Nov. 10, 1953 F. J. KRAEMER, JR 2,658,774

TRIPLE ENTRY POSTING BOARD

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FIG. 1.

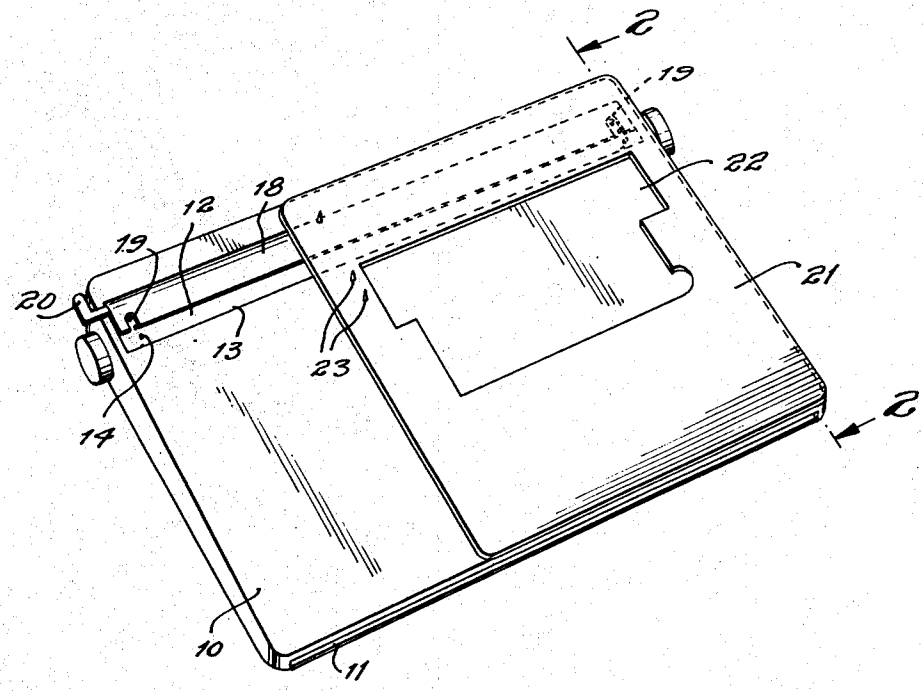
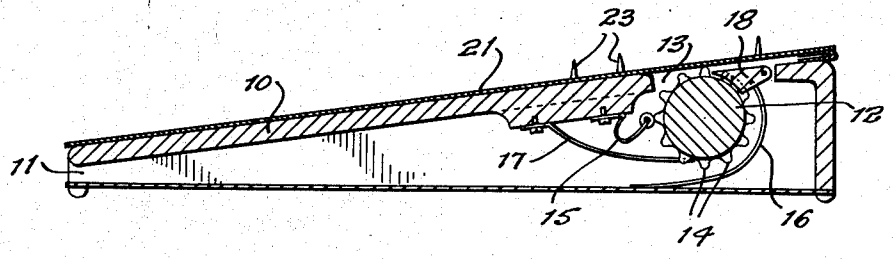


FIG. 2.



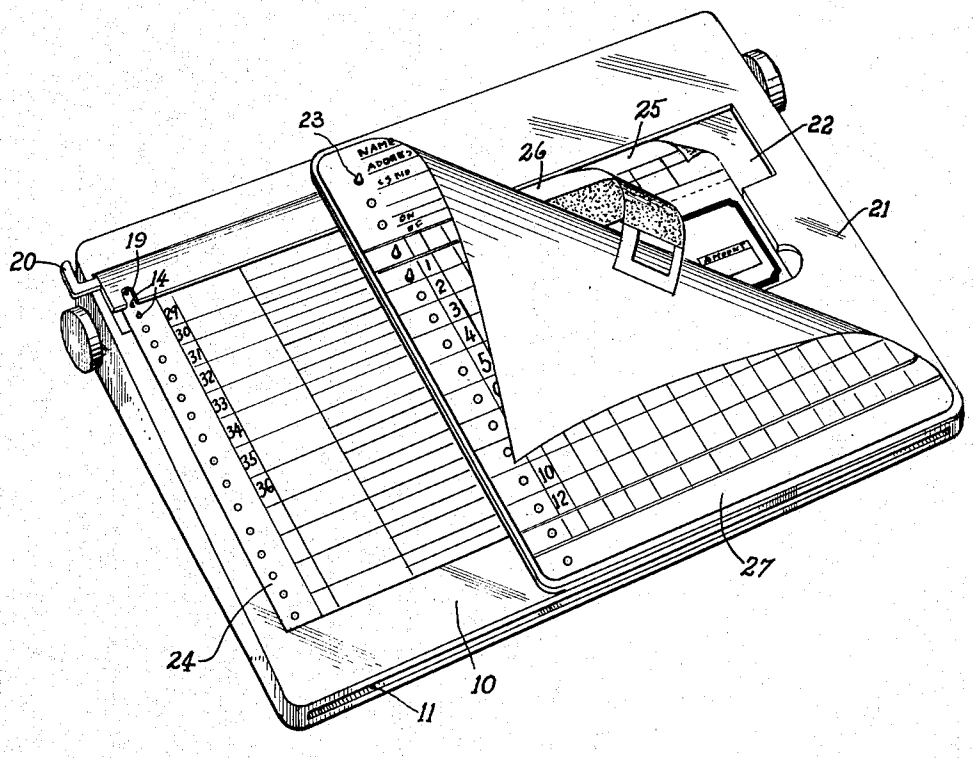
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FIG. 3.



