Arrivos File Specification

Preparing and Reporting Payroll Data

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Introduction

In 2013, PERSI introduced a new system called the Idaho Retirement Information System (Arrivos) to expand on the data we collect from employers and ensure the accuracy of the data collected. Arrivos performs additional validations on all of the collected data to help employers and PERSI identify possible issues before they become problems.

This document provides the requirements for submitting a transmittal file to PERSI in a format compatible with Arrivos. The procedures in this document are meant to help developers and payroll personnel meet the following objectives:

1. To ensure the transmittal files contain precisely-formatted, accurate data.

2. To ensure the transmittal files comply with PERSI's Certification Requirements for Arrivos Formatted Transmittals.

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, details the layout and calculations involved in finalizing the file after all the employee data has been added. This section also provides the order in which the header fields should be calculated.

- *Detail Records*, the second part of the *Record Specifications* section, details the layout and field requirements for the eight types of detail records. This section also provides detail field descriptions, use rules to illustrate the relationship between specific fields, and important concepts such as non-current adjustments and wage breakouts.

  Note: The *Detail Records* section provides several cross references to help users move quickly between the requirement, description, and use rules relevant to a given detail field.

File Specifications

File

The file is the ASCII-formatted text file containing the records and fixed-length 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 file contains two types of records: a single header record at the top of the file and multiple detail records arranged in a list beneath the header record. These records function as follows:

- The header record contains values computed from the detail records and the other header fields. It serves to help validate the detail records and provide the overall totals for the purpose of remittance amounts.

- The detail records contain the specific data for each employee. They serve to provide the individual details for each employee's payroll.

To work in the ASCII file layout, each record must close with a new-line sequence, defined as a carriage return and line feed (<CR><LF>). The carriage return character codes are **13/0x0D** (decimal/hexadecimal), while the line feed character codes are **10/0x0A**.

Field

Fields are fixed-length, discrete pieces of data within a record. Since fields are defined by length, the fields themselves do not contain delimiters such as special characters or spaces. Each field is categorized as one of five data types, defined in **Table 1:** Field data types.

Table 1: Field data types

Field Data Type	Description/Rules
Character string (CS)	• Contains alphabetical and numeric characters • Is left-justified and space-filled[1]
Date (D)	• Contains dates in the form *MMDDYYYY* • Is space-filled[1] when the date is not being used
Integer (I)	• Contains positive, whole-number values • Is right-justified and zero-filled[2]
Numeric (N)	• Contains positive decimal values • Treats the two rightmost columns as decimal places • Displays the field sign in the first column: a plus (**+**), a zero (**0**), or a "space" character • Is right-justified and zero-filled[2] • Is space-filled[1] if no value exists and the field is not required

Signed numeric (SN)	• Contains positive or negative values
	• Treats the two rightmost columns as decimal places
	• Displays the field sign in the first column:
	   ○ A plus (**+**), a zero (**0**), or a "space" character if the field contains a positive or zero amount
	   ○ A hyphen (**-**) if the field contains a negative amount
	• Is right-justified and zero-filled[2]
	• Is space-filled[1] if no value exists and the field is not required

[1] Space-filled fields require a "space" character in all columns not containing data. The space character codes are **32**/**0x20** (decimal/hexadecimal).

[2] Zero-filled fields require a zero (**0**) in all columns not containing numerical data or a negative/positive indicator.

Note: Non-required and empty fields must be space-filled, rather than zero-filled.

Record Specifications

The following sections outline the structure of the header and detail 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 file and placed at the top of the list of detail records. Most of the fields in the header record are "roll-up" fields (i.e., fields with values computed from the detail records or other header fields). Roll-up fields must be calculated in a certain order to correctly calculate their values.

Requirements

All header record fields are required.

Layout

Table 2: Header record layout provides the following information for each field:

- **Col:** The starting column for the field.
- **Len:** The field length. Field lengths include the starting column as the first character in the field.
- **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.
- **O:** The calculation order for the field. The higher-order fields are calculated using values from the lower-order fields, so header calculations should begin with the lowest-numbered fields and proceed through to the highest-numbered fields.

Table 2: Header record layout

Col	Len	FT	Field Name	Description/Formula	O
1	1	I	format_id	Always **1**.	
2	4	CS	employer_num	Your 4-digit employer number.	
6	50	CS	employer_name	Your employer name.	
56	30	CS	schedule_name	Your frequency code.	
86	8	D	cycle_end_date	The last day of the pay cycle.	
94	12	SN	comp_total	$comp\_current + comp\_nca$	3
106	12	SN	cont_total	$cont\_ee + cont\_er + cont\_ee\_nca + cont\_er\_nca + cont\_ee\_vol + cont\_er\_vol + cont\_ee\_remit + cont\_orp + cont\_sleave$	4

Table 2: Header record layout *(continued)*

Col	Len	FT	Field Name	Description/Formula	O
118	12	N	cont_ee	$cont\_ee\_c1$ + $cont\_ee\_c2$ + $cont\_ee\_cA$ + $cont\_ee\_cB$ + $cont\_ee\_cD$ + $cont\_ee\_cE$	3
130	12	N	cont_er	$cont\_er\_c1$ + $cont\_er\_c2$ + $cont\_er\_cA$ + $cont\_er\_cB$ + $cont\_er\_cD$ + $cont\_er\_cE$ + $cont\_er\_ret$	3
142	12	N	comp_c1	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {1, 3, 4} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
154	12	N	cont_ee_c1	**SUM** $contribution$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {1, 3, 4} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
166	12	N	cont_er_c1	$comp\_c1$ * [Class 1, 3, and 4 employer contribution rate]	2
178	12	N	comp_c2	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {2} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
190	12	N	cont_ee_c2	**SUM** $contribution$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {2} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
202	12	N	cont_er_c2	$comp\_c2$ * [Class 2 employer contribution rate]	2
214	12	N	comp_cA	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {A} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
226	12	N	comp_avg_cA	**SUM** avg_salary **WHERE** Record Type = {TM} **AND** $reported\_class$ = {A} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
238	12	N	cont_ee_cA	**SUM** $contribution$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {A} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
250	12	N	cont_er_cA	$comp\_avg\_cA$ * [Class A employer contribution rate]	2
262	12	N	comp_cB	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {B} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
274	12	N	comp_avg_cB	**SUM** avg_salary **WHERE** Record Type = {TM} **AND** $reported\_class$ = {B} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
286	12	N	cont_ee_cB	**SUM** $contribution$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {B} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
298	12	N	cont_er_cB	$comp\_avg\_cB$ * [Class B employer contribution rate]	2
310	12	N	comp_cD	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {D} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
322	12	N	cont_ee_cD	**SUM** $contribution$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {D} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1
334	12	N	cont_er_cD	$comp\_cD$ * [Class D employer contribution rate]	2
346	12	N	comp_cE	**SUM** $compensation$ **WHERE** Record Type = {TM} **AND** $reported\_class$ = {E} **AND** $cycle\_start\_date$ = [current cycle] **AND** $earning\_type$ ≠ {X}	1

