

the Department. Against their names is entered for each working day in the fortnightly period the number of hours worked. At the end of the period these hours are added together and the hourly rate of pay for the particular class of employee is taken from the titles and occupation list. This rate per hour, multiplied by the number of hours worked, gives the pay to which the employee is entitled for the period.

A further step is required to be taken in establishing the pay due to piece-workers, whose pay is based upon the amount of production. This production is measured and recorded in units, such as hanks for spinners, cuts for weavers, boxes for spoolers, etc.

In each Department there is kept a production report upon which is shown during and for each pay period the number of units of production and the class or style of goods produced from each numbered machine. At the same time, where an employee is doing piece-work, there is recorded in the time book against his name not only the number of hours worked, but the numbers of the machines upon which he has worked.

There is, therefore, available at the end of each pay period in each Department a production report and a time book which make it possible to determine for the piece-worker the number of hours worked, and the amount of goods produced and the class or kind of those goods.

The departmental records supply the information necessary to complete the first steps in making up the fortnightly payroll, i.e., for the time worker: the hours worked and the type of job; for the piece-worker: the hours worked and the production expressed in units of each class or kind of goods produced.

The final step in making up the payroll is to take the above information and add to it from the titles and occupation list the rates of pay per hour or the rate per unit of production, as the case may be.

The fortnightly payroll is made up in much detail. It is divided into the various departments and various classifications of worker in each department. It shows the name of the employee and his or her age; the number of hours worked; the number of units of production in each class or style of goods produced in the period; the rate per hour or per unit of production as the case may be; and the total amount of wages due, based upon that information. The payroll is checked and signed by the departmental heads as to accuracy of hours

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