Arrivos File Specification

Overview of Changes

Revised: 02/20/2025

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 replaces the transmittal submission process with a completely new system.

This document provides a list of the most notable differences between the old system and the new system to help ease the transition from one system to another for developers and payroll personnel.

List of Changes

File

- The single reporting file has been split into three files that handle different aspects of employer reporting:
  - *Enrollment* files add new and re-hired employees to the system, including the first-time submission of employee demographic data.
  - *Class and Status Change* files report the class and status changes for employees who are already enrolled in the system.
  - *Transmittal* files report employee wage and contribution data. This data is validated based on the employer and employee information already reported.
- *Enrollment* files should not be uploaded unless the employer has a new or re-hired employee to add to the system. Do not upload a blank file if you have no enrollments to report.
- *Class and Status Change* files should not be uploaded unless an employer needs to report a change that would affect employee eligibility or class. Do not upload a blank file if you have no changes to report.
- When *Enrollment* and/or *Class and Status Change* files need to be reported, *Enrollment* files must be uploaded before either of the other two, *Class and Status Change* files must be uploaded after any required enrollments are complete, and then *Transmittal* files must be uploaded after the other files are complete.

Record

- *Enrollment* files and *Class and Status Change* files both consist solely of detail records.
- *Enrollment* files should only contain records for new hires and rehires. Do not include active members in an enrollment file.
- If you need to change an employee's hire date *and* their class, you must submit two *Class and Status Change* files to correct the data.

- *Transmittal* files now contain three types of records: a header record at the top, multiple detail records in the middle, and a footer record at the bottom. Within each *Transmittal* file, there must be only one row per person per cycle date.

- If there are errors/warnings within the record being uploaded, the file will not automatically submit. The user will need to acknowledge the warnings or fix the errors and then manually submit the record.

Field

- Fields are now pipe-delimited, not fixed-width.

- Fields must not be zero-filled or space-filled.

- Currency and numeric values must now be reported with a decimal place if a decimal point value is required. Otherwise, they will be interpreted as a whole number that ends in ".00".

- Currency and decimal fields no longer take negative values (because negative values are no longer necessary).

- The employee SSN is provided during *Enrollment*, then all subsequent files use an "employee unique identifier" field instead of an SSN field to identify that employee.

Non-Current Adjustments (NCAs)

- NCAs no longer require a backout and replacement record set.

- NCAs now override/replace the detail records reported for a given employee in a given pay cycle and automatically trigger the necessary corrections.

- When submitting a retroactive *Class and Status Change* row for an employee, correction rows will automatically be created for that employee for the applicable pay period(s).

Demographic Data

- Employers report demographic data (name, address, etc.) for their employees one time, during *Enrollment*.

- Employers will not report demographic data after enrollment. Employees will own their demographic data and will be able to change that data in the Member Portal or by contacting PERSI.

Change Log

Date	Reason	Changes
02/20/2025	Published	First publication of the *Arrivos File Specification Overview of Changes*.