



Naperville

CITY COUNCIL AGENDA ITEM

SUBJECT: Recognize February Employee of the Month – Lynn Soukup

TYPE OF VOTE: N/A

ACTION REQUESTED:
Recognize February Employee of the Month – Lynn Soukup

BOARD/COMMISSION REVIEW:
N/A

COUNCIL ACTION PREVIOUSLY TAKEN:

Date	Item	No Action

DEPARTMENT: Human Resources

SUBMITTED BY: Kathy Mackenzie, Senior Administrative Assistant

FISCAL IMPACT:
N/A

BACKGROUND:
It is with pleasure that the Employee Suggestion and Recognition Committee announce its selection of Lynn Soukup as the February Employee of the Month.

DISCUSSION:
Recognize February Employee of the Month – Lynn Soukup

Lynn Soukup is a Financial Reporting and Payroll Analyst whose primary duties have always included accounting, budgeting, and overall financial reporting. More recently, Lynn has expanded her knowledge in the payroll field beyond what is required by her position. She voluntarily assisted in numerous projects designed to streamline the payroll budgeting and tax reporting processes and increase employee self service through online access to pay stubs, W2's

and 1099's. With a rare and valuable attention to detail that is paramount to the payroll process, Lynn has conducted significant research to stay abreast of the complex areas of payroll tax law. She also voluntarily trained as an additional backup for the payroll position and has provided backup coverage on several occasions. She has been recognized many times by her co-workers for being an outstanding team player.

In addition, Lynn's job duties also include bank reconciliation and payment reconciliation. She has worked with the bank representatives to streamline charges and waive fees for certain services, resulting in a savings to the City of over \$7,000.

Lynn works diligently to ensure the City of Naperville Finance Department utilizes resources in an efficient and cost effective manner through cooperative training and teamwork. She also displays great versatility and proven ability to go above and beyond.

RECOMMENDATION:

Councilwoman Judith Brodhead is to present the award to Lynn Soukup.