Workplace Employment Relations Study 2011 (WERS6)

FPQ Edit instructions

Version 4.2
18/07/12

The FPQ edit is to be conducted as a three-stage operation following completion of editing on the corresponding MQ [ReseDone].

- The first stage will be carried out by NatCen Operations and covers items 1 to 6 below.
- The second refers to item 7 and will be carried out by NatCen Research
- The third will arise from Research editing and will be carried out by BIS

All data keyed 'as seen' during NatCen Ops checks – i.e. no answer remains no answer rather than being coded '0'.

1. Soft checks on '0' and 'NIL' responses

If any of the following checks arise, editors should check the paper FPQ for keying errors, and amend if necessary.

OpsCheck 1: No answer at Q1 (ScopRet)
"OpsCheck 1: No answer at ScopRet (Q1). Code as 'relates to other workplaces also' if ScopOS, NoEst or EstTurn suggest this. Check paper FPQ - change if keying error or suppress."

OpsCheck 1a: Turnover: Q3 = "0" and paper FPQ
"OpsCheck 1a: Turnover at Totam (Q3) recorded as '0'. Please check paper FPQ - change if keying error or suppress."

OpsCheck 2: Total employment: Q4ft and Q4pt both "0" and paper FPQ
"OpsCheck 2: Full time and part time employees listed as '0' or 'NIL'. Please check paper FPQ - change if keying error or suppress."

2. Soft checks on ranges

If values fall outside of the ranges indicated below, editors should check the paper FPQ for keying errors, and amend if necessary. If the data has been correctly keyed, please suppress the check.

Each specific check should only be run if all of the data elements are present (so in the first case, only if Q3, Q4ft and Q4pt are all observed). If some elements of the check are missing the check is not applicable and the data will not be subjected to that check.

Data is keyed 'as seen' at Q3, Q5-8

OpsCheck 3: Turnover per full-time equivalent (Q3/(Q4ft+(0.4*Q4pt))) falls outside 10,000 – 25,000,000

"OpsCheck 3: Turnover per full-time equivalent not in range 10,000-25,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 4: Total employment (Q4tot) falls outside 5 – 10,000

"OpsCheck 4: Total employment (Q4Tot) not in range 5 to 10,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 5: Value of owned buildings (Q5a) falls outside 0 (blank) – 500,000,000

"OpsCheck 5: Value at ValownB (Q5a) over 500,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 6: Value of rented buildings (Q5b) falls outside 0 (blank) – 500,000,000
"OpsCheck 6: Value at ValrentB (Q5b) over 500,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 7: Value of other owned assets (Q5c) falls outside 1,000 – 500,000,000
"OpsCheck 7: Value at ValOwnAs (Q5c) not in range 1,000 to 500,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 8: Value of other rented assets (Q5d) falls outside 0 (blank) – 100,000,000
"OpsCheck 8: Value at ValRentAs (Q5d) over 100,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 9: Capital acquisitions (Q6a) falls outside 0 (blank) – 75,000,000
"OpsCheck 9: Value at Costaq (Q6a) over 75,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 10: Capital disposals (Q6b) falls outside 0 (blank) – 50,000,000
"OpsCheck 10: Value at Dispro (Q6b) over 50,000,000. Please check paper FPQ - change if keying error or suppress."

OpsCheck 11: Purchases as share of turnover (Q7/Q3) falls outside 0.005 – 0.99
"OpsCheck 11: Purchases (Valpur) as a share of turnover (TotAm) not in range 0.5% to 99%. Please check Q7 and Q3 on paper FPQ - change if keying error or suppress."

OpsCheck 12: Employment costs per full-time equivalent (Q8/(Q4ft+(0.4*Q4pt))) falls outside 6,000 – 100,000
"OpsCheck 12: Employment costs (CostEmp) per full time employee (NoEmpFul and NoEmpPart) not in range: £6,000 - £100,000. Please check Q8 and Q4 on paper FPQ - change if keying error or suppress."

