J. W. MARSHALL.

PAY ROLL, LEDGER, ACCOUNT OR TIME BOOK SHEET.

APPLICATION FILED JAN. 2, 1915.

1,215,831.

Patented Feb. 13, 1917.

2 SHEETS—SHEET 1.

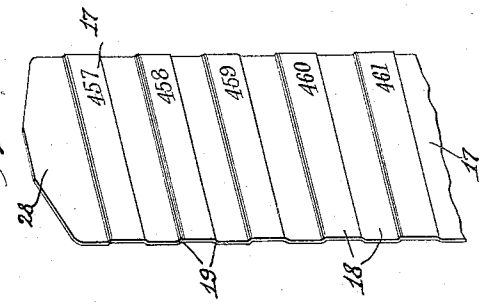


Fig. 2.

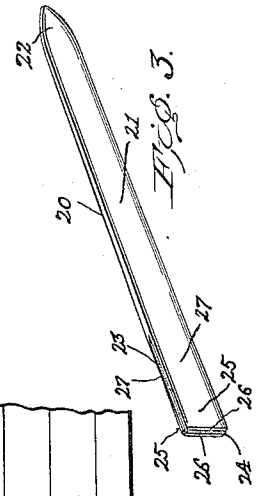


Fig. 3.

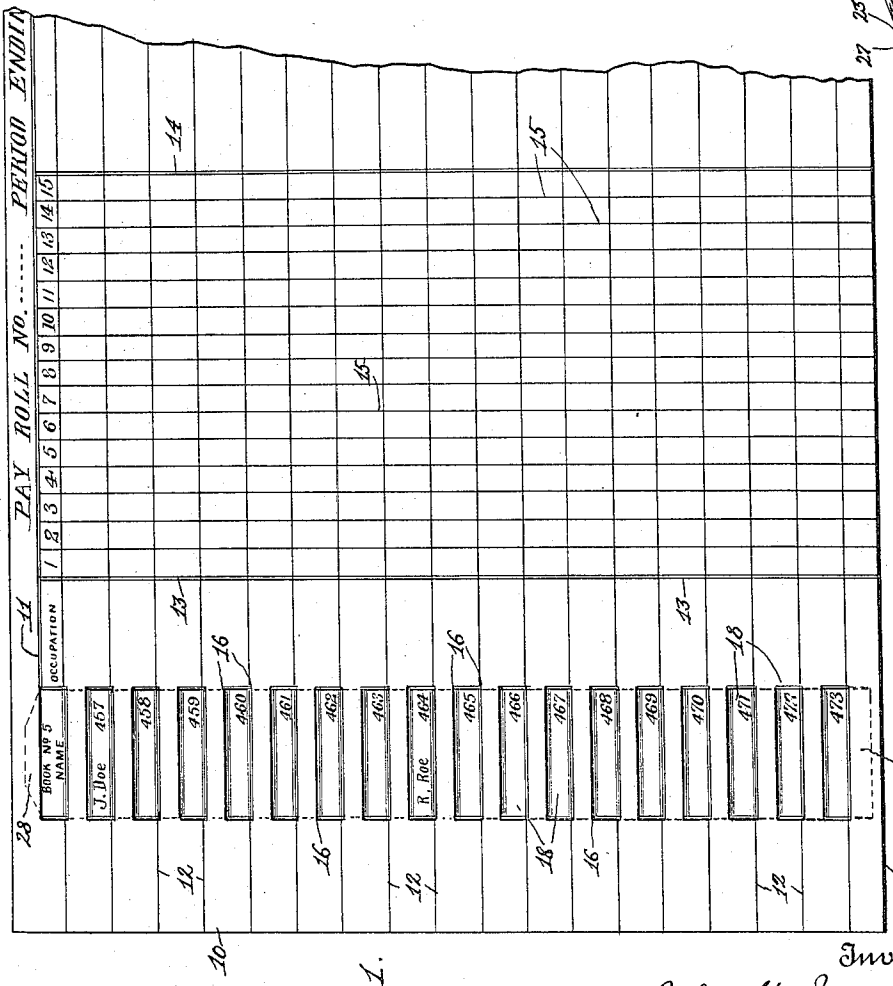


Fig. 1.

