

E. S. BASSETT.  
TIME RECORDING DEVICE.  
APPLICATION FILED JAN 16, 1909.

928,170.

Patented July 13, 1909.

IN

7:30 a.m.

DAILY REPORT COMPOSING  
Room

OUT

5 P.M.

Machine Nos.

EMS SET

Agate Mach.

Nonp. Mach.

Other Sizes

Hand Comp.

**KEY**

A	Agate Machine	News
B	Agate Machine	Advt
C	Nonpareil Machine	News
D	Nonpareil Machine	Advt
E	Other Machines	News
F	Other Machines	Advt
G	Head Letter Machine	
H	Hand Composition	News
J	Hand Distribution	News
K	Hand Composition	Advt
L	Hand Distribution	Advt
M	Correcting Machine	
N	Correcting	Hand
O	Make Up, Dump, Etc.	
P	Clean-up	
R	Proof Reading	
S	Job Room	
T	Lunch	
X	All other Work	

**TIME**

KEY	H	M
A	3	00
B	3	30
C	3	00
D		
E		
F		
G		
Mach		
H		
J		
K		
L		
N		
Hand		
O		
P		
R		
S		
X		

10

Waiting for Copy

NOTED

FOREMAN

SIGNED

OPERATOR.

WITNESSES:

Brennan B. West.  
Nathan F. Fretter.

INVENTOR,

Edward S. Bassett

By Bates, Fouts & Hull,  
ATTYS.



# UNITED STATES PATENT OFFICE.

EDWARD S. BASSETT, OF CLEVELAND, OHIO.

## TIME-RECORDING DEVICE.

No. 928,170.

Specification of Letters Patent.

Patented July 13, 1909.

Application filed January 16, 1909. Serial No. 472,577.

*To all whom it may concern:*

Be it known that I, EDWARD S. BASSETT, a citizen of the United States, residing at Cleveland, in the county of Cuyahoga and State of Ohio, have invented a certain new and useful Improvement in Time-Recording Devices, of which the following is a full, clear, and exact description, reference being had to the accompanying drawings.

This invention relates to workmen's time-recording devices, particularly sheets or cards, and has for its objects to provide a sheet or card, or a pad or book composed of a multiplicity of such sheets or cards which shall have thereon a time-recording arrangement which is particularly convenient and useful. The particular sheet shown herein is one which is adapted more especially for use in composing rooms, to enable the workmen conveniently and concisely to indicate and record thereon the distribution of time on various jobs, or in various departments; also to indicate and record the time lost and the reasons therefor.

The invention is disclosed in one form in the drawing forming a part hereof, wherein the figure represents a plan view of a sheet or card embodying my invention.

Describing the parts by reference characters, 1 denotes the body of the sheet or card. The sheet or card is provided, on a suitable portion thereof, with the representation of a clock dial, designated by the numeral 2. Outside of this representation of the clock dial is an annular space 3 and inside said dial is a second annular space 4. The circular central portion 5 of the space inclosed within the dial and the inner annulus has printed thereon a key or explanation of the meaning of certain letters, or characters, which letters or characters are employed in combination with the dial and are also employed on another part of the sheet (in combination with figures indicating time) to form a table enabling the operator to indicate the various intervals occupied by him on different kinds of work. This table is represented at 6 and is shown at the right hand of the outer annular space inclosing the dial.

At the left hand side of said dial is a second table which, in the particular instance shown, is especially adapted for recording type-setting. This table is represented at 7. Near the upper corners of the sheet are spaces 8 and 9 labeled respectively "In" and "Out" in which the time clerk may stamp

or otherwise indicate the time at which a workman enters the office or place of employment and the time at which he departs from the same. Below the dial and the annular space surrounding the same there is provided a space at 10 wherein special notes may be entered, said space being provided with places for the signatures of the foreman and the operator.