3. **Identifying data provided outside FPQ question definitions**

Q4 and Q5 both ask for breakdowns of figures that respondents may not be able to provide.

Two new variables at Q4 :
Q4onlyt "For editor: only total employees recorded – no full time / part time split"
Q4FTE "For editor: only full time equivalent (FTE) total recorded – no full time / part time split".

Add soft check for Ops editor where:
- full time employees field (Noempful) contains data but part time (NoEmpPart) is empty
- Or part time employees field (NoEmpPart) contains data but full time (Noempful) is empty
- And where data is from paper FPQ

"OpsCheck 13: A) check paper FPQ for indication that a total number of employees given (not full-time / part-time). If so, copy entry from Noempful/ NoEmpPart to Q4onlyt then delete entry at Noempful/ NoEmpPart.
B) If indication that a Full Time Equivalent figure has been given, copy this entry to Q4FTE then delete at Noempful/ NoEmpPart.
C) Otherwise, suppress check."

4. Q5a-d: If a single figure has been given for the value of all assets (buildings and other, owned and rented), enter the figure in a new variable.

   New variable for editors: Q5AllAss "For editor: total figure given for all rented and owned buildings and assets (Q5a-d)".

   Add soft check for Ops editors where Q5a (ValOwnB) has a response, but no response in Q5b, Q5c or Q5d AND where data is from paper FPQ:

   "OpsCheck 14: check paper FPQ for whether a single entry given to cover all buildings or assets Q5a, b, c and d. If so, copy response from ValownB to Q5AllAss then delete response in ValRentB / ValownAs / ValrentAs. Otherwise, suppress."

   Then, assign overcode FXCODE8=1.

5. Single figure given for all buildings. If OpsCheck 14 has NOT been sprung, AND If a single figure has been given for the value of all buildings (owned + rented), AND FPQ is paper THEN enter the figure in a new variable

   New variable for editors: Q5Allbld "For editor: total figure given for the value of all buildings (owned + rented) (Q5a and Q5b)".

   Soft check for Ops editor where: A single entry in Valownb (Q5a) OR ValrentB (Q5b):

   "OpsCheck 15: check paper version FPQ that there is a single entry for owned and rented buildings. Copy response from ValownB or ValrentB to Q5allbld then delete from ValownB or ValrentB."

6. Single figure given for all assests. If Q5c has a response but Q5d does not, then: Q5c,d: If a single figure has been given for the value of all 'other' assets (owned + rented), enter the figure in a new variable Q5alloth.

   New variable for editors: Q5alloth "For editor: total figure given for the value of other assets (owned + rented) (Q5c and Q5d)".

   Soft check for Ops editor where: A single entry has in Valownas (Q5c) or ValrentAs (Q5d):

"OpsCheck 16: check paper version FPQ that there is a single entry for owned and rented assets (Q5c and Q5d). If so, copy response from ValownAs or ValrentAs to Q5allOth then delete response at ValownAs. Otherwise suppress."

7. Researcher checks – to be conducted with reference to *edited* MQ data

Fcheck1: ASINGLE=2 (MQ respondent says it is a single independent establishment) AND Q1a (ScopRet) = "The figures relate to other workplaces also".
The validity of the FPQ return is in doubt.

- Check to see if ASINGLE has been edited in MQ. If it has been edited the check may no longer apply. Then, investigate whether the FPQ has been completed for a different organisation. If the Q1b (ScopOS) verbatim gives no clue as the nature of the FPQ return, this will require a call back to the MQ/FPQ respondent - please refer to sponsors for confirmation.
- If Fcheck1 still applies with edited ASINGLE, code FlagASin = 1 "FPQ inconsistent with MQ data".

Fcheck1a: Q1a = no answer
Workplaces covered by FPQ not recorded - the scope of the FPQ return is unclear.

