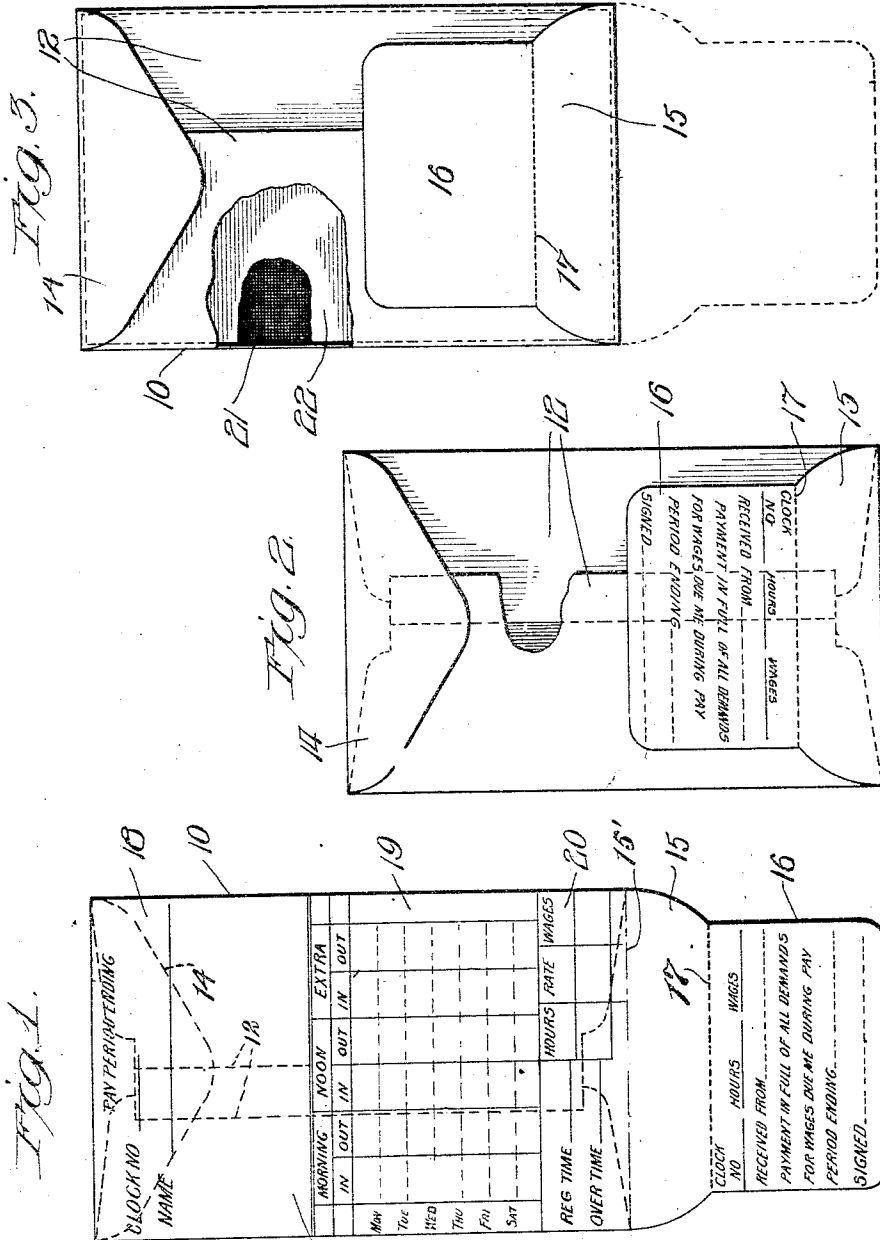


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 COMBINED PAY ENVELOP, TIME CARD, AND RECEIPT.
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1,168,787.

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UNITED STATES PATENT OFFICE.

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Specification of Letters Patent.

