


Email Subject Line

- For Pre-Audit questions, please be sure if you address the email to one of us that you copy the other, in case one of us is out of the office: velma.matchinsky@iowa.gov / elise.mullen@iowa.gov.
- The Subject Line is the first thing the recipient sees. It is very important to associate the “subject line” to the email message. The subject line is also used frequently to search on a specific subject matter and/or employee name/issue.
- Subject line types:
 - Employee name and P1 number
 - Grievance/Arbitration: Employee name/Grievance #
 - Specific problem/issue topic
 - For emails with attachments, please save the attachment with the employee’s last then first name (*Doe, John.pdf*). Avoid scanning multiple employees’ documents together.
- The content of the email should be based on the subject matter. If the message contains unrelated questions they may get overlooked.

Email example:

From: Assistant, Personnel [DAS]
Sent: Friday, February 03, 2014 2:25 PM
To: Elise Mullen; Velma Matchinsky
Cc:
Subject: Resignation Letter for John Doe, P1#2XXXXXX
Message:  [Doe, John.pdf](#)

Hi Elise,

Attached is the resignation letter I received from John’s manager.

Thank you,

Personnel Assistant