Table 2: Header record layout *(continued)*

Col	Len	FT	Field Name	Description/Formula	O
358	12	N	cont_ee_cE	SUM *contribution* WHERE Record Type = {TM} AND *reported_class* = {E} AND *cycle_start_date* = [current cycle] AND *earning_type* ≠ {X}	1
370	12	N	cont_er_cE	*comp_cE* * [Class E employer contribution rate]	2
382	12	SN	comp_sleave	SUM *compensation* WHERE *sick_leave_elig* = {Y}	1
394	12	SN	cont_sleave	*comp_sleave* * [Employer sick leave contribution rate]	2
406	12	SN	comp_nca	SUM *compensation* WHERE Record Type = {TM, PM} AND *cycle_start_date* = [prior cycle] AND *earning_type* ≠ {X}	1
418	12	SN	cont_ee_nca	SUM *contribution* WHERE Record Type = {TM, PM} AND *cycle_start_date* = [prior cycle] AND *earning_type* ≠ {X}	1
430	12	SN	cont_er_nca	SUM [*compensation* for each individual record * appropriate employer contribution rate] WHERE Record Type = {TM, PM} AND *cycle_start_date* = [prior cycle] AND *earning_type* ≠ {X}	1
442	12	SN	cont_ee_vol	SUM *contribution* WHERE Record Type = {TV}	1
454	12	N	cont_ee_remit	SUM *contribution* WHERE Record Type = {RM, RL}	1
466	12	N	comp_orp	SUM *compensation* WHERE Record Type = {OM} AND *cycle_start_date* = [current or prior cycle] AND *earning_type* ≠ {X}	1
478	12	N	cont_orp	*comp_orp* * [ORP amortization pay rate]	1
490	177	CS	comments	Explain variances from checks, enter other comments, or space-fill the field.	
667	12	N	comp_current	*comp_c1* + *comp_c2* + *comp_cA* + *comp_cB* + *comp_cD* + *comp_cE* + *comp_ret*	2
679	12	SN	cont_er_vol	SUM *contribution* WHERE Record Type = {EV}	1
691	12	N	comp_ret	SUM *compensation* WHERE Record Type = {PM} AND *cycle_start_date* = [the current cycle]	1
703	12	N	cont_er_ret	*comp_ret* * [Class 1, 3, and 4 employer contribution rate]	2
715	12	SN	comp_all_np	SUM *compensation* WHERE Record Type = {AM} AND *cycle_start_date* = [current or prior cycle]	1

Detail Records

Below the header record, the rest of the transmittal file consists of one or more detail records for each employee.

Record Types

Detail records are separated into one of eight types, depending on the transaction each record represents. Since each type of transaction requires a specific *contrib_source_code* and *contrib_type_code*, the record type for a given transaction is named after the code combination used for that record.

Table 3: Record types by transaction

Transaction	Record Type (contrib_source_code + contrib_type_code)
Member Base Plan (DB) contributions[1]	**TM**
Non-PERSI eligible employees[1, 2]	**AM**
Employee belongs to an optional retirement plan (ORP)[1, 2]	**OM**
Employee is a working retired member (WRM)[1, 2]	**PM**
Member Choice Plan (DC) contributions	**TV**
Employer Choice Plan (DC) matching contributions	**EV**
Member Choice Plan (DC) loan payments	**RL**
Member invoice payments	**RM**
[1] These record types are mutually exclusive with each other for each employee within a single pay cycle (e.g., an employee could not have both an **AM** record and a **TM** record for the same cycle).	
[2] An employee cannot be reported with one of these record types if they had any PERSI base plan contributions withheld within the reported pay cycle (in that case, the record type must be **TM**).	

Requirements and Layout

All detail records use the same format, but the field requirements change depending on the detail record type. **Table 4**: Detail record requirements provides the following information for each field:

- **Col:** The starting column for the field.
- **Len:** The field length. Field lengths include the starting column as the first character in the field.
- **FT:** The field data type. For more information, see **Table 1:** Field data types.
- **Field Name:** The field name. To view the description of a given field, click that field name link to move to the corresponding field information in **Table 5:** Detail record field descriptions.

- **Record Requirements (by Record Type):**
    - **B** = Blank. Space-fill these fields unless the data needs to be updated. Arrivos validates these fields when data is supplied.
    - **C** = Copy/Change. These values should be provided with each transmittal. Arrivos requires these fields the first time an employee is reported. Otherwise, Arrivos validates these fields and updates them when changed data is supplied.
    - **R** = Required. These fields must be populated. Arrivos validates these fields with each transmittal.
    - **X** = Conditionally Required. Consult the special use rules for these fields before populating them; see **Table 5: Detail record field descriptions** for links to the appropriate use rules.
    - **[Empty]** = The field must always be space-filled.

Table 4: Detail record requirements

Col	Len	FT	Field Name	Record Requirements (by Record Type)							
				TM	AM	OM	PM	TV	EV	RM	RL
1	1	I	format_id	R	R	R	R	R	R	R	R
2	6	I	seq_num	R	R	R	R	R	R	R	R
8	30	CS	last_name	R	R	R	R	R	R	R	R
38	30		Not Used								
68	30	CS	first_name	R	R	R	R	R	R	R	R
98	30	CS	middle_name	R	R	R	R	R	R	R	R
128	9	CS	SSN	R	R	R	R	R	R	R	R
137	8	D	cycle_start_date	R	R	R	R				
145	8	D	cycle_end_date	R	R	R	R				
153	1	CS	reported_class	R			R				
154	1	CS	official_code	R	R						
155	1		Not Used								
156	12	SN	compensation	R	R	R	R				
168	12	SN	contribution	R				R	R	R	R
180	12	SN	avg_salary	X							
192	1	CS	contrib_source_code	R	R	R	R	R	R	R	R
193	1	CS	contrib_type_code	R	R	R	R	R	R	R	R
194	10	SN	hours	X	X	X	X				
204	3	I	contract_percent	X							
207	8	D	birth_date	C	C	C	C				

Table 4: Detail record requirements *(continued)*

Col	Len	FT	Field Name	Record Requirements (by Record Type)							
				TM	AM	OM	PM	TV	EV	RM	RL
215	1	CS	gender_code	C	C	C	C				
216	55	CS	address_line_1	C		C	C				
271	200		Not Used								
471	30	CS	address_line_2	C		C	C				
501	30		Not Used								
531	30	CS	city	C		C	C				
561	2	CS	state_code	C		C	C				
563	10	CS	zip	C		C	C				
573	8	D	hire_date	B	B	B					
581	4	CS	eligibility_status	R	R	R	R				
585	8	CS	status_reason_code	B	B	B	B				
593	8	D	status_reason_date	B	B	B	B				
601	10		Not Used								
611	12	N	unused_sick_leave_units	X		R					
623	12	N	sick_leave_rate	X		R					
635	10	CS	invoice_no							R	
645	1	CS	employment_type	R	R	R					
646	1	CS	pay_type	R	R	R					
647	12	N	pay_rate	R	R	R					
659	1	CS	contrib_required	R	R	R					
660	1	CS	four_day_week	R	R	R					
661	1	CS	sick_leave_elig	R	R	R					
662	50		future_use								
712	1	CS	earning_type	R	R	R					
713	176	CS	earning_explanation	X	X	X					

Field Descriptions

In addition to the record requirements, many detail record fields follow specific rules governing which inputs are valid. **Table 5:** Detail record field descriptions provides the following information for each field:

- **Col:** The starting column for the field.
- **Len:** The field length. Field lengths include the starting column as the first character in the field.

- **FT:** The field data type. For more information, see **Table 1:** Field data types.

- **Field Name:** The field name. To view the requirements of a given field, click the field name link to move to the corresponding field information in **Table 4**: Detail record requirements.

- **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 5: Detail record field descriptions

Col	Len	FT	Field Name	Definition	Use
1	1	I	format_id	Always **4**.	
2	6	I	seq_num	Start with **000001** and increase by increments of 1 for each additional detail record in the file, (i.e., **000001**, **000002**, **000003**... **999999**). **Note:** The sequence number must be in numerical order.	
8	30	CS	last_name	The employee's last name.	Rule 1a (=)
38	30		Not Used	Space-filled.	
68	30	CS	first_name	The employee's first name.	
98	30	CS	middle_name	The employee's middle name or initial, if applicable. If not applicable, space-fill this field.	
128	9	CS	SSN	The employee's nine-digit Social Security Number with no punctuation or hyphens.	
137	8	D	cycle_start_date	The first day of the current pay cycle or, in the case of an adjustment to a prior pay cycle, the first day of the pay cycle to which the adjustment applies.	Rule 1b (ΔC)
145	8	D	cycle_end_date	The last day of the current pay cycle or, in the case of an adjustment to a prior pay cycle, the last day of the pay cycle to which the adjustment applies.	
153	1	CS	reported_class	The employee's contribution class: **1**—general **2**—police/firefighter **3**—teachers **4**—general with police grandfather rights **A**—Option I firefighter **B**—Option II firefighter **D**—PERSI firefighter **E**—general member working for an FRF unit	Rule 1b (ΔC) Rule 2 Rule 3
154	1	CS	official_code	Is the employee an elected or appointed official? **Y** (yes) or **N** (no).	Rule 1b (ΔC) Rule 4
155	1		Not Used	Space-filled.	

