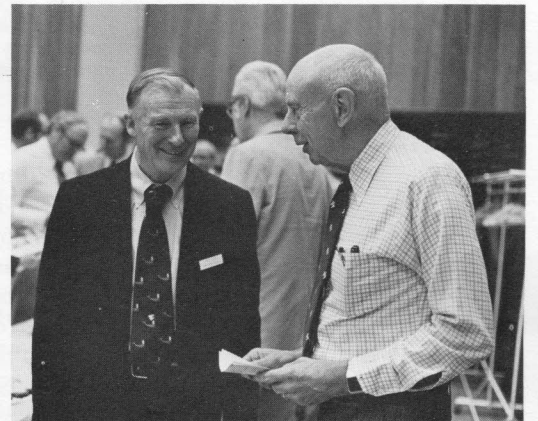


REPORTER

For people of the Hewlett-Packard Corporate staff and HP Labs

JANUARY, 1979



Counting by fives

UPPER LEFT. The first names called for service awards at the Bay Area Service Award Luncheon in December were Bill Hewlett and Dave Packard, who received from John Young the first 40-year awards ever given in Palo Alto. UPPER RIGHT. John Borgsteadt of Corporate Manufacturing Services (left), shown talking with Ray Wilbur before the luncheon, received his 30-year award. LOWER LEFT. Ed Morgan (left) and Harold Rocklitz of HP Labs, both 25-year honorees, talk with Barney Oliver during lunch. Another 25-year award went to Everet Penn of Corporate Material Services, fourth from right. (Other 25-year award recipients were Jean Hilton of HP Labs, Al Oliverio and Ed van Bronkhorst of Corporate.) LOWER RIGHT. Assistant Secretary Elaine Cook was greeted warmly by Bill and Dave when she went up for her 35-year award. Same threesome appears in earlier photo at right—taken at the Christmas party in 1952.





RELOCATION of Computer Systems Group management from Cupertino to 5U resulted in some good-natured kidding by Data Systems Division folks, who staged a mock funeral procession on moving day, January 5. (Foreground, from left) Paul Ely, VP and general manager of CSG, Geri Cherem, executive secretary, and John Russell, group controller, receive some farewell mementos from DSD's Jim Long. Also making the move were Wally Klingman, group facilities manager, and Pam Bishop, financial analyst.

Handbook editor

When Clyde Coombs, now Calculator Group manufacturing manager, joined HP in 1959 as a production engineer, he tried to find something in print about process engineering in printed circuits.

Within a few years he persuaded McGraw-Hill to bring out a contributed handbook which became recognized as the definitive work in the field. As editor-in-chief of the "Printed Circuits Handbook" published in 1967, Clyde decided which topics to cover and lined up the authors. (He had become acquainted with experts in San Francisco and Los Angeles areas as co-founder and president for six years of the California Circuits Association.)

The original handbook has sold 25,000 copies and is still going strong after eight printings, but the time has clearly come to catch up with changing technology. A second, almost totally rewritten edition—again edited by Clyde—will be in the stores on February 1 (McGraw-Hill, \$32.50) marking the end of three years of work.

The new edition has 640 pages and includes information on pollution con-



Clyde Coombs

trol, process and quality control and design, and changes in material and processes. Like the first version, it aims at really answering the reader's questions. "You can look up what you want to know in the index, get the information, and get out in a hurry," explains Clyde.

Corporate's Glenn Affleck, environmental control coordinator, wrote the chapter on waste treatment. The other HP author represented is Bob Bahn of Colorado Springs Division, an expert on plating.

Once Clyde found that the best way to get authoritative information was to become part of the publishing process, he also served as editor-in-chief of McGraw-Hill's "Basic Electronic Instrument Handbook" (1972).

HP Labs move

By the end of February, HP Labs will be in three geographic locations instead of two as HPL takes over the entire lower floor of Building 29 on Porter Drive.

The move will shift one entire lab from building 25—Electronic Instruments Lab under Zvonko Fazarinc—and consolidate activities under HPL Controller Joel Pipe in one location. (Pipe and the rest of the finance group are now in 1U, while purchasing activity under Tom Jones is in Building 25.)

The new HPL facility will have a stockroom and a one-person model shop.

Corporate Construction is already relocated upstairs in 29, a leased facility recently vacated by the Microwave Semiconductor Division.

Easier year-end

Getting in year-end financial and accounting data from some 79 HP entities worldwide has never been as fast for the Corporate Financial Reporting group under Tom Kulp as it was this year.

For the first time, COMSYS was used to transmit information entered via "masks" which created the image on the computer terminal of various required accounting schedules. The difference in transmittal time for some overseas entities was two hours by COMSYS instead of two weeks' delivery by mail to Palo Alto.

