



AMENDED EMPLOYER NEWSLETTER AS OF JUNE 9, 2025



NEWS TO USE for EMPLOYERS

JUNE 2025

AMENDED MESSAGE CONCERNING UPGRADE

PERSI was informed that there may be some confusion between the upcoming Choice 401(k) Plan reporting transition to EMPOWER and the Base Plan employer reporting upgrade in Arrivos.

These are two separate and distinct projects with different requirements for employers and different implementation schedules.

- PERSI Choice 401(k) Plan reporting transition to EMPOWER as the plan recordkeeper. Scheduled to be completed by June 30, 2025. Over 95% of employers have completed or are in the process of completing this transition.
- PERSI Base Plan Reporting Upgrade in Arrivos. This project is kicking off in June of 2025 and has a completion goal of February 2026. (Please refer to the following schedule to help clarify the timeframe for the reporting upgrade in Arrivos.)

Click below to download Arrivos Upgrade schedule as a PDF

If you have any questions and/or concerns, please call the Employer Service Center at 208-287-9525 or 866-887-9525.



PERSI
Employer Reporting
ARRIVOS UPGRADE

June-August 2025 FILE CERTIFICATION

Roll-forward employers and employers who report through the SCO: hang tight. You don't have any tasks until training is available.

Employers who **upload a file (or their software vendors)** will be required to update their file specifications. New file specification documents are now available at:
www.persi.idaho.gov/employer-1.

Employers (or their software vendors) will be able to validate the new files and go through a self-certification process at:
<https://certification.persi.idaho.gov>.

September-October 2025 TRAINING

PERSI will roll out training material in the form of user guides and prerecorded videos. In-person and teleconference demos may also be provided.

October 2025 EMPLOYER SET-UP

PERSI will contact employers to begin the initial registration process for employer users. Employers will be required to confirm primary contacts ahead of this process.

November-February 2026 PHASED LAUNCH

Employers will be transitioned to the new portal in stages starting in November 2025, going through February 2026.

Do I have to do anything differently right now to report Base Plan information to PERSI?

No. Nothing will change with the way employers report Base Plan information – or pay Base Plan contributions – until they are individually instructed by PERSI to transition to the new portal between November 2025 and February 2026. PERSI has taken steps to ensure employers don't use the new portal before they are ready.

I don't upload a file. Do I need to do anything?

Yes, but not yet. You will use PERSI's new interface to report. Be ready to sign up for training and respond to PERSI's requests when asked.

FAQs

The State Controller's Office handles our PERSI report. Do I need to do anything?

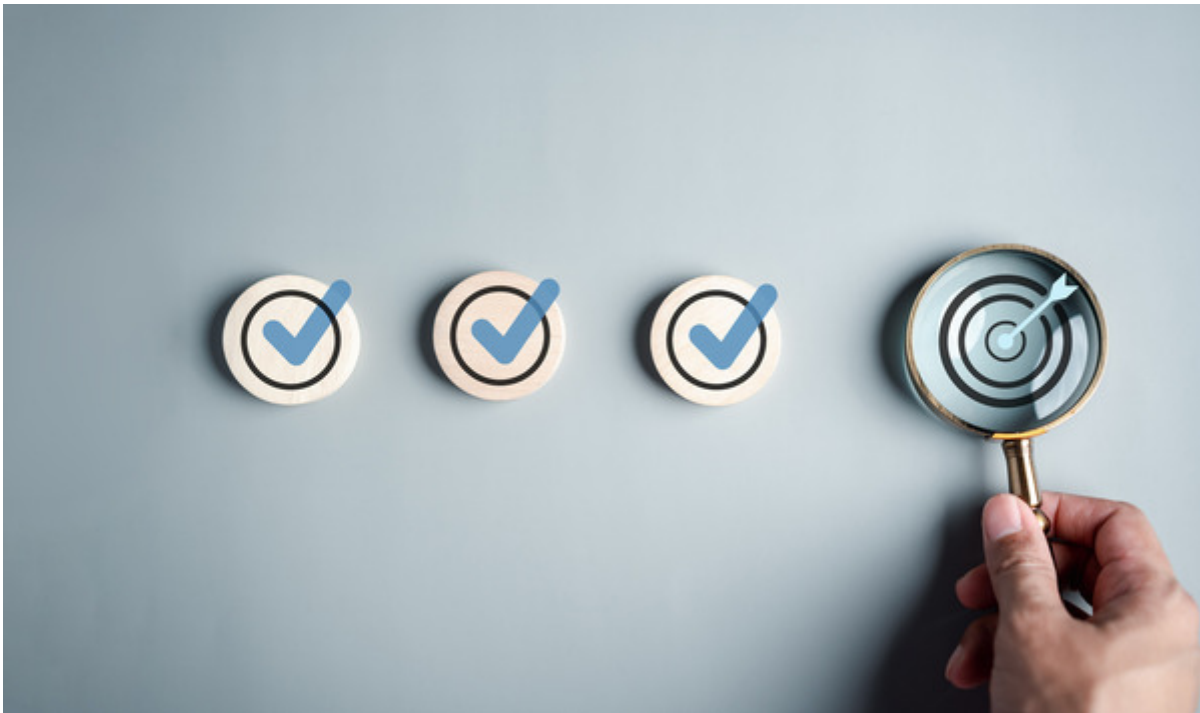
Yes, but not yet. The SCO will ensure files meet PERSI's requirements. Agency payroll and personnel contacts will have a more active role with the new portal and should be prepared to attend training and respond to PERSI's requests when asked.

