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2,485,513

PAYROLL BOARD

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Fig. 3 45 31 47 50 64 63 40 20 49

Fig. 4 27 28 30 31 45 22 29 26 30 32 24 23 36 49 32 20 48

Fig. 1

Fig. 2 40 63 64 50 22 25 54 34 23 24 27 41 20

194

FOR PERIOD ENDING

HOURS WORKED

EMPLOYEE

NAME John Doe

DEPT. Sec. No. 10

Address

M. F.

PERIOD ENDING

NET PAY

REDUCTIONS

PERIOD ENDING

NET PAY

REDUCTIONS

PAY ROLL CHECK

PAY TO THE ORDER OF John Doe

\$ 47

John Doe

20

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2,485,513

PAYROLL BOARD

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7 Claims. (Cl. 282—29)

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This invention relates to improvements in payroll boards of the kind used for computing wages or salaries payable to employees after allowance for deductions such as those required to be reported to the Federal Government by the employer.

The principal object of the invention is to reduce the amount of work necessary to produce the office records required for computing wages or salaries, and for making out each employee's pay check simultaneously with the production of the necessary company records with regard to such payments.

A further object is to eliminate the possibility of a careless operator misaligning the employee's pay slip which sometimes occurs with payroll board devices of the kind previously employed, with a consequent overlapping of figures on the employee's earning sheet and the payroll sheet.

In addition to insuring neat and legible records, the operation of the new board is faster and less tiring on the operator than those boards previously used, for reasons which will become apparent in the following description.

The invention will best be understood by reference to the accompanying drawings, in which:

Figure 1 is a plan view of a payroll board constructed in accordance with my invention with parts broken away.

Figure 2 is an edge view of the board shown on a somewhat reduced scale.

Figure 3 is a detail section on line 3—3 of Figure 1 drawn to a considerably expanded scale.

Figure 4 is a detail section taken on line 4—4 of Figure 1 drawn to a slightly smaller scale than Figure 3.

In the embodiment of the invention illustrated in the drawings, 20 indicates the payroll board. Said board is made of any suitable material which is of sufficient rigidity to present and maintain a flat, unwarped surface, such as metal, wood or other fibrous material.

At laterally spaced intervals adjacent one end of the board 20 is provided studs 22, 22 which rise above the board. An angle bar 23 is fixed along the edge with its lower horizontal leg 24 suitably secured to the bottom surface of the board. The studs 22, 22 extend through the board and are secured to the bottom leg 24 of the angle bar 23 as by riveting thereto. The upright leg

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25 of the angle bar 23 is formed with a plurality of outwardly turned eyes 26, 26 which support a hinge pin 27. A main clamp 30 is hingedly mounted on said hinge pin by a plurality of eyes 28, 28 on plates 29, 29 fixed as by welding to the under surface of said main clamp 30.

The main clamp 30 extends substantially the full height of the board at one end thereof. It consists of a strip, preferably formed of sheet metal including a generally horizontal main portion 31, having a downwardly extending flange 32 along its inner margin adapted for engagement with the surface of the board, and an outwardly extending downwardly offset portion 33 beyond the point of hinged connection with the angle bar 23. The outwardly extending portion 33 terminates in an upwardly curled edge portion 34.

The inner flange 32 of the main clamp 30 and the pivotal supports for said clamp, are arranged above the top surface of the board so that the main portion 31 of said clamping member extends over the top of the studs 22, 22 at all times. Tension means are provided for normally urging the clamping member toward the surface of the board; in the form shown herein said tension means consist of a plurality of coil springs 36, 36 mounted on the hinge pin 27 with tangential end portions 38, 39 engaging the outer face of the angle bar 23 and the offset portion 33 of the clamping bar respectively.

The main clamp 30 is provided with a series of horizontal lines 37 numbered consecutively, stamped or otherwise applied along its inner clamping edge adjacent the clamping flange 32. These lines are disposed for alignment with correspondingly numbered, horizontally ruled spaces on a summary sheet 40 when the latter is applied to the payroll board as will hereinafter more fully appear.