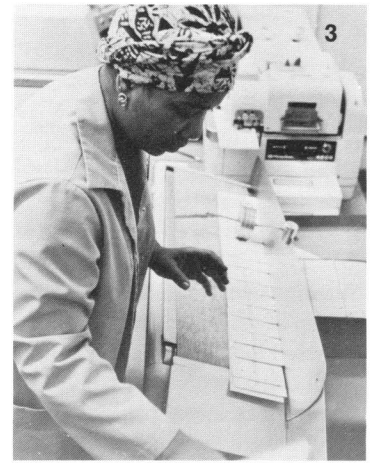
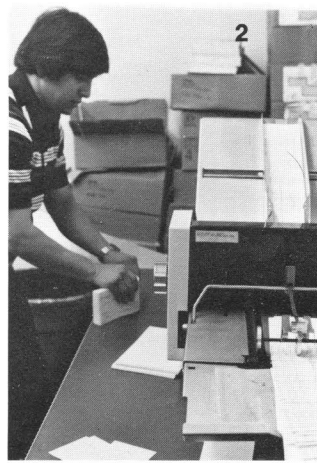
Numbers going in at the other end were cleaner due to built-in edits. And when the information arrived in Palo Alto, it passed through the Amdahl 470 to an HP 3000 so that an automatic summation and analysis could be generated by the HP 2000—saving days of manual effort formerly required and improving turnabout time significantly.

The result was a single accounting close for FY78 instead of the two-stage preliminary and final close of other years. Much of this time saving was used to have earlier auditing by the new auditors, Price Waterhouse. The additional early auditing allowed HP to issue one earnings number as opposed to two in the past.

The original idea of COMSYS masks for inputting financial data came from the South Queensferry Division. Bill Hahn of Financial Reporting was project leader for accounting in developing the format of the masks and design of the data base at Corporate. Software for the masks was done by Linda Welch in the COMSYS Analyst Group.



Linda Welch and Bill Hahn cooperated on COMSYS masks for transmitting year-end financial data. (Incidentally, Linda's husband Larry and father, Lee Seligson, are both in Corporate.)



HERE'S WHAT HAPPENS after paychecks come off computer in continuous form: 1—Eli Mercado runs machine which trims the edges and cuts into individual paychecks, then stamps with signature of Treasury's George Newman. George's secretary Kay McQuarrie oversees. 2—Eli loads checks into folding machine. 3—Envelope-stuffing machine begins to act up due to enclosure with paycheck. 4—Chuck Wright and Margaret Mouton examine damaged check that must be retyped.

The pain of paychecks

Q. I don't understand how it saves HP money if I go on direct deposit?

A. Checks and check processing are expensive, explains Bob O'Connor, Corporate Payroll manager.

In direct deposit, HP has a single transaction with a given bank that lumps together all the pay of employees who deal with that bank. The bank therefore doesn't charge for processing individual checks that have to be cancelled and returned. That's one saving.

Checks also cost HP money in our own labor costs. Both paychecks and direct deposit stubs are printed by computer in continuous form with side perforations which must be trimmed off. After this point their paths are different.

Direct deposit stubs have been printed through the *outside* of the form, using a cover sheet to line up the numbers with the proper boxes. (The inside of the stub's envelope is carbon in order to print the impression.) In the Payroll department, one machine trims the sides of the continuous form; another machine

removes the cover sheet and bursts the form into individual sealed stubs. That's it.

Regular paychecks, on the other hand, must be signed on a machine that stamps the name of Assistant Treasurer George Newman; burst into individual checks; taken to another machine (manually fed) for folding; and put into envelopes by a final machine.

Bob O'Connor estimates that the company saves 11¢ per paycheck for everyone on direct deposit. Multiply that by at least two paychecks a month for the 10,450 people throughout the U.S. currently on the direct deposit system and you have a neat savings of approximately \$27,500 per year—and that's not counting the handling of such additional payments as profit-sharing checks and adjustments.

At present, 71% of Corporate employees and 59% of those in HP Labs are on direct deposit. If you're interested, see your payroll representative or Personnel for an application form.



Shop class

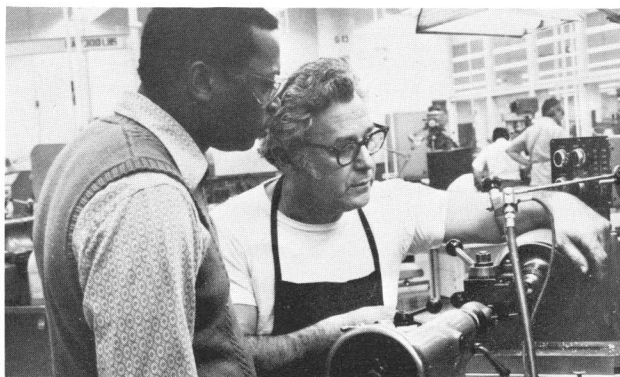
If you looked into the 1L Model Shop after hours on Tuesday and Thursday afternoons this month, you could see a class of 15 HP Labs development engineers and technicians absorbed in learning basic shop practices.

The six-session course taught from 4 to 6 p.m. marked the first time that HP Labs has given its own such instruction. (According to Model Shop supervisor Fred Rios, the company formerly offered a similar course on a Bay Area basis but classes were discontinued as divisions set up their own model shop facilities.)

