

Pay List 1928 – Bromley Line Road Crew

INSTRUCTIONS TO OVERSEERS

- No. 1. The following instructions must be observed by Overseers; any neglect so to do, departure therefrom or mistakes in the Pay List will cause unnecessary and annoying delay in the final settlement of accounts.
- No. 2. Overseers will keep a "Time Book," and from it make out the Pay List in the following manner:—
- In column 1 enter the name of each man employed.
 - In column 2 show how each man was employed, as "labourer," "teamster," "with team," etc.
 - In column 3 show by a mark thus "1" the days of the month on which each man worked. Sundays will not be allowed.
 - In column 4 enter total number of days each worked.
 - In column 5 the rate of pay per day.
 - In column 6 the total amount due each workman.
- No. 3. When paying off the workmen the Overseer must see that each person signs his own name in receipt of payment in column 7, opposite the amount paid to him. If a workman cannot write, he must make his mark thus $\frac{X}{mark}$ in column 8, and some person authorized to do so, other than the Overseer, must write the name of such workman who cannot write in column 7, and then sign his own name as a witness thereto in column 9.
- No. 4. When the Pay Sheet is thus completed, the Overseer must check it over to see that it is correct in every detail, and then sign the Certificate at the bottom.