- If ASINGLE = 2 or 3 (MQ respondent says sampled workplace is only one in UK) and there is no verbatim at Q1b (ScopOS - details on other workplaces the FPQ refers to), and Q4tot (total FPQ employment) is within 20% of ZALLEMPS in the MQ, code Q1a (ScopRet) as 'figures relate to this workplace only'.
- If ASINGLE = 1 and Q1b (ScopOS), Q1c (NoEst) or Q1d (EstTurn) suggest multiple workplaces covered, code Q1a as 'figures relate to other workplaces also'.
- Otherwise, refer to BIS.

Fcheck1b: FCheck1a has been triggered (inconsistency between ScopRet and ASingle) but FlagAsin has not been amended to indicate there is this inconsistency.

FCHECK 1b Fcheck1a flagged, code FlagASin = 1 'FPQ inconsistent with MQ data

- If result of FCheck 1a is that the inconsistency must stay, ensure that there is an instruction to Data Unit to change FlagASin to =1.
- Otherwise, suppress.

Fcheck 2: Q1a (ScopRet) = 'The figures relate to this workplace only' and either: Q1c (NoEst - number of workplaces covered by the return) > 1 or Q1d (Estturn - share of turnover) < 100%.
FPQ figures said to relate to the sampled workplace only, but other responses given at Q1 are internally inconsistent. The scope of the FPQ is thus unclear.

Cases fail if : Q1a (ScopRet) =1 and (Q1c (NoEst) >1 or Q1d (EstTurn) <100)

- If ASINGLE = 2 (MQ respondent says it is a single independent establishment) and either: a verbatim answer is given at Q1b (ScopOS) which supports Q1c (NoEst) and Q1d (EstTurn) in suggesting that the FPQ does cover more than the sampled workplace; or Q4tot (total FPQ employment) exceeds ZALLEMPS by more than 20%:
    o See Fcheck 1.
- If ASINGLE = 2 or 3 (MQ respondent says sampled workplace is only one in UK) and there is no verbatim at Q1b (ScopOS), and Q4tot (total FPQ employment) is within 20% of ZALLEMPS in the MQ, we assume that Q1a (ScopRet) is correct. Delete entries from Q1b (ScopOS), Q1c (NoEst) and Q1d (EstTurn).
- If ASINGLE = 3 (MQ respondent says sampled workplace is only one in UK) and there is no verbatim at Q1b (ScopOS), and Q4tot (total FPQ employment) exceeds ZALLEMPS by more than 20%, we assume that Q1a (ScopRet) is incorrect. Amend Q1a (ScopRet from =1 to =2 figures refer to other workplaces).
- If ASINGLE = 1 (MQ respondent says sampled workplace is part of a larger organisation) and Q4tot (total FPQ employment) is greater than ZALLEMPS in the MQ and no less than 80% of the lower bound on the range given at AUKTOT in the MQ, we assume that it is an organisation level return. Amend Q1a (ScopRet) from =1 to =2. Code Q1c (NoEst) by referring to AESTNUM in the MQ; code Q1d as (ZALLEMPS/Q4tot)*100.
- In all other cases, refer to BIS.

Fcheck 3: Q1a (ScopRet) = 'The figures relate to this workplace only' and either: ZALLEMPS<100 and Q4tot > (ZALLEMPS + 20); or ZALLEMPS>=100 and Q4tot > (ZALLEMPS*1.2). Check runs only if Fcheck 2 is not sprung.
FPQ figures said to relate to the sampled workplace only, but employment data suggest that the return has broader coverage.

