



# **Arrivos File Specification**

## Transmittal 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 **Transmittal** file to PERSI in a format compatible with Arrivos. *Transmittal* files provide the wage and contribution data PERSI requires for your enrolled employees.

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 across the entire transmittal 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.

- *Header Records*, the first part of the *Record Specifications* section, provides the field requirements and layout for the record containing your employer and pay cycle data.
- *Detail Records*, the second part of the *Record Specifications* section, details the layout and field requirements for the records containing your individual employee wage and contribution data. This section also provides detail field descriptions and important concepts such as non-current adjustments and supplemental transmittals.
- *Footer Records*, the final part of the *Record Specifications* section, provides the field requirements and layout for the record containing your wage and contribution totals as well as your record count.



# 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.

Each *Transmittal* file contains three types of records: a single header record at the top of the file, multiple detail records arranged in a list beneath the header record, and a single footer record on the last line. These records function as follows:

- The header record starts the file, identifies the transmitting employer, and sets the pay cycle data that the system will use to define the current pay cycle in the context of the current file.
- The detail records contain the specific data for each employee. They serve to provide the individual details for each employee’s payroll within a given pay cycle.
- The footer record contains the final, summarized data from the detail records as well as indicating the close of the file.

## 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
<b>Alphanumeric (A)</b>	<ul style="list-style-type: none"> <li>• Can contain any character other than the delimiter</li> </ul>
<b>Currency (C)</b>	<ul style="list-style-type: none"> <li>• Contains positive decimal values up to 2 places (n, 2).</li> <li>• Must contain a decimal point to designate decimal values. The decimal point counts toward the total field length.</li> <li>• Will default to the value plus “.00” if no decimal point is included.</li> </ul>
<b>Date (D)</b>	<ul style="list-style-type: none"> <li>• Contains dates in the form MMDDYYYY</li> <li>• Should not contain separating characters</li> </ul>
<b>Integer (I)</b>	<ul style="list-style-type: none"> <li>• Contains positive, whole-number values</li> </ul>
<b>Numeric (N)</b>	<ul style="list-style-type: none"> <li>• Contains positive decimal values up to 2 places (n, 2).</li> <li>• Must contain a decimal point to designate decimal values. The decimal point counts toward the total field length.</li> <li>• Will default to the value plus “.00” if no decimal point is included.</li> </ul>
<b>Percentage (P)</b>	<ul style="list-style-type: none"> <li>• Contains positive, whole-number values between 0 and 100.</li> </ul>



# Record Specifications

The following sections outline the structure of the header, detail, and footer records as well as the format and requirements for each field those records contain.

## Header Record

The header record is the first record in the *Transmittal* file and placed at the top of the list of detail records. The fields in the header record relate to the reporting employer and pay cycle.

## Requirements and Layout

**All header record fields are required.**

**Table 2:** [Header record layout](#) 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](#).
- **Field Name:** The field name.
- **Description:** A description of the value to add to the field or the formula to use in determining the field value.

**Table 2:** Header record layout

Len	FT	Field Name	Description
1	I	header format id	Always 1.
4	A	employer code	The 4-character employer code for the employer.
30	A	pay cycle schedule name	Your pay cycle schedule name.
8	D	current cycle start date	The first day of the current pay cycle.
8	D	current cycle end date	The last day of the current pay cycle.

## Detail Records

Below the header record, most of the *Transmittal* file consists of one or more detail records for each employee.

## Requirements and Layout

Many detail record fields follow specific rules governing which inputs are valid. **Table 3:** [Detail record field requirements and layout](#) 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 3:** Detail record field requirements and layout

Len	FT	Req	Field Name	Definition
1	I	R	format id	Always 4.
6	I	R	sequence number	Starts with '1' and increases by 1 for each row. Should be in numerical sequence order within the file.
20	A	R	employee unique identifier	Unique identifier for each employee as established during enrollment. Cannot be the employee's SSN.
8	D	R	cycle start date	The start date for the pay cycle being reported by this record. Can be for the current or a prior pay cycle (see <a href="#">Non-Current Adjustments (NCAs)</a> , below).
8	D	R	cycle end date	The end date for the pay cycle being reported by this record. Can be for the current or a prior pay cycle (see <a href="#">Non-Current Adjustments (NCAs)</a> , below).
12	C	R	compensation	All regular compensation for this employee <b>except</b> for the following: <ul style="list-style-type: none"> <li>• Any compensation associated with sick leave only (or non-pensionable earnings).</li> <li>• Income not from a conventional source (e.g., uniform allowances).</li> </ul> Examples: Normal wages, bonuses, etc.
12	C	X	other pay	Income that is not from a conventional source and is not used to determine eligibility. <b>Examples:</b> Stipends, uniform allowances, and similar items that are not used to determine service credit.
12	C	X	non-pensionable compensation	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.
12	C	X	contributions	The contribution amount for the employee during this pay cycle. Must match the sum of the employee's <i>compensation</i> and <i>other pay</i> fields multiplied by the contribution rate as determined by the employee's class as of the <i>pay cycle end date</i> . Required unless the employee is an ORP member.
8	N	X	hours	The hours worked by this employee for the wages shown on this record. Required unless the employee is reported with a contract percent or is an ORP member.