Table 5: Detail record field descriptions *(continued)*

Col	Len	FT	Field Name	Definition	Use
156	12	SN	compensation	Wages paid to an employee from a specific source or at a specific *pay_rate* during the pay cycle.	**Rule 3** **Rule 8** **Rule 9**
168	12	SN	contribution	The employee's contribution or payment; based on the Record Type.	**Rule 3** **Rule 4** **Rule 8** **Rule 9**
180	12	SN	avg_salary	The employee's average salary.	**Rule 1b (ΔC)** **Rule 2**
192	1	CS	contrib_source_code	The source for the contribution (see Table 3 for valid combinations): **R**—remittance (payment against an employee invoice or loan) **T**—transmittal (all other contributions deducted from an employee's pay) **E**—employer (employer DC plan contributions) **P**—PERSI retired (working retired member) **A**—all (non-PERSI eligible employees) **0**—optional retirement plan (ORP) employee	
193	1	CS	contrib_type_code	The type of contribution (see Table 3 for valid combinations): **M**—mandatory (Base Plan) **V**—voluntary (Choice Plan) **L**—loan payment	
194	10	SN	hours	For hourly employees, the hours worked for the wages shown on this detail record.	**Rule 6**
204	3	I	contract_percent	The employee's contract percentage. Use a three-digit value for the percentage, (e.g., **050 = 50%** and **100 = 100%**).	**Rule 1b (ΔC)** **Rule 2**
207	8	D	birth_date	The employee's date of birth.	**Rule 1a (=)**
215	1	CS	gender_code	The employee's gender: **M** (male) or **F** (female).	
216	55	CS	address_line_1	The first line of the employee's address.	**Rule 1a (=)** **Rule 5**
271	200		Not Used	Space-filled.	
471	30	CS	address_line_2	The second line of the employee's address, if applicable. If not applicable, space-fill this field.	
501	30		Not used	Space-filled.	
531	30	CS	city	The employee's city.	

Table 5: Detail record field descriptions *(continued)*

Col	Len	FT	Field Name	Definition	Use
561	2	CS	state_code	The employee's state or province. Use the standard two-character abbreviation (i.e., **ID**).	**Rule 1a (=)** **Rule 5**
563	10	CS	zip	The employee's zip code. If the zip code is nine digits, insert a hyphen between the first five and last four digits (e.g., 99999-9999).	
573	8	D	hire_date	The employee's hire date or rehire date for the most-recent employment period.	**Rule 1b (ΔC)** **Rule 9**
581	4	CS	eligibility_status	The PERSI eligibility status for the employee: **ELIG** (PERSI-eligible) or **NPEL** (not PERSI-eligible).	
585	8	CS	status_reason_code	The status reason for the last status change within a pay cycle. Valid reason codes include the following: **[Blanks]**—the reason is unchanged from the prior pay cycle **DECD**—deceased **EMPL**—employed (new hires; rehires; and those returned from **WCMW**, **WCOM**, **MILL**, or **LWOP**) **EXPR**—expiration of term **INEL**—remains employed, but no longer meets eligibility requirements (e.g., dropped to part-time); use when Record Type changes from **TM** to **AM** **LWOP**—on leave without pay **METE**—met eligibility; use when Record Type changes from **AM** to **TM** **MILL**—on military leave **RSGN**—resigned or dismissed **RTRD**—retired **WCMW**—on workers compensation and salary is being made whole **WCOM**—on workers compensation	**Rule 1b (ΔC)** **Rule 9**
593	8	D	status_reason_date	The date for the last status change within a pay cycle.	**Rule 1b (ΔC)** **Rule 9**
601	10		Not Used	Space-filled.	
611	12	N	unused_sick_leave_units	The total unused sick leave days or hours an employee has.	**Rule 1b (ΔC)** **Rule 7**
623	12	N	sick_leave_rate	The employee's daily or hourly sick leave rate (in synch with *unused_sick_leave_units*).	
635	10	CS	invoice_no	Invoice number for the PERSI financial account to which the remittance is being made.	

Table 5: Detail record field descriptions *(continued)*

Col	Len	FT	Field Name	Definition	Use
645	1	CS	employment_type	The employee's employment type: **R**—regular (default case, used when the employee does not fit one of the other types) **E**—elected/appointed officials (even if less than 20 hours per week) **S**—seasonal **P**—retired-in-place (20 hours or less per week as defined in Rule 59.01.06.132) **O**—optional retirement plan **D**—DC only; State Controller Office use only	**Rule 1b (ΔC)** **Rule 4**
646	1	CS	pay_type	The pay type for the wages shown on the detail record: **H**—hourly **S**—salaried **O**—other	**Rule 2** **Rule 6**
647	12	N	pay_rate	The employee's hourly or salaried pay rate amount, based upon *pay_type*.	**Rule 6**
659	1	CS	contrib_required	Did the employee have PERSI contributions withheld for this record? **Y** (yes) or **N** (no).	**Rule 3** **Rule 8**
660	1	CS	four_day_week	Does the employee work a 4-day week at a school district? **Y** (yes) or **N** (no).	**Rule 1b (ΔC)**
661	1	CS	sick_leave_elig	Does the employee participate in a PERSI sick leave plan? **Y** (yes) or **N** (no).	**Rule 1b (ΔC)** **Rule 7** **Rule 8**
662	50	CS	future_use	Space-filled. (Reserved for future use.)	
712	1	CS	earning_type	The earning type for the employee's paid hours: **B**—bonus **N**—normal **O**—other **S**—sick leave **V**—vacation **X**—non-pensionable earnings used to calculate sick leave compensation totals for employees in a PERSI sick leave plan	**Rule 8**
713	176	CS	earning_explanation	An explanation for the employee's earning type. If not needed, space-fill the field.	

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 4**: Detail record requirements). 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 5**: Detail record field descriptions.

Rule 1: Field Matching Requirements

Rule 1 defines when certain detail record fields must match, provided those fields are also required by the detail record type (as defined in **Table 4**: Detail record requirements).

Rule 1a (=): The following fields must always match.

The following fields must match across all detail records for a given employee in a single transmittal file.

Field Names			
• last_name	• SSN	• address_line_1	• state_code
• first_name	• birth_date	• address_line_2	• zip
• middle_name	• gender_code	• city	

Rule 1b (ΔC): The following fields must match within a pay cycle.

The following fields must match between the employee records in a pay cycle, but can differ between pay cycles when more than one pay cycle is reported on the transmittal (i.e., when non-current adjustments occur). For more information, see Non-Current Adjustments (NCAs).

Field Names			
• cycle_start_date	• avg_salary	• status_reason_code	• employment_type
• cycle_end_date	• contract_percent	• status_reason_date	• four_day_week
• reported_class	• hire_date	• unused_sick_leave_units	• sick_leave_elig
• official_code	• eligibility_status	• sick_leave_rate	

Rule 2: Reported Classes

Rule 2 specifies two requirements based on the employee's *reported_class*.

Rule 2a: Class 3 employees who work ½-time or more cannot be reported as hourly.

The *contract_percent* field should be space-filled for all other class types.

reported_class	contract_percent	pay_type
3	**050** to **100**	**S** or **0**

Rule 2b: Class A or B firefighters must have an average salary.

The *avg_salary* field should be space-filled for all other class types.

reported_class	avg_salary
A or **B**	Employee's average salary (provided by PERSI).

