



City of Coral Gables
CITY COMMISSION MEETING
October 10, 2017

ITEM TITLE:

Congratulations to Sonia Lajo who holds the title Part-Time Payroll Specialist, recipient of the "Part-Time Employee of the Quarter Award," for the third quarter in 2017.

BRIEF HISTORY:

The nomination was submitted by Sally Ola Ola who stated the following:

“I respectfully nominate Sonia Lajo for the Part-time Employee Quarterly Recognition Award. Sonia is a very dedicated and hardworking employee of the Finance Department. Her 25 plus years of experience in all areas of employee compensation and payroll made a great contribution, especially to me during my transition to supervise the Payroll Division when the former assistant director retired. She is always available to assist and respond to inquiries from employees, both current and former employees. She works well with Human Resources team and with all department timekeepers/approvers in making sure employee updates and changes are handled correctly and timely. She makes sure that reports both internal and external (IRS, State, Banks) are accurate, reconciled and timely. Whenever there are issues or errors, she spends considerable amount of time to research the matter and recommend solutions. One particular example of her dedication was during one of the payroll weeks. Payroll process has to be done around 2pm of Tuesday to give us ample time to resolve errors and transmit the direct deposit to the bank. She was in the office early morning of Tuesday when she received a call from the hospital that her mother was in need of critical care. She expressed to me that her mom has been in hospice care and very unstable and she requested to leave to be with her mother. After a few hours, she called me that her mom was stable and she was on her way back to the office to complete her part of the payroll process. She could have requested to take time off for the rest of the day and leave the rest of the work for the other payroll staff to take on. But she returned to the office and make sure the payroll is done timely. I am sure that everyone who is involved in the payroll process would notice that she reports to work as early as Sam (she sends emails as early as Sam!) to manage and focus on her workload.

Sonia is a great asset to the Finance Department and I am very excited that I have the opportunity to express our appreciation and recommend her nomination for the award.”

ATTACHMENT(S):

1. Part-Time Employee of the Quarter Notification Letter