**Table 3:** Detail record field requirements and layout (*continued*)

Len	FT	Req	Field Name	Definition
3	I	X	contract percent	The contract percent for this employee. Must be reported as a whole number. Required unless the employee is reported with hours worked or is an ORP member.
8	N	X	unused sick leave units	The total unused sick leave days or hours (depending on employer) an employee has. Required if the employer participates in the Sick Leave program.
20	A	X	invoice number	The invoice number for an employee who is paying back a PERSI Base Plan loan. Required if the member has an open loan.
12	C	X	remittance amount	The payment amount going toward the associated PERSI Base Plan invoice number. Required if the member has an open loan.
1	A	X	employment type	The type of employment being reported to PERSI: <ul style="list-style-type: none"> <li>• <b>R</b> = Regular (default case)</li> <li>• <b>E</b> = elected/appointed officials (even if less than 20 hours per week)</li> </ul> Required unless the employee is an ORP member.
500	A	X	earning explanation	Notes field to provide clarifying information on income reported in the <i>other pay</i> field. Also used to provide information on pay changes like bonuses, overtime, high compensation, etc. Required when <i>other pay</i> is reported.

## Non-Current Adjustments (NCAs)

When an employee's *Transmittal* data from a previous pay cycle needs to be corrected, users can apply the correction by adding a new detail record on the current transmittal to replace the data from the prior cycle. This is called a non-current adjustment (NCA).

- As detail records, NCAs should follow the same field layout and requirements as an ordinary detail row.
- NCAs are distinguished from the current pay cycle by the use of the *cycle start date* and *cycle end date* from the prior pay cycle.
- Each employee requiring correction for a prior pay cycle must receive a new detail record reporting their NCA data for that pay cycle.
- NCAs must contain all of the data that should have been reported in total for that employee in the prior pay cycle, not just the data that needs to be corrected. This data will replace the data previously reported for the prior pay cycle.



## Supplemental Transmittals

Supplemental transmittals are non-periodic transmittals that provide a one-time wage item to all of an employer’s employees on a single pay date. For example, a bonus payment could be provided as a supplemental transmittal.

Supplemental transmittal records are constructed in the same way as a regular detail record, but they start and end in a single day. This means the cycle date fields—the *current cycle start date* and *current cycle end date* fields in the header record and the *cycle start date* and *cycle end date* fields in the detail records—must contain the same value (the effective pay date).

The final restriction for a supplemental transmittal is that it can only be used to report income or contributions: it cannot be used to report payments against a loan/invoice.

## Footer Record

The footer record is the final record in the *Transmittal* file and placed at the bottom of the list of detail records. The fields in the footer record provide totals and counts related to the detail rows in the file.

## Requirements and Layout

**All footer record fields are required.**

Footer records totaling or counting an associated field must include the total/count for all pay cycles included in the file for that field, including rows for non-current adjustments.

**Table 4:** [Footer record layout](#) 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](#).
- **Field Name:** The field name.
- **Description/Formula:** A description of the value to add to the field or the formula to use in determining the field value.

**Table 4:** Footer record layout

Len	FT	Field Name	Description/Formula
1	I	format id	Always 9.
16	C	compensation	The total of all values from the <i>compensation</i> column in the detail records.
16	C	other pay	The total of all values from the <i>other pay</i> column in the detail records.
16	C	non-pensionable compensation	The total of all values from the <i>non-pensionable compensation</i> column in the detail records.
16	C	employee contributions	The total of all values from the <i>employee contributions</i> column in the detail records.
6	I	number of detail records	Count of the detail records being reported in this file.





# 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 Transmittal Files</i> .