

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P45

ATTENTION: Payroll Officers - All Departments and Agencies

SUBJECT: April 1, 1972 Salary Increase

Attached are detailed instructions for implementing the
general salary increase enacted by the 1972 Legislature.

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 350

PROBLEM SET 1

1.

Consider a particle of mass m moving in a potential $V(x) = \frac{1}{2}kx^2$. The energy levels are given by $E_n = \hbar\omega(n + \frac{1}{2})$. The ground state wave function is $\psi_0(x) = \frac{1}{\sqrt{\pi}a} e^{-x^2/2a^2}$.

Calculate the expectation value of the position $\langle x \rangle$ and the position squared $\langle x^2 \rangle$ in the ground state.

2.



STATE OF NEW YORK
DEPARTMENT OF AUDIT AND CONTROL
ALBANY

ARTHUR LEVITT
STATE COMPTROLLER

May 17, 1972

IN REPLYING REFER TO

MEMORANDUM

TO : All Payroll Agencies

FROM : Department of Audit and Control
Bureau of Payroll Audit
Salary Determination Section

SUBJECT: April 1, 1972 Salary Increase

The general salary increase to be effective April 1, 1972 will be paid from March 30, 1972 to Institution employees and from April 6, 1972 to employees of Administrative agencies. The increase will be processed in pay period #6, Institution - June 8/21; Administration, June 15/28. Copies of the new salary grade schedule and conversion charts for Civil Service grades are enclosed.

The salary increase will be applied to an employee's April 1 incremented base salary. The amount of increase and new annual salary based on the salary grade revision will be determined as follows:

1. Salary on Step

If the base salary on April 1 is identical with any step of the grade, including the additional increment steps, adjustment will be equal to the difference between that salary step and the corresponding salary step of the revised grade schedule.

2. Salary off Step

If the base salary on April 1 is less than the second additional increment step and not identical with any step in the old schedule, adjustment will be equal to the difference between the next higher step and the corresponding salary step in the new schedule.

3. If the base annual salary is in excess of the rate at the 2nd additional step of the old schedule, the amount of increase will be 4% of the annual salary adjusted to the next higher whole dollar amount.

The Salary Conversion Chart reflects these computations and should be used to determine new annual salaries at all grade levels.

Salaries in grade 38 positions will be increased by 4% of the annual salary adjusted to the next higher whole dollar amount.

The Department of Audit and Control will automatically compute the new annual salary and the retroactive adjustments due for all employees who have had no change in annual salary since April 1, 1972. Form PR75B will be required for those employees who have had an annual salary change since April 1, 1972. Those employees who have received an other than normal biweekly will receive an incorrect adjustment. PR75B will be required for correction.

The amount of the salary increase for unallocated N.S. - Code 60 positions will be determined as follows:

1. Full Annual Salaries at \$4595 and Higher

April 1st annual salary will be increased by 4% and adjusted to the next higher whole dollar amount. The Department of Audit and Control will automatically compute the adjustment due under these provisions and Form PR75B will not be required.

2. Salaries at Per Diem and Hourly Rate

Multiply a daily rate by 261 and an hourly rate by 2088 to project an annual salary. Determine revised annual as indicated in paragraph 1 above. Divide the revised annual rate by 261 or 2088 to arrive at the increased daily or hourly rate.

3. Part Time Employees with Annual Salaries

If the position occupied is listed in the budget allocation as a full time position and the employee is working a stated percentage of full time, first determine the revised full time annual rate for the position as indicated in paragraph 1 above. Then reduce to stated part time portion to arrive at converted salary.

If the position occupied is listed in the budget allocation for a stated percentage of full time, such as $\frac{1}{4}$ time, $\frac{1}{2}$ time, determine the full annual and adjust as indicated in paragraph 1 above. Then reduce to part time proportion of converted annual salary.

If the position occupied is listed in the budget allocation as a part time position with no indication of percentage of full time involved, the adjustment will be 4% of the April 1 part time salary rounded to the next higher whole dollar amount.

A PR75B form will be required to increase any per diem, hourly or part time annual salary.