- If ZEMP1AGO in the MQ (workplace employment 1 year before the MQ interview) has been answered and the check would pass if ZEMP1AGO were used in place of ZALLEMPS, we assume that the discrepancy is due to timing differences. The check can be suppressed.
- If ASINGLE = 1 (MQ respondent says sampled workplace is part of a larger organisation) and Q4tot (total FPQ employment) is no less than 80% of the lower bound on the range given at AUKTOT in the MQ, we assume that it is an organisation level return. Amend Q1a (ScopRet) from =1 to =2. Code Q1c (NoEst) by referring to AESTNUM in the MQ; code Q1d (EstTurn) as (ZALLEMPS/Q4tot)*100.
- If ASINGLE = 1 (MQ respondent says sampled workplace is part of a larger organisation) and Q4tot (total FPQ employment) is *less* than 80% of the lower bound on the range given at AUKTOT in the MQ, we assume that Q1a is incorrect but we do not impute Q1c. Amend Q1a (ScopRet) from =1 to =2. Code Q1c (NoEst) and Q1d (EstTurn) as 'not answered'.
- In all other cases, refer to BIS. Reference to be made by BIS to MQ interview data on presence of agency workers (ZAGENCY, ZANYAGY), freelancers (JWRKFREE) and those sub-contracted to the workplace (JNONEMP).

Fcheck 4: Q1a (ScopRet)=2 "The figures relate to other workplaces also" but Q1d (EstTurn) is missing and ASINGLE=1 (MQ respondent says sampled workplace is part of a larger organisation). Check runs only if Fcheck 1 is not sprung.
FPQ figures said to relate to something broader than the sampled workplace, but precise scope of the return is unclear.

- If Q1c (NoEst) has been completed and Q1c is within 10% of AESTNUM in the MQ, code Q1d (EstTurn) as (ZALLEMPS/Q4tot)*100.
- If Q1c (NoEst) has not been completed, and Q4tot (total FPQ employment) is no less than 80% of the lower bound on the range given at AUKTOT in the MQ, code Q1c (NoEst) by referring to AESTNUM in the MQ; code Q1d (EstTurn) as (ZALLEMPS/Q4tot)*100.
- Otherwise, suppress the check.

Fcheck 5: Q1a (ScopRet) =2 "The figures relate to other workplaces also" but Q1c (NoEst) = 1 or Q1d (NoEst)= 100%. Check runs only if Fcheck 1 is not sprung.
FPQ figures said to relate to something broader than the sampled workplace, but other responses given at Q1 are internally inconsistent.

- If ASINGLE = 3 (MQ respondent says sampled workplace is only one in UK) and there is no verbatim at Q1b (ScopOS), and Q4tot (total FPQ employment) is within 20% of ZALLEMPS in the MQ, we assume that Q1a (ScopRet) is incorrect. Delete entries from Q1c (NoEst) and Q1d (EstTurn) and amend Q1a (ScopRet) from =1 to =2.
- If ASINGLE = 3 (MQ respondent says sampled workplace is only one in UK) and there is no verbatim at Q1b (ScopOS), and Q4tot (total FPQ employment) exceeds ZALLEMPS by more than 20%, we assume that Q1a (ScopRet) is correct. Code Q1c (NoEst) and Q1d (EstTurn) as 'not answered'.
- If ASINGLE = 1 (MQ respondent says sampled workplace is part of a larger organisation) and Q4tot (total FPQ employment) exceeds ZALLEMPS in the MQ by at least 20% and is no less than 80% of the lower bound on the range given at AUKTOT in the MQ, we assume that it is an organisation level return. Code Q1c (NoEst) by referring to AESTNUM in the MQ; code Q1d (EstTurn) as (ZALLEMPS/Q4tot)*100.
- If ASINGLE = 1 (MQ respondent says sampled workplace is part of a larger organisation) and Q4tot (total FPQ employment) exceeds ZALLEMPS in the MQ by at least 20% but is *less* than 80% of the lower bound on the range given at AUKTOT in the MQ, we assume that Q1c (NoEst) and Q1d (EstTurn) are incorrect but we do not impute them. Code Q1c and Q1d as 'not answered'.
- In all other cases, refer to BIS.

Fcheck 6: Q1a (ScopRet) =2 'The figures relate to other workplaces also' and Q4tot <= ZALLEMPS in the MQ
FPQ figures said to relate to relate to something broader than the sampled workplace, but employment data suggests that it doesn't.