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To all whom it may concern:

Be it known that I, JACOB M. COHN, a citizen of the United States, and a resident of Chicago, in the county of Cook and State of Illinois, have invented certain new and useful Improvements in Combined Pay-Envelops, Time-Cards, and Receipts; and I do hereby declare that the following is a full, clear, and exact description thereof, reference being had to the accompanying drawings, and to the characters of reference marked thereon, which form a part of this specification.

This invention relates to novel combined time card, pay envelop and a time record and receipt card adapted for use by time keepers and cashiers in establishments which employ a large number of operatives to facilitate the work of keeping the time of the employees where time clocks are employed for keeping time, preparing the pay envelops on pay day and to facilitate the handling of receipts signed by the employees for wages received and also the handling of wage and time records for each pay period, which records factory inspectors usually require to be kept at hand for inspection.

Among the objects of the invention is to provide a device of this character which will reduce the number of separate operations required in making up the time, preparing the pay envelops and the receipt and record sheets, and which will, therefore, effect a material saving in time in the execution of such work, and which will also reduce the handling in such work, and reduce the expense of producing the device.

The invention consists in the matters hereinafter set forth and more particularly pointed out in the appended claims.

In the drawings:—Figure 1 is the record face view of a combined time card, pay envelop and record and receipt sheet, with the combined record and receipt card or sheet extended in the plane of the panel which receives the detail time record. Fig. 2 is the reverse face view thereof. Fig. 3 is a rear face view, broken away, of a modified form of envelop.

The envelop or inclosure 10 to receive the wage money may be in itself made of any preferred construction. As shown it comprises a main body panel 11, side flaps 12, 12 which are folded inwardly over the body panel, and upper and lower end flaps 14, 15,

respectively, which are adapted to over-lie the ends of the side flaps and to be pasted thereto, the flap 15 joining the body panel along a fold line 15'.

16 designates a sheet that is made integral with the lower end flap 15 and is joined thereto along a perforated or other tearing line 17.

The front face of the panel 10 of the envelop is printed to constitute a time card of a size adapted for use in standard time clocks. The upper section 18 thereof is adapted to receive the clock number and the name of the employee, and also the pay period terminal date. The middle section 19 is columnated to receive the detail time record for each day both for morning, noon, night and extra or over-time, and the lower section 20 is columnated to receive the record of the total hours put in by the employee, the rate per hour and the total wages.

The sheet or flap 16 constitutes a combined record and receipt card and is ruled to receive the total hours worked and the total wage, and also bears a form of receipt and the name of the employer, and is adapted to receive the receipting signature of the employee and the pay period terminal date.

It will be noted that the envelop, including the record sheet or panel 10, and the combined record and receipt sheet 16 are parts of an integral sheet. It will also be noted that the data is printed on the same side of the constituent sheet, so that the device may be printed at one impression of a single form. It will furthermore be noted that the form for the combined total record and receipt sheet or flap 16 bears such relation to the detail and total record of the time card panel 10 that the necessary data may be entered on said sheet 16 while the device occupies the same position as when the time shown on the detail record is totaled and the wage computed and entered on said time card sheet. This arrangement enables the work of transferring the total record from the time card to the record and receipt sheet to be effected in a minimum time and with a minimum likelihood of error in the transfer, inasmuch as it avoids the necessity of turning the device in making a transfer or selecting another device on which the total record is to be kept.

In the use of the device the clock number and employee's name are entered thereon