4. Annual Salaries Less than \$4595

The Director of the Budget is authorized to make appropriate salary adjustments covering such positions. Where an adjustment is provided, the positions and adjusted salaries must be listed on an amended Budget Certificate of Approval. A form PR75B will be required for these increases and should be submitted only after the Budget Certificate has

been issued.

5. Trainees and Interns

The annual salary of employees occupying Trainee (code 60) positions and receiving the Trainee salary, and of employees serving as Interns will be increased by 4% rounded to the next higher whole dollar amount.

An employee occupying a Trainee position who is receiving a salary based on former service in a graded position will receive a converted salary based on the former grade revision. A PR75B must be submitted to effect such adjustment.

6. Employees occupying lower grade but receiving the salary of a higher grade, due to the abolishment of the former position, will receive a converted salary based on the higher grade. A PR75B must be submitted to effect adjustment.

7. There has been no increase granted at this time for OS (code 70) positions.

Section 47

This section is equivalent to the provision last year which provided an adjustment for employees at the maximum and first additional step of the grade schedule because other employees at a lower step on the salary schedule advanced to higher salaries when they received their maximum or first additional step. No action is required as this adjustment has already been provided in the extended maximums which were set up under the increment program for annual increments effective April 1, 1972. Therefore, any employee eligible for an adjustment under this section would have already received it within the April 1 increment program.

Section 51

This section provides for extension of the minimum annual salary of \$6000 for employees after they have completed 26 bi-weekly pay periods of service. An employee who has completed or will complete 26 complete pay periods of service during the period from April 1, 1971 through March 31, 1973, will be entitled to a minimum gross annual salary of \$6000 including all salary compensation except inconvenience pay. Form PR75B will be required to report the employees eligible to advance to \$6000.

Section 52

This section provides a new benefit in the form of additional compensation for pre-shift briefing for full time employees in the Security Services Negotiating Unit. Each eligible employee will receive an additional four (\$4) dollars per week or \$8 added to his normal biweekly salary. This is not a part of the basic annual salary but should be reported as a biweekly factor of \$8 briefing pay. The \$8 will be included in the conversion payment. However, the code 6 designation will not appear on the printed payroll at this time.

We will compute the new converted annual salary and the retroactive adjustment for all employees who have not had an annual salary change since April 1, 1972. This payment will include the adjustment for five

pay periods added to the new normal biweekly salary inclusive of all additional salary factors. Any employee who received an other than normal biweekly, lost time, etc., in the retroactive period will receive an incorrect adjustment. A PR75B will be required to make corrections.

In addition to your normal transactions for the 6th payroll period PR75B forms must be submitted to effect conversion in the following situations:

1. N.S. employees whose annual salary is below \$4595, where an amended certificate has been issued.
2. Any employee who has had a change in annual salary since 4/1/72, and any employee appointed after that date.
3. Institution teachers paid on a 10 month rate basis, to show corrected retroactive adjustment.
4. Employees paid on a lag basis to correct the retroactive adjustment.
5. Employees paid at other than annual rate who are eligible for a salary increase.
6. Part-time employees paid on an annual basis.
7. Where adjustment is required for overtime services performed in the new fiscal year which was paid within the retroactive period.

Tentative Payroll

After payrolls are processed for pay period #5, the Department of Audit and Control will process the salary increase as indicated and produce a tentative payroll listing which will show the new annual and new biweekly gross salary. The listing will be forwarded shortly after your regular payroll for period #5. The tentative payroll listing will be used by you as the "previous payroll" for all information supplied on all forms in period #6, including "deduct" figures. The tentative should be carefully examined by all agencies and PR75B should be submitted where any adjustment is not proper.

In order to assist agencies to the extent possible, Audit and Control will print a list of exceptions which can be identified by the computer. The listing showing the following exceptions will be forwarded with the tentative payroll:

No grade on master record.

Agency: Must ascertain grade and submit Form PR75B, if eligible, for increase.

Salary below minimum of the grade. These should be part time employees in full time graded positions, also employees on leave of absence at less than full pay.

Agency: Must submit PR75B reporting amount of increase due employee.

Salary below \$4595 in N.S. (code 60) position.

Agency: Budget Division action is necessary to obtain salary adjustment for these employees. Form PR75B should be submitted only after an amended Budget Certificate has been received.

