

Much Work Is Done In The Main Office

73 PERSONS WORK IN ITS VARIOUS DEPARTMENTS

The Main Office is usually considered a place of mystery to most employees. However, it is simply a group of departments whose functions tie into the operations of the plant as closely as any service department, such as maintenance and repair of equipment, steam and power departments, or any other service department not actually engaged in the physical production of paper.

The Purchasing Department, for instance, buys all the materials necessary for the operation of the plant. How many know that approximately 10,000 individual items are purchased during the course of a year? This does not involve merely the writing out of so many purchase orders, but necessitates obtaining quotations from various competitive suppliers, the selection of the most favorable quotation with due respect for quality, etc., even before an order can be placed. After the order is placed it must be followed up to see that the order is acknowledged with a definite promise of shipment, and then the deliveries must be followed up to see that the materials arrive here in time for the needs of the plant. With existing restrictions on materials, this function of the office has become involved with many intricate problems because it is frequently necessary to obtain permission and priority ratings from a Government agency before certain kinds of materials can be ordered.

After the material is received it is necessary to check the quantities and other specifications of the material as received with those specified on the order. Invoices for the material are checked against the prices quoted and shown on the purchase order, and any discrepancies must be adjusted by correspondence with the supplier before the bills can be passed for payment and entry into the various accounting records.