Witnesses
G. L. Baker.
A. B. Norton.

Inventor
John W. Marshall
By W. F. Schroeborn
Attorney

THE NORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

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2 SHEETS—SHEET 2.

Fig. 5.

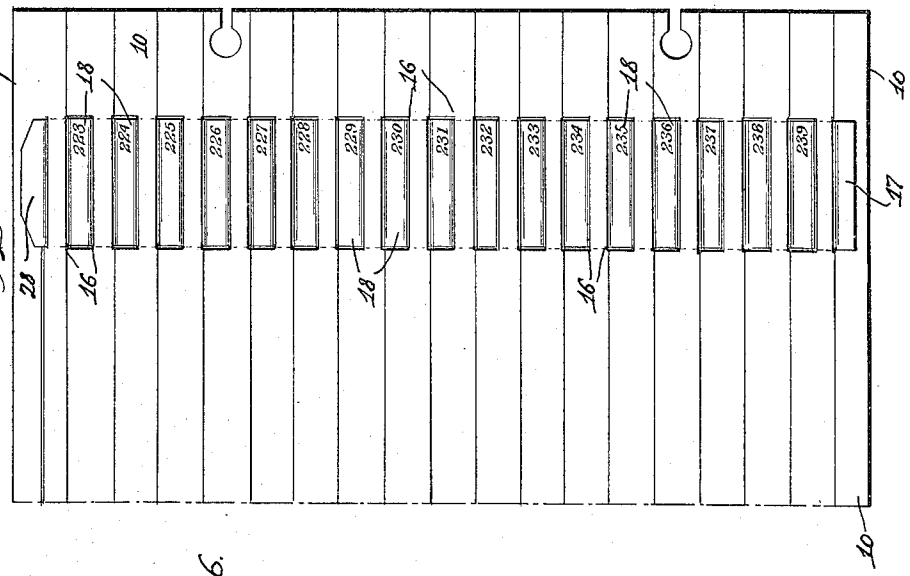


Fig. 6.

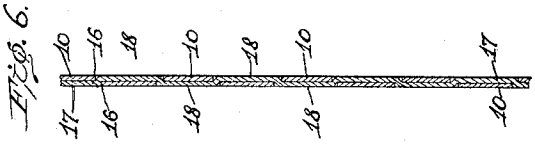
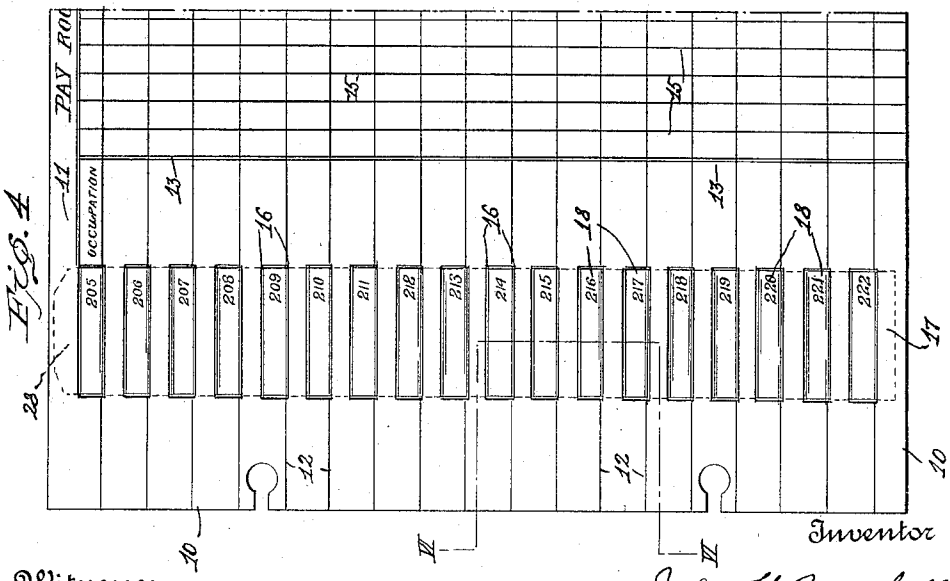


Fig. 4.



