

2 Sheets—Sheet 1.

F. CLEMENS, Jr.

Patented July 3, 1894.

Fig. 1.

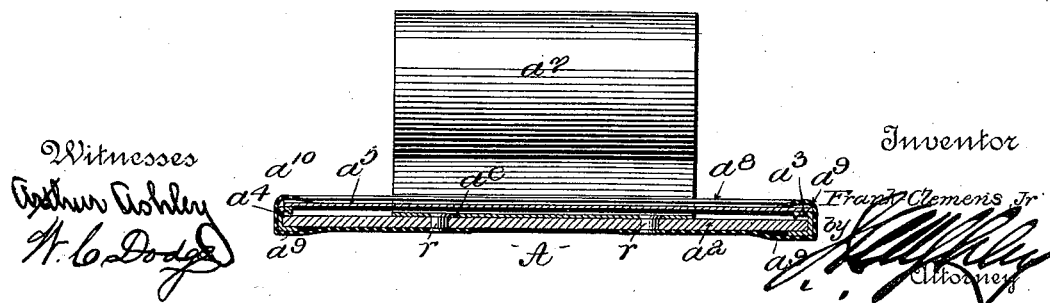
The diagram illustrates a ledger page for the month of April 1894. The page is divided into several sections and contains numerous handwritten annotations:

- Top Annotations:**
 - Top left: a^3 - b -
 - Top center: a^9
 - Top right: a^3 - $\frac{1}{2}$ Fig. 1.
- Title:** Time - Sheet for Month of April - 1894
- Grid Structure:**
 - Left Section:** A vertical strip containing the word "Names" repeated twice, followed by a grid with columns labeled 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24.
 - Right Section:** A larger grid with columns labeled 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24. The first column is labeled "Names" and the last column is labeled "Names".
- Handwritten Annotations on the Grid:**
 - On the left vertical strip: a^7 (near column 1), c (near column 2), c^2 (near column 3), a^2 (near column 4).
 - On the right grid: a^0 (near column 10), c^2 (near column 11), c^4 (near column 12), c^5 (near column 13), c^0 (near column 14).
- Bottom Annotations:**
 - Bottom left: a^4
 - Bottom center: a^0
 - Bottom right: a^4

Fig. 2.

Fig. 3.

Fig. 3.



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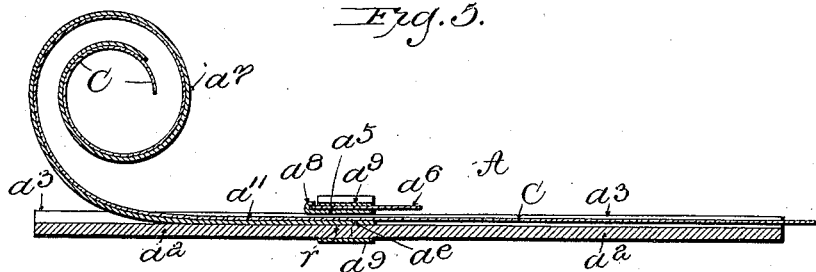
COMBINED TIME SHEET HOLDER AND GUIDE.

No. 522,195.

Patented July 3, 1894.

Fig. 4.

Fig. 5.



Witnesses

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by

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UNITED STATES PATENT OFFICE.

FRANK CLEMENS, JR., OF CRESTLINE, OHIO.

COMBINED TIME-SHEET HOLDER AND GUIDE.

SPECIFICATION forming part of Letters Patent No. 522,195, dated July 3, 1894.

Application filed April 2, 1894. Serial No. 506,026. (No model.)

To all whom it may concern:

Be it known that I, FRANK CLEMENS, Jr., a citizen of the United States, residing in the city of Crestline, in the county of Crawford, in the State of Ohio, have invented a new and useful Combined Time-Sheet Holder and Guide, of which the following is a description.

The invention relates to "time-sheets,"—that is, to sheets which are used for keeping a daily account of the labor of persons employed, and which are ruled with numbered vertical spaces, corresponding to the number of days in a month; and with horizontal spaces,—one for the name of each person whose time is to be kept,—such names appearing, in a broad vertical column, at the left margin of the sheet. In using such a sheet,—that is, the ordinary sheet,—but little difficulty is experienced during the first few days of a month, but as the distance between the column of names, and the column in which the "time" is to be entered, increases, it becomes, daily, more and more difficult to preserve the alignment between the two. To obviate this difficulty, and other incidental disadvantages which result from the use of the ordinary "time-sheet," is the object of this invention.

The invention consists in a novel sheet-holder; a sheet-holder which is provided with a novel name-column holder; and in various novel combinations of elements, resulting from these novel constructions; as will appear from the following detailed description, and from the specific and distinct claims of novelty which succeed such description.