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TRIPLE ENTRY POSTING BOARD

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5 Claims. (Cl. 282—29)

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This invention relates to posting boards and more particularly to a triple entry posting board for recording pay roll data.

Because of the several taxes and withholding provisions applied against wages, the complicity of keeping records has greatly increased in the last few years. The time required for keeping records has become an important factor and systems and means for reducing this cost are of definite interest to all employers.

It is customary for pay roll data to be entered on three records, namely (1) the pay roll register, (2) the employee earning record, and (3) the employee earning statement ordinarily attached to the employee's check or cash statement.

An object of the present invention is to provide a pay roll posting board capable of holding the three record forms or blanks in proper alignment such that with the aid of a reproducing carbon mask and hot wax carbon on duplicate copy, a single writing suffices to fill in each of the three forms simultaneously.

Another object is to provide a pay roll posting board which is small or compact, easy to store, capable of fitting in conventional center desk drawers and capable of use in limited areas on desk tops.

Another object is to provide a board of the above mentioned character which provides a permanent writing line in a natural comfortable position, thus providing ease and comfort in use.

Broadly considered, the posting board of the invention comprises a baseboard for supporting a second duplicate form of substantially the same width as the base, a locking means for holding said form in alignment on said board, a plate preferably of a width less than that of the baseboard mounted on top thereof and advantageously about one-quarter inch longer than said board, having a cut out or open portion thereof adapted to receive a second form and preferably also to hold the same in an aligned position, and a locking means for holding an original form in position over said plate and said duplicate forms.

The posting board base, in accordance with a special feature of the invention is hollow and is provided with a slit or opening in the top surface substantially at the back end thereof through which the large second duplicate form twice the length of the base can extend and be curved under and back toward the front of the base from which it can be removed through an opening in the front vertical face of the hollow base. When said form is first placed on the base for the initial entry, the bottom end of the form may be

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curved around the front top surface of the base and inserted in the front opening thereof.

A second feature lies in the arrangement whereby the necessity for large sheets of carbon paper or large carbon coated surfaces are avoided. The writing is transferred to the first duplicate by means of a narrow carbon paper strip, preferably of the window type, which can be locked in position over the permanent writing line on the same pegs used for holding the original form in alignment.

The second duplication may be accomplished by the printing of a strip of reproducing carbon on the back of the first duplicate form.

With reference to the accompanying drawing wherein the invention is illustrated only in its preferred embodiment, Figure 1 is a top perspective view, Figure 2 is a vertical section taken on line 2—2 of Figure 1, and Figure 3 is like Figure 1 except that forms and carbon paper are in place on the board. On the drawing there is shown a posting board having a baseboard 10 preferably of wedge shape, lower at the front edge than at the back edge for greater convenience during use. The board is preferably of hollow construction and is open across the front edge thereof as shown at 11.

This board is adapted to support a payroll register form or any second duplicate form which contains a series of horizontal lines suitable for the entry of employees' names or other data in a column at or near the left hand margin thereof. A means is provided in connection with said board for moving said form on the base stepwise on its top surface toward the back of the base. This stepwise movement is preferably accomplished by a roller 12, mounted within said hollow board beneath a slot 13 in the baseboard and extending across the same and being of a length required to admit the said form. At its end, the roller 12 is provided with a series of peripheral posts 14 adapted to fit in a corresponding series of holes along the said margins of the form, whereby rotation of the roller moves the form. A spring with roller 15 is attached within the base and coacts with said posts in such manner as to cause stepwise or line by line movement of said form.

