

# DECIMAL CURRENCY PROGRAMME

## DECIMAL CONVERSION PLANT CIRCULAR NO. 3.3

### PERSONAL & CONFIDENTIAL

Date 6th November 1967

Subject: RETENTION BONUS

1.0. Sections 7.0 of Conversion Plant Circular No. 3.2 and 2.4 of Plant Circular No. 3 have now been changed, but except for this the information in these Plant Circulars still applies.

2.0. The following is the maximum bonus which will be paid to eligible full time employees.

<u>MALES</u>	<u>MAXIMUM</u>
Adult	\$ 400
Juniors (under 21 years on 1st June 1968)	\$ 320
<u>FEMALES</u>	\$ 320

2.1. For eligible workers who joined the programme after July 31st 1967, the bonus will be scaled on the following basis :

<u>TIME PROGRAMME IS JOINED</u>	<u>MAXIMUM PERCENTAGE OF BONUS PAYABLE</u>
1st August - 30th Sept. 1967	75
1st October- 31st Oct. 1967	50
From Nov. 1st 1967 if this is 6 months or more before the Plant Closing	50
From Nov. 1st 1967 if this is from 3-6 months before the Plant Closing	25
From Nov. 1st 1967 if this is within 3 months of the Plant Closing	Nil

3.0.

The above scales are more attractive than those originally offered by the Decimal Currency Board and are made even more attractive with our accelerated programme.

Yours very truly,

Rex Bott.

R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMM

MALE (ADULT)	MALE (JUNIOR) & ALL FEMALE
360	280
370	290
380	300
390	310
400.	320.

# DECIMAL CURRENCY PROGRAMME

Date: November 3rd, 1966.

## DECIMAL CONVERSION PLANT CIRCULAR No.4

Subject : Payroll Procedure

- 1.0. Method of Payment  
1.1. Wages will be made in cash but where an employee is agreeable wages may be paid by cheque.  
1.2. All non-supervisory personnel are paid weekly on Thursday.  
1.3. Supervisory personnel are paid semi-monthly.  
1.4. Payrolls will be prepared at Head Office. Arrangements have been made with Armoured Transport Ltd., for the delivery of salaries together with pay advice slips, in separate pay envelopes for each employee.  
1.5. Salaries of supervisory personnel will be forwarded direct to the employees' Bank Accounts. It will be necessary to complete a Traders Payment Authority where this has not already been done.
- 2.0. Procedure  
2.1. During the training period we require each employee (except the Plant Manager) to make up the Service Representatives Daily Summary (INT 556). *IN DUPLICATE*  
2.1.1. Time sheets should be collected by Plant Managers' daily and verified daily.  
2.2. In the same way we require a weekly summary of time to be made out on the Serviceman's Weekly Time and Expense Report (INT 556A).  
2.3. Holidays and absences are to be noted on form INT 556 and 556A and whether it is with or without pay.  
2.4. Form 556A is to be approved by the Plant Manager.

2.5. The Daily Summaries should be attached behind the Weekly Time and Expense Report and the complete set sent to Head Office on Friday night.

This is important so the pay can be prepared on the Monday.

3.0. Preparation of Weekly Pay

3.1. Wage Payments

The wages calculation is made in Head Office. Pay Advice Slips are to be forwarded each week to Armoured Transport Ltd., in sufficient time for the pay to reach the Plants on Thursday.

3.2. New Employees

Advice of new employees who commenced during the week should be sent to Head Office on form INT 209 (2 copies) together with form IR 12 tax code certificate at as early a date as possible and always before the end of the week. Should commencement of employment be deferred for any reason a telegram will be sent to Head Office regarding altered arrangements.

3.3. Resignations

When resignations are received, Head Office must be advised promptly on form INT 209.

3.4. Salary Increases

3.4.1. Form INT 1233 will be used,

- (a) Five copies required for full time Burroughs personnel transferred to Plant.
- (b) Three copies for all staff recruited for the Decimal Conversion Programme.

3.4.2. The recommendations must bear the Plant Manager's signature on all copies.

3.4.3. The employee is not to be assured or notified of the increase until such time as the appropriate form is received in the Plant indicating approval. If possible, send the forms to Head Office at least one month before effective date.

3.5. Absent Employee

When wages are not payable, due to absence, Head Office to be advised promptly in order to avoid overpayments and subsequent refunds.

4.0. Expenses

4.1. Reimbursement will be included with wages on a weekly basis. The amount will be that shown on form 556A or on form NZ 1417.

These forms should reach Head Office on Monday morning for inclusion with the current week wage payment.

