

Computerized Payroll Puts Decimal Points In Work

Preparing payrolls for the Observer Newspapers' 126 employees used to be a week-long job for a bookkeeper, but another helping hand was needed for annual reports.

As of Dec. 4, the job became a 12-hour a week task—much simpler, cheaper, and more accurate.

The difference is a computer service by Livonia National Bank.

The million-dollar computer system is housed in the Michigan National Bank Building in Lansing, and the Livonia bank has virtually around-the-clock courier service.

The only mistakes the computer can make are "people" mistakes -- such as using a wrong number or forgetting to insert a decimal point. Even then, the machine will usually come to a halt, buzz and print the word "error."

PREVIOUSLY, bookkeeper

Katy Dorow used a "peg-board" system to prepare the Observer payroll. A manual method, it required hand entries and carbon copies of an employee earning card, check and journal. Mrs. Dorow spent Monday and Tuesday computing the checks of salaried employees, Wednesday and Thursday calculating the payroll for hourly employees, and Friday making summary reports for management.

Now the job takes 12 hours from the time Mrs. Dorow starts until the final check is printed, and her time is freed for other duties.

She prepares a time report for each hourly employee and notes any changes in pay rates or deductions.

The computer multiplies the hourly rate times the number of hours worked, figures any overtime, subtracts the deductions (such as federal income tax and social security), computes the net pay, and prints the check and earnings statement.

CONTROLLER Dale Perin said it took about 10 days from the time the Observer Newspapers signed an agreement until the delivery of the first payroll.

"We put together all the data needed by the computer in about two days," Perin said. "It took another day or so to complete the tape-punching job (in Lansing) and another day to run and verify the program."

The computer can do much more than the payroll. It also prepares monthly and quarterly tax statements and will produce employees W-2 forms at year's end.

In addition, the computer prepares periodic reports for the newspapers' management that summarize wages by department, all deductions and other detailed information for business analysis and planning.

Advantages Of Snow



SLEDS AND TOBOGGANS are the preferred method of travel on this safe hill in Hines Park north of Plymouth Wayne County Road Commission, which operates the park, has designated

this area for sledding, kept it clear of obstructions and provided bales of hay along the edges so that sledders won't crash into trees and bushes.



HOCKEY IS DRAWING young men to patches of any size. This group was silhouetted by chief

Photographer James Hubbard behind Sheldon Shopping Center in Livonia.

Farmington Reviews '67



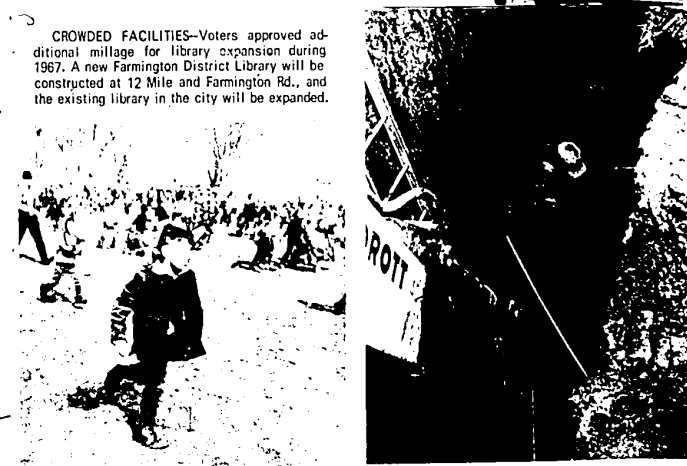
CROWDED FACILITIES—Voters approved additional millage for library expansion during 1967. A new Farmington District Library will be constructed at 12 Mile and Farmington Rd., and the existing library in the city will be expanded.



A COLLECTION POINT—That was the situation in the lobby of North Farmington High School when the students brought the results of the Christmas Food collection to school. More than 6,000 items were brought in by the students who combed their neighborhoods for donations. The goods were turned over to the Farmington Goodfellows for distribution.



ROBERT FITCH, 1161 Aspen, Plymouth, winds up for a snowball heave in Hines Park.



EASTER EGGS -- That's what Farmington children are seeking in the City Park on the occasion of the annual Jaycee-sponsored Easter egg contest.



TRAGEDY -- Just before Christmas a cave-in in the Old Homestead Subdivision brought tragedy to a Farmington family. Here workmen dug to free Jack Hakkala, 43, of 36120 Lyman. It took two hours to uncover Hakkala's body, however.

Oakland County Honors Veteran 'Mr. Government'

Oakland County's "Mr. Government," Delos Hamlin of Farmington, will be the object of a county-wide tribute Friday, Jan. 26 with a testimonial banquet climaxed a day named officially in his honor by unanimous vote of the Board of Supervisors. A resolution designating Jan. 26 as "Delos Hamlin Day" throughout the county was given a standing vote of endorsement Tuesday by the supervisors. Hamlin currently is in his 12th year as chairman of the board and his 25th consecutive year as the City of Farmington's delegate to that body. In addition to his role as chairman of the Oakland County board, Hamlin also is the current president of the Michigan State Association of Supervisors.

He is Michigan director of

the National Association of County Officials, as well. Co-chairman of "Hamlin Day" activities are Supervisors Levinson, Willis M. Brewer of Sylvan Lake, Harry W. Horton of Royal Oak and William L. Mainland of Milford. The recognition dinner scheduled for the evening of Jan. 26 will be held in the New Raleigh House in Southfield. He was Farmington's mayor from 1939 to 1949, after serving the previous nine years as a councilman, and has been the city's appointee to the Board of Supervisors since 1942. Supervisor David Levinson of Birmingham introduced the resolution Tuesday, setting aside Jan. 26 in Hamlin's honor. Now in his 34th year on the board, Levinson is the only one of the 87 supervisors with greater seniority than Hamlin.



DELOS HAMLIN

College Groups Elect Residents

Two Observer area residents have been elected to offices of student organizations at Detroit Bible College. Janet Marshall, 9241 Lilley Plymouth, has been chosen social chairman of the Student Association. Velma Bishop, 21105 Metroview, Farmington, has been elected secretary of the Women's Fellowship.

C'ville Gets State Payment

Clarencville School District, which includes portions of both Wayne and Oakland Counties, received \$181,430 this week from the more than \$10 million in state aid distributed for December to Oakland districts. It was the second payment to the district by Oakland County Treasurer James E. Seeterlin, the October payment having been \$186,830.