



# **Arrivos Certification**

PERSI's Certification Process for Arrivos-  
formatted Transmittals



# Table of Contents

<b>Table of Contents .....</b>	<b>i</b>
<b>Introduction .....</b>	<b>1</b>
Arrivos Transmittal Documentation .....	1
The Employer Certification Site .....	1
Contacting the Employer Service Center .....	1
<b>Process Overview .....</b>	<b>1</b>
<b>Step 1: Submit a Format Test .....</b>	<b>2</b>
<b>Step 2: Notify PERSI to Register .....</b>	<b>2</b>
<b>Step 3: Submit an Employee ID Mapping File .....</b>	<b>2</b>
Creating a Mapping File .....	2
<b>Step 4: Submit Certification Files .....</b>	<b>3</b>
Submission Process .....	3
File Requirements .....	3
All Files .....	3
Transmittals .....	3
Enrollments .....	4
Class and Status Changes .....	5
<b>Step 5: Coordinate a Rollout Plan .....</b>	<b>6</b>
<b>Change Log .....</b>	<b>7</b>



# Introduction

In 2025, PERSI is upgrading its pension administration system (Arrivos) to better handle the needs and capabilities of current and future technology. This upgrade requires employers to start submitting three interdependent data files because, in the upgraded system, the single transmittal file is being separated into multiple files containing information related to different aspects of employer reporting (*Transmittals*, *Enrollments*, and *Class and Status Changes*).

As you upload data files, Arrivos applies validations on that data, helping both you and PERSI identify possible issues before they become larger problems. A certification process has been designed to help you verify that your data files comply with the Arrivos specifications.

## Arrivos Transmittal Documentation

The most recent version of the Arrivos file specifications can be found on PERSI's employer website.

## The Employer Certification Site

PERSI's employer certification website is located at <https://persi-fileformat.tegrit.com>.

## Contacting the Employer Service Center

PERSI's Employer Service Center (ESC) will be your point of contact during the certification process, including any questions or issues that may arise during certification. You can call ESC at 1 (866) 887-8525 or 1 (208) 287-9525, if you are calling locally. You can also email ESC at [ESC.CustSvc@persi.idaho.gov](mailto:ESC.CustSvc@persi.idaho.gov).

## Process Overview

The certification process is comprised of the following steps:

1. Submit a format test. ([view](#))
2. Notify PERSI to register you on the new system. ([view](#))
3. Submit an employee ID mapping file to the new system. ([view](#))
4. Submit your certification test files to the new system. ([view](#))
5. Contact PERSI's Employer Service Center to coordinate your rollout plan. ([view](#))



## Step 1: Submit a Format Test

Before any other step, including employee ID mapping, log into the PERSI's employer certification site (see [The Employer Certification Site](#), above) to upload a sample *Class and Status Change*, *Enrollment*, or *Transmittal* file for validation against the file format and parsing. This will ensure your dates, field lengths, and other essential factors have been implemented correctly.

## Step 2: Notify PERSI to Register

Contact ESC (see [Contacting the Employer Service Center](#), above) and ask them to register you in the new system.

## Step 3: Submit an Employee ID Mapping File

Before any certifications can proceed, employees must have a unique identifier mapped to their national IDs in PERSI's system. Employers must create a mapping file with unique internal identifiers and upload that file to PERSI through the Employer Reporting website.

### Creating a Mapping File

The mapping file must be created as a pipe-delimited, non-wrapping text file with two-columns as defined below.

**Table 1:** Employee ID Mapping Fields

Len	Field Type	Required	Field Name	Definition
9	Integer	Yes	National ID	The employee's 9-digit social security number with no punctuation or hyphens.
20	Alphanumeric	Yes	Employee Identifier	Unique identifier for each employee. It cannot be the employee's SSN.

The mapping file must begin with a header row expressing the field names (i.e., "National ID|Employee Identifier"). After the header row, each national ID/employee identifier pairing must be presented on a new row.

For example:

National ID Employee Identifier 526985632 1246648A 478956326 12456DB 475844456 12454863
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When this file is submitted to PERSI through the Employer Reporting portal, it will establish the employee mapping in PERSI's certification system.

## Step 4: Submit Certification Files

### Submission Process

1. Submit initial test files and pass all certification file requirements based on the file type. Employers must submit an *Enrollment* file, a *Class and Status Change* file, and a *Transmittal* file to complete certification.
2. Submit an additional test file for a pay cycle immediately following the cycle used in the initial test file(s). This file must also pass all certification file requirements based on the file type.
3. Submit a supplemental *Transmittal* file that complies with the requirements of the Arrivos File Format. Supplemental transmittals use the same format as regular *Transmittal* files, except the cycle start and end dates are the same day.

