | The employee's data of birth. |
| 1 | A | R | gender code | The employee's gender: <ul style="list-style-type: none"> • M = Male • F = Female • U = Unknown |
| 1 | A | O | marital status | The employee's marital status: <ul style="list-style-type: none"> • M = Married • S = Single • U = Unknown |
| 10 | I | O | cell phone number | The employee's 10-digit cell phone number without any punctuation or spaces. |
| 100 | A | O | email | The employee's email address. |
| 200 | A | R | address | The employee's full address in the form "address city state zip code" without commas or other punctuation. Examples: 100 Main Street Boise ID 83702 102 Main St Apt 1 Boise ID 83702 |
| 3 | A | O | country | The employee's three-character country code. For example: <ul style="list-style-type: none"> • USA = United States • CAN = Canada |
| 4 | A | R | eligibility status | The PERSI eligibility status for the employee: <ul style="list-style-type: none"> • ELIG = PERSI-Eligible • NPEL = not PERSI-Eligible • RETC = Retired Contributing |
| 8 | D | R | hire date | The employee's hire date or rehire date for the most-recent employment period. |
| 5 | A | R | plan | The PERSI retirement plan the employee is being hired into: <ul style="list-style-type: none"> • PERSI • ORP |
| 1 | A | R | employment type | The type of employment being reported to PERSI: <ul style="list-style-type: none"> • R = Regular (default case) • E = elected/appointed officials (even if less than 20 hours per week) |



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

| Len | FT | Req | Field Name | Definition |
|-----|----|-----|----------------|--|
| 1 | A | R | seasonal | Is the employee in a seasonal position? <ul style="list-style-type: none">• Y = Yes• N = No |
| 1 | A | R | reported class | The class for the reported employee: <ul style="list-style-type: none">• X = Not PERSI eligible (no contributions)• 1 = General• 2 = Police/fire• 3 = School employee• 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 <i>Enrollment</i> screen after the file is submitted. |



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 record 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 statutorially-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 <i>Arrivos File Specification for Enrollment Files</i> . |