In the accompanying drawings, which constitute a part of this specification:—Figure 1 represents a top plan view of the time-sheet and holder, as when the sheet is drawn out to its full extent. Fig. 2 is a view, in top plan, of the holder; with an end fragment of a time-sheet. Fig. 3 is a transverse section, as in the line $x-x$ of Fig. 2. Fig. 4 is a top plan, the left extremity of the sheet being within the scroll of the holder. Fig. 5 is a longitudinal section, as in the line $y-y$ of Fig. 4.

The flat, oblong, rectangular base or body a^2 , of the sheet-holder A, may be of any suitable material, such as straw-board, wood, or sheet-metal; and will be provided upon its longer, parallel margins, with vertical metallic

flanges or rims a^3 and a^4 , to receive between them the top and bottom extremities of the time-sheet. Near the left extremity of the body a^2 , and extending transversely of the same, from one of its flanges to the other, is fixed the column-plate or guide-plate a^5 , which, along its left margin, may have a way or stop a^3 , to receive the left margin of the column-slip. Secured by one extremity to the bottom of the body a^2 , near the center thereof, are two coincidentally-placed springs or clips a^9 , and a^{10} , which, extending first outwardly and then upwardly, are then bent downwardly and inwardly, at their free extremities, into an approximately horizontal position above the guide-plate or column-plate a^5 , so as to engage between themselves and the flat surface of such plate, the upper and lower extremities of the name-column or name-slip a^6 . The scroll or sheet-receptacle a^7 , is secured by its inner extremity a^8 , to the upper surface of the body a^2 , of the holder A,—the rivets r , which secure the clips a^9 , to the bottom of such body, being conveniently employed in securing the extremity of the scroll also, the body a^{11} , of which, extends along the body a^2 of the holder, as shown, and is adapted to receive within its convolutions, those portions of the time-sheet in which the dated or numbered vertical columns, have already been filled with "time" entries.

The time-sheet C has the ordinary vertical columns already described,—that is to say, an initial broad column c , for the names of those whose "time" is to be kept; next, a series of columns c^2 , numbered at top from left to right, and from "1" to "31,"—corresponding to the longest months of the year; then, a column c^3 , for the aggregate number of days accrued to each individual employé, for the current month; next, a column c^4 , for figures indicating the rate of compensation, per day, or otherwise; and a column c^5 , for figures showing the total amount due to each individual, for his services during the entire month. In addition to these features,—the features of the time-sheet in common use, this sheet C has, as will be noted, two extra name-columns,—a column c^6 , succeeding the aggregate wages or compensation column; and a pre-initial column c^7 , which is to be cut

off, for insertion upon the flat transverse plate a^5 , and beneath the ends of the clips a^9 , as already explained.

The time-sheet C, as a whole, is received 5 beneath the name-column plate a^5 , and is engaged with just sufficient friction to prevent it from slipping from position, while permitting it to be moved longitudinally of the holder, in either direction, at the convenience 10 of the person engaged upon the sheet;—the body of which, as the entries approach completion, becomes coiled within the convolutions of the scroll or sheet-receptacle a^7 .

It will be obvious that it is quite immaterial upon which extremity of the sheet, the 15 third or detachable name-column is provided.

The invention having been thus fully described, what is claimed is—

1. In a combined time-sheet and sheet- 20 holder, a holder which embraces a flat rectangular body which at its top edge, and at its bottom edge is provided with a vertical guiding and retaining flange or rim; and which, near its left extremity, has a fixed transversely-extending name-column plate and 25 guide-plate; and a scroll or convoluted receptacle, within which the time-sheet may be coiled, as its columns become filled.

2. In a combined time-sheet and sheet- 30 holder,—a flat body, flanged as described, provided with transversely-extending holding-clips, with a transverse plate, and column holder; and with a scroll; and a time-sheet which is received between the transverse 35 plate and the body, and which at each end is provided with a name column.

3. A time-sheet holder which at a point in-

termediate of its ends has a name-list supporting-plate, which at its top and bottom is 40 secured to the body of the holder, and which has top and bottom slip-holding spring-clips; and a time-sheet which at one extremity has duplicate columns of names of employes, the 45 outer duplicate column being detachable for insertion, by its ends, beneath the spring-clips, in combination, for the purposes set forth.

4. A time-sheet holder which at a point intermediate of its ends has a name-list supporting-plate which by its top and bottom 50 ends is made fast to the body of the holder, and which has top and bottom holding-clips; combined with a time-sheet which is adjustable, under the intermediate list-supporting 55 plate, longitudinally in either direction, and which at one extremity has duplicate columns of names; substantially as and for the purposes described.

5. In a time-sheet, holder, and guide,—a 60 holder which has a top and a bottom guiding flange; an intermediate transversely-extending supporting-plate, secured to top and bottom margins of the holder, and carrying a name-column; and a time-table sheet, having 65 a column of names at its top extremity secured between the holder and the transverse plate, and adjustable lengthwise of the holder, in either direction; combined for operation substantially as specified.

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Witnesses:

JOS. SCHILL,

JOHN SCHILL.