### File Requirements

#### All Files

##### Arrivos File Format

Demonstrate compliance with the Arrivos file specification(s) by uploading file(s) to PERSI free of file upload errors. Once uploaded, all errors and warnings found during subsequent data validations must be addressed satisfactorily.

- *Transmittal* files and header, detail, and footer record rows
- *Enrollment* files and detail record rows
- *Class and Status Change* files and detail record rows

**Note:** Each file uploaded must provide a full accounting of all fields for the file type. Even empty fields must be represented each row for the file.

#### Transmittals

##### Compensation Reporting

Demonstrate the ability to report all compensation types to PERSI in both the current cycle and as non-current adjustments (NCA). In accordance with full-reporting requirements, employers must report non-PERSI-eligible employees in addition to their PERSI-eligible employees.

**Note:** As opposed to the prior reporting standard, each employee must have only one row per pay cycle in the new system.



To meet this requirement, an employer must report eligible employees who make PERSI Base Plan or unused sick leave fund contributions as well as any employees who could potentially become eligible to make PERSI Base Plan or unused sick leave fund contributions.

The employer **must not** report employees who work in non-pensionable positions, such as 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.

### Working Retired Members (School Districts Only)

Demonstrate the ability to report records for Working Retired Members to PERSI in both the current cycle and as non-current adjustments (NCA).

A working retired member is a member who returned to work under statute 59-1356(4) or statute 59-1356(5) and still receives PERSI benefits. For these employees, an employer should report *compensation*, but can leave the *hours*, *contract percentage*, and *unused sick leave units* fields empty.

### ORP (ORP Plan Participants Only)

Demonstrate the ability to report Optional Retirement Plan records to PERSI in both the current cycle and as non-current adjustments (NCA).

For these employees, an employer should report *compensation* and *unused sick leave units*, but can leave the *hours* and *contract percentage* fields empty.

### Dual Employment

Demonstrate the ability to handle an employee that has established primary employment elsewhere under a different classification. Employers are required to withhold employee and employer contributions based on the primary employer's contribution rates.

On the *Transmittal* file, an employer should calculate and report the value in the *contributions* column at the rate for the employee's reported class at their primary employer, regardless of their class at the reporting employer.

### Invoice Payments

Demonstrate the ability to report invoice payment records to PERSI.

**Note:** This requirement only applies if the employer was transitioned to the new system with existing invoice payments.

An employer should report employee invoice payments with values in the *invoice number* and *remittance* amount columns. Otherwise, these columns must be empty.

## Enrollments

### New Hire

Demonstrate the ability to enroll new employees.



## Proper Class Encoding

Demonstrate the ability to enroll all applicable class types to PERSI.

An employer should provide the appropriate *reported class* values based on the statutes and laws governing that employer.

## Dual Employment

Demonstrate the ability to handle an employee that has established primary employment elsewhere under a different classification.

On the *Enrollment* file, the employer should provide employees with a *reported class* appropriate to the reporting employer. However, the employer must still withhold employee and employer contributions and report them on the *Transmittal* file based on the primary employer's contribution rates.

## Class and Status Changes

### Termination

Demonstrate the ability to terminate employees.

**Note:** This includes retired, deceased, resigned, and dismissed employees.

The employer must report termination with an appropriate *effective date* and *change reason*.

### Eligibility Transitions

Demonstrate the ability to report a cycle that transitions an eligible employee into an ineligible employee and vice versa.

The employer must report eligibility transitions with an appropriate *effective date* and *change reason*.

## Proper Class Encoding

Demonstrate the ability to transition between class types.

An employer should provide the appropriate *reported class* values based on the statutes and laws governing that employer.

## Dual Employment

Demonstrate the ability to handle an employee that has established primary employment elsewhere under a different classification.

On The *Class and Status Change* file, the employer should provide employees with a *reported class* appropriate to the reporting employer. However employers must still withhold employee and employer contributions and report them on the *Transmittal* file based on the primary employer's contribution rates.



## Step 5: Coordinate a Rollout Plan

After successful completion of the file submission steps of the certification file submission process, each individual employer must coordinate with PERSI's Employer Service Center (ESC) regarding when to switch to reporting under the new file spec. (See [Contacting the Employer Service Center](#), above, for contact information.)

Just as with certification, the employer must complete the [Employer ID Mapping](#) step in production prior to submitting data under the new file spec.





# Change Log

Date	Reason	Changes
04/14/2025	New system	Rewrote the <i>Arrivos Certification Process</i> document to comply with the new Employer Reporting system released in 2025.
07/18/2018	Update	Updated "IRIS" to read as "Arrivos" and removed obsolete document references.