

WERS 2004: Variable Notes

Version 2.2 (February 2009)

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Introduction

This updated set of variable notes (Version 2.2) updates the previous notes accompanying version 2 of the WERS 2004 data, deposited at the UK Data Archive in April 2007. Additions to these notes since version 2.1 are listed in the appendix to this document.

Version 2 of the WERS 2004 data

Version 2 of the data includes regional and industry identifiers for both the Cross-Section Management data file and the Panel data file, along with the data file relating to the Cross-Section Financial Performance Questionnaire. The assurances given to respondents meant that this information could not be made publicly available until April 2007 (two years following the final interview). At the same time as depositing this additional data, the opportunity was taken to make some small revisions to the WERS 2004 datasets:

Revised weight for Cross-Section Survey of Employees

The original weight (SEQWTNR) provided to users on the WERS 2004 Cross-Section Survey of Employees data file was not exactly as described in Section 7.4 of the [WERS 2004 Technical Report](#). Specifically, the adjustment for differential response rates by gender, which is discussed on p.102 of the Technical Report, was not included. Accordingly, a revised weight (SEQWTNR2) has been added to the dataset. A separate note outlines this issue in more detail and describes the impact on survey estimates of revising the weight to include the gender adjustment: for further details please see <http://www.wers2004.info/FAQ.php>

Small additional revisions

A number of small additional revisions have been made to the Cross-Section Management and Employee Representative data files. Errors fixed in the revised version of the data are marked with the phrase “Note: fixed in revised dataset”. They remain in this document for the benefit of users working with the previous version of the dataset. The variables affected are as follows:

Cross-Section Survey of Managers: ZTOTMEN, ZTOTWOM, IMATWKS, JSTIME, JCLTIME, SEQPLACE

Cross-Section Survey of Employee Representatives: XCODE12, XCODE13

Existing users of the WERS 2004 data (prior to April 2007) may wish to download the revised files from the Economic and Social Data Service. Alternatively, syntax to fix these issues is available upon request from the WERS Information and Advice Service. For further information, please email wers2004@niesr.ac.uk

There remain some issues that all users should be aware of when conducting analysis of WERS 2004, as detailed in the rest of this guide. We will continue to periodically update these variable notes; users are encouraged to report any further issues to us by emailing wers2004@niesr.ac.uk

Cross-Section Survey of Managers (MQ)

1. General notes:

1.1. Multiple-response items

Questions that permitted multiple responses (e.g. CFACTORS) are identified with the symbol ^ in the questionnaires. In the data files, the responses to these questions are stored in successive variables (e.g. CFACTOR1, CFACTOR2 and so on). The first variable in the set contains the first response mentioned in the interview, the second variable holds the second response, etc.

Some multiple-response questions allowed the respondent to give answers other than those included on the pre-specified code frame. In such cases, the 'other' answers were recorded verbatim by interviewers and then subsequently coded into additional variables beginning with the letter X (e.g. XCFACT1, XCFACT2, XCFACT3). These additional variables follow the main set on the data file. The original 'other' code remains present in the main set of variables. A respondent using the 'Other, please specify' item on CFACTORS (code 9) will thus have a value of 9 in one of the variables CFACTOR1-CFACTOR9 plus a set of values in XCFACT1-XCFACT3 which correspond to the codes assigned to their verbatim answers during the data coding and editing process. The original 'other' code should be ignored during analysis to prevent double-counting.

In some cases, more responses were allowed for than were actually required – therefore some variables on the dataset contain no data. A list of these variables is given below in the order in which they appear on the data file:

AHOWCH08,09,10,11,12	HRESOLV5,6,7
BYOURJ14,15	XHRESOL2,3
BPOLIC14	XHAWARE3
BCONSU14	HACCOM10
BREPOR14	HTYPE16,17
BCONMOR5	XHTYPE3
BREPMOR5	XHOTHAW3
BMEMBER6	HOTHAC10
BADVIC10,11	HREVIE9,10
BADVICE3	XHREVIE3
BAISSUE8	IGROUN10
BMANAGE8	IWHYNOT5,6,7
CSPECIA7	XIWHYNOT2,3
COBJECT7	IPRACT15,25,35,45,55
DMWHIC14	IFLEX9
DBWHIC14	XIPTGRP2,3
XDBWHIC3	IFLXGR10
DWHICH14	XIFLXGR3
XDWHICH3	IMALEOF5,6
D1WHI14	IFMOFF7,8
XD1WHI2,3	XIFMOFF3
DSELECT5,6	IFAMILY6