On the outwardly extending portion 33 of the main clamp is mounted a cylindrical rod 41 spaced slightly above said portion by fastening bolts 42, 42 at opposite ends of the latter, and spaced therefrom by washers 43, 43. Said rod is disposed parallel to and intermediate the main portion 31 of the clamping member and the curled outer edge thereof. Said rod has a secondary clamp 45 slidably mounted thereon.

The secondary or sliding clamp 45 is of considerably less vertical width than the main clamp

30; as shown herein it consists of a sheet metal piece conforming generally in cross section to the shape of the main clamp 30 and includes a main portion 47 overlying the main portion 31 of the clamp, a depending inner flange 48 conforming to and overlying the terminal flange 22 of the clamp, and a projecting lip 49 along its inner edge adapted to have additional clamping action relative to the top surface of the board. This terminal edge 49 of the secondary clamp is provided with a plurality of studs 50, 50, herein two in number, in spaced relationship therealong. Said lip is also provided with an aligning recess or notch 51 disposed between the studs 50, 50. Said aligning notch is in horizontal alignment with an aperture 52 formed in the main portion 47 of the secondary clamp in vertical registry with the series of indicating lines 37 and their respective numerals 53 along the inner edge of the latter. The notch 51 and the line aperture 52 form space-indicating means as will hereinafter more fully appear.

The secondary or slide clamp 45 is controlled for sliding movement along rod 41 by suitable means herein consisting of an operating knob 54 having a flattened under surface 55 to which is secured an outwardly projecting, downwardly offset extension 56 of the slide clamp. The operating knob has a transverse recess 57 opening to its under face, adapted to receive the rod 41 in close fitting but sliding engagement therein. The outwardly extending projection 56 of the slide clamp is adapted to extend beneath the rod and thence outwardly under slightly yielding tension into sliding engagement with the upper surface of the main clamp beneath the curled edge portion 34 thereof. In the form shown herein, the sliding clamp is secured to the under face 55 of the knob 54 by one or more screws 58 disposed forwardly of the slot 57 in which the rod is mounted, as clearly shown in Fig. 4.

Tension means is also provided for holding the slide clamp temporarily in any position of adjustment along the rod until positively moved to a new position. In the form shown herein, this means consists of a spring pressed ball 59 mounted in an upright bore 60 above the slot 57 of the operating knob, said ball being adapted to engage in any one of a plurality of notches 61, 61 formed in the top surface of the rod 41. These notches are disposed to correspond with the several aligning numerals 53, 53 along the inner edge of the main clamp 30 so that the operator can readily adjust the sliding clamp 45 to any desired position along the main clamp, whereupon the sliding clamp will be temporarily held in that position under tension until positively moved to another position.

The use and operation of the device is as follows: The pay roll summary sheet 40 is inserted under the main clamp 30 by lifting the latter against tension so that notches 62, 62 in the edge of the summary sheet register with the upstanding studs 22, 22 which form locating lugs for said sheet. The main clamp is raised by pressing down the outer curled edge 34. When the clamp is released the inner flange 32 of said said clamp descends and holds the summary sheet firmly under tension on the board.

The employees' names and the number of hours each has worked are entered in the proper spaces indicated at the left-hand side of the payroll sheet 40 as shown in Fig. 1. These entries

are usually made daily during the several payroll periods.

When these daily entries are complete and summarized, the work of filling out the individual pay slips with carbon transfers to the individual earning sheet 63 and the payroll summary sheet 40 can begin. In the example shown in Fig. 1 of the drawing, the various forms are positioned to make out the pay record for John Doe for payroll period No. 22.

John Doe's name happens to be listed on the payroll summary sheet 40 in space number 26. Therefore, the slot clamp 45 is moved along the rod 41 until it clicks into position with the number 26 on the main clamp appearing through the circular aperture 52 in the slide clamp.