The base is provided with a curved guide or fin 16 adapted to cause the said form after breaking contact with the roller to curve down and back in the direction of the front opening 11 of the board. Strippers 17 on the extreme ends (shown only at one end) of the roller are provided to prevent the pay roll register sheet from adher-

ing to and remaining on the roller. The top surface of the board adjacent the slot 13 is provided with a hinged guide bar 18 adapted at its free edge to rest on the roller 12 and to hold the said form down over the posts 14. The said bar is provided with slots 19 at points adjacent the posts 14 to avoid contact between the same. A tab or lever 20 is connected to the end of this hinged guide bar to facilitate lifting the same.

On top of the baseboard there is a plate 21 having a cut away portion or opening 22 adapted to receive a check or a cash statement made out in the name of the employee, to which is attached as an integral part a statement of the given employee's earnings and deductions for a pay period. This plate is preferably hinged to the baseboard at the back edge thereof as shown.

The plate, as illustrated, is of less width than the baseboard and is adapted to leave an exposed portion for the entry of the employees' names at or near the margin of the pay roll register form or second duplicate form. For special applications, where greater adaptability is preferred or necessary the plate may extend both ways to cover any part of or the total area of the top of the base.

On top of the plate, a suitable means is provided for holding in alignment an employee earnings record or other form on top of said plate and over the cut away or opening therein, such means suitably being composed of two or more posts 23 as shown, adapted to fit into correspondingly placed holes in the margin of the said earnings record form.

In utilizing the device of the present invention as a pay roll posting board, the first step involves lifting the plate 21 and the bar 18, next inserting the top edge of the pay roll register form under the bar 18 in such manner as to cause the posts 14 at both ends of the roller to engage the corresponding series of holes in the sides of the said form. The bar is then permitted to rest on the form thereby to hold the same against the roller. Then the plate 21 is swung down and permitted to rest on the face of the form on the surface of the baseboard.

A check or cash statement to which is attached as an integral part a statement of earnings and deductions is then placed in the opening 22 where it is held in alignment between the four edges of the plate surrounding the opening. The check or cash statement has a duplicating carbon film coating on its back behind the line on which the pay roll data will be entered.

A strip of carbon paper, preferably of the window type, is then placed on top of the employee's statement of earnings and deductions and is preferably kept in alignment by holes in the end thereof inserted over the aligning posts 23. Finally the individual employee earnings record form which is of substantially the same width as the plate 21 is placed on top of such plate and is held in alignment also by the posts 23.

On each pay day or at each pay roll posting time, the register form is placed on the board and the knob controlling the roller turned until the first employee's name appears opposite the upper post 23 which is the permanent writing line. The employee's check or cash statement and the employee's earnings record of this first employee whose name is opposite the writing line are placed on the form hereinbefore described and the entry of the data is accomplished by writing on the single line. The two individual records are next removed and the knob controlling the roller

is turned to bring the second employee's name opposite the writing line. Thereupon the two individual forms for the second employee are placed in position and the writing entered thereon as before. This process is continued until the records have been entered for each of the employees of the organization or until a new pay roll register form is required for the additional employees. On each subsequent pay roll posting date new register forms and new employees checks or cash statements are used but the same employee earnings record form used at the time of the previous entry is again used and aligned on the plate 21 by means of the posts 23 entering preforations along the left hand margin of the said earnings record form.

For organizations having many employees it is desirable that pay roll register forms be employed which are considerably longer than the posting board. When such forms are used and initially placed on the board the bottom part which protrudes in front of the board may be curved under the front surface of the board and tucked in the slot 11 in the face of the board. With this arrangement as many as 36 and sometimes more employees' names may be entered on a single sheet.

With reference to Figure 3, the board is shown with the forms in place thereon. The payroll register form 24 is shown on the baseboard and the top part thereof extends through the slot over the roller into the interior of the board and returns toward the front edge of the same.

The check and individual earning record 25 is shown in place in the opening 22 and it is held in place by the edges of the opening.

Over top of this employee's copy of the earnings record there is shown a strip of carbon paper 26 which is held in place by perforations therein fitting over the two lower pins or posts 23. Finally the original or employer's copy of the individual earnings record form 27 is shown mounted on top of the plate 21 and is also held in place by the posts 23. This form is a twelve week record and is placed one line higher for each successive week it is employed. The lowest post 23 on the board is opposite the permanent writing line.

While the instant construction is adapted primarily as a pay roll posting board, it may be employed for posting inventory control, internal audit features, accounts receivable and even accounts payable.

It should be understood that the present invention is not limited to the specific arrangements shown but that it extends to all equivalent arrangements of parts and configurations which will occur to those skilled in the art upon consideration of the general tenor of the disclosure or of the scope of the claims appended hereto.