Rule 3: Contributions

Rule 3 provides methods for calculating the *contribution* values for each record type. This rule also provides the *contribution* reporting requirements for employees who work for multiple employers under different employee classes.

Rule 3a: TM records multiply another field by the class contribution rate.

Record Type	reported_ class	contribution	contrib_ required
TM	**1**, **3**, or **4**	*compensation* * [Class 1, 3, and 4 employee contribution rate]	**Y** (unless Rule 8c applies)
	2	*compensation* * [Class 2 employee contribution rate]	
	A	*avg_salary* * [Class A employee contribution rate]	
	B	*avg_salary* * [Class B employee contribution rate]	
	D	*compensation* * [Class D employee contribution rate]	
	E	*compensation* * [Class E employee contribution rate]	

Rule 3b: EV, TV, RL, and RM records report a contributed sum.

Record Type	compensation	contribution
TV	Space-fill the field.	The amount of member Choice Plan (DC) contributions for the current pay cycle.
EV		The amount of employer Choice Plan (DC) matching contributions for the current pay cycle.
RL		The amount of member Choice Plan (DC) loan payments for the current pay cycle.
RM		The amount of member invoice payments for the current pay cycle.

Rule 3c: AM, OM, and PM records do not have contributions.

Record Type	compensation	contribution	contrib_required
AM	The employee's compensation for the current pay cycle.	Space-fill the field.	**N**
OM			
PM			Space-fill the field.

Rule 3d: Multi-class contributions use the *reported_class* at the primary employer.

By law, if an employee is employed by two distinct employers, PERSI must receive employee and employer contributions from both employers at the rate for the primary employer (the employer that provides the greatest source of income).

For example, if a Class 1 employee is working for another employer as a Class 2 employee and making more money there, the Class 1 employer must report that person as Class 2 and withhold contributions at the Class 2 contribution rate.

Note: If the wrong contribution rate is used, Arrivos displays a validation error.

reported_class (for the secondary employer)	contribution (for the secondary employer)
Primary employer's reported class.	*compensation* * [primary employer's contribution rate]

Rule 4: Employment Types

Rule 4 specifies the requirements for reporting employees with non-regular employment types (*employment_type* ≠ R).

Rule 4a: ORP, retired-in-place, and seasonal employees must have the appropriate *employment_type* and record type as well as a *contribution* value of zero.

employment_type	Record Type	contribution
O	OM	0 (zero)
P or S	AM	

Rule 4b: Elected/appointed officials must be designated with the appropriate *employment_type*, record type, and *official_code*, as well an *hours* value of zero.

employment_type	Record Type	official_code	hours
E	TM or AM	Y	0 (zero)

Rule 5: Address Data

Rule 5 provides the requirements for reporting address data.

Rule 5: For new hires and address changes, provide the employee's entire address.

If an employee is a new hire, or if any part of an employee's address changes, all address fields must be updated with the employee's current address information.

Note: The *address_line_2* field only applies if *address_line_1* contains data. If *address_line_2* is not applicable, it must be space-filled.

Address Fields
• address_line_1   • state_code • address_line_2   • zip • city

Rule 6: Pay Data

Rule 6 concerns the relationship between the pay data fields.

Rule 6a: Hourly wages require a *pay_rate* and *hours*.

When hours are provided for employees with *pay_type* H (hourly), the following principles apply:

- The *hours* are totaled between all of an employee's records to define his or her eligibility, so each hour must be reported only once.

- A *pay_rate* applies only to the set of hours that earned that particular rate, so other portions of an employee's wage that were earned at a different rate should be reported as separate records.

Note: For more examples of how to apply *hours* and *pay_rate*, see

Wage Breakout.

pay_type	pay_rate	hours
H	Employee's hourly pay rate.	Hours worked (including paid leave hours) are required unless one of the following is true: • *reported_class* = **3** (see Rule 2) • *employment_type* = **E** and *official_code* = **Y** (see Rule 4)

Rule 6b: Salaried wages do not require a specific *pay_rate* or *hours*.

Employees with *pay_type* S (salaried) are automatically eligible based on record type and *eligibility_status*. Employers may enter any *pay_rate* needed for these employees and do not enter *hours*.

pay_type	pay_rate	hours
S	**0** (zero) or greater	Must be space-filled.

Rule 6c: All other wages require a zero *pay_rate*.

Pay_type **0** (other) is used to report pay from a non-standard source or pay from a source that does not establish employee eligibility (e.g., uniform allowances).

pay_type	pay_rate	hours
0	**0** (zero) or greater	Must be space-filled.

Rule 7: Sick Leave Reporting

Rule 7 specifies when and how employers that participate in the PERSI sick leave program should report sick leave for their employees.

Rule 7: Sick leave eligibility and reporting requirements depend on the type of transaction being reported.

Record Type	sick_leave_elig	unused_sick_leave_units	sick_leave_rate
TM	Y	Units of unused sick leave (days or hours) as appropriate to the employer or position.	The sick leave rate, consistent with the units (days or hours) used in the *unused_sick_leave_units*.
OM			
AM	N	Space-fill the field.	Space-fill the field.
PM			

Rule 8: Earning Types

Rule 8 concerns the requirements for employees with wages from various earning types.

Rule 8a: Normal, bonus, vacation, and sick leave earnings do not require explanation.

Most employees receive *earning_type* **N** (normal), with the occasional **B** (bonus) earning in a separate record. Some employers also use **V** (vacation) and **S** (sick leave) to track an employee's vacation and sick leave usage.

Note: In all of these cases, the *earning_explanation* is optional, but providing an explanation can help your Human Resources and Payroll personnel address validation errors or warnings displayed by Arrivos.

earning_type	earning_explanation
B, **N**, **S**, or **V**	Provide an explanation or space-fill the field.

Rule 8b: Earnings from a non-conventional source require explanation.

Earning_type **O** (other) is used to report income that is not from a conventional source, so records with *earning_type* **O** always require an *earning_explanation*.

earning_type	earning_explanation
O	Provide an explanation.

Rule 8c: Non-pensionable, sick-leave-eligible earnings require other parameters.

Earning_type **X** (non-pensionable) records contain non-pensionable earnings that are still used to calculate sick leave contributions. This *earning_type* affects the following fields:

- The *contrib_required* field must be set to **N** to prevent Arrivos from requiring PERSI contributions.

- The *sick_leave_elig* field must be set to **Y**.

- The *compensation* amount (i.e., non-pensionable earnings) must be provided.

- The *contribution* field must be set to **0** (zero).

- The *earning_explanation* is optional.

Employees are rarely reported with an *earning_type* **X** record alone. Employees should also have an additional record to account for the wages that qualify them as PERSI eligible.

Note: If your employer does not participate in a sick leave plan, any income that is completely non-pensionable does not need to be reported.

earning_ type	contrib_ required	sick_leave_ elig	compensation	contribution	earning_explanation
X	**N**	**Y**	Non-pensionable earnings.	**0** (zero)	Provide an explanation or space-fill the field.

Rule 9: Status Changes

Rule 9 governs the relationship between the record types and the various status fields.

Rule 9a: Status changes in the current pay cycle proceed according to the record type.

Status changes are reported using the following principles:

- When a status change is applied to an employee, all records for that employee in the same pay cycle must have the same status values.

- When PERSI eligibility changes for an employee, the pay cycle containing PERSI base plan contributions must have a **TM** record type. This means an employee gaining eligibility mid-pay cycle is reported with a **TM** record type and a mid-cycle *status_reason_date*.

- When an employee gains or loses eligibility in the middle of a pay cycle, report the eligible compensation for that cycle as a **TM** record.

- When a pay cycle contains both eligible and ineligible compensation for an employee, for that pay cycle alone, report the employee's eligible compensation and contributions and leave out the ineligible portion.