XDSELEC3	ISELCOM5,6
DTRAIN6	XISELCO2,3
DCONSUL8	ISELREP3,4,5,6
EOTHNA05,06,07,08,09,10	XISELRE2,3
ESELECT4	ICONSUL5
XESELEC3	XICONSU3
XFFACT03	IINJURY7,8
FPERF3	IILLNES9
FPERWH09,10	XJWHYOU2,3
XFMEASU3	JCONIN06,07,08,09,10,11,12
XFLEVEL3	XJWHYIN3
FPRPOC09,10	JWHYTEM7
FOCCGR09,10	XJWHYTE3
FWHODID8,9	JWHYFIT6,7
XFWHERE3	JOBSEC10,11
XFWHER22,23	JREDREA6,7,8,9
FWRITE8	XJREDRE3
FOTHTIT6	XJISSCO3
FENTITL6	JCHANGE4,5
FSOCIN10,11	XJCHANG2,3
FWHOAPP6	KREQUI10
XGISSUE3	XKREQUI2
GBODY8	KHOWMON7
XGBODY3	KTARGE12
GACTIO06,07,08,09,10,11	
GPSTYR7,8,9	

1.2 Variables indicating the proportion of employees for whom a practice applied

Questions that asked about the proportion of employees to which a practice applied (e.g. BINVMANG) could be answered in two ways. The first was for the respondent to cite the percentage using the code frame provided (i.e. ‘All (100%)’, ‘Almost all (80-99%)’ etc). The second was for the respondent to cite the actual number of employees, with this value being coded into a second variable with a T suffix (in this case BINVMANT). SPSS syntax which combines the responses by recoding the T values back into the percentage code frame is available from the website of the WERS 2004 Information and Advice Service: <http://www.wers2004.info/FAQ.php#syntax> .

2. Variable-specific notes:

EPQ Questions 1-3:

There are some discrepancies between the figures reported in EPQ Questions 2 and 3, and the total number of employees (ZALLEMPS), given in the answer to EPQ Question 1. Flag variables to identify these cases were created by the WERS 2004 Research Team and are included in the syntax to create the derived variables used in the First Findings analysis. A value of 1 on the flag variable is used to indicate that the data are not internally consistent. The syntax to create these variables is provided in the file, ‘WERS 2004 MQ derived variables for FF.sps’, which can be downloaded

from the website of the WERS 2004 Information and Advice Service at:
<http://www.wers2004.info/research/primaryanalysis.php>

The flag variables are as follows:

NMF_FLG: indicates whether the answers given at EPQ Qn.2, regarding the number of male and female full-time and part-time employees (ZMALFULL, ZFEMFULL, ZMALPRT, ZFEMPRT), tally with the total number of employees given at ZALLEMPS.

NOCC_FLG: indicates whether the sum of the total number of employees reported for each occupational group (ZMNG_TOT through ZROU_TOT) equals the total number of employees given at ZALLEMPS.

NMNG_FLG, NPRO_FLG, NTEC_FLG, NADM_FLG, NSKL_FLG, NPER_FLG, NSAL_FLG, NOPE_FLG, NROU_FLG: indicate whether the total number of employees in each occupational group tally with the figures reported by male and female, full-time and part-time, for each occupational group.

NMFT_FLG, NFFT_FLG, NMPT_FLG, NFPT_FLG: indicate whether the number of male and female, full-time and part-time employees for each occupational group reported in EPQ Qn.3 tally with the total number of male and female, full-time and part-time employees given in the answer to EPQ Qn.2.