and it is placed in the usual time clock rack at the beginning of the period as, for instance, on Monday morning before the arrival of the employees in the manner of an ordinary time clock card. Before the device is racked the closing flap 15 and the integral sheet 16 will be preferably inserted into the mouth of the envelope so as not to interfere with its usual function as a time card. During the week the employee inserts the device in the clock at the morning, noon and night and extra hours to make up the detail time record in the usual manner of an ordinary time card. At the end of the pay period as, for instance, after the noon hour on Saturday the time keeper collects the devices and totals the hours from the detail time record and inserts the total regular and extra or over-time hours in the proper total spaces of the section 20 of the time card. He also enters the rate for regular and over-time in the rate spaces and computes the regular and over-time wage and enters the total in the wage column of said section 20. Thereafter and without changing the position of the device, the total hours and wages are entered on the combined record and receipt sheet 16. If desired, the sheet 16 may be ruled to show both regular and over-time hours and the wages therefor. After the timekeeper has completed the computation of the wage and the entry of the total data in the proper spaces, the device is turned in to the cashier who places the money, shown by the total record to be due, in the envelop and seals the flap 15. In places where a large number of operatives are employed, the combined record and receipt sheets 16 may be detached from the pasted closing flaps 15 and said record and receipt sheets are distributed to the various foremen to be by them passed out to the employees so that the receipts may be signed before the envelopes are distributed, thus saving time in the distribution of the pay envelopes. When the envelopes are distributed, the sheets 16 are turned in to the cashier by the employees. Said sheets thus constitute both a receipt for the cashier to account for money paid out and a record of the hours of work for the inspection of an inspector.

Heretofore it has been a common practice in keeping time and computing wages and paying off employees to use three separate devices, to wit, the time card on which the detail time record is produced during the pay period, a separate envelop for the money and a separate employee's receipt. In using these devices it has been customary for the timekeeper, after gathering up the time cards and totaling the hours and entering the wage, to enter the name of the employee and the total hours and wage on the pay envelops and thereafter to prepare the re-

ceipts to be signed and turned in by the employees on receiving the pay envelopes. In this system it has been customary to retain the time card as a matter of time record for state or other authorized inspectors and the cashier retains the receipt to account for money paid out.

The system of making up the time and paying employees by the use of my device is greatly simplified as compared with the prior system inasmuch as the timekeeper is only required to handle a single or integral device, thus avoiding liability of confusing separate devices and also saving time in the operation of making up the time and preparing the envelopes for the cashier. Moreover, the system of keeping records and receipts is simplified inasmuch as the single sheet 16 constitutes a full receipt and the only record required to be kept.

In the event that a certain user may also find it desirable, in accordance with an already established system, to retain the detail time record, this may be effected by using the device illustrated in Fig. 3. In this device I may carbonize the inner side of the panel 10 to produce a carbon surface 21 and insert into the envelop a thin card 22 which bears on its face next to the carbon surface a form similar to the form on the outer face of the panel 10. Thus the same impression of the time marking elements of the time clock produces an original and a carbon record of the detail time sheet.

I claim as my invention:—

1. A combined pay envelop, time card and record and receipt member made of a single sheet of paper or like material, said sheet having a panel and side and end flaps to constitute the inclosing envelop, said panel bearing lines to produce appropriate spaces to receive in and out records for morning, noon and extra time from the printing members of a time clock and the record and receipt member extending from one of the flaps and divided therefrom by a weakened line and being provided with a space to receive the total hours and total wage and with a space to receive the receipt of the payee, said record and receipt member being printed on the same side of the constituent sheet as the time card.

2. A combined pay envelop, time card and record and receipt member made of a single sheet of paper or like material, said sheet having a front panel and side and end flaps to constitute the inclosing envelop, said panel being provided with a space to receive the name of the payee, the number of the time clock and data relative to the pay period and provided therebelow with a time card form to receive a detail time record from the recording and printing elements of a time clock and below said time card form with a space to receive the total hours

and total wage, and with a record and receipt member extending from one of said flaps and divided therefrom by a weakened line, and having a space to receive the total
5 hours and total wage and the receipt of the payee, said record and receipt member being so arranged relatively to the time card space that the entire device may be printed by a single impression of one form, and that
10 the record and receipt member of the com-

plete device is on the same side of the envelop as and below the time card form.

In testimony, that I claim the foregoing as my invention I affix my signature in the presence of two witnesses, this 23rd day of 15 January, A. D. 1915.

JACOB M. COHN.

Witnesses:

W. L. HALL,
G. E. DOWLE.