

## **JUSTIFICATION TO FILL FORMS:**

### **GENERAL ASSUMPTIONS:**

1. The naming convention for JTF forms will include specific information in the following order separated by hyphens: division-budget account-PCN-date received
  - Division = use the 3 digit agency code
  - Budget Account = use the 4 digit account
  - PCN = use the number as displayed in HR Advantage.
  - Date = use the date the e-mail is being sent to State Personnel in a 6 digit format (April 1, 2010 = 040110)
  - Hyphens with no spaces = use to separate each segment of data.

Naming Convention Example:

- The Director e-mailed the completed JTF form to State Personnel at [JTF@dop.nv.gov](mailto:JTF@dop.nv.gov), on March 9, 2010 for the Department of Corrections, Medical Division for PCN 0040. The naming convention for the JTF should be as follows: **440-3710-0040-030910**

2. The e-mail must always originate with the department director.
3. The Salary Range of Position should be the annual amount based on the employee/employer compensation schedule.
4. Blank contact information sections signify non-approval. JTFs that are not approved by the Budget Office will be blank. Conversely, completed contact information sections by the Budget Office and the Governor's Office signify approvals.