



## OPERATION PAYROLL



AT TOP: Alice Garren operating the Graphotype which prints plates for the Addressograph.

ABOVE: Thelma Alexander typing checks.

BELOW: Ruth Shepherd and George Heyman perforating and signing checks.



At 8:00 A. M., 4:00 P. M., and 12:00 Midnight comes the click of time clocks throughout Ecusta, punching your time card as you go to or leave your job. These time clocks act as your personal cash register. Each time you punch it to report to work you open the cash drawers and set in motion the men, machines and materials that will give you your check on payday.

Did you ever stop to realize the amount of work involved in making up your paycheck? Would you think that over 20,000 separate calculations are made each week in figuring the payroll at Ecusta? Have you ever taken your time card down from the rack and wondered how it worked—how the hours you registered on it get transformed into your actual check?

The work of many people goes into the operation of a necessarily intricate payroll system. Each week the system is repeated, starting with the girls who make the changes in the addressograph plates, caused by job transfers, exemptions, and the like. The clock number, name of the employee, and week-ending date are placed on each card. The cards are all run through the addressograph, and then distributed to the various departments.

The checks are also prepared on the addressograph. The checks are numbered consecutively, and the name and Social Security Number as well as the number of exemptions are printed on both the stub and the check. Then the department works on individual earning sheets which are made for every employee and filed in a permanent record book. These sheets contain all financial information, from voluntary deductions for U. S. Savings Bonds and insurance to income tax and old age benefits assessed by the Federal Government. Deductions are not as simple as they seem. They present a major project in themselves.

On Monday of each week the time cards from the preceding week reach the Payroll Department. The number of hours worked are tabulated and transferred to the payroll sheets. Total earnings are then computed by the number of hours