FULL REPORTING: IT'S IMPORTANT, IT'S REQUIRED.

In the next few days, every PERSI employer will receive a letter meant to provide clarification and education regarding PERSI’s Full Reporting Policy. With the letter, you’ll find an acknowledgement form you’re asked to sign and return for our records. Full reporting of salary and payroll data provides information needed for PERSI to accurately determine required contributions and benefits, as it is obligated to do by statute.

PERSI has become aware that some employers are not doing full reporting. Failure to accurately report eligible employees - and failure to pay required contributions - can have negative consequences for both the employer and the employee, including the obligation to pay delinquent contributions plus interest. If the failure continues for some length of time, the amounts owed can be significant. PERSI’s Full Reporting Policy requires employer transmittals to be in the form of full reporting.

Full Reporting Exempt Positions:

- Inmate labor positions (an inmate of a state institution, whether or not receiving compensation for services performed for the institution).
- Work study positions (a student enrolled in an undergraduate, graduate, or professional-technical program at and employed by a state college, university, community college or professional-technical center when such employment is predicated on student status).
- Substitute teacher, staff instruction assistant and staff library assistant positions (a person not under contract with a school district or charter school, who on a day to day basis works as a substitute teacher replacing a contracted teacher and is paid a substitute wage as established by district policy or who, on a day to day basis works as a substitute assistant replacing a staff instruction assistant or a staff library assistant and is paid a substitute wage as established by district policy).
- Also excluded from PERSI eligibility (because they are establishing a retirement benefit under other Idaho statutes for the same service) are certain Department of Labor employees participating in the separate Department of Labor retirement plan.

Full reporting requires that all other positions and income must be reported. It is possible for a person employed in a full reporting exempt position to also be employed in a separate position which is not exempt (such as a substitute teacher who is also employed as a full-time custodian). In this case, full reporting on the non-exempt position is required.

Your cooperation with the PERSI Full Reporting Policy is appreciated. Please call the PERSI Employer Service Center at 1-866-887-9525 if you have questions.
We're proud to report that our training is complete for our “Roll Forward” employers who use Petra to report their payroll information to PERSI. These employers will begin reporting in IRIS beginning on March 10th.

“File Upload” employers, Preston School District, Homedale School District, and Owyhee county have begun reporting in IRIS as of February 26th. These employers use payroll software vendors 2M and Computer Arts.

Valley County and Cassia County will be the next file upload employers to begin using IRIS in March. These two counties use Computer Arts and Stephenson Computer Consulting payroll software.