5.0. Unclaimed Pay

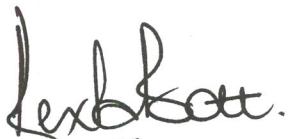
5.1. Due to circumstances the employee may be absent when wage payments are delivered to the Plant. In such circumstances a Money Order, payable to the person concerned should be forwarded to him by registered mail. A record of the number of the Money Order should be maintained and filed with the receipt for the registered letter. To avoid risk of loss cash should not be held for more than one day.

6.0. Sick Leave and Vacation

6.1. Ten half days sick leave annually is allowed each employee other than a permanent Burroughs employee, who is entitled to sick leave in accordance with Company policy.

6.2. All information regarding vacation and sick leave will be recorded at Head Office.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMG

# DECIMAL CURRENCY PROGRAMME

Date: November 4th 1966

## DECIMAL CONVERSION PLANT CIRCULAR No. 5.

Subject : Shipping Instructions - Consignment Conversions

1.0. During the course of the conversion programme we will be converting certain new and second hand consignment machines to decimal.

1.1. All new consignment stock is to be fully converted and secondhand stock is to be partially converted ( i.e. suppression of the pence column ).

1.2. To avoid any misunderstandings we detail the method of handling the Shipping Instructions which will be issued by Burroughs Ltd., Head Office and individual Branches.

### Movement into Plant

2.1. Plants will receive 2 copies of the "IN" Shipping Instruction (form NZ 4043) listing styles and serial numbers of sterling machines despatched and the dispatching source.

2.2. When the machines are received in the plant acknowledge receipt of each machine by signing and dating both copies.

2.3. These are retained by the Plant and a "Shipping Instruction File" should be maintained.

2.4. An Inwards Shipping Book should also be set up recording the date received, the name of the carrier delivering the machines, the method of transport and the Shipping Instruction number (s) of the machines delivered.

An entry should be made for each shipment received.

### Movement out of Plant

3.1. When conversion is completed the machines are then returned to the Branch as indicated on the "IN" Shipping Instruction.

- 3.2. The date and method of shipment should be noted on both copies of the Shipping Instruction.
- 3.3. Return one copy to Head Office (P.O. Box 30620, Lower Hutt). Retain the other copy in a "converted" file.
- 3.4. Set up an Outwards Shipping Book recording the date sent, the name of the carrier returning the machines, the method of transport and the Shipping Instruction number(s) of the machines returned.
- 3.5. Obviously as the Shipping Instructions act as both "IN" and "OUT" advices it is desirable to return all the machines on an advice at the one time.
- 4.0. Freight
- 4.1. All freight for machines into the plant will be 'freight forward' so arrangements must be made for all carriers to bill the plant receiving the machines.
- 4.2. Similarly for converted machines moved out of plants the plant will be billed by the carrier.
- 4.3. Bills received from carriers should be checked against the Inwards and Outwards Shipping Books before being approved for payment by the Plant Manager.
- 4.4. Freight invoices will be dealt with in the procedures set out in Plant Circular No. 2, Section 5.0. headed 'Regular Services'.
- 5.0. Attached is a copy of a circular being sent to branches, providing them with their instructions. This will enable you to follow the complete pattern as to handling the machine movements for new and second hand consignment.

Yours very truly,



R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:DMG

TO All Branch Managers, Service Managers,  
Offices.

IN REPLY TO

DATE 3rd November, 1966.

SUBJECT Decimal Conversion of Inventory  
Equipment.

BSPM Instruction 2082 Exhibit 4, N.Z.

**INTER-OFFICE CORRESPONDENCE**



BURROUGHS LIMITED  
INC. IN U.S.A.

In the near future operations will commence to convert unsold  
sterling inventory to Decimal Currency construction.

We attach a new BSPM exhibit relative to the preparation of  
Shipping Instruction Form N.Z. 4043 to control machine movements  
to and from the Decimal Conversion Plants.

Plant addresses are:-

Decimal Conversion Plant No 1.  
Cnr. Park Road, and Khyber Pass,  
AUCKLAND.

Decimal Conversion Plant, No. 2.  
3rd Floor John Chambers Buildings,  
Jervois Quay,  
WELLINGTON.

Decimal Conversion Plant, No. 3,  
341 St. Asaph Street,  
CHRISTCHURCH.

Instructions will be issued to branches through the subsidiary  
accounting office in regard to the quantities and styles required  
to be dispatched for conversion.

In respect of the attached exhibit please note.

- (a) Converted machines will be returned to the original dispatching branch and the shipping Instruction is intended to be used to cover both inward and outward movements.
- (b) Branches are to advise our Decimal currency office of outward movements by forwarding one copy of the Shipping instruction to Burroughs Limited Decimal Currency Programme, Queens Road, Lower Hutt.
- (c) Dispatch by Branches will be FREIGHT FORWARD and Returns by Conversion Plants will be FREIGHT PAID.