- If ZEMP1AGO in the MQ (workplace employment 1 year before the MQ interview) has been answered and Q4tot >= ZEMP1AGO, we assume that the discrepancy is due to timing differences. The check can be suppressed.

- In all other cases, refer to BIS.

Fcheck 7: Q2a (RetPer) = 2"The figures cover another business year" but at least one of Q2b (OSS) and Q2c (OSE) is missing.
Some missing data on Q2; the period covered by the FPQ is thus unclear.

- Refer to BIS – it may be possible to infer the period by referring to the firm's annual report (if one is publicly available).

Fcheck 8: Q2a (RetPer) =1 "The figures cover 1st January – 31st December 2010" but alternative date ranges have been entered in Q2b (OSS) and Q2c (OSE).
Responses given at Q2 are internally inconsistent.

- Amend Q2a (RetPer) from =1 to =2.

FCheck 9: Q3 (Totam) turnover =0
No turnover brings the FPQ eligibility into question

- BIS to consider whether a call back is necessary or flag for sibling return search.

Fcheck 10: Q4ft (NoEmpFul) is missing or Q4pt (NoEmpPart) is missing [or Q4Tot (total employment)=0].
Some or all missing data on Q4 (employment). If total employment is missing it raises questions about the validity of the whole FPQ.

- First resolve checks 1, 2, 4 and 5 so that the scope of the return is not in doubt.
- If Q1a (ScopRet)= 1 "The figures relate to this workplace only" and Q4ft (NoEmpFul) and Q4pt (NoEmpPart) are both missing, impute Q4ft from ZALLFTE, impute Q4pt from ZALLPTE, and assign FXCODE2=4.
- If Q1a (ScopRet)=1 "The figures relate to this workplace only" and only Q4ft is missing, impute Q4ft as ZALLFTE*(Q4pt/ZALLPTE), and assign FXCODE2=6.
- If Q1a (ScopRet)= 1 "The figures relate to this workplace only" and only Q4pt is missing, impute Q4pt as ZALLPTE*(Q4ft/ZALLFTE), and assign FXCODE2=7.
- If Q4Tot=0, refer to sponsors
- Otherwise refer to sponsors

In cases where the return is for the workplace only, the sponsors will examine ZALLEMPS and ZAGENCY to reconcile the employment figures provided at Q4:
- Where NoEmpFul or NoEmpPart are missing and Q4tot corresponds with ZALLEMPS and ZAGENCY, copy entry from Noempful/ NoEmpPart to Q4onlyt then delete entry at Noempful/ NoEmpPart.

Sponsors to allocate the appropriate value for FXCODE2 to indicate the change made.

Other FPQ edit actions – for sponsors

1. If there are no responses entered at any of Q3, Q5, Q6, Q7, Q8, Q9 or Q10, then the FPQ provides us with no additional information of value. Additional variable to be added to the dataset as 'FPQ returned with insufficient data.' Add new derived variable in edit program called 'FPQNoVal' – automatically set = 1 if no answer in all questions listed above.

    This flag variable to be used by BIS for decision on whether a valid FPQ return for analysis in advance of weighting development.

    If there are no responses entered at Q3, Q5, Q6, Q7, Q8, but there are answers and no values given at Q9 or Q10, this case should be considered for a sibling return. If the ASINGLE=1, mark for investigation for a sibling return in the edit spreadsheet:
    *   If there is a sibling return, answers for Q1 to Q8 should be copied, and marked with an overcode (FXCODE....)
    *   If there is no sibling return, the return should be kept? Overcode?

2. If financial amounts have been given in a foreign currency (e.g. US dollars) then they should be converted to GB pounds using the exchange rate that applied on the last day of the reporting period given at Q2. For historic exchange rates, see: http://tinyurl.com/3mhnmoa . This process to be handled at reconciliation stage by Research / DM with file of cases where foreign currency used to be provided to Research from Data Unit.