The clamping edge 49 of the slide clamp 45 is now raised slightly by applying a rearwardly rocking pressure on the upper end of the knob 54 as indicated by the arrow in Fig. 4. This will rock the slide clamp slightly in a clockwise direction about the rod 41 against the tension of the rear projecting portion 56 of said slide clamp sufficiently to permit John Doe's individual earning sheet 63 to be inserted under the lip 49 of the slide clamp, with the edge of said earning sheet engaging the straight edge flange 32 of the main clamp 30. The earning sheet 63 is provided with a series of consecutive numbered spaces along both edges thereof, which spaces indicate the number of the various payroll periods for John Doe. Therefore, when John Doe's earning sheet is inserted under the slide clamp it is positioned so that the particular number of the payroll period being entered is located in the cutout notches 51, 51 on the lip 49 of the slide clamp. When pressure is removed on the knob 54 the slide clamp descends and holds the earning sheet in correct position over the payroll summary sheet, as shown in Figs. 1 and 3.

Next, John Doe's pay slip 64 is placed in position over the two locating pins 50, 50 on the upper edge of the slide clamp lip, also as shown in Figs. 1 and 3. The pay slip is provided with a pair of cutout portions or notches 65, 65 along its opposite edges so as to permit the operator to see the number of the payroll period being recorded, thus affording a visual check as to the correct positioning of the various papers on which entries are to be made. On the obverse side of the pay slip 64 is incorporated a band of transfer material or carbon so that when entries are made on the pay slip for John Doe, they are reproduced simultaneously on John Doe's earning sheet 63 and, through a carbon sheet back of the earning sheet, they are also reproduced on the summary sheet in John Doe's space.

In the form of pay slip shown in Fig. 1, said pay slip also, for convenience, includes as a part thereof, a payroll check 66 separable by a perforated line from the upper portion 67 on which the several entries are made for John Doe's check. The net pay indicated and entered on the upper portion of the pay slip may then be copied directly to John Doe's payroll check, and the check portion can later be detached from the upper portion for individual payment to John Doe.

Although I have shown and described certain embodiments of my invention, it will be understood that I do not wish to be limited to the exact construction shown and described, but that various changes and modifications may be made without department from the spirit and scope

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of the invention as defined in the appended claims.

I claim:

1. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, and projecting inwardly beyond the latter into clamping position relative to said board, and positioning pins fixed to and rising above the inner edge of said clamping member.

2. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member yieldably engageable with said board independently of said straight edge member, and projecting beyond the latter into clamping relation with said board, and positioning pins fixed to and rising above the inner edge of said clamping member.

3. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, said straight edge having consecutive space indicia along its inner edge, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, and projecting beyond the latter into clamping relation with said board, said clamping member having a restricted opening for observing the space indicia on said straight edge.

4. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, said straight edge having consecutive space indicia along its inner edge, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, projecting beyond the latter into clamping relation with said board, said clamping member having a restricted opening for observing the space indicia on said straight edge, and space indicating means at the inner edge of said clamping member in horizontal alignment with said first named opening.

5. In combination, a writing board, sheet-positioning means fixed to and rising above said

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board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, said straight edge having consecutive space indicia along its inner edge, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, projecting beyond the latter into clamping relation with said board, said clamping member having a restricted opening for observing the space indicia on said straight edge, space indicating means at the inner edge of said clamping member in horizontal alignment with said first named opening, and positioning pins fixed to and rising above the inner edge of said clamping member.

6. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, said straight edge having consecutive space indicia along its inner edge, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, projecting beyond the latter into clamping relation with said board, said clamping member having a restricted opening for observing the space indicia on said straight edge, and a notched opening on the inner edge of said clamping member in horizontal alignment with said first named opening.

7. In combination, a writing board, sheet-positioning means fixed to and rising above said board near one end thereof, a straight edge member hinged to the edge of said board, adjacent said positioning means and extending inwardly over the same, said straight edge having consecutive space indicia along its inner edge, means yieldingly urging said straight edge member toward said board, a clamping member slidably mounted along and above said straight edge member, projecting beyond the latter into clamping relation with said board, said clamping member having a restricted opening for observing the space indicia on said straight edge, a notched opening on the inner edge of said clamping member in horizontal alignment with said first named opening, and positioning pins fixed to and rising above the inner edge of said clamping member.

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