Witnesses

G. C. Baker.

A. B. Norton.

Inventor

John W. Marshall

by W. Schroeder

Attorney

THE NORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

UNITED STATES PATENT OFFICE.

JOHN W. MARSHALL, OF CONNELLSVILLE, PENNSYLVANIA, ASSIGNOR TO THE MARSHALL METHODS CORPORATION, OF NEW YORK, N. Y., A CORPORATION OF NEW YORK.

PAY-ROLL, LEDGER, ACCOUNT OR TIME BOOK SHEET.

1,215,831. Specification of Letters Patent. Patented Feb. 13, 1917.

Application filed January 2, 1915. Serial No. 78.

To all whom it may concern:

Be it known that I, JOHN W. MARSHALL, a citizen of the United States, residing at Connellsville, in the county of Fayette and State of Pennsylvania, have invented certain new and useful Improvements in Pay-Roll, Ledger, Account or Time Book Sheets, of which the following is a specification.

The present invention relates to improvements in pay roll, ledger, account or time book sheets.

In large manufacturing or other plants where numbers of persons are employed, say for instance, three thousand, who receive their salary at regular periods, averaging twice a month, pay roll sheets are used containing about thirty names to the page, necessitating the use of approximately one hundred sheets for each period. Ordinarily the pay roll clerk has to copy the names and numbers of the employees from the current sheets, to the sheets for the ensuing period, which necessitates the copying of about three thousand names for each period or about six thousand names a month. Considerable loss of time and expense are incurred by this copying, and aside from the time consumed and cost in copying, there is always a danger of error in transcription.

The objects of the present invention are:—

First, the construction of a pay roll, ledger, account or time book sheet, wherein provision is made for eliminating the necessity of copying the names of employees from the current sheets to the sheets for the ensuing period;

Second, the construction of a pay roll, ledger, account or time book sheet, provided with a series of separated, parallel and alined slits in one section thereof, arranged and constructed so as to permit a flat rectangular strip to be inserted into and laced through said slits, so that adjacent parallel rectangular sections of the strip, upon which the names and numbers of the employees are typewritten or otherwise marked thereon, are on opposite sides of the sheet and alternate parallel sections of the strip, upon which the names and numbers of the employees are indicated, are on opposite sides of the sheet;

Third, the construction of a sheet of the above specified type, having a section thereof formed with a series of parallel, spaced, alined slits adapted to receive a strip of material bearing the names of employees which, when the said strip is laced through the slits, will be exposed between the slits, the said strip being corrugated, providing shoulders adapted to engage the sheet at the edges of the slits for preventing the displacement of the strip from the said sheet;

Fourth, to construct and arrange a slitted sheet with its coöperating strip laced through said slits, so that the sheet will not be materially increased in thickness at the section of the sheet holding the strip as will prevent a series of said sheets with their strips attached from being superimposed and properly bound in book form or securely held in temporary binders now commonly employed for pay rolls, time or account books and yet not make the thickness of the book or binder appear abnormal at the section of the sheets having the inserted strips;

Fifth, the provision of a pay roll, ledger, account or time book sheet, which will be comparatively simple and inexpensive to manufacture, reliable and efficient in use, and readily operated by unskilled labor.

With the above and other objects in view, the present invention resides in the novel features of construction, formations, combinations and arrangements of parts to be hereinafter more fully described, claimed and illustrated in the drawings, it being understood in this connection, that various minor changes in the specific details of construction can be resorted to within the scope of the appended claims, without departing from the spirit or sacrificing any of the advantages of the invention.

In the accompanying two sheets of drawings, forming a part of this application:

Figure 1 is a fragmentary side elevation of a pay roll, ledger, account or time book sheet constructed in accordance with the present invention, part of the same being broken away;

Fig. 2 is a fragmentary perspective view of the name strip removed, on a slightly enlarged scale;

Fig. 3 is a perspective view of the strip threading or lacing needle;

Fig. 4 is a view similar to Fig. 1, but showing a modified form of name strip,

bearing names on opposite faces thereof used in connection with a sheet adapted for temporary binders.