ZTOTMEN, ZTOTWOM:

There are 11 workplaces where ZTOTMEN and ZTOTWOM (total males and total females at the establishment respectively) are both equal to zero. In 10 of these cases, this is due to missing values on the component variables (ZMALFULL, ZFEMFULL, ZMALPRT, ZFEMPRT). In these cases, ZTOTMEN and ZTOTWOM should have been set to missing. In the final case, the four component variables are each equal to zero. **[Note: fixed in revised dataset]**

Note that there are a further 33 cases where ZTOTMEN and ZTOTWOM do not sum to ZALLEMPS. These cases (as well as the 11 mentioned above) are identified by a flag variable, NMF_FLG, created by the WERS 2004 Research Team, as described in the above note regarding EPQ Questions 1-3.

ZSOC:

This variable is named XSOC2000 on the deposited data file. Labels for the codes are provided in the documentation for SOC(2000), which can be found at:
http://www.statistics.gov.uk/methods_quality/ns_sec/soc2000.asp

ZWAGEMA-ZWAGEMD, ZWAGEFA-ZWAGEFD:

Managers were asked to specify how many employees at the establishment aged 22 or over were currently paid in each of four wage bands, split by males and females. It appears that many respondents ignored the request to confine figures to those aged 22 or more since the totals conform more closely to the total number of employees at the workplace. There are also 57 cases where the sum of the number of employees given at ZWAGEMA through ZWAGEFD actually exceeds the total number of employees reported at ZALLEMPS.

ZABSENCE:

Some responses to this question (EPQ Q10: Over the last twelve months what percentage of work days was lost through employee sickness or absence at this establishment?) indicate a very high percentage of work days lost. The codebook indicates that values of 20% or more were checked during editing, but some particularly high figures remain on the dataset.

ASIC2003, ASIC92, ASIC80:

The questionnaire notes that there are three variables indicating the industrial activity of the establishment (ASIC2003, ASIC92 and ASIC80). These variables contain detailed industry identifiers (SIC Class level) which will not be added to the publicly available dataset until April 2007. Broad industry classifications (SIC Section level) are currently available on the general release files: NSICODE provides information on broad industry classification based on SIC(2003) and similarly NSICOD92 contains information on broad industry classification according to SIC(1992) .

COFFJOB:

The variable COFFJOB collects the number of experienced employees in the largest non-managerial occupation (LOG) who have received off-the-job training. However, in order to code this response back to the categories used in COFFJOB (*proportion of experienced employees in the LOG who have received off-the-job training*), one requires data on the total number of experienced employees in the LOG to provide a denominator for the fraction. This data was not collected in the questionnaire. In hindsight, the code 97 should not have been included as an option on COFFJOB.

DJOINT:

There are 108 workplaces in the MQ where the manager reports the presence of a workplace-level Joint Consultative Committee at DJOINT, but does not report the presence of any on-site employee representatives in Section E of the questionnaire (ESTEWARD, EOTHUREPS, EOTHREPS).

DPROPOR:

There are 7 cases coded 7 on this variable. However, the question was only asked in workplaces where there were problem-solving groups involving non-managerial employees (DCIRCLES) and so code 7 should have remained empty. The 7 cases therefore either represent punching errors or, more plausibly, some divergence between the definition of non-managerial employees used in the question filter (all employees outside SOC Major Group 1) and respondents' understanding of who constituted a non-managerial employee.

EUNIONA01-EUNIONA10:

The union names mentioned here are stored in FWHIUNI7-FWHIUN16. Numeric codes are stored in FWHIUCD7-FWHIUC16, with the code list provided in Unicode.pdf (part of the standard survey documentation).

EADDNA01-EADDNA10:

The union names mentioned here are stored in FWHIUN17-FWHIUN26. Numeric codes are stored in FWHIUC17-FWHIUC26, with the code list provided in Unicode.pdf (part of the standard survey documentation).

EOTHNA01-EOTHNA10:

The union names mentioned here are stored in FWHIUN27-FWHIUN36. Numeric codes are stored in FWHIUC27-FWHIUC36, with the code list provided in Unicode.pdf (part of the standard survey documentation).

FPERNON:

Some 46 cases are coded 7 on this variable. However, the question was only asked in workplaces where at least some non-managerial employees were said to have performance-related pay (FPERWHO) and so code 7 should have remained empty. The 46 cases therefore either represent punching errors or, more plausibly, some divergence between the definition of non-managerial employees used in the question filter (all employees outside SOC Major Group 1) and respondents' understanding of who constituted a non-managerial employee.