Record Type	eligibility_ status[1]	status_reason_code[2,3]	hire_date	status_reason_ date
TM	ELIG	DECD, EMPL, EXPR, LWOP, METE, MILL, RSGN, RTRD, WCMW, or WCOM	If the employee is a new hire, enter a *hire_date* from the current pay cycle. Otherwise, space-fill the field.	Enter the date of the last *status_reason_code* change within the current pay cycle.
PM	ELIG	DECD, EMPL, LWOP, MILL, RSGN, WCOM, or WCMW		
AM	NPEL	DECD, EMPL, EXPR, INEL, LWOP, MILL, RSGN, RTRD, WCMW, or WCOM		
OM	NPEL	DECD, EMPL, LWOP, MILL, RSGN, RTRD, WCMW, or WCOM		

[1] If the eligibility status changes, the *status_reason_code* and *status_reason_date* are required.

[2] The *status_reason_code* must be present when the *status_reason_date* is present.

[3] DECD, EXPR, RSGN, and RTRD events terminate employment for future pay cycles.

Rule 9b: Termination events from the prior pay cycle may be reported in the current pay cycle.

Termination (DECD, EXPR, RSGN, or RTRD) events from the prior cycle may be reported in the current pay cycle if no additional compensation or contributions are reported.

status_reason_code	status_reason_date	compensation	contribution
DECD, EXPR, RSGN, or RTRD	Enter the event date from the pay cycle immediately prior to the current pay cycle.	**0** (zero)	**0** (zero)

Rule 9c: Do not report terminated employees after termination.

After reporting a termination (DECD, EXPR, RSGN, or RTRD) event using the methods from Rule 9a or Rule 9b, do not report the terminated employee on subsequent transmittals.

Rule 9d: Hiring events from the prior pay cycle may be reported in the current pay cycle.

Hiring (EMPL) events from the prior cycle, and the wages associated with them, may be reported in the current pay cycle if the *hire_date* meets the following conditions:

- The *hire_date* must be within the prior pay cycle.

- The *hire_date* must not cause the employee to gain a month of service (a service credit).

Rule 9e: Active employees must be reported for each pay cycle.

Employees are considered active until they are reported as terminated. If an employee has not been reported as terminated, he or she must have a detail record in each transmittal, even if his or her *compensation* and *contribution* is **0** (zero).

Note: Employees last reported with a *status_reason_code* of INEL, LWOP, METE, MILL, WCMW, or WCOM are still considered active.

Wage Breakout

An employee can receive income from several pay sources that contribute to his or her total wages, such as bonuses, overtime pay, differential pay, allowances, and credits. When an employee receives income from multiple sources in the same pay cycle, the income from each source is reported in a separate detail record for that employee. This is known as a "wage breakout."

Note: Wage breakouts can be applied only to those record types used for reporting wages (i.e., `TM`, `AM`, `OM`, or `PM` records).

The first item to establish during a wage breakout is the employee's base wage for the pay cycle. This wage represents the employee's normal pay for the performance of his or her normal duties during the cycle. This wage also determines whether or not the employee meets PERSI eligibility requirements.

If the employee has wages from sources other than the base wage, these wages may require a different value in the *pay_type*, *pay_rate*, or *earning_type* fields from the base wage and each other (see Rule 6 and Rule 8). Report each wage source as a new, separate detail record.

If the wage contributes toward employee eligibility based on the hours worked (regardless of the source), report the *pay_type* as `H` (hourly). If the hours are paid at different *pay_rate* amounts, provide each rate and the applicable hours as a separate record. Hours may also be divided by different *earning_type* values, depending on the employer's payroll system and preferences.

Note: When reporting hours, whether on the base wage or as part of another wage source, each hour must be reported only once.

If the wage contributes towards employee eligibility based on a predetermined amount the employee receives when he or she is not paid by the hour (i.e., through a contract or payment agreement), report the *pay_type* as `S` (salaried). A salary is not necessarily an amount paid per time period, it can also be any pay received on a per-service basis (for example, deliveries made or distance driven).

If the wage does not support eligibility regardless of how large the payment is or how frequently it occurs (e.g., an extra payment for doing something or a payment with no hours associated with it), use *pay_type* `0` (other).

When performing a wage breakout, all detail records for the same employee in a given pay cycle must use the same record type (see Rule 3 and Rule 9). These records must also use the same status fields (see Rule 1 and Rule 9), which means that any status change for the current cycle must be reflected for each record in the wage breakout.

Breakout Example 1: Hourly Employees with Overtime or Shift Differential Pay

An hourly employee who has the potential to receive overtime or shift differential pay could receive pay from up to three sources: the regular (base) hourly wage, an overtime wage, and credit for the shift differential pay. The wage from each source must be broken out, but this breakout can take different forms depending on the employer's payroll-system setup.

For instance, if an employee works 50 hours in a week with 20 of those hours also earning a shift-differential credit, then he or she could be reported in one of the following ways:

Variant 1

In this variant, the employer defines shift differential pay as a separate line item that does not apply to specific hours.

1. The first record reports the employee's base wage as **40** *hours* of *pay_type* **H** (hourly) at the normal *pay_rate* (in this case $**10.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
400.00	40	H	10.00	Regular Pay

2. The second record reports the employee's overtime wage as **10** *hours* of *pay_type* **H** (hourly) at the overtime *pay_rate* (in this case $**15.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
150.00	10	H	15.00	Overtime Pay

3. Because the employee's total hours have already been reported once, the third record reports no *hours* or *pay_rate*, but it does report the wage as *pay_type* **O** (other) and the full amount for the shift differential pay (in this case $2.00 per hour for 20 hours, or $**40.00**).

compensation	hours	pay_type	pay_rate	earning_explanation
40.00	[Space-filled.]	O	0.00	Shift Differential Pay

Variant 2

In this variant, the employer defines a *pay_rate* for the shift differential hours by adding the shift differential rate to the regular rate.

1. The first record reports the employee's base wage as **20** *hours* of *pay_type* **H** (hourly) at the normal *pay_rate* (in this case $**10.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
200.00	20	H	10.00	Regular Pay

2. The second record reports the employee's overtime wage as **10** *hours* of *pay_type* **H** (hourly) at the overtime *pay_rate* (in this case $**15.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
150.00	10	H	15.00	Overtime Pay

3. In this case, the third record contains hours and a pay rate for the shift differential pay, so it reports **20** *hours* of *pay_type* **H** (hourly) at the shift differential *pay_rate* (at $2.00 per hour, the reported pay rate is $**12.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
240.00	20	H	12.00	Shift Differential Pay

Breakout Example 2: Teachers with After-School Activities

A teacher who also coaches sports or runs a concession stand after school may earn an hourly wage for those activities (since those are not part of the teacher's normal salary). In this case, the income for the teacher's after-school activities would have a different *pay_rate* and *pay_type* from his or her normal income, so each income source should be reported in a separate detail record.

For instance, if a teacher works 20 extra hours during his or her regular pay cycle as a soccer coach, his or her wages should be broken into two records as follows:

1. The teacher's regular income is reported as *pay_type* **S**, with no *hours* and a zero (**0**) *pay_rate*.

compensation	hours	pay_type	pay_rate	earning_explanation
2000.00	[Space-filled.]	S	0.00	Regular Pay

2. Because the teacher's eligibility is not established by hours worked, his or her coaching income is reported as *pay_type* **0** (other) for the full amount of his or her coaching wages (in this case $10.00 per hour for 20 hours, or $**200.00**).

compensation	hours	pay_type	pay_rate	earning_explanation
200.00	[Space-filled.]	O	0.00	Coaching Pay

Breakout Example 3: Safety Officers with Uniform Allowances

Some firefighters and police officers receive a uniform allowance each month. This allowance is considered pensionable income, but it should not be reported as part of the employee's regular income. Instead, the uniform allowance is reported with a different *pay_rate* and *pay_type* in a separate detail record for the employee who receives it.

