

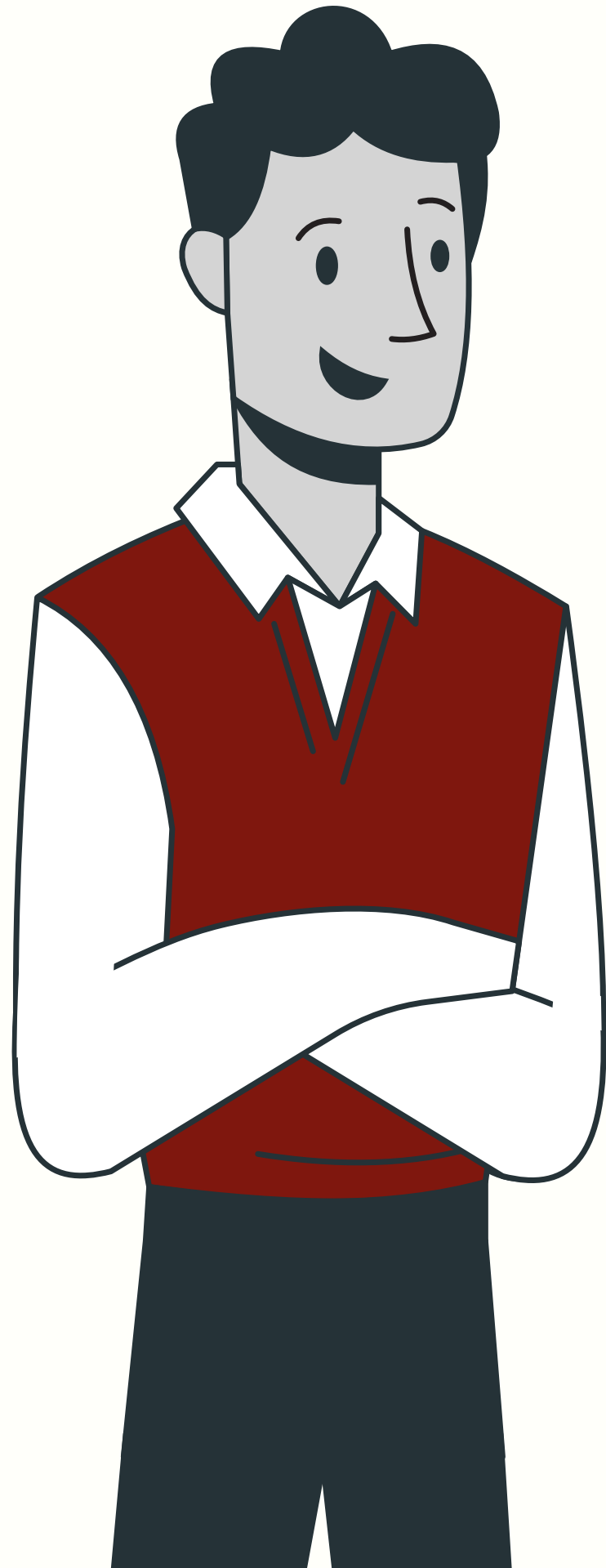
How-to Guide

Additional Compensation Form

www.torrington.org

Torrington
PUBLIC SCHOOLS





Introduction

Welcome to the step-by-step guide. This guide is designed to provide clear and actionable instructions to help you complete the newly redesigned digital TPS Additional Compensation Form.

This form is designed to allow employees to track their additional compensation requests from start to finish.

Submitting Your Form

- 1 Go to www.torrington.org
- 2 Click Faculty & Staff
- 3 Select [Forms & Resources](#)
- 4 Scroll down and click on the banner



Complete the Form

Torrington
PUBLIC SCHOOLS

Additional Compensation Request Form

This form must be received by Monday for payment with Thursday paycheck.
Otherwise, payment will be received with the next scheduled paycheck.

* Indicates required question

Email *

Record additionalcompensation@torrington.org as the email to be included with my response

Full Name *

Your answer _____

Please select your school *

Choose ▼

Complete the form with all required information. You will need to be logged into your Torrington Public Schools gmail account in order to access this form.

Information you will need:

- School Name
- Type of Service you Performed (1 service per form submission)
- Dates of Service (you can input up to 10 dates)
- Amount of time service was performed in 15 minute increments (Ex. 1.25 = 1 hour and 15 minutes)
- Amount Due
- Additional Information (if applicable)

Tracking your Request

REQUEST #7 | RECIPIENTS: 3 | MAR 18, 2025

Additional Compensation Request Form

[Track request](#) | [Cancel request](#) | [Edit original response](#)

Your request has been sent to the first recipient.

Requestor: additionalcompensation@torrington.org

Full Name: Jane Doe

Please select your school: Migeon Avenue

Select the service you performed: Test Service (123-456-789 .10)

Date of service: Mar 14, 2025

Amount of time you performed the ABOVE service in 15 minute increments: 1.25

Do you have additional dates you need to enter?: No

Amount Due: 123.45

Request Summary:
Full Name: Jane Doe
Budget Code: Test Service (123-456-789 .10)
Total Hours: 1.25
Amount Due: \$123.45

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is additionalcompensation@torrington.org



Once you submit your form, you will see an email with a receipt of your request. In this email, you can track, cancel, or edit your request.

Clicking "Track request" will ask you to sign in to Form Approvals, and allow you to view the current status of your request.

REQUEST #7 In progress

Requestor: additionalcompensation@torrington.org

#	Recipient	Status
1	approver1@torrington.org	Current Sent on Mar 18, 2025 15:28
4	approver2@torrington.org	Waiting
6	approver3@torrington.org	Waiting

Actions ▾

- Cancel request
- Send reminder

TIP You can send a reminder to an approver by clicking on them and then selecting "Send reminder" from the Actions drop-down.

*Request for more information

On occasion, your approver may ask for additional information about your request. You can edit your original response to include that requested information straight from the email notification. Once completed, you can resubmit the form as normal.

REQUEST #7 | MAR 18, 2025

Additional Compensation Request Form

More info has been requested.
Please add additional info/corrections to your request.
To reinstate the request, you may [edit the original response](#)

Approval history [More info requested](#)

More info requested by `approver1@torrington.org` with comment:
Please provide additional information

Additional Compensation Request Form

`additionalcompensation@torrington.org`
[Switch account](#) [Resubmit to save](#)

Your email will be recorded when you submit this form

Additional Details

If you have additional details about the services performed, please add them here.

Your answer

[Back](#) [Submit](#)



You've been APPROVED!

Once all approvers have accepted your request, Payroll will complete the form. You will receive an email indicating that your request is complete. You should see the additional payment in your next paycheck!



For any questions or concerns about your additional compensation, please contact the finance department or your school administrator. For technical difficulties, please submit a help desk ticket at www.help.torrington.org