FNONWHOT:

This variable, indicating how many non-managerial employees at the workplace participate in the employee share ownership scheme(s), allowed respondents to state the exact number of employees to whom this applied, rather than estimating this as a proportion of employees at the workplace (FNONWHO). However, no respondents chose to give an exact figure for this question and so this variable contains no cases.

FCONSULT:

This question is not relevant for head offices (ACONHEAD=1); such workplaces should have been routed around this question.

HAWARE:

The label on code 2 in the published questionnaire should read 'In contract of employment'. The code was correctly labelled on the show-card used in the survey interview.

HOTHAWAR:

The label on code 2 in the published questionnaire should read 'In contract of employment'. The code was correctly labelled on the show-card used in the survey interview.

IMATWKS:

One workplace (SERNO 31458) reports a value of 97 for this variable: the number of weeks of maternity leave that would be paid at the employee's normal, full rate of pay. This is an error and the value should be recoded to missing (-8). [**Note: fixed in revised dataset**]

IPARPAID:

The question is somewhat imprecise as it does not define a period. It could be interpreted as relating to the number of days permitted each year, or the total number permitted over the child's early years. Alternatively, it could be interpreted as the number of days permitted to be taken together in one instance.

JSTIME, JCLTIME:

These variables contain the usual opening and closing times of workplaces, where applicable. In the SPSS version of the management dataset, these variables are displayed in time format, for example, if a business opens at 8am this appears as 8:00:00 in the data file. For those workplaces where this question was not applicable, this is shown as -0:00:01 in the dataset.

In Stata, these variables appear in a different format, where the time is displayed as a proportion of 24 hours. These variables can be converted into time format by use of the syntax given below. In order for this to run, users should check that they first have the required 'stimeofday.ado' file installed (this can be downloaded by entering 'time of day' into Stata's help function, and choosing the option 'Speaking Stata: Time of Day').

The following syntax restores the values stored in JSTIME and JCLTIME back into actual times (in hh:mm format, albeit stored in string format). It also creates two new variables (JSTIMEN and JCLTIMEN), which hold the data as numeric values (e.g. 8.5 for 08:30am). The advantage of numeric format is that this allows users to work out the number of hours for which the workplace operates each day (i.e. JCLTIME-JSTIME where JTIME=3).

[Note: affects Stata version only, fixed in revised dataset]

*First open MQ dataset.

```
gen jstimen=jstime*24 if jstime>=0
stimeofday jstimen, gen (newstime) n(h) s(h m)
replace jstimen=-1 if jstime<0
label define jstimen -1 "Not applicable"
label values jstimen jstimen
tostring jstime, replace force
replace jstime=newstime
replace jstime="-1 Not applicable" if newstime=="

gen jcltimen=jcltime*24 if jcltime>=0
stimeofday jcltimen, gen (newcltime) n(h) s(h m)
replace jcltimen=-1 if jcltime<0
label define jcltimen -1 "Not applicable"
label values jcltimen jcltimen
tostring jcltime, replace force
replace jcltime=newcltime
replace jcltime="-1 Not applicable" if newcltime=="

drop newstime newcltime
```

KACTIVS:

The filter is incorrectly specified in the questionnaire, this should read (ASTATUS=1-8 and ASINGLE=2), instead of (ASTATUS=1-8 and ASINGLE=1), to indicate a single, independent workplace. The filter operated correctly in the survey interview.

KPROSER, KMARKET, KLARGE, KCOMPET, KDEGREE, KOVRSEA, KCTPSHAR, KSTAMAR, KCOMPSUC, KPRICE, KQUAL, KRANK:

The filter is incorrectly specified in the questionnaire for these variables, this should read (ASTATUS=1-8 and (ASINGLE=2 or KACTIVM<=2)), instead of (ASTATUS=1-8 and (ASINGLE=1 or KACTIVM<=2)). The filter operated correctly in the survey interview.

KHITARG:

This question is not relevant for head offices (ACONHEAD=1); such workplaces should have been routed around this question.