For instance, if a police officer works a full regular shift for an hourly wage and also receives a uniform allowance, his or her wages should be broken into two records as follows:

1. The police officer's regular pay is reported as *pay_type* **H** (hourly) for **40** *hours* at the appropriate *pay_rate* (in this case $**20.00** per hour).

compensation	hours	pay_type	pay_rate	earning_explanation
1600.00	80	H	20.00	Regular Pay

2. The police officer's uniform allowance is reported as *pay_type* **0** (other) for the full amount of the allowance (in this case $**100. 00**).

compensation	hours	pay_type	pay_rate	earning_explanation
100.00	[Space-filled.]	O	0.00	Uniform Allowance

Non-Current Adjustments (NCAs)

When the data in a previous pay cycle needs to be corrected, users can correct that data by submitting a non-current adjustment (NCA). NCAs have the following basic properties:

- A single NCA contains a group of adjustment records for a given employee in a specific non-current pay cycle.

- An NCA must re-report all of the employee's payroll data for the non-current cycle in its entirety, not just the part that requires correction.

- An NCA must be reported using the **TM**, **PM**, **AM**, or **OM** record types.

- An NCA can modify only an employee's payroll data (*compensation*, *contribution*, *hours*, *pay_rate*, etc.).

- An NCA cannot modify an employee's past status data (e.g., the *status_reason_code* or *status_reason_date*).

NCAs work by using a "back-out-and-reapply" method to make adjustments. This method means that each NCA consists of two types of records: a backout record and a reapply record.

Backout Records

The purpose of backout records is to validate that PERSI and the employer have equivalent payroll data for a given non-current pay cycle. If a validation error occurs because the data does not match, the employer has the option to use Arrivos to remove the associated records from the file and thus allow the file to continue processing.

A backout record is a detail record, so it uses the same field requirements and layout format as other detail records. See **Table 4**: Detail record requirements and **Table 5:** Detail record field descriptions to create backout records.

The additional requirements for a backout record are as follows:

- The record type for a backout record must match the record type for the payroll data being backed out (e.g., backing-out a **TM** record requires a **TM** backout record).

- The sum of the *compensation* and *contribution* amounts in the backout record must match the inverse sum of the employee's previous payroll records for the same pay cycle.

- The *compensation*, *contribution*, and *hours* (if present) must be negative.

Reapply Records

Reapply records replace the previously-reported payroll data. Reapply records use the same field requirements and layout format as the payroll data they replace (e.g., replacing a backed-out **TM** record requires a **TM** reapply record). See **Table 4**: Detail record requirements and **Table 5: Detail record field descriptions** to create these records.

Note: Provide a reapply record with **0** (zero) in the *compensation* and *contribution* fields if the NCA removes the payroll data and no new data is required.

Creating an NCA

An NCA is created as a group of detail records that share the same *SSN*, *cycle_start_date*, and *cycle_end_date*.

Note: Users can provide multiple NCAs by using different pay cycle dates for each NCA.

To create an NCA, perform the following steps:

1. Identify the employee, pay cycle dates, and record type for the records to be adjusted.

    Note: This data is used in the *SSN*, *cycle_start_date*, *cycle_end_date*, *contrib_source_code*, and *contrib_type_code* fields for all records in the NCA.

2. Determine the previous wages for the employee for the given dates and generate a set of backout records to offset this amount.

    A. Use one of the following methods to create the backout records (use whichever method best fits your system):

        i. **Method 1:** Report the previous payroll records again with negative values for the *compensation*, *contribution*, and *hours* (if present).

        ii. **Method 2:** Report the backout data as a single row by reporting the inverse sum of the employee's previous payroll records.

    B. If there is no wage data to back out for the given dates (i.e., the employee made nothing in that cycle), do not provide a backout row.

3. Generate a set of reapply rows containing all the wage detail data for the given dates as it should have been reported.

    Note: Provide a reapply row with **0** (zero) dollars if no new data is required because the old data is being removed.

NCA Example

The following is the original payroll data for employee 999-99-9999, who had two wage detail lines.

Original Data

SSN	cycle_start_date	cycle_end_date	compensation	hours
999-99-9999	01/01/2013	01/31/2013	3000.00	168
999-99-9999	01/01/2013	01/31/2013	100.00	0

In a subsequent payroll, another $10 in wages for the 01/01/2013 – 01/31/2013 pay cycle needs to be added to the pay period. To accomplish this, the previous payroll data must be backed-out using one of two methods (shown below).

Backout Method 1: Negate the original payroll records

SSN	cycle_start_date	cycle_end_date	compensation	hours
999-99-9999	01/01/2013	01/31/2013	-3000.00	-168
999-99-9999	01/01/2013	01/31/2013	-100.00	0

Backout Method 2: Negate the sum of the original payroll records

SSN	cycle_start_date	cycle_end_date	compensation	hours
999-99-9999	01/01/2013	01/31/2013	-3100.00	-168

After the backout row(s), the payroll data must be re-reported with the extra $10 in wages.

Reapply Rows

SSN	cycle_start_date	cycle_end_date	compensation	hours
999-99-9999	01/01/2013	01/31/2013	3000.00	168
999-99-9999	01/01/2013	01/31/2013	100.00	0
999-99-9999	01/01/2013	01/31/2013	10.00	0

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.

A supplemental transmittal is constructed in the same way as a regular transmittal, but it starts and ends in a single day. This means the cycle date fields—the *cycle_end_date* field 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).

In addition, a supplemental transmittal cannot provide staffing or status changes: the *status_reason_code* and *status_reason_date* fields for each record must be space-filled.

The final restriction for a supplemental transmittal is that it can only be used to report income or contributions (using the record types listed below): it cannot contain the RL or RM record types.

Record Type	Header Record	Detail Records			
	cycle_end_ date	cycle_start_ date	cycle_end_ date	status_reason_ code	status_reason_ date
TM					
PM					
AM	Must contain the same date.			Must be space filled.	
OM					
EV					
TV					

Glossary

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.

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.

DC Plan

A defined contribution (DC) plan is a plan that provides a termination benefit dependent on employee and employer contributions, gain sharing accumulations, and the investment earnings of the account. The PERSI Choice Plan is a DC plan in the form of a 401(k).

Detail Record

Detail records contain the collected, specific data for an individual employee. An employee can have more than one detail record in a given transmittal, provided the records capture different aspects of the employee's compensation.

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. 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 fixed-length, discrete pieces of data within a record. Each record contains five types of fields, depending on the data the field contains.

File

The ASCII-formatted text file containing the records and fixed-length fields representing employer payroll data for a given pay cycle.

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.

Arrivos

PERSI's new pension administration system. Arrivos is the acronym for Idaho Retirement Information System.

Header Record

The first record in the file, this record contains values computed from the detail records and other header fields. Header fields are calculated in a certain order.

Non-Current Adjustment

A set of records 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 unused sick leave compensation totals for employees in a PERSI sick leave plan.

Non-Pensionable Position

Some positions are barred from PERSI eligibility by statute, regardless of earnings. These positions include 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 one providing the greatest source of income.

Record

Records are the structured rows of data contained within a file. Each file contains two types of records: a single header record at the top of the file and multiple detail records arranged in a list beneath the header.

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.

Roll-Up Fields

Fields with values computed from the other records or fields. Header records contain several roll-up fields.

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.

Voluntary Contributions

The PERSI DC plan allows employees to make voluntary contributions to a 401(k) plan. Contributions are tax-deferred and employees have a choice of investment options.

Wage Breakout

The process of reporting income from multiple sources for a single employee. Wage breakout requires defining and reporting the wages from each source as separate detail records.

Working Retired Member

A member who retired from a school district and who has returned to work for a school district while still receiving PERSI benefits.