*E.C. Adams.*

E.C. ADAMS.  
Sales Accountant.

ECA:ES

BURROUGHS LIMITED

BRANCH STANDARD

Date Issued  
November, 1966

NEW ZEALAND

PRACTICE MANUAL

2082 Exhibit 4 NZ

Supersedes

Initiated by Branch Office - \*\*

Initiated by Accounting Office - Ø

	FORM		DISPOSITION	
	No.	Copy	When Authorised	When Executed
Shipping Advice ** (To and From Decimal Conversion Plant)				
Dispatching Point	4043	6	F.U. Ordered Out	Accounting Office
		5	F.U. Ordered Out	Decimal Currency Office
		4	F.U. Ordered Out	Conversion Plant
		3	F.U. Ordered Out	Conversion Plant
		2	F.U. Ordered Out	F.U. Ordered In *
		1	Shipping	F.U. Ordered In *
	1525	B	Enter "DEC"	In Transit Inv't
Conversion Plant	4043	4	F.U. Ordered In	Decimal Currency Office
		3	F.U. Ordered In	Converted File
Receiving Point	4043	1	F.U. Ordered In	Accounting Office
		2	Shipping	Delivered
	1525	B	In Transit Inv't	Dec. Inventory

\* Reverse To and From.

Shipping Advice Ø (Carrier Store To Decimal Conversion Plant to Branch)				
Dispatching Point	4043	7	Delivered	- - -
		6	Dec. Currency Office	- - -
		5	Conversion Plant	- - -
		4	Conversion Plant	- - -
		3	Receiving Point Ø	- - -
		2	Receiving Point Ø	- - -
		1	Carrier	- - -
	1525	B	Receiving Point	- - -
Conversion Plant	4043	5	F.U. Ordered In	Dec. Currency Office
		4	F.U. Ordered In	Converted File
Receiving Point Ø	4043	3	F.U. Ordered In	Accounting Office
		2	Shipping	Delivered
	1525	B	In Transit Inv't	Decimal Inventory

Ø As indicated under remarks "To be Returned to ..... After conversion

# DECIMAL CURRENCY PROGRAMME

DATE: 13th December, 1966

## Decimal Conversion Plant Circular No. 6

Subject: Plant Shutdown

- 1.0. It is intended to close all conversion plants from December 23rd, 1966 and re-open on January 9th, 1967.
- 2.0. All staff are asked to take their vacation during this time and no further vacation arrangements should be made until the plant shutdown over Christmas and New Year of 1967-68.
- 2.1. On Thursday, December 22nd four weeks pay will be made to all conversion staff except Field Installation Officers, Mr. Millman, Mr. Brooks, Mr. Harris and Mr. Rodgers.
- 2.2. The four weeks pay will cover the work weeks ending December 16th and 23rd and the vacation weeks ending December 30th and January 6th, 1967.
- 2.3. Field Installation Officers, Mr. Millman, Mr. Brooks, Mr. Harris and Mr. Rodgers are paid in line with other Burroughs staff (paid on Thursday to the next Friday) and their holiday pay will be calculated accordingly.
- 2.4. Early in the New Year however, we intend to bring the pay arrangements of this group into line with all other conversion staff and they will be paid on a Thursday for work to the previous Friday.
- 2.5. Because the first pay day in the New Year would be ten days after work re-commences (i.e. January 19th, 1967) we will endeavour to have the pay for the week ended January 13th made up and sent to you early in the week of January 16th. To do this we would ask you to ensure all Time Sheets are airmailed to us on Friday, the 9th.
- 2.6. Following this all pays will revert to the normal Thursday pay date.

3.0. Plant Managers will continue to be paid in the normal manner.

Yours very truly,

A handwritten signature in black ink, appearing to read "R.H. Bott". The signature is written in a cursive style with a horizontal line underneath it.

R.H. BOTT, Manager,  
Decimal Currency Programme

RHB : LME

# DECIMAL CURRENCY PROGRAMME

Date: 12th December, 1966

## Decimal Conversion Plant Circular No. 7

Subject: Daily Time Sheet - Form BDC 529

... 1.0. Attached is a sample of a new time sheet which is to be used in Plants by all technical trainees and technical staff once they commence conversion work.

1.1. Technical Staff:

This term covers the following personnel:-

Supervisors - Field and Plant  
Inspectors  
Loan Centre Technicians  
Field Technicians  
Conversion Technicians (Bench and Remake)  
Panel Builders  
Testers

2.0. This form will be the prime source of information for both Plant and Head Office recording and costing and it is therefore essential that it is completed accurately. It will also greatly facilitate the preparations of other Plant records if it is filled out in the prescribed manner.