I claim:

1. A triple entry posting board having a stationary writing base comprising, a relatively flat hollow stationary baseboard having a slot in the upper surface thereof adapted to receive a second duplicate form when moved from its normal writing position supported on said upper surface, a roller adjacent to said slot mounted within said board, pin means on said roller for gripping said form on said roller, said form having a series of marginal holes for engaging said pin means, means on said board coacting with said roller for holding the said form on said pins and roller, a plate on top of said board attached to an edge thereof, of a width less than that of

the board and having a cut out or open portion adapted to receive and hold a first duplicate form on top of said board in a single position in relation to said board, and means on said plate for holding a strip of carbon paper and for locking an original form in an aligned position on top of said plate and over the cut out or opening therein.

2. A triple entry posting board having a stationary writing base comprising a relatively flat hollow stationary baseboard having a slot in the upper surface thereof adapted to receive a second duplicate form when moved from its normal writing position supported on said upper surface, a roller adjacent to said slot mounted within said board, pin means on said roller adjacent the ends thereof for gripping said form on said roller, said form having a series of marginal holes for engaging said pin means, bar means hinged to the said board with a free edge thereof resting on said roller for holding the said form on said pins and roller, a plate on top of said board attached to an edge thereof, of a width less than that of the board and having a cut out or open portion adapted to receive and hold a first duplicate form on top of said board in a single position in relation to said board, and means on said plate for holding a strip of carbon paper and for locking an original form in an aligned position on top of said plate and over the cut out or opening therein.

3. A triple entry posting board having a permanent writing line comprising a relatively flat wedge-shaped hollow stationary baseboard having a slot in the upper surface near the back edge thereof adapted to receive a second duplicate form when moved from its normal writing position supported on said upper surface, a roller mounted within said baseboard below said slot, pin means on said roller adjacent the ends thereof for gripping the second duplicate form on said roller, a curved guiding means in said baseboard being arranged adjacent the slot and roller for directing said form within the baseboard in the opposite direction from its movement on the top thereof, said roller and pin means being adapted to move said form across the face of the baseboard upon rotation of the roller, a plate hinged to an edge of said baseboard and resting on top thereof, said plate having a cut out portion adapted to receive and hold a first duplicate form on top of said base in a single position in relation to said base, locking means adjacent said cut out portion for holding carbon paper over at least a part of said cut out portion and over said second duplicate form and for locking an original form on top of said plate and over the cut out portion therein.

4. A triple entry posting board having a permanent writing line comprising a relatively flat wedge-shaped hollow stationary baseboard having a slot in the upper surface near the back edge thereof adapted to receive a second duplicate form when moved from its normal writing position supported on said upper surface, a roller

mounted within said baseboard below said slot, pin means on said roller adjacent the ends thereof for gripping the second duplicate form on said roller, a curved guiding means in said baseboard being arranged adjacent the slot and roller for directing said form within the baseboard in the opposite direction from its movement on the top thereof, a guide bar hinged to the upper face of said baseboard and arranged within the slot and adapted to press the form against said roller whereby said roller and pins will move said form across the face of the baseboard upon rotation of the roller, a plate hinged to an edge of said baseboard and resting on top thereof, said plate having a cut out portion adapted to receive and hold a first duplicate form on top of said base in a single position in relation to said base, locking means adjacent said cut out portion for holding carbon paper over at least a part of said cut out portion and over said second duplicate form and for locking an original form on top of said plate and over the cut out portion therein.

5. A triple entry posting board having a permanent writing line comprising a relatively flat wedge-shaped hollow stationary baseboard having a slot in the upper surface near the back edge thereof adapted to receive a second duplicate form when moved from its normal writing position supported on said upper surface, a roller mounted within said baseboard below said slot, pin means on said roller adjacent the ends thereof for gripping the second duplicate form on said roller, a curved guiding means in said baseboard being arranged adjacent the slot and roller for directing said form within the baseboard in the opposite direction from its movement on the top thereof, said roller and pin means being adapted to move said form by a step-wise movement across the face of the baseboard upon rotation of the roller, a plate hinged to an edge of said baseboard and resting on top thereof, said plate having a cut out portion adapted to receive and hold a first duplicate form on top of said base in a single position in relation to said base, locking means adjacent said cut out portion for holding carbon paper over at least a part of said cut out portion and over said second duplicate form and for locking an original form on top of said plate and over the cut out portion therein, said baseboard having a slot at the front edge thereof for the movement of the second duplicate form therethrough.

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