How will I know when to start using the new portal?

PERSI will work closely with employers to ensure a clean transition between portals. Employers will receive several weeks' advanced notice.

Will the way I remit payment for contributions change?

Yes. Employers will add a payment method to the portal to pay contributions, like online bill pay. PERSI will 'pull' funds from this account to pay the invoice balance.



CONTRIBUTION RATE ADJUSTMENT

At the May retirement board meeting, actuaries presented an overview of scheduled contribution rate changes and the impact of reducing future proposed contribution rates for employers and employees.

The board considered different scenarios, and the motion was made to delay the 2.50% increase to July 2027. Also in the motion, they chose to delay the 3.75% increase to July 2028 and reduce it to 1.25%. The motion unanimously passed.

Director Hampton will share more information about this and much more during his employer tour later this year.

ATTENTION PLEASE



THE DEADLINE TO TRANSITION REPORTING OF CHOICE 401(k) PLAN INFORMATION TO EMPOWER IS IN A FEW WEEKS!

YOU NEED TO COMPLETE BY MONDAY, JUNE 30!

For several months, PERSI has shared with employers that **ALL PERSI EMPLOYERS MUST** prepare to report PERSI Choice 401(k) Plan contributions, data, and payments directly to Empower, the PERSI Choice 401(k) Plan record-keeper, by June 30, 2025.

Several employers are already transmitting directly to Empower, and PERSI thanks you for your attention and efforts. It is greatly appreciated!

MANY EMPLOYERS HAVE NOT COMPLETED, OR EVEN STARTED, AND TIME IS ALMOST OUT.

THIS TRANSITION IS NOT AN OPTION. PLEASE START AS SOON AS POSSIBLE. IT IS IMPERATIVE TO ENSURE YOUR EMPLOYEES' CONTRIBUTIONS ARE CORRECTLY TRANSMITTED TO THE RECORDKEEPER, AND ON TIME.

What happens if you do not comply by Monday, June 30, 2025? The list of consequences is hefty. Below are some of the more significant consequences:

- If the employer tries to transmit Choice 401(k) Plan contribution files to PERSI with a reporting cycle that includes dates on or after July 1, 2025, they will be ignored.
- Choice 401(k) Plan contributions remitted with Base Plan funds will be treated as future Base Plan credits.
- Since the contributions were not transmitted to Empower, those contributions are not invested in the way they were intended to be per the employees' designated investment selections. This may *potentially* result in the loss of gains in your employees' Choice 401(k) Plan investments. The employer is responsible for the lost gains because they failed to transition on time.
- The employer will be out of compliance with Federal Regulations, Title 29 – Labor, Subtitle B – Regulations Relating to Labor, Chapter XXV, Employee Benefits Security Administration, Department of Labor; § 2510.3-102 Definition of “plan assets”—participant contributions. <https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XXV/subchapter-B/part-2510/section-2510.3-102>

Any Choice 401(k) Plan funds remitted to PERSI with the Base Plan reports after the deadline date will be treated as an overpayment (or credit) to an employer's future Base Plan obligations.