3.0. Starting and Finishing Times

3.1. Due to the possibility of differing working hours in certain Plants the form provides for more than a normal 8 hour day. Those times which are not applicable should be ruled out as illustrated on the attached sample.

4.0. When Entries Are To Be Made

4.1. Basically, entries are only required on this sheet,

- (i) At the beginning of each day
- (ii) Each time a man changes from one machine to another during the day.

4.2. Work to the nearest  $\frac{1}{4}$  hour in all cases.

5.0. Procedure

5.1. Against the applicable starting time insert style number, serial number and place an "X" in either the Conversion or Remake column to indicate whether bench conversion or remake time.

5.2. The sample entries on the attached sheet show that W. Smith worked as follows during the day:

- (i) Started the day at 8.30 at the bench on F12345S (this machine was probably commenced the previous day). He worked on conversion of this machine until lunch.
- (ii) After lunch he spent 30 minutes in the remake area on F6478E (probably a machine he had previously converted).
- (iii) At 2.15 he returned to conversion of F12345S and completed conversion at 4.15.
- (iv) At 4.15 he commenced conversion of F6789S and worked on this until closing time at 5.15p.m.

5.3. Extending Minutes

5.3.1. The Supervisor will calculate the minutes from start to finish of each entry and enter these in the Minutes column opposite the machine number.

5.3.2. The total daily Conversion, Remake and Loan Centre (if any) minutes are summarized and entered in the blocks at the foot of the form and these should always total 480.

5.3.3. The Supervisor signs the form when completed.

5.4. Miscellaneous Entries

5.4.1. There will be times to record which do not fall under the heading of Conversion, Remake etc., e.g. Sick Leave

late start etc.

- 5.4.2. Such entries should be made on this form but instead of a style or serial number a brief description of the time will be made. e.g. A man goes home ill at 3.45, then an entry on this line would show "Went Home Ill."
- 5.4.3. In such cases the time would be shown in the summary blocks under "Other" at the foot of the form so the total minutes for the day will still be 480.

6.0. Supervisors Time

- 6.1. With Supervisors some of their time will be devoted to supervisory duties. On the daily time sheet this time should be described in the Serial Number column as 'Supervision'.
- 6.2. Where the Supervisors (or the Plant Manager) spend 15 minutes or more working on a machine, either with a conversion technician or on his own (say in the remake area), this time should be recorded by showing the style and serial number of the machine.
- 6.2.1. Any time less than 15 minutes will be treated as 'Supervision'.

7.0. Posting Times to Individual Machine Records

- 7.1. The minutes of conversion or remake for each machine will subsequently be posted to a unit record for each machine. This procedure will be described fully in another Plant Circular.

8.0. Filing of Daily Time Records

- 8.1. After all posting from this form to individual machine records has been completed by the Supervisor, the Daily Time Records will be handed to the office where they will be filed under the employee's name.

9.0. Serviceman's Weekly Time Record - Form 556A

- 9.1. Form 556A will continue to be made out by all employees -

technical and non-technical - and sent to Head Office each Friday evening as covered in Plant Circular Number 4.

10.0.

Serviceman's Daily Time Record - Form 556

10.1.

Form 556 should be made out by all non-technical personnel and technical trainees who have not commenced conversion.

Yours very truly,

A handwritten signature in black ink, appearing to read "R.H. Bott". The signature is somewhat stylized and cursive.

R.H. BOTT, Manager,  
Decimal Currency Programme

RHB:LME

Att:

## BURROUGHS LTD. DECIMAL CONVERSION

PI RAMME

## DAILY TIME SHEET

PLANT WELLINGTON

DATE 1<sup>st</sup> MARCH '67

NAME W. SMITH

TIME	STYLE	SERIAL NO.	Mins.	Conversion	Testing	Remake	Loaner	TIME	STYLE	SERIAL NO.	Mins.	Conversion	Testing	Remake	Loaner
8.00								1.00							
15								15							
30	F50½	F12345 S 270	X					30							
45								45	F250½	F6478 E 30	X				
9.00								2.00							
15								15	F50½	F12345 S 120	X				
30								30							
45								45							
10.00								3.00							
15								15							
30								30							
45								45							
11.00								4.00							
15								15	F203½	F6789 S 60	X				
30								30							
45								45							
12.00								5.00							
15								15							
30								30							
45								45							

SUPERVISOR A. Brown

Conversion	450
Testing	
Remake	30
Loan Centre	
Other	
	480

Total 480