In the use of the card or sheet above described, the operator marks, as with an inverted V or other check-mark, as shown at 11, in the space surrounding the dial and in sufficiently close proximity to the dial the time at which he begins and at which he finishes his work. Should he be employed in more than one department or on more than one kind of work within a day, he employs the check marks above described, in combination with the suitable symbols or characters which appear within the key, to indicate the time that is spent in each department on each kind of work, placing the appropriate letter in the space inclosed within the outer circle, which is marked "Working time". For instance, in the drawing a check-mark is placed at 7:30, indicating that the operator started to work at that time. At 10:30 another check-mark 11<sup>a</sup> appears, with the letter A on the outer annular space between the two check marks. This indicates, in combination with the key, that the workman has been employed three hours on the agate machine. A third check mark 11<sup>b</sup> appears at the hour 2, with the letter C in the outer annular space, indicating, in combination with the key, that the operator has been working on the nonpareil machine from 10:30 until 2 o'clock. A fourth check-mark 11<sup>c</sup> appears at the hour 5, with a reference numeral G in the outer annular space, indicating, with the key, that the operator has been employed three hours on the head letter machine. Within the inner annular space headed "Lost time", two checks 12 and 12<sup>a</sup> appear, showing, with the dial, that a half-hour's time was lost in department A, and the cause thereof is written in the space 10 as "Waiting for copy".

From the above description, taken with the drawing, it will be apparent that I have produced a time-accounting card or sheet which will show at a glance the total time consumed each day by the operator for his work and will also indicate, almost at a glance, the distribution of the time on vari-



ous kinds of work; also the time lost and the cause therefor. The distribution of time indicated in the outer annular space surrounding the dial may be summarized in table 6, either by the operator or by the time clerk, as indicated. This card or sheet has been tried out in practice and has been found to be extremely convenient and to accomplish a great saving of time and labor in keeping account of the working records of operators in large establishments. Moreover, by use of this device, it is possible to keep account of very small intervals of time consumed on various kinds of work,—a point of particular advantage where piece-work is done.

Having thus described my invention, what I claim is:

1. A time-recording sheet having thereon the representation of a clock dial, with a space surrounding said dial and a space within said dial, one of said spaces having characters indicating with such dial the working time employed on various kinds of work, and the other space indicating with such dial lost time.

2. A time-recording sheet or card having thereon the representation of a clock dial and having an annular space within said dial for indicating, in combination with said dial, the time lost by an operator, said card or sheet also having an outer annular space for indicating, with the dial, the time occupied on various kinds of work, said card or sheet also having a key or table thereon for identifying the particular kinds of work referred to in the outer annular space.

3. A time-recording sheet or card having thereon the representation of a clock dial and having a space within, and a space without said dial for representing lost time and working time, the working-time space being provided with one or more characters or symbols, combined with a key setting forth the kinds of work referred to by the symbols

or characters employed in the working-time space.

4. A time-recording sheet or card having thereon the representation of a clock dial and having a space within said dial and an annular space surrounding said dial, one of said spaces serving to indicate, with said dial, the time occupied on various kinds of work and the other space serving to indicate, in combination with the said dial, the time lost by an operator, said card or sheet also having a key or table thereon for identifying the particular kinds of work referred to in the space devoted to the time occupied.

5. A time-recording sheet or card having thereon the representation of a clock dial and having an annular space within said dial and an annular space surrounding said dial, one of said spaces serving to indicate, in combination with said dial, the time occupied in various kinds of work and the other space serving to indicate, in combination with said dial, the time lost by an operator, and a key or table on the space within the inner annulus, said key or table identifying the particular kinds of work referred to in the space devoted to various kinds of work.

6. A time-recording sheet or card having thereon the representation of an annular clock dial and having a circle within and a circle without said dial and spaced therefrom to form annular spaces surrounding and within said dial, one of said spaces serving to indicate, in combination with said dial, the time lost by an operator, and the other space serving to indicate, in combination with said dial, the time occupied in various kinds of work.

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

EDWARD S. BASSETT.

Witnesses:

J. B. HULL,  
BRENNAN B. WEST.