MFPQ, NFPQ, FPQdist:

The labelling on the dataset suggests that the variable MFPQ indicates whether the management respondent agreed to distribute the Financial Performance Questionnaire (FPQ). However, this variable doesn't provide a reliable guide as to whether the FPQ was distributed. Instead, the variable FPQdist is a better guide as to whether the FPQ was accepted by the interviewed respondent, with the variable NFPQ indicating whether the questionnaire was eventually completed and returned.

There are a few workplaces where the variable FPQdist suggests that the FPQ was not distributed but NFPQ indicates that one was returned. This is likely to be the result of cases where the FPQ was returned for the whole organisation, and thus could realistically count as a response for a number of sites. For further details please refer to page 63 of the Technical Report.

SEQPLACE:

This variable contains a value of 3 for four workplaces, indicating that the SEQ is still to be placed. This is an error and these values should be recoded to value 2 "no – cannot place". Variables that use this information are correctly coded (NSEQYLD, NSEQRR, NNUMSEQ and NUMSEQ). [Note: fixed in revised dataset]

NERQRESP:

There are eight cases in which NERQRESP records responses from the Employee Representatives Questionnaire in workplaces that do not appear eligible for an interview with the surveyed representative. For example, SERNO 32462 yields an interview with the representative of a recognised union even though ESTEWARD in the management interview is coded don't know (-8). Similarly, SERNO 30052 yields an interview with a stand-alone non-union representative, despite ESITON recording the presence of non-union representatives on a Joint Consultative Committee (JCC). The eight workplaces yield a total of 11 interviews with employee representatives. These employee representative interviews are identified on XCODE13 on the Employee Representatives dataset (XS04_ERQ.*). (But also see the separate note on XCODE13 in the Variable Notes for the Employee Representatives Questionnaire.)

Cross-Section Survey of Employee Representatives (ERQ)

1. General notes:

1.1. Multiple-response items

As in the Cross-Section Survey of Managers, some questions in the Cross-Section Survey of Employee Representatives permitted respondents to give multiple responses. Such questions (e.g. WAPROT) are identified with the symbol ^ in the questionnaires. In the data files, the responses to these questions are stored in successive variables (e.g. WAPROT01, WAPROT02 and so on). The first variable in the set contains the first response mentioned in the interview, the second variable holds the second response, etc.

Some multiple-response questions allowed the respondent to give answers other than those included on the pre-specified code frame. In such cases, the 'other' answers were recorded verbatim by interviewers and then subsequently coded into additional variables beginning with the letter X (e.g. XWAPROT1, XWAPROT2, XWAPROT3). These additional variables follow the main set on the data file. The original 'other' code remains present in the main set of variables. A respondent using the 'Other, please specify' item on WAPROT (code 13) will thus have a value of 13 in one of the variables WAPROT01-WAPROT13 plus a set of values in XWAPROT1- XWAPROT3 which correspond to the codes assigned to their verbatim answers during the data coding and editing process. The original 'other' code should be ignored during analysis to prevent double-counting.

In some cases, more responses were allowed for than were actually required – therefore some variables on the dataset contain no data. A list of these variables is given below in the order in which they appear on the data file:

WBWHYDO5	WDINVNU4
XWBWHYD3	WEADDME8
WBWHYUP5	XWEADDM3
XWBWHYU3	WEPHON10
WBSELEC5,6	WEORG6
XWBSELE3	WFINDA05,06,07,08,09,10,11
WBCOMI14	WFTHREA6, 7, 8
XWBCOMI3	WGCHANG5
WBCOMB14	WGACC10
WBWHOMA5	WGGRIEC4
XWBWHOM3	XWGGRI2, 3
WCCOMI14	WGGRIE15
WCNUCO13,14	WGOACC10
XWCNUCO2,3	WIOFFLE7
WCWHOMA4, 5	XWIOFFL3
XWCWHOM2,3	XWIREAS3
WCSOCME9	WKMANCH9
WCSELRE4, 5	WKNONCH6,7,8,9
XWCSELR2,3	WKWHYN08,09,10

2. Variable-specific notes:

WAREPTYP:

Some interviewers miscoded this question, leading to routing problems through the remainder of the questionnaire. Such cases were identified during editing and data amended where possible. Instances are identified on XCODE11.

