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| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | TOTAL TIME. | RATE OF PAY PER DAY | AMOUNT. | REMARKS. | |
|----|----------------|---------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|---------------------|---------|------------|--|
| 1 | Frank Hale Lab | A.M. .5 | X | X | X | .5 | X | X | X | X | X | X | X | X | X | X | .5 | .5 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | |
| 2 | J. Johnson " | P.M. .5 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | .5 | .5 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | | | | |
| 3 | J. Davis Lamp | A.M. .5 | .5 | .5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Time given | |
| 4 | F. Jones Lab | P.M. .5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Time given | |
| 5 | S. Doyle " | A.M. .5 | X | X | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | | | | | |
| 6 | | P.M. .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | .5 | | | | | |
| 7 | | A.M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | P.M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | A.M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | P.M. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL - | | 30 | 20 | 30 | 20 | 25 | 20 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 20 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | | | | | | |

TIME BOOK.

APPLICATION FILED OCT. 30, 1905.

Patented Sept. 15, 1908.

2 SHEETS—SHEET 1.

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APPLICATION FILED OCT. 30, 1905.

2 SHEETS—SHEET 2.

Inventor:
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UNITED STATES PATENT OFFICE.

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TIME-BOOK.

No. 898,442.

Specification of Letters Patent.

Patented Sept. 15, 1908.

Application filed October 30, 1905. Serial No. 285,229.

To all whom it may concern:

Be it known that I, FRANK J. DALEY, a citizen of the United States, residing at Chicago, in the county of Cook and State of Illinois, have invented certain new and useful Improvements in Time-Books; and I do hereby declare that the following is a full, clear, and exact description of the invention, which will enable others skilled in the art to which it appertains to make and use the same.

This invention has reference to certain improvements in time books, time-rolls, checking-books, election-returns, cash-accounts, and similar devices.

One of the objects of the present invention is to prevent the manipulation or changing of time-rolls, checking-books, cash-accounts, and similar devices, and to provide for the detection of any changes made in such accounts.

The invention comprises essentially an account-book or time-roll consisting of duplex or duplicate leaves, between which is placed a sheet of manifolding paper having one or both sides carbonized, or one of such leaves may be provided with a carbonized back, in order that an exact impression of the entries recorded will appear in the assigned space on the duplicate leaf and if desired, on the rear of the first leaf as well. The leaves are bound to a cover by a suitable binder, either a staple or a cord binder, the latter having its free ends sealed by a suitable means; while the edges of the said leaves are fastened or sealed by a suitable means, preferably by gluing the free edges of the paper together, or if desired prong fasteners may be used made of some brittle material. In the use of prong fasteners it is to be noted, that a bending of said prongs for the purpose of separating the leaves whereby the entries thereon might be manipulated, would result in breaking said prongs and thereby prevent replacing the same.

For a further and full description of the invention herein and the merits thereof, and also to acquire a knowledge of the details of construction of the means for effecting the desired results, reference is had to the following description and to the drawing forming a part of this application.

While the essential and characteristic features of the invention are susceptible of modification, still the preferred embodiment of the invention is illustrated in the accompanying drawings, in which:

Figure 1 is a plan view illustrating a view of the top leaf of the time-roll, when the same is open; Fig. 2 is a detail perspective view of the duplex leaves of a time-roll with a manifolding sheet between them and the free ends of the leaves separated to show the arrangement of the same; Fig. 3 is a plan view of the top leaf of the time-roll similar to that seen in Fig. 1, with the exception that the fastening means is modified; Fig. 4 is a perspective view of one of the fasteners shown in Fig. 1, and Fig. 5 is a detail sectional view showing the pages of a time-roll, with the manifolding sheet shown between them and the cover.

As a means of illustrating the advantages to be derived from my improvement, a recital of the custom in vogue for keeping the time of men working in gangs, particularly in railroad work, will clearly show the need of such improved device. The foreman or time-keeper of a gang of men is furnished with a book ruled somewhat as shown in Figs. 1 and 3 of the drawings, to provide spaces at the top of the leaf for 31 days, the numerals indicating said days. At the left of the leaf spaces are provided for the names or numbers of the men employed and their occupations; also a small square for each day is provided for the name or a number for each name, which space may be and is preferably subdivided into two or more spaces, in order to record the time worked into quarter or half days. The leaf shown in Figs. 1 and 3 is divided into two spaces, representing the time worked, a. m. and p. m. and is so indicated.

The above description has reference to the standard form of time-rolls in use by many employers, and is ruled and printed as shown in Figs. 1 and 3, or quite similar thereto, which is capable of being manipulated or changed by unscrupulous persons, somewhat as follows: A foreman's instructions are to enter the time of employees under his supervision on the time-roll by means of an indelible pencil at four different times each day; first, when starting to work in a. m. he places a dot (.) opposite the name of each man starting to work and at noon prior to quitting for the noon hour he places a number (5) in the upper space assigned each man and indexed "a. m." which represents five (5) hours worked. Time put in by an employee in the afternoon is kept track of in much the same manner. In the event that a man only works from nine (9) a. m. to twelve (12) noon

the foreman records three (3) hours in the space assigned for a. m.; if he works the full afternoon from one (1) p. m. to six (6) p. m.

