CASE STUDY
MURRAY ISD

- Limited Staff Resources
- 400 Employees
- 100% Reporting by IRS Deadlines

How ACA-Track™ Worked for
K12 District with Small Staff

ACA-Track™

Collect. Monitor. Report.

Executive Summary

For more than 140 years, the Murray Independent School District (ISD) has provided education for students in western Kentucky, but 2015 brought a different challenge for administrators with the new ACA (Affordable Care Act) tracking and compliance preparedness required for all 400 employees.

The barrage of updated IRS information and instructions about developments related to Form 1094-C (the Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns), and Form 1095-C, (the Employer-Provided Health Insurance Offer and Coverage) was daunting for Murray ISD staff juggling multiple responsibilities.

Additionally, the small staff also recognized using manual spreadsheet tracking for employee data collection and analysis would be an extremely labor - intensive and error - prone process. Knowing when an insurance offer is appropriate and the date of that offer, as well as aggregating the employee's' family changes, like births and divorce, are time-sensitive.

"I can't say enough good things about timely phone support. PSST has trained, educated support team members, and this is how our work was quick and easy to completion."

Debora Walker
Murray ISD Payroll Manager

The Challenges at Murray ISD

Realizing all of this, the human resources administration reached out to PSST's ACA-Track™ division for counsel and execution on these documentation processes.

"ACA was overwhelming, and we have to wear a lot of hats in my department for the school district. We contacted American Fidelity as a third party vendor for the introduction to PSST. Within a few minutes of discussion, we knew that this was the way, we wanted to go," said Murray ISD's Payroll Manager Debora Walker.

Murray ISD's financial management system (FMS) has an integrated ERP system that manages core functions, including financials, human resources and citizen services and revenues. PSST's ACA-Track™ integrates seamless with the Murray ISD system, which simplified the ability to bring in the appropriate client data quickly into the district's software, Walker shared.

ACA-Track™ works by extracting and importing data for accountability and usability under the district's benefits administration. Simple items, like matching names containing middle names, with the actual social security number name, can be executed directly in ACA-Track™, if desired. ACA-Track™ can distinguish nuances in hours worked for different populations, like sports coaches, as well.

"ACA-Track™ tracks each and every employee, even coaches, whose time may be changing, based on seasons—it's all in there," Ms. Walker added.

How ACA-Track™ Helped

"We used the PSST-provided, explanatory webinars to share with departments and with local co-ops on what this ACA-tracking would mean and how we were dealing with it," Ms. Walker pointed out.

Because penalties kicked in for incomplete or incorrect filing information, the focus for employers with 50 or more employees is on paperwork efficiency; secure, accurate data transactions; and monthly data reviews, explained Walker.

"With ACA-Track™, monthly reports run automatically and is so user-friendly," she said. This "Snapshot" system by PSST was one of the key reasons cited for selecting PSST, in addition to a having a dedicated client representative on call at PSST for questions.

Results & Return On Investments

"They have done the groundwork to know what needs to happen when. We didn't have the luxury of time to read software manuals, learning data extraction and normalization, as well as IRS updates, Walker said. "We needed a partner with live support. It was remarkable that even though we came into the PSST system in late 2015, we only had seven reporting errors. I will tell you there were sleepless nights for staff leading up to the June filing this year, because it was our first time.

"The interface on PSST's ACA-Track™ is so user-friendly, I can't imagine making it better, but I'm sure they are already working on new bells and whistles. And, there's always someone to talk you through the entire process available at PSST, and this is comforting, and bottom-line, got us to compliance," she added.

In Kentucky, more than half of the state's K12 districts turned to PSST's ACA-Track™ solution because of its price point and ease of use, and dedicated customer support representatives.

"I can't say enough good things about timely phone support. PSST has trained, educated support team members, and this is how our work was quick and easy to completion," Walker summarized.

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