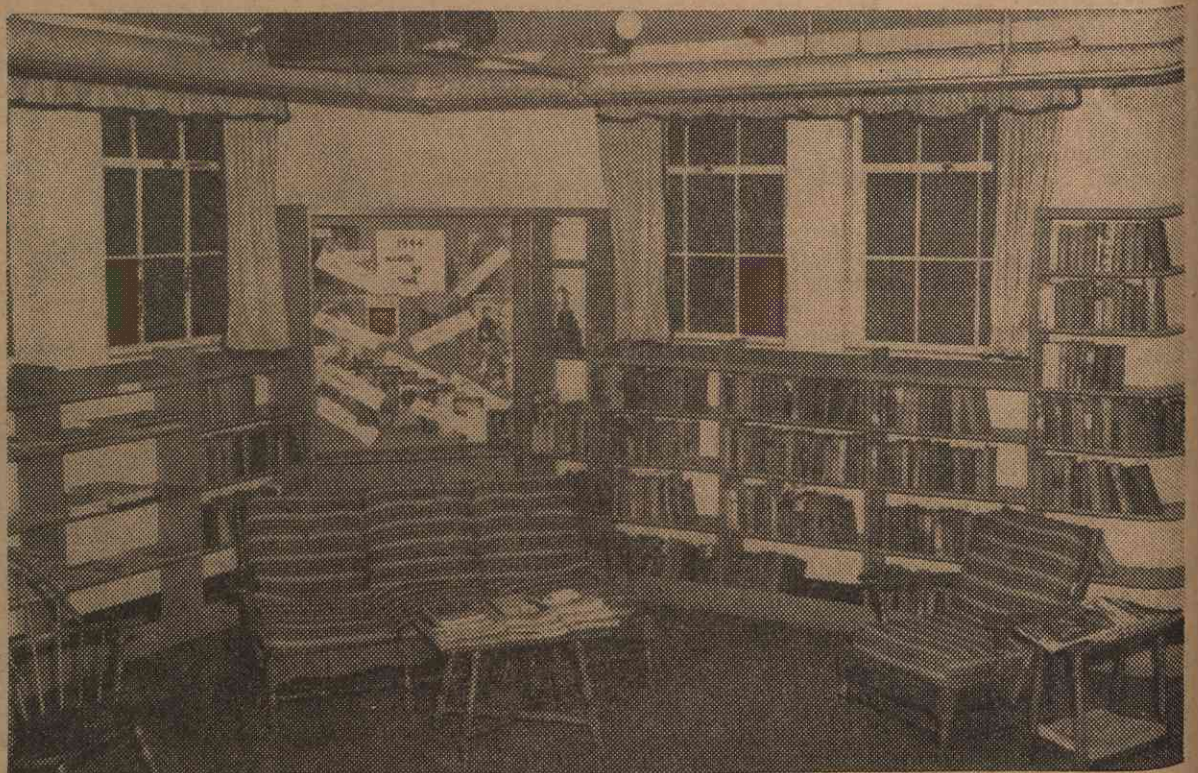
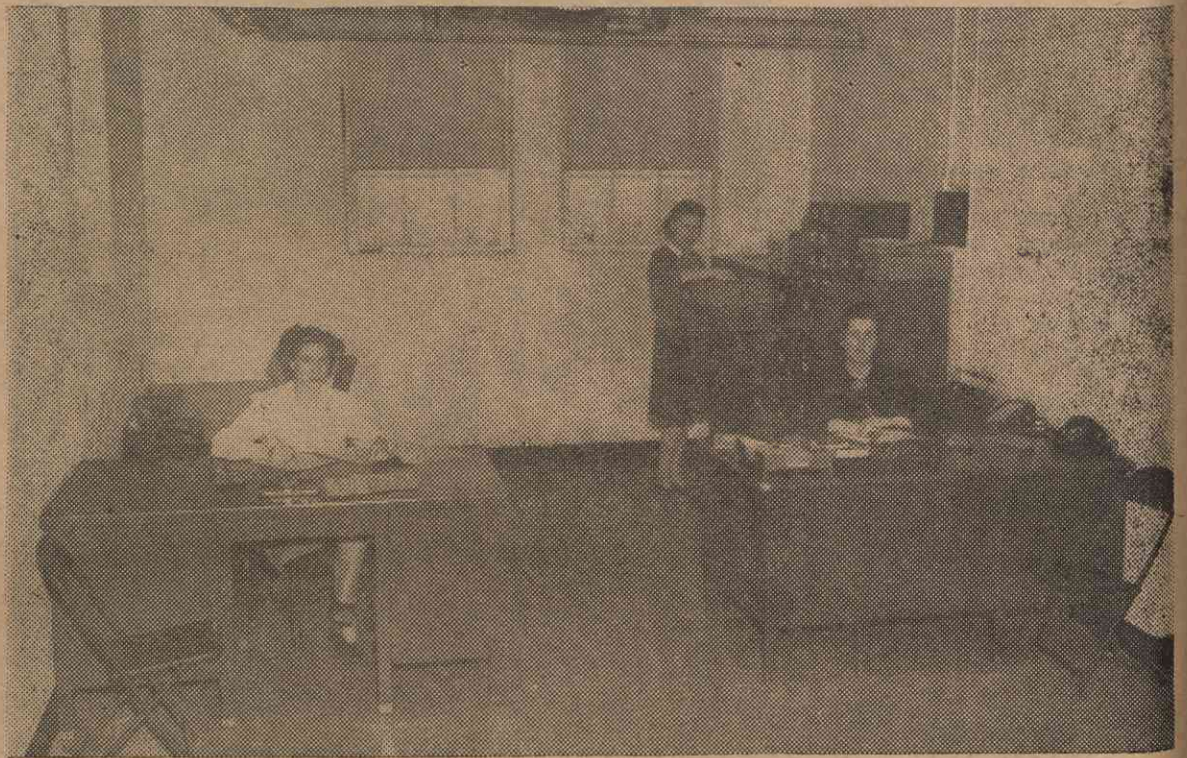
We have gone into some detail about the Purchasing Department merely to illustrate the many items and details involved in what on the surface seems rather a routine procedure. The same detail, and in many respects much more involved, is the procedure in the Accounting and Cost Departments where myriads of figures are analyzed and compiled into data and statistics from which the cost of every operation can be determined for the purpose of calculating the cost of every kind and grade of product.

Other functions covered by the office departments shown in this issue are billing, traffic scheduling, payroll, War Bond, Cashier's office general filing, personnel and library.

Probably the department in which most people have the most interest is the Payroll Department. Few realize that each week this department has to handle about 1200 individual time cards. This involves the computation of hours worked, posting time cards to payroll records where straight time earnings are computed and overtime pay determined. Then, from these figures, each of the 1200 items of gross earnings must be

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These Are Familiar Looking Scenes, Aren't They?



Not many of the employees come in contact with the Accounting, Payroll and some other departments in the Main Office, but no doubt all of you, at one time or another have been in the Personnel office, shown at the top; have watched our switchboard operators at work at the main entrance and have visited the Library and taken advantage of its facilities. Isn't that a cozy looking view at the bottom of this page?