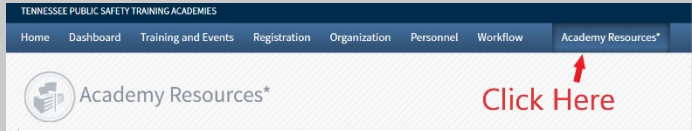
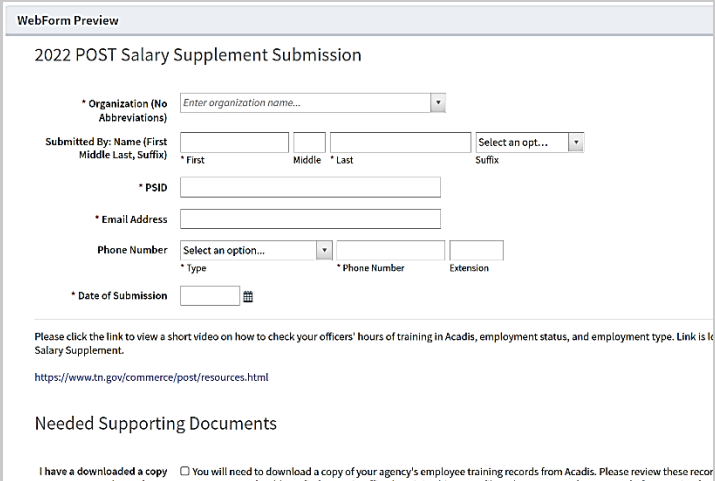


How to Submit the 2022 Salary Supplement Online

(Step 1)	<p>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)</p> <p>Forms:</p> <ol style="list-style-type: none"> 1. Online Submission Only Salary Supplement Agency Request Form 2. Online Submission Only Salary Supplement Roster Form <ul style="list-style-type: none"> • If prompted, make sure to enable content and Macros when opening the Excel Roster Form
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(Step 2)	<p>From your Acadis account</p> <p>click on the tab <u>“Academy Resources”</u> and select <u>“Find and Complete webform”</u></p>	
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(Step 3)	<p>Select the Webform labeled <u>“2022 POST IN-SERVICE SUBMISSION”</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>2022 POST IN-SERVICE SUBMISSION</td> <td>Used to submit agencies 2022 In-Service to POST.</td> </tr> </tbody> </table>	Name	Description	2022 POST IN-SERVICE SUBMISSION	Used to submit agencies 2022 In-Service to POST.
Name	Description					
2022 POST IN-SERVICE SUBMISSION	Used to submit agencies 2022 In-Service to POST.					

(Step 4)	<p>Fill out the <u>“2022 POST In-Service Submission”</u> Webform and click Submit.</p> <ul style="list-style-type: none"> • 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. 	
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