    In edit program, new variable FPQforgn=0. This will be amended by Ops in the process described above.

3. Q9 percentage: If the data structure does not allow for the number of decimal places given by a respondent, the answer should be rounded to fit the precision offered by the data structure (e.g. if the data structure only allows integers and a respondent writes "0.7%" this would be rounded up to "1%"). However, entries should never be rounded down to zero (so in the case above, an entry of "0.3%" would be rounded up to "1%").

Further data cleaning

Not for edit stage - this to be carried out when final data set brought together after all editing complete (carried out by Data Manager).

Where questions have been skipped (and are therefore blank), recode to -9 and label 'Not answered'.

The following are logical impossibilities but, unlike the instances described in Fcheck1, 2 etc, they do not raise fundamental questions about the scope or validity of a return and/or are unlikely to be resolved through further investigation. Accordingly they can simply be dealt with through recoding at the end of the edit process. It is preferable to delay these recodes until the end of the edit process for a particular FPQ so that the original responses are visible during other edit checks.

Total assets: Q5a-Q5d are all "0" or "NIL"   Recode all four to 'not answered'

       do if (ValOwnB=0 and ValRentB=0 and ValOwnAs=0 and ValRentAs=0).
       compute ValOwnB=-9.
       compute ValRentB =-9.
       compute ValOwnAs =-9.
       compute ValRentAs =-9.
       end if.
       exe.

Total employment costs: Q8 = "0" or "NIL"   Recode to 'not answered'

       if costempl=0 costempl=-9.

Expenditure on R&D: Q9="Yes" and Q9%="0"   Recode to 'not answered'

       do if RandDa=1 and RandDexp=0.
       compute RandDexp=-9.
       compute RandDa=-9.
       end if.

Identification and use of sibling returns

For final stage after reconciliation. Flags will be added to highlight missing data during edit process.

The IDBR Enterprise Reference number will tell us which workplaces belong to the same enterprise (although we need to be aware of changes since sampling or errors on the IDBR - these ought to be picked up during fieldwork, e.g. In the wave 2 contact process).

If one workplace in the enterprise supplies an FPQ and that FPQ has been completed for the whole organisation (we can gauge this by looking at the verbatim response to Q1 on the FPQ and comparing employment figures on the FPQ with IDBR enterprise data), then other workplaces in the organisation can 'inherit' this FPQ data. The result would be identical to a situation in which each workplace in the enterprise returned an org-level FPQ. Cases that inherit data in this way would be flagged. Researchers to flag this as an overcode.

An equivalent procedure can potentially be used to fill in missing data on returned FPQs, if two siblings from the same organisation both provide an organisation-level return and one is more complete than the other. It must necessarily be the case that the returns match on all completed items.

Either process involving sibling returns should only be carried out once all other FPQ editing is complete.

List of Overcodes for Sponsors' Use

FXCODE1 "Overcode: scope imputed through reference to MQ employment" .
      1   "Scope recoded from missing to 1"
      2   "Scope recoded from missing to 2"
      3   "Scope recoded from 1 to 2"
      4   "Scope recoded from 2 to 1" .

FXCODE2 "Overcode: employment imputed through reference to MQ employment".
      1   "Part-time employment recoded from missing to zero"
      2   "FT and PT employment imputed from FTE"
      3   "FT and PT employment recoded to missing"
      4   "FT and PT employment imputed from ZALLFTE and ZALLPTE"
      5   "Full-time employment recoded from missing to zero"
      6   "FT employment imputed from ZALLFTE"
      7   "PT employment imputed from ZALLPTE".

FXCODE3 "Overcode: estabn/sharturn imputed through reference to scope and MQ".
      1   "Estabn recoded from missing to 1 where scope=1"
      2   "Sharturn recoded from missing to 100 where scope=1"
      3   "Estabn recoded from missing where scope=2".

FXCODE4 "Overcode: owned/rented buildings recode from -9 to zero".
      1