WAFULLTI:

Some respondents interpreted this to relate to whether they worked full or part-time hours in their job, rather than the question of whether their representative duties were their sole work responsibility. Full-time representatives are identified in the sourcebook by comparing WAHRSWRK and WAHOURS.

WDHOURS-WDPERFAP:

In Versions 1-3 of the CAPI program, the textfill in WDHOURS-WDPERFAP took the value “union representatives”, irrespective of whether the question was being asked of a union representative or a non-union representative. This error was identified and corrected on 1/11/2004, approximately halfway through the ERQ fieldwork (see p. 28 of the Employee Representatives Questionnaire).

XWCWHOM1:

Codes 7 and 8 are unlabelled on the dataset for this variable. These should be labelled as follows: 7 ‘Some other manager’ and 8 ‘The most appropriate manager depending on the issue’.

XWAPROT1-XWAPROT3:

Code 16 is not labelled on the dataset for these variables. This should be labelled 16 ‘Work-life balance arrangements’.

XCODE12:

The print format in the SPSS dataset should be reset from F1.0 to F2.0 if the data is to be legible when using the LIST command. **[Note: fixed in revised dataset]**

XCODE13:

This variable is mistakenly coded 1 for SERNOs 32465 and 33641. In neither case is there a discrepancy between the eligible and interviewed representatives. **[Note: fixed in revised dataset]**

Cross-Section Survey of Employees (SEQ)

1. General notes:

1.1. Multiple response items

In the Cross-Section Survey of Employees, a small number of questions in Section E of the questionnaire were designed to accommodate multiple-responses (i.e. E4, E7, E8, E9). In these cases, the primary variable indicates the number of responses given by each respondent at that question, and subsequent variables indicate whether each of the available response categories was chosen. For example, the variable E4 indicates the number of responses given by each respondent at question E4, whilst codes indicating whether each of the six possible were chosen are contained in E4_1 (“No dependent children”) to E4_6 (“Children aged 12-18”).

In addition, a number of questions in the Survey of Employees attracted multiple responses from small numbers of employees, despite the questionnaire indicating that the respondent should tick only one box. In these cases, the main variable is coded to a specific missing value (-6). For questions that attracted multiple responses from more than 20 employees (B2, D2, E10 and E14), the multiple responses have been made available on the dataset adjacent to the main variable.

2. Variable-specific notes:

E11, E12, E13:

Data from these questions has been coded to SOC(2000), with the codes being stored in the variable XSOC2000 on the deposited data file. Labels for the codes are provided in the documentation for SOC(2000), which can be found at:

http://www.statistics.gov.uk/methods_quality/ns_sec/soc2000.asp

1998-2004 Panel Survey (PQ)

1. Variable-specific notes:

ASIC92, ASIC2003:

These variables erroneously contain a mixture of four-digit and five-digit codes. All four-digit codes should have a trailing zero (i.e. multiply the code value by 10). All of the codes will then have five digits, as intended.

Appendix: New Additions

Additions since version 1.1

New additions to the variable notes since version 1.1 are listed below.

Page 6: DJOINT

Page 8: KACTIVS

Page 9: MFPQ, NFPQ, FPQdist

Additions since version 1.2

Version 2 of the variable notes highlights those issues that have been fixed in the revised data deposited at the UK Data Archive in April 2007. Please see the introduction (page 3) for full details.

Other additions since version 1.2 are listed below.

Page 6: DPROPOR

Page 8: JSTIME, JCLTIME (Note: fixed in revised dataset)

Additions since version 2.0

New additions to the variable notes since version 2.0 are listed below.

Page 9: KPROSER, KMARKET, KLARGE, KCOMPET, KDEGREE, KOVRSEA, KCTPSHAR, KSTAMAR, KCOMPSUC, KPRICE, KQUAL, KRANK

Page 11: XWCWHOM1

Page 11: XWAPROT1-XWAPROT3

Additions since version 2.1

New additions to the variable notes since version 2.1 are listed below.

Page 5: EPQ Questions 1-3

Page 6: ZWAGEMA-ZWAGEMD, ZWAGEFA-ZWAGEFD

Page 14: ASIC92, ASIC2003

Plus the note for ZTOTMEN, ZTOTWOM (page 6) has been amended.