Instructors were Model Shop machinists Ron McKillop, Rodger Hudson, and George Borg, with Gus Chavez as an alternate. The first session began with some basic safety rules for working around the equipment, such as not wearing long sleeves or a dangling tie. As George put it, "This is one kind of work that we don't want people to get wrapped up in!"

Students spent two sessions each learning to operate lathes, mills, and all the machines used in sheetmetal work.

By the end of the shop practices class, they had developed enough self-confidence to perform minor machine operations for their own projects—and a new appreciation of what's involved for the Model Shop when they specify tight tolerances in their designs.



James Flood (left) of Labs-1U gets a lesson in lathe operation from George Borg.

Rookies

It's been a year since BAEDP started an experimental program of in-house training in programming/analysis for a group of 16 HP employees, chosen from more than 160 applicants interested in this new career path.

The results were so successful, according to BAEDP recruiting and training manager Don Higgins, that a new group of seven students has just been selected to begin training in mid-April.

The first two months of the program are spent in formalized instruction, then students are assigned to on-going projects to work on actual problems under supervision.

Eleven of the original group are now working in BAEDP: Karen Lane, Arthur Jordon, Linn Honaker, George Cullison, Joyce Connor, Bob Kalsey, Barry Patrick, Russ Feirstein, Debbie Williams, Nancy Perakis, and Sue Bishop. (Sue is currently on maternity leave as is Hudi Cantrell, the group's first instructor.) Three have transferred to other divisions where they have data processing assignments: Mitcie Gardener at Microwave Semiconductor and Marta Gomez and Rod Coelho at Santa Clara. One person left the program during the training, and one left HP to return to the East Coast.

With a second contingent of students ready to go, BAEDP is looking for a suitable name for the program—which has been known within the department as "the Rookies." Those first trainees have clearly outgrown the pet name!

IEEE honor

Bud Eldon, who has been active in the Institute of Electrical and Electronics Engineers (IEEE) for 20 years, was recently elected Regional Director of the 12-state Western Region of that organization.

Bud, who was formerly manufacturing manager of IC at the Santa Clara Division, has just returned to Corporate as part of John Veteran's group in Corporate Material Services. (He directed Corporate Systems/EDP from 1962-66.)

He will be one of 10 regional directors on the international board of directors of IEEE, which has about 180,000 members worldwide and is considered the major professional organization in the electrical and electronics fields. Also represented on the board are the seven groups of professional societies in IEEE.



TAKING A GOOD LOOK AT HP are these Cal Tech students, part of a group of 31 hosted by the company in mid-January. Here Ralph Patterson of HPL's Physical Research Lab in building 25 talks about a bubble memory chip under a microscope, projected on a small TV screen. The two-day visit was arranged by Cal Tech alumnus Jim Boyden, director of the Physical Electronics Lab.

Racquetball tourney

Forty racquetball players from Corporate/HP Labs will have a chance to sign up for the second semiannual HP Interdivisional Racquetball Tournament, set for February 23 and 24.

This time the tourney will include competition from General Systems, Data Systems, and Data Terminals divisions, and the Customer Service Center in Mountain View.

Each of the five participating entities is limited to 40 players, with sign-ups on a "first pay, first play" basis. Women who enter will choose between playing in coed or women's competition.

The entry fee of \$4.00 per player covers all costs, and each entrant is sure of at least two matches of play. Money must be in to Dan Clark, 1U (x2145) by 4 p.m. on February 9.

Location for the event (which starts Friday evening and finishes up Saturday mid-morning) will be the Wallbangers Racquetball Club in Cupertino.

Volleyball

The lunchtime volleyball players in the main complex have become organized into a team entered in the Palo Alto Recreation B League.

This is the first time that Corporate/HP Labs has succeeded in getting a team into that league, which gives preference to Palo Alto residents who have played in it before.

Play began in September and goes through March. Ken Winkleblack from the Santa Rosa Division, now working in Labs 1L, is the manager.

Around the Beat

Tony Coleman of Personnel is serving on a Santa Clara County Manufacturing Group Task Force on Management Training and Development which is assessing how industry can help develop training programs for county management. . . . Mentioned in the Newsgrams distributed worldwide: Corporate Customs under Rich Fedor transferred from Corporate Traffic to the Corporate Tax department on January 2, with a move from building 28 to 18 set for this spring. . . . The \$12/day Hospital Benefit eliminated from short-term disability insurance (both HP's own California Voluntary plan and SDI) as a result of recent California legislation was picked up by HP's various group health plans on January 1. All reasonable expenses for hospital services and supplies are thus still fully covered. . . . Wondering whether to take HP's voluntary disability plan as an income tax deduction? Best available answer is that it appears to be a supportable deduction—and if you're audited and the deduction is disallowed, HP's plan consultant will supply your defense in Tax Court. . . . Details next time on two new HPL labs (headed by John Moll, Pat Castro) created in a restructuring of Technology Research Center.

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