Pay Period Following Conversion Period

After the payroll for the conversion period is processed, Audit and Control will automatically restore to normal payment employees as indicated below. The biweekly payment will include the additional compensation which was recorded by Audit and Control computer on conversion or reported by the Agencies during the conversion period.

1. Employees at annual salaries of \$4778 and above in Civil Service grades 1 through 38, in N.S. (code 60) positions, in OS (code 70) positions will be restored to normal by Audit and Control.
2. Employees with other than annual salaries and at annual salaries below \$4778 in Civil Service grades 1 through 38, in N.S. (code 60) positions, in O.S. (code 70) positions will not be restored to normal. A listing of these employees will be prepared by Audit and Control.
3. All employees in any other grade designations will not be restored to normal.
4. Institution Teachers paid over a 10 month period will be restored to an incorrect normal. PR75B must be submitted for correction.

A tentative payroll will again be prepared by Audit and Control which will include the biweekly payments for all employees automatically restored by Audit and Control. A copy of the tentative payroll listing will be forwarded to each Payroll Agency shortly after the regular payroll for the conversion (payroll #6) is processed. This tentative listing should be carefully examined by the Agencies and used as the "previous payroll" for all information supplied on all forms in pay period #7. The listing of exceptions to automatic restoral as indicated in paragraph 2 above will be forwarded with the tentative payroll. This listing should be examined and Forms PR75B submitted to restore to normal salary where required. PR75B must also be submitted for any employee covered in paragraphs 3 above who is to be restored to a normal salary.

Requests for further explanation or specific questions concerning salary determination should be directed to this department, Bureau of Payroll Audit, Salary Determination Section, Alfred E. Smith State Office Building, Albany, New York or phone 474-3692 or 474-1530.

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY ADJUSTMENT CHART - ALLOCATED POSITIONS
 APRIL 1, 1972

<u>GRADE</u>		<u>1ST</u> <u>YEAR</u>	<u>2ND</u> <u>YEAR</u>	<u>3RD</u> <u>YEAR</u>	<u>4TH</u> <u>YEAR</u>	<u>MAX.</u> <u>SALARY</u>	<u>1ST ADD.</u> <u>STEP</u>	<u>2ND ADD.</u> <u>STEP</u>
1	OLD	4595	4809	5023	5237	5451	5665	5879
	ADJ	183	192	201	210	219	228	237
	NEW	4778	5001	5224	5447	5670	5893	6116
2	OLD	4781	5005	5229	5453	5677	5901	6125
	ADJ	191	200	209	218	227	236	245
	NEW	4972	5205	5438	5671	5904	6137	6370
3	OLD	5023	5259	5495	5731	5967	6203	6439
	ADJ	202	211	220	229	238	247	256
	NEW	5225	5470	5715	5960	6205	6450	6695
4	OLD	5262	5510	5758	6006	6254	6502	6750
	ADJ	210	220	230	240	250	260	270
	NEW	5472	5730	5988	6246	6504	6762	7020
5	OLD	5520	5781	6042	6303	6564	6825	7086
	ADJ	222	232	242	252	262	272	282
	NEW	5742	6013	6284	6555	6826	7097	7368
6	OLD	5829	6102	6375	6648	6921	7194	7467
	ADJ	233	244	255	266	277	288	299
	NEW	6062	6346	6630	6914	7198	7482	7766
7	OLD	6164	6449	6734	7019	7304	7589	7874
	ADJ	247	258	269	280	291	302	313
	NEW	6411	6707	7003	7299	7595	7891	8187
8	OLD	6518	6814	7110	7406	7702	7998	8294
	ADJ	260	272	284	296	308	320	332
	NEW	6778	7086	7394	7702	8010	8318	8626
9	OLD	6890	7200	7510	7820	8130	8440	8750
	ADJ	276	288	300	312	324	336	348
	NEW	7166	7488	7810	8132	8454	8776	9098
10	OLD	7294	7618	7942	8266	8590	8914	9238
	ADJ	292	305	318	331	344	357	370
	NEW	7586	7923	8260	8597	8934	9271	9608
11	OLD	7729	8067	8405	8743	9081	9419	9757
	ADJ	308	322	336	350	364	378	392
	NEW	8037	8389	8741	9093	9445	9797	10149
12	OLD	8170	8523	8876	9229	9582	9935	10288
	ADJ	327	341	355	369	383	397	411
	NEW	8497	8864	9231	9598	9965	10332	10699