Change Log

Date	Reason	Changes
07/18/2018	Software rename	**All Sections** The retirement information system has been renamed from "IRIS" to "Arrivos." Changed the name across all sections and removed the old logos.
03/31/2015	Clarification and correction	**Table 2, Col 382 (comp_sleave):** Corrected the FT value from numeric (**S**) to signed numeric (**SN**) to allow for negative values. **Table 2, Col 394 (cont_sleave):** Corrected the FT value from numeric (**S**) to signed numeric (**SN**) to allow for negative values. **Table 2, Col 715 (comp_all_np):** Corrected the FT value from numeric (**S**) to signed numeric (**SN**) to allow for negative values.
04/17/2014	Clarification and correction	**Table 2, Col 178 (comp_c2):** Corrected the formula to include "**AND** $earning\_type \neq \{X\}$." **Table 2, Col 190 (cont_ee_c2):** Corrected the formula to include "**AND** $earning\_type \neq \{X\}$." **Table 2, Col 406 (comp_nca):** Corrected the formula to include "**AND** $earning\_type \neq \{X\}$." **Table 2, Col 418 (cont_ee_nca):** Corrected the formula to include "**AND** $earning\_type \neq \{X\}$." **Table 2, Col 430 (cont_er_nca):** Corrected the formula to include "**AND** $earning\_type \neq \{X\}$." **Detail Records > Requirements and Layout:** Clarified record requirement class C for first-time reports: • **C** = Copy/Change. These values should be provided with each transmittal. Arrivos ~~validates~~requires these fields the first time an employee is reported. Otherwise, Arrivos validates these fields and updates them when changed data is supplied. **Table 4, Col 611 (unused_sick_leave_units):** Corrected the FT value from signed numeric (S) to numeric (**N**) to prevent negative values from being entered. **Table 5, Col 573 (hire_date):** Removed the statement regarding future pay cycles because this information was inaccurate: "The employee's hire date or rehire date for the most-recent employment period. ~~This date is only needed for the first pay cycle of the employment period; it is ignored if unchanged for future pay cycles.~~" **Table 5, Col 585 (status_reason_code):**

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04/17/2014	Clarification and correction	Removed the statement regarding future pay cycles because this information is no longer accurate: "The status reason for the last status change within a pay cycle. ~~This value is ignored if unchanged for future pay cycles.~~"
		Table 5, Col 593 (status_reason_date):
		Removed the statement regarding future pay cycles because this information is no longer accurate: "The date for the last status change within a pay cycle. ~~This date is ignored if unchanged for future pay cycles.~~"
		Table 5, Col 611 (unused_sick_leave_units):
		Corrected the FT value from signed numeric (S) to numeric (**N**) to prevent negative values from being entered.
		Table 5, Col 645 (employment_type):
		Corrected the Rule referenced for the **P** employment type: "**P**—retired-in-place (20 hours or less per week as defined in Rule ~~59.01.02.101~~59.01.06.132)."
		Table 5, Col 659 (contrib_required):
		Added a Use link to Rule 3 due to the changes to Rules 3a and 3c.
		Use Rules
		Clarified that use rules only apply when the fields are required for a given record type: "Use rules provide special requirements and dependencies for specific detail record fields, provided those fields are required for the record type (see **Table 4:** Detail record requirements)…"
		Rule 3a: TM records multiply…:
		Added a column for the *contrib_required* field to note that it is always **Y** for **TM** records (unless Rule 8c applies). Added a link to take users to Rule 8c.
		Rule 3c: AM, OM, and PM records…:
		Added a column for the *contrib_required* field to note that it is always **N** for **AM** and **OM** records and space-filled for **PM** records ("Space-fill the field.").
		Rule 3d: Multi-class contributions…
		By law, if an employee is employed by two distinct employers, PERSI must receive employee and employer contributions from both employers at the rate for the primary employer (the employer that provides the greatest source of income).
		Rule 4: Employment Types
		Clarified that the employment types in Rule 4 are non-regular: "Rule 4 specifies the requirements for reporting employees with ~~various~~non-regular employment types (*employment_type* ≠ **R**)."
		Rule 4a: ORP, retired-in-place, and seasonal employees…
		Updated the text for Rule 4a to parallel the new rule text in Rule 4b: "Rule 4a: ORP, retired-in-place, and seasonal employees must have the appropriate *employment_type* and record type as well as a *contribution* value of zero."

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04/17/2014	Clarification and correction	**Rule 4b: Elected/appointed officials…** Updated Rule 4b to clarify the relationship between the **E** employment type, record type, and hours: • Updated the rule heading to match the table as follows: "Rule 4b: Elected/appointed officials must be designated with the appropriate *employment_type*, record type, and *official_code*, as well an *hours* value of zero." • Added a column for the record type to clarify that employment type **E** must be reported in a **TM** or **AM** record. • Added a column for the *hours* field to clarify that employment type **E** receives **0** (zero) hours. **Rule 5: Address Data:** Revised the rule heading to clarify the relationship between new hires and address data: "Rule 5: ~~If any part of an address is changed,~~For new hires and address changes, provide the employee's entire address ~~must be provided~~." Also updated the rule text for the same purpose: "If an employee is a new hire, or if ~~one~~any part of an employee's address changes, all address fields must be updated with the employee's current address information." **Rule 6a: Hourly employees…** Updated the rule heading to clarify that *pay_type* values are a type of wage, not a type of employee: "Rule 6a: Hourly ~~employees~~wages require a *pay_rate* and *hours*." Updated the rule text to clarify how hours are used to define eligibility and how *pay_rate* applies to those hours. Also added a note to lead users to the Wage Breakout section for additional examples. "When hours are provided for employees with *pay_type* **H** (hourly), the following principles apply: • The *hours* are ~~used~~ totaled between all of an employee's records to define ~~employee~~his or her eligibility, so each hour must be reported only once. • A *pay_rate* applies only to the set of hours that earned that particular rate, so other portions of an employee's wage that were earned at a different rate should be reported as separate records. **Note:** For more examples of how to apply hours and pay_rate, see Wage Breakout." **Rule 6b: Salaried employees…** Updated the rule heading to clarify that *pay_type* values are a type of wage, not a type of employee: "Rule 6b: Salaried ~~employees~~wages do not require a specific *pay_rate* or *hours*." **Rule 6c: All other employees…** Updated the rule heading to clarify that *pay_type* values are a type of wage, not a type of employee: "Rule 6c: All other ~~employees~~wages ~~receive~~require a zero *pay_rate*."

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04/17/2014	Clarification and correction	**Rule 7: Sick Leave Reporting:** Combined Rules 7a and 7b into a single rule that defines sick leave reporting based on the type of transaction (record type): • Updated the intro block for the rule to read as follows: "Rule 7 ~~governs the required fields for employees who are eligible for the~~ specifies when and how employers that participate in the PERSI sick leave program should report sick leave for their employees." • Combined the headings for rules 7a and 7b into the following: "Rule 7: Sick leave eligibility and reporting requirements depend on the type of transaction being reported." • Combined rules 7a and 7b into one rule table. Added a Record Type column to show the dependency between transaction types and the *sick_leave_elig*, *unused_sick_leave_units*, and *sick_leave_rate* values. **Rule 9a: Status changes in the current pay cycle...:** Updated the *hire_date* column to clarify that hire dates must be provided for new hires: "If the employee is a new hire, enter a hire_date from the current pay cycle. Otherwise, space-fill the field." Added a 3rd footnote to the table to clarify that "**DECD**, **EXPR**, **RSGN**, and **RTRD** events terminate employment for future pay cycles." **Rule 9b: Termination events...:** Rephrased the rule heading to clarify how the timing works for reporting terminations from the prior pay cycle in the current pay cycle: "Rule 9b: Termination events from the prior pay cycle ~~can~~may be reported in the ~~next~~current pay cycle." Revised the rule text to follow the same logic as the heading. Also clarified the termination codes in the rule text: "~~Death, expiration of term, t~~Termination (**DECD**, **EXPR**, **RSGN**, or **RTRD**)~~, and retirement~~ events from the prior cycle may be reported in the current pay cycle ~~immediately following the event~~ if no additional compensation or contributions are reported." Created a new rule 9c to clarify that terminated employees should not be reported in subsequent transmittals: **"Rule 9c: Do not report terminated employees after termination.** After reporting a termination (**DECD**, **EXPR**, **RSGN**, or **RTRD**) event using the methods from Rule 9a or Rule 9b, do not report the terminated employee on subsequent transmittals." Created a new rule 9d to clarify that hiring events from the prior pay cycle may be reported in the current pay cycle: **"Rule 9d: Hiring events from the prior pay cycle can be reported in the current pay cycle.** Hiring (**EMPL**) events from the prior cycle, and the wages associated with them, can be reported in the current pay cycle if the *hire_date* meets the following conditions: • The *hire_date* must be within the prior pay cycle. • The hire_date must not cause the employee to gain a month of service (a service credit)."