the foreman will record five (5) hours in space assigned for p. m., making a total of eight (8) hours for that day. In case a man does not report for work in a. m., a letter "X" is placed in space assigned for a. m. of that date, and the same is repeated in space assigned for p. m. of that date, in event he does not work in the afternoon. At the close of each day the time-keeper or foreman draws a vertical line, beginning at the bottom and at the name of the last man then in service to the bottom of the page, in order to prevent any additional names being added later on. When a man quits or is discharged from the service the time-keeper or foreman must at once draw a horizontal line from the date the man was last employed to the right hand column, No. thirty-one (31) next to the column headed "Total Time", in order to prevent any additional time being recorded opposite the name of such employee. The standing instructions require this cancellation line being placed upon the sheet immediately on the employee leaving the service. The instructions also require that the time of the men in service must be recorded on the time-roll at the designated hours, so that in the event that the traveling time-checker, the superintendent, or manager call for the time-book, it must show the time of the men up to the current hour; this is done in order to require time-keepers and foremen to enter on this sheet at the designated hours the time of men employed, and to prevent crediting time to men that are not entitled to it, as could be done if the time-keeper or foreman were permitted to fill in the time later on, when it would be impossible to check or verify the accuracy of the same. The above system of keeping time, permits of manipulation, either by the time-keeper, foreman or in the office of the road-master or superintendent to whom these time-rolls are delivered at the close of the month, to be checked, verified and transferred to the monthly pay-roll. The usual method employed in manipulating or changing the time recorded on the time-roll, is by erasing with rubber or chemical the letter "X" which denotes that no pay is due, and by writing in place thereof, a suitable numeral to denote hours for which pay is due; also to erase the horizontal line and insert days instead, or erase the vertical lines and insert additional names and hours of service.

I will now proceed to describe the means which I employ to prevent the manipulation or changing the time-roll after the time is first recorded. It is to be understood in this connection that no invention is claimed in connection with the arrangement of printed or ruled matter on the leaves of the time-roll by means of which the time may be properly

recorded and kept as any form or arrangement for the purpose may be used, hence this description will not detail any form of printed sheet. This was left out of the above description which detailed the keeping of time and how the same was manipulated or changed, except, generally, as the forms are well known and the drawings fully disclose one form.

The time-roll or book which I employ is constructed of duplicate leaves 1 and 2, the same being folded from a single sheet of paper somewhat as seen in Fig. 2. That is, instead of having the original and duplicate leaves cut from two independent sheets I employ one sheet of suitable length and width and folded upon itself at 11 leaving one side and the ends free, which is also best seen in Fig. 2. The top face of leaf 1 and the corresponding face of leaf 2 may be ruled and printed as shown in Figs. 1 and 3 of the drawings, or of some other form. Between the leaves 1 and 2 I insert a sheet of manifolding paper 3, the lower face of which may be carbonized whereby an impression will be made on the upper face of leaf 2 as well as on the outer face of leaf 1, or if desired the manifolding sheet 3 may have both of its sides carbonized whereby an impression will be made on the back of leaf 1 as well as on the upper faces of both leaves 1 and 2. Thus it will be seen that any entries made in any of the assigned spaces provided by the rulings on leaf 1 will be duplicated in corresponding spaces on the upper face of leaf 2. With means to prevent an employee reaching the entries made on leaf 2 through the agency of the manifolding paper it will be seen that if the outer leaf is manipulated or changed, when the leaves have been separated for checking up, the face of the inner or duplicate leaf will, at a glance disclose where the changes have been made.

For securing the free edges of the leaves 1 and 2, and if desired where the leaves fold one upon the other, I employ a sealing means such as glue, paste or some other suitable sealing means; in Fig. 1 and Fig. 3 fastening devices to be described are employed. In Fig. 1, a dotted line 12 indicates where the longitudinal and transverse edges of the leaves 1 and 2 are secured together.

To bind the leaves 1 and 2 along a central line to a cover 4, along which line the time-roll is folded in the usual manner, I use the ordinary binding staples 13 as shown in Fig. 1, or a cord 5 threaded in the manner shown through opening or perforations 6 in the leaves, cover and carbon sheet, leaving the ends 7 free as shown in Fig. 3.

In Fig. 3 instead of sealing the edges of the leaves 1 and 2 together by means of glue or paste, I may employ the metal fasteners 9, which may be provided with some private and distinguishing mark, stamped, impressed,

embossed or otherwise suitably made a part thereof. In the instance employed for illustration the mark consists of the letters "I. C." impressed or embossed on the seal, 5 substantially as shown in the drawing, but the same may be any other private and distinguishing mark. The fasteners 9 are provided with prongs 10 which are passed through the leaves, manifolding sheet and 10 cover and then bent down. The prongs of these fasteners are made of some brittle material and will stand the prongs being pressed down but once, so if straightened out to allow their being detached the said prongs will 15 snap off and destroy their usefulness.

When the cord 5, provided with the free ends 7, is employed as shown in Fig. 3, I seal the ends together by means of a metal seal 8, of soft lead or other material. The seal 8 20 like the fasteners 9 contains some distinguishing mark, stamped, impressed, embossed or otherwise made a suitable part thereof, and in the instance employed for illustration the letters "I. C." represent the 25 mark. Thus it will be seen that with the edges of both leaves properly sealed unauthorized persons are effectually prevented

from tampering with the same or changing either the original or duplicate leaves without detection.

Having thus fully described my invention what I claim and desire to secure by Letters Patent of the United States, is:— 30

A device of the class described comprising duplicate sheets containing identical ruled 35 and printed matter and arranged face to back with the ruled and printed matter aligning upon each sheet, a manifold sheet between the duplicate sheets and coextensive therewith, means for removably sealing together said duplicate sheets along their entire 40 edges retaining the manifolding sheet therebetween and adapted to prevent surreptitious access to the face of the protected sheet, said sheets folded centrally upon 45 themselves and removable binding means securing said sheets together along the central fold.

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

FRANK J. DALEY.

Witnesses:

CHAS. W. LAPORTE,
J. M. ANDERSON.