PERSI may not be able to credit these funds back to employers in a timely manner. As such, employers will be solely responsible for any consequences of not reporting their employees' Choice 401(k) Plan contributions to Empower on time – including penalties and fees for non-compliance.

ADDITIONAL SUPPORT IS REACHING OUT TO EMPLOYERS

PERSI EMPLOYER SERVICE CENTER IS CONTACTING EMPLOYERS Employer Service Center representatives are reaching out to employers who have not transitioned. PERSI wants to confirm that you understand the ramifications of not transitioning on time.

For employers that continue to delay, PERSI leadership will contact the employer's leadership to find out the reasons for the delay.

IF YOU HAVE NOT STARTED, PLEASE BEGIN THE PROCESS NOW! Contact one of the following Empower representatives as soon as possible.

EMPLOYERS WHO UPLOAD A FILE Your file must meet Empower's file specification requirements and must be approved prior to your first submission. Software vendors and employers should contact Jordan Mura at jordan.mura@retirementpartner.com for technical assistance with the file certification process.

EMPLOYERS USING EMPOWER'S SELF-GUIDED PAYROLL PROCESS must still work with Empower to ensure a smooth transition. Contact Kathy Castle at kathy.castle@empower.com for more information.

NOTE: This change does not impact your PERSI Base Plan report and is separate from the PERSI Employer Reporting upgrade.

State agencies reporting through the SCO: the SCO is working with Empower to complete the required file updates. No action is required by individual agencies at this time.



SCHOOL EMPLOYERS: IN-SERVICE TIME IS GREAT FOR PERSI WORKSHOPS — BOOK YOURS TODAY!

There are important things your employees need to know to help ensure they have a financially secure retirement. Thoughtfully designed for different career stages and age groups, our Early, Vested and Retiring workshops are valuable resources for your entire staff!

While summer is just beginning, our August schedule is filling up fast! Many schools across the state request in-person PERSI workshops as an important part of their Professional Development in the week before students return.

In addition, we are excited to offer our **new** myPERSI workshops! In these 30-minute sessions, we'll walk you and your staff through PERSI's new member portal, including how to register, update beneficiaries and calculate all 6 PERSI retirement options.

Don't miss out! Contact us to get your August workshops scheduled today at workshops@persi.idaho.gov or 208-287-9291.



DO YOUR EMPLOYEES KNOW WHEN TO SUBMIT RETIREMENT PAPERWORK?

If your employees are considering retirement, please let them know to contact PERSI for a retirement estimate approximately six (6) months before their desired retirement dates.

Please let your employees know that as they prepare for retirement, PERSI requests that they complete and submit the [Application for Retirement](#) along with all required documents no earlier than six (6) months and no later than thirty (30) days prior to your retirement date.

Failure to timely submit a complete [Application for Retirement](#) and all required documentation may result in your retirement benefit being delayed.

As the employer, you will receive an email from PERSI instructing you to complete the "Confirmation of Termination" in the employer portal.

This process must be completed as soon as possible regardless of the retirement date of the employee – even if the date is more than a month out.

Once you have provided PERSI with an electronic confirmation that the member has or will be terminating employment, and we have received all proofs from the employee and the termination date from the employer by the 15th, we will have the retiree on our payroll for the upcoming month.

If any required items are received after the 15th, the retiree's first check will be delayed until the month thereafter. Please also let your employees know that September retirement is popular! Very popular! PERSI processes three times more applications for September retirements than any other month.

PERSI asks employers to please remind members who are planning an effective retirement date of September 1, 2025, to submit their application to PERSI on or before July 15, 2025.

PERSI cannot guarantee a retirement application will be processed in time for a September benefit if the application is received after July 15th.

Members who have questions or would like more information can call the PERSI Answer Center at 1-800-451-8228 or 208-334-3365.

FOR EMPLOYER QUESTIONS, PLEASE CALL...

If you need assistance or have questions, call the Employer Service Center at 208-287-9525 or 866-887-9525.

Hours of Operation:

8:00 a.m. to 5:00 p.m. (Mountain Time)

Monday through Friday

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