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04/17/2014	Clarification and correction	Created a new rule 9e to clarify that active employees are always reported (regardless of compensation). Also added a note to clarify the status reason codes that leave employees in active status: "**Rule 9e: Active employees must be reported for each pay cycle.** Employees are considered active until they are reported as terminated. If an employee has not been reported as terminated, he or she must receive a detail record in each transmittal, even if his or her *compensation* and *contribution* is **0** (zero). **Note:** Employees last reported with a status_reason_code of **INEL**, **LWOP**, **METE**, **MILL**, **WCMW**, or **WCOM** are still considered active." **Wage Breakout:** Added text to the first paragraph to help clarify the concept of pay sources. Also added a note after the first paragraph to clarify which record types can receive wage breakout: "An employee can receive income from several pay sources that contribute to his or her total wages, such as bonuses, overtime pay, differential pay, allowances, and credits. When an employee receives income from multiple sources in the same pay cycle, the income from each source is reported in a separate detail record for that employee. This is known as a 'wage breakout.' **Note:** Wage breakouts can be applied only to those record types used for reporting wages (i.e., **TM**, **AM**, **OM**, or **PM** records)." Re-ordered the field names in the former third paragraph (now paragraph four) to reflect the actual order of those fields in the transmittal: "If the employee has wages from sources other than the base wage, these wages may require a different value in the ~~earning_type~~ *pay_type*, *pay_rate*, or ~~pay_type~~ *earning_type* fields…" Added a new set of three paragraphs (now paragraphs five, seven, and eight) to clarify how to determine if the pay type should be **H** (hourly), **S** (salaried), or **O** (other): "If the wage contributes toward employee eligibility based on the hours worked (regardless of the source), report the *pay_type* as **H** (hourly). If the hours are paid at different *pay_rate* amounts, provide each rate and the applicable hours as a separate record. Hours may also be divided by different *earning_type* values, depending on the employer's payroll system and preferences. **Note:** When reporting hours, whether on the base wage or as part of another wage source, each hour must be reported only once. If the wage contributes towards employee eligibility based on a predetermined amount the employee receives when he or she is not paid by the hour (i.e., through a contract or payment agreement), report the *pay_type* as **S** (salaried). A salary is not necessarily an amount paid per time period, it can also be any pay received on a per-service basis (for example, deliveries made, distance driven, or goats milked). If the wage does not support eligibility regardless of how large the payment is or how frequently it occurs (e.g., an extra payment for doing something or a payment with no hours associated with it), use *pay_type* **0** (other)."

Date	Reason	Changes
04/17/2014	Clarification and correction	Updated the former paragraph five (now paragraph nine) to clarify the use rule references for the record type and status change aspects of wage breakouts:
		"When performing a wage breakout, all detail records for the same employee in a given pay cycle must ~~have~~use the same record type ~~and~~ (see Rule 3 and Rule 9). These records must also use the same status fields (see ~~Rule 3~~Rule 1 and Rule 9), which means that any status change for the current cycle must be reflected for each record in the wage breakout."
		Deleted the former paragraph six, since it was expanded to become the current paragraphs five, seven, and eight:
		"~~If a wage breakout record does not support eligibility (e.g., an extra payment for doing something or a payment with no hours associated with it), use pay_type O (other). If this record is the employee's only source of eligibility, then it should be pay_type S (salaried) or H (hourly).~~"
		Breakout Example 1: Hourly Employees with Overtime or Shift Differential Pay
		Added text to Breakout Example 1 to clarify that wage breakouts can be performed through multiple methods, divided the example into two sub-sections to show Variant 1 and Variant 2, and clarified the tables in Variant 1 by removing the *compensation* columns and adding *earning_explanation* columns:
		"An hourly employee who has the potential to receive overtime or shift differential pay could receive pay from up to three sources: the regular (base) hourly wage, an overtime wage, and credit for the shift differential pay. The wage from each source must be broken out, but this breakout can take different forms depending on the employer's payroll-system setup.
		For instance, if an employee works 50 hours in a week with 20 of those hours also earning a shift-differential credit, then he or she ~~would~~could be reported ~~as follows~~in one of the following ways:
		Variant 1
		In this variant, the employer defines shift differential pay as a separate line item that does not apply to specific hours.
		1. The first record reports the employee's base wage…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Regular Pay").]
		2. The second record reports the employee's overtime wage…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Overtime Pay").]
		3. Because the employee's total hours…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Shift Differential Pay").]
		Variant 2
		In this variant, the employer defines a pay_rate for the shift differential hours by adding the shift differential rate to the regular rate.

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04/17/2014	Clarification and correction	1. The first record reports the employee's base wage as **20** hours of *pay_type* **H** (hourly) at the normal *pay_rate* (in this case $**10.00** per hour).
		<supporting table>
		2. The second record reports the employee's overtime wage as **10** hours of *pay_type* **H** (hourly) at the overtime *pay_rate* (in this case $**15.00** per hour).
		<supporting table>
		3. In this case, the third record contains hours and a pay rate for the shift differential pay, so it reports **20** hours of *pay_type* **H** (hourly) at the shift differential *pay_rate* (at $2.00 per hour, the reported pay rate is $**12.00** per hour).
		<supporting table>"
		Breakout Example 2: Teachers with After-School Activities
		Clarified the tables in this example by removing the *compensation* columns and adding *earning_explanation* columns:
		1. The teacher's regular income…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Regular Pay").]
		2. Because the teacher's eligibility…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Coaching Pay").]
		Breakout Example 3: Safety Officers with Uniform Allowances
		Removed *earning_type* from Breakout Example 3, since it does not actually apply, and clarified the tables by removing the *compensation* columns and adding *earning_explanation* columns:
		"…Instead, the uniform allowance is reported with a different ~~earning_type,~~ *pay_rate,* and *pay_type* in a separate detail record for the employee who receives it…
		1. The police officer's regular pay…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Regular Pay").]
		2. The police officer's uniform allowance…
		[Removed the *compensation* column and added a column for the *earning_explanation* field to provide an example of the appropriate note to provide ("Uniform Allowance").]"

Date	Reason	Changes
04/17/2014	New functionality	Created a new supplemental transmittal section to clarify how to use supplemental transmittals.
		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.
		A supplemental transmittal is constructed in the same way as a regular transmittal, but it starts and ends in a single day. This means the cycle date fields—the *cycle_end_date* field 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).
		In addition, a supplemental transmittal cannot provide staffing or status changes: the *status_reason_code* and *status_reason_date* fields for each record must be space-filled.
		The final restriction for a supplemental transmittal is that it can only be used to report income or contributions (using the record types listed below): it cannot contain the **RL** or **RM** record types.
		<supporting table>
04/17/2014	Clarification and correction	**Glossary**
		Updated the following definitions:
		Full Reporting
		A payroll report that includes all employees, ~~all pensionable income,~~ and all ~~non-pensionable~~ income that is eligible—or could potentially become eligible—for base plan or unused sick leave fund contributions.
		Non-Pensionable Earnings
		Earnings that do not contribute toward PERSI eligibility, but are used to calculate unused sick leave compensation totals for employees in a PERSI sick leave plan.
		Non-Pensionable Position
		Some positions are barred from PERSI eligibility by statute, regardless of earnings. These positions include inmates, substitute teachers, ~~and~~ students employed through work-study, and Department of Labor employees who participate in the separate Department of Labor retirement plan.