Fig. 5 is a view similar to Fig. 4, but showing the reverse face of the sheet; and

Fig. 6 is a transverse sectional view taken on the line VI—VI of Fig. 4, on an enlarged scale.

Referring to the drawings by similar characters of reference, throughout the several views, the numeral 10 denotes a pay roll, ledger, account or time book sheet, which has a double margin line 11 provided adjacent to and parallel with its upper edge, above which can be placed the title of the sheet, the number or any other desired information.

A series of parallel, horizontal, spaced dividing lines 12 extend longitudinally of the sheet 10, from the upper edge, slightly below the margin line 11, to a point adjacent the lower edge thereof. These horizontal dividing lines 12, are intersected by double outer vertical dividing lines 13 and 14 and intermediate vertical dividing lines 15. These lines 12, 13, 14 and 15 divide the sheet 10 into vertical columns of spaces. The column of spaces at the left of the sheet are considerably wider than the central columns of spaces, and are designed to receive the names, numbers and occupations of the employees as indicated at the top of the said column, while the spaces between the outer vertical dividing lines 13 and 14 are adapted to receive check marks or other data to indicate the time each day the employee has worked during a certain period. The total number of days which the employee has worked can be placed in the spaces of the wide vertical column at the right of the sheet, between the double line 14 and adjacent end of the sheet.

The foregoing description of sheet is only indicative of one type which can be used, and I do not care to limit myself in any way to this particular design, but may employ any other form of sheet which will answer the purpose for which it is ruled and designed, depending upon the character of the business and manner of keeping the time and period of payments.

The left of the sheet 10 is provided with a vertical series of spaced alined slits 16, of equal length. These slits are arranged so that two of the same are in each of the spaces of the column at the left of the sheet, one being adjacent each of the lines 12, and one being spaced substantially equidistant from said lines 12, between the same.

A strip 17 is designed to be interlaced through the said slits 16. This strip 17 is of a substantially rectangular formation, being of a width equal to the length of the slits 16, and of a length slightly less than the height of the sheet 10, so that the ends of the strip will not project beyond the upper and lower edges of the sheet and interfere with the handling of the same. The strip 17 is of a relatively stiff material, such as celluloid, parchment paper, glazed paper or ordinary thick paper, or the like, in order that it will retain its normal shape, wherein it is arranged in a series of reverse corrugations 18. These said corrugations 18 are of a rectangular contour, on which, upon one side of the strip, as shown in Fig. 1, are placed the names of the employees and their respective numbers. When the strip is placed in its normal position, the names and numbers of the employees are located as shown in the column of spaces, one name and number in each space, at the left of the sheet. The upper corrugations of the strip may contain, if preferred, the numbers of the book which correspond with the number above the margin line 11, or any other information. The exposed corrugations which bear the above mentioned names and numbers, occupy a comparatively small portion of their respective spaces, leaving ample room for other data, such as the occupations, etc., which is indicated at the top of the column.

It will be noted that the strip 17 is very thin and when laced through the slits 16, it lies flat and takes up very little more space than the original thickness of the sheet, and further that the shoulders 19, between the corrugations 18, by their engagement with the sheet 10 at the edges of the slits 16, hold the said strip 17 against displacement from the sheet.

In order that the strip 17 can be easily and quickly interlaced through the slits 16, a tool or needle 20, such as illustrated in Fig. 3 is provided. This tool 20, includes an elongated, relatively thin body 21, tapered at one end as at 22, and having a rectangular opening 23 provided in its opposite end, which leads through the adjacent end thereof by means of a slit 24 which forms a pair of jaws 25 separated by a non-resilient block 25'. Resilient sheets 26, 26 of rubber or the like are inserted in the opening 23 adjacent the inner ends of the slit 24. The body of the tool or needle 20 is of a flexible nature and when pressure is exerted thereon at the points 27, upon opposite sides of the opening 23, the jaws 25 will be opened and the end of the strip 17 can be inserted therebetween. When pressure upon the points 27, is removed, the rubber sections or sheets 26, 26 on the jaws 25 will grip the strip 17. The needle can then be threaded through the slits 16, from the lower edge of the sheet upwardly and the strip 17 drawn therethrough. In order that the strip 17 will pass readily through the slits 16, the end grasped by the jaws 25, of the needle is preferably tapered as shown at 28, see Fig. 2.

