How to Submit the 2022 Salary Supplement Online

(Step 1)	.) Download and save a copy of the below listed online submission forms found under the Salary Supplement Section located at: Peace Officer Standards & Training Commission					
	Forms & Downloads (Tn.Gov)					
	Forms:					
	1. Online Submission Only Salary Supplement Agency Request Form					
2. Online Submission Only Salary Supplement Roster Form						
	• If prompted, make sure to enable content and Macros when opening the Excel Roster Form					
	 Forms: Online Submission Only Salary Supplement Agency Request Form Online Submission Only Salary Supplement Roster Form If prompted, make sure to enable content and Macros when opening the Excel Roster Form 					

(Step 2)	From your Acadis account								
	click on the tab "Academy Resources"	TENNESS	EE PUBLIC SAFETY Dashboard	TRAINING ACADEMIES Training and Events	Registration	Organization	Personnel	Workflow	Academy Resources*
	and select <u>"Find and Complete</u> webform"		Acade	emy Resourc	ces*			Click	t Here

(Step 3)	Select the Webform labeled			
		Name 🔺	Description	
5	"2022 POST IN-SERVICE SUBMISSION"	2022 POST IN-SERVICE SUBMISSION	20	Used to submit agencies 2022 In-Service to POST.

Fill out the "2022 POST In- Service Submission" Webform and click Submit.								
	WebForm Preview							
• Once the webform is	2022 POST Salary Supplement Submission							
submitted, you will receive	Corganization (No Enter organization name Abbreviations)							
an email confirmation.	Submitted By: Name (First Middle 1ast, Select an opt • Middle Last, Suffix *First Middle *Last Suffix							
	*PSID							
 You will be notified of the 	* Email Address							
next workflow task for you	Phone Number Select an option							
to complete in Acadis. Be	*Date of Submission #							
sure to login and check your Acadis account.	Please click the link to view a short video on how to check your officers' hours of training in Acadis, employment status, and employment type. Link is k Salary Supplement. https://www.tn.gov/commerce/post/resources.html							
• You will complete the	Needed Supporting Documents							
submission of your salary	I have a downloaded a copy O You will need to download a copy of your agency's employee training records from Acadis. Please review these records a copy of your agency's employee training records from Acadis.							
supplement to POST by completing each workflow task in Acadis.								
	 Fill out the "2022 POST In-Service Submission" Webform and click Submit. Once the webform is submitted, you will receive an email confirmation. You will be notified of the next workflow task for you to complete in Acadis. Be sure to login and check your Acadis account. You will complete the submission of your salary supplement to POST by completing each workflow task in Acadis. 							