<u>GRADE</u>		<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>	<u>1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
13	OLD	8659	9028	9397	9766	10135	10504	10873
	ADJ	346	361	376	391	406	421	436
	NEW	9005	9389	9773	10157	10541	10925	11309
14	OLD	9167	9553	9939	10325	10711	11097	11483
	ADJ	368	383	398	413	428	443	458
	NEW	9535	9936	10337	10738	11139	11540	11941
15	OLD	9701	10103	10505	10907	11309	11711	12113
	ADJ	388	404	420	436	452	468	484
	NEW	10089	10507	10925	11343	11761	12179	12597
16	OLD	10255	10675	11095	11515	11935	12355	12775
	ADJ	410	427	444	461	478	495	512
	NEW	10665	11102	11539	11976	12413	12850	13287
17	OLD	10844	11285	11726	12167	12608	13049	13490
	ADJ	433	451	469	487	505	523	541
	NEW	11277	11736	12195	12654	13113	13572	14031
18	OLD	11471	11935	12399	12863	13327	13791	14255
	ADJ	458	477	496	515	534	553	572
	NEW	11929	12412	12895	13378	13861	14344	14827
19	OLD	12103	12588	13073	13558	14043	14528	15013
	ADJ	485	504	523	542	561	580	599
	NEW	12588	13092	13596	14100	14604	15108	15612
20	OLD	12734	13241	13748	14255	14762	15269	15776
	ADJ	510	530	550	570	590	610	630
	NEW	13244	13771	14298	14825	15352	15879	16406
21	OLD	13422	13951	14480	15009	15538	16067	16596
	ADJ	537	558	579	600	621	642	663
	NEW	13959	14509	15059	15609	16159	16709	17259
22	OLD	14154	14706	15258	15810	16362	16914	17466
	ADJ	566	588	610	632	654	676	698
	NEW	14720	15294	15868	16442	17016	17590	18164
23	OLD	14915	15491	16067	16643	17219	17795	18371
	ADJ	597	620	643	666	689	712	735
	NEW	15512	16111	16710	17309	17908	18507	19106
24	OLD	15719	16317	16915	17513	18111	18709	19307
	ADJ	629	653	677	701	725	749	773
	NEW	16348	16970	17592	18214	18836	19458	20080
25	OLD	16599	17222	17845	18468	19091	19714	20337
	ADJ	664	689	714	739	764	789	814
	NEW	17263	17911	18559	19207	19855	20503	21151

<u>GRADE</u>		<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>	<u>1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
26	OLD	17483	18132	18781	19430	20079	20728	21377
	ADJ	699	725	751	777	803	829	855
	NEW	18182	18857	19532	20207	20882	21557	22232
27	OLD	18438	19110	19782	20454	21126	21798	22470
	ADJ	737	764	791	818	845	872	899
	NEW	19175	19874	20573	21272	21971	22670	23369
28	OLD	19420	20117	20814	21511	22208	22905	23602
	ADJ	777	805	833	861	889	917	945
	NEW	20197	20922	21647	22372	23097	23822	24547
29	OLD	20453	21177	21901	22625	23349	24073	24797
	ADJ	818	847	876	905	934	963	992
	NEW	21271	22024	22777	23530	24283	25036	25789
30	OLD	21534	22282	23030	23778	24526	25274	26022
	ADJ	861	891	921	951	981	1011	1041
	NEW	22395	23173	23951	24729	25507	26285	27063
31	OLD	22691	23465	24239	25013	25787	26561	27335
	ADJ	908	939	970	1001	1032	1063	1094
	NEW	23599	24404	25209	26014	26819	27624	28429
32	OLD	23913	24712	25511	26310	27109	27908	28707
	ADJ	956	988	1020	1052	1084	1116	1148
	NEW	24869	25700	26531	27362	28193	29024	29855
33	OLD	25221	26043	26865	27687	28509	29331	30153
	ADJ	1009	1042	1075	1108	1141	1174	1207
	NEW	26230	27085	27940	28795	29650	30505	31360
34	OLD	26577	27425	28273	29121	29969	30817	31665
	ADJ	1063	1097	1131	1165	1199	1233	1267
	NEW	27640	28522	29404	30286	31168	32050	32932
35	OLD	27966	28838	29710	30582	31454	32326	33198
	ADJ	1118	1153	1188	1223	1258	1293	1328
	NEW	29084	29991	30898	31805	32712	33619	34526
36	OLD	29384	30281	31178	32075	32972	33869	34766
	ADJ	1175	1211	1247	1283	1319	1355	1391
	NEW	30559	31492	32425	33358	34291	35224	36157
37	OLD	30932	31855	32778	33701	34624	35547	36470
	ADJ	1237	1274	1311	1348	1385	1422	1459
	NEW	32169	33129	34089	35049	36009	36969	37929