Referring more particularly to Figs. 4

and 5, a slightly modified form of my invention is illustrated. In this form, the sheet 10 is ruled correspondingly upon both faces and the corrugations 18 or the strip 17, are designed to receive the names or numbers or both of the employees on both sides of the strip, so that both sides of the sheet 10 can be utilized, the names and numbers upon one side of the sheet forming a continuation of the names and numbers upon the opposite side thereof.

From the foregoing description taken in connection with the accompanying drawings, it will be readily seen that a pay roll, ledger, account or time book sheet is provided, in which the names and numbers of the employees can be quickly transferred from one sheet to another, by any clerk or other employee of low salary, without danger of making mistakes in transcription, the said sheet being of such nature that it can be manufactured and sold at a minimum cost, and at the same time efficiently carrying out all the advantages and functions recited in the statement of invention.

What I claim is:

1. A pay roll, ledger, account or time book sheet, comprising a flat sheet provided with a series of parallel, horizontally spaced dividing lines extending longitudinally of said sheet from near the upper edge to a point adjacent the lower edge thereof, a series of separated, parallel short slits in a section of said sheet and arranged to pass through the horizontally spaced dividing lines and midway between said dividing lines, said slits adapted to permit a rectangular flat strip to be inserted into and laced through said slits consecutively, so that similar adjacent parallel rectangular sections of said strip are on opposite faces of the sheet and alternate parallel sections of the strip are on the same face of the sheet.

2. A pay roll, ledger, account or time book sheet, comprising a flat sheet provided with a series of parallel horizontal spaced dividing lines extending longitudinally of said sheet from near the upper edge to a point adjacent the lower edge thereof and having reserved thereon a rectangular section for the name of the parties to be entered on said sheet, and printed thereon on the outside of said rectangular section designations as to certain periods and other data for which said sheet is designed in connection with the parties referred to on said sheet, a series of separated, parallel short slits through said sheet in the said rectangular section and passing through the horizontal spaced dividing lines and midway between said dividing lines, and a rectangular strip adapted to pass into and be laced through said slits consecutively, so that similar adjacent parallel rectangular sections of said strip are on opposite faces of the sheet and alternate parallel sections of the strip are on the same face of the sheet.

3. A narrow rectangular strip having a series of similar parallel corrugations at right angles to the length of the strip, said strip being adapted to be inserted and laced through a series of slits consecutively of a pay roll, ledger, account or time book sheet provided with a series of parallel horizontally spaced dividing lines extending longitudinally of said sheet from near the upper edge to a point adjacent the lower edge thereof and said series of slits arranged parallel in a section of the sheet and passing through the horizontally spaced dividing lines and midway between said dividing lines, so that the upper surfaces of the alternate corrugations of the slip are on the same face of the sheet and the adjacent corrugations of the slip are on the opposite faces of the sheet.

4. A pay roll, ledger, account or time sheet, comprising a flat sheet provided with a series of spaced slits in one portion thereof, a strip having oppositely disposed corrugations laced through said slits consecutively in the sheet, and shoulders provided upon the strip, between the said corrugations and engaging the sheet at the edges of the slits, whereby the said strip will be held against displacement from the slits in the said sheet.

5. A pay roll, ledger, account or time sheet, comprising a sheet, provided with a series of slits, a strip having corrugated portions designed to contain printed matter and laced through the slits consecutively, and shoulders provided upon the strip between the corrugated portions for engagement with the sheet at the edges of the slits, for holding the strip against displacement.

In testimony whereof I affix my signature in presence of two witnesses.

JOHN W. MARSHALL.

Witnesses:

P. BUFANO,

G. M. WATERHOUSE.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."