This chart covers full time employees in Civil Service grades 1 through 37 and is to be applied to the employees annual salary after the addition of any increment due on April 1, 1972.

The reference to "old" indicates salary steps in the April 1, 1971 salary schedule; reference to "new" indicates salary steps in the new schedule effective April 1, 1972; reference to "adj" indicates the amount of increase to be added to the old salary in order to arrive at the new salary.

Converted annual salary for full time employees will not be less than the annual salary at the first step in the revised grade schedule.

An employee whose annual salary is in excess of the 2nd additional step of the grade in the old schedule will receive an increase equal to 4% of his annual salary adjusted to the next higher whole dollar amount.

An employee appointed on or after April 1, 1972 will receive the minimum salary for the grade as indicated in the new April 1, 1972 Salary Grade Schedule.

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE - EFFECTIVE APRIL 1, 1972

<u>SALARY GRADE</u>	<u>ANNUAL INCREMENT</u>	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>	<u>1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
1	\$223	\$4778	\$5001	\$5224	\$5447	\$5670	\$5893	\$6116
2	233	4972	5205	5438	5671	5904	6137	6370
3	245	5225	5470	5715	5960	6205	6450	6695
4	258	5472	5730	5988	6246	6504	6762	7020
5	271	5742	6013	6284	6555	6826	7097	7368
6	284	6062	6346	6630	6914	7198	7482	7766
7	296	6411	6707	7003	7299	7595	7891	8187
8	308	6778	7086	7394	7702	8010	8318	8626
9	322	7166	7488	7810	8132	8454	8776	9098
10	337	7586	7923	8260	8597	8934	9271	9608
11	352	8037	8389	8741	9093	9445	9797	10149
12	367	8497	8864	9231	9598	9965	10332	10699
13	384	9005	9389	9773	10157	10541	10925	11309
14	401	9535	9936	10337	10738	11139	11540	11941
15	418	10089	10507	10925	11343	11761	12179	12597
16	437	10665	11102	11539	11976	12413	12850	13287
17	459	11277	11736	12195	12654	13113	13572	14031
18	483	11929	12412	12895	13378	13861	14344	14827
19	504	12588	13092	13596	14100	14604	15108	15612
20	527	13244	13771	14298	14825	15352	15879	16406
21	550	13959	14509	15059	15609	16159	16709	17259
22	574	14720	15294	15868	16442	17016	17590	18164
23	599	15512	16111	16710	17309	17908	18507	19106
24	622	16348	16970	17592	18214	18836	19458	20080
25	648	17263	17911	18559	19207	19855	20503	21151
26	675	18182	18857	19532	20207	20882	21557	22232
27	699	19175	19874	20573	21272	21971	22670	23369
28	725	20197	20922	21647	22372	23097	23822	24547
29	753	21271	22024	22777	23530	24283	25036	25789
30	778	22395	23173	23951	24729	25507	26285	27063
31	805	23599	24404	25209	26014	26819	27624	28429
32	831	24869	25700	26531	27362	28193	29024	29855
33	855	26230	27085	27940	28795	29650	30505	31360
34	882	27640	28522	29404	30286	31168	32050	32932
35	907	29084	29991	30898	31805	32712	33619	34526
36	933	30559	31492	32425	33358	34291	35224	36157
37	960	32169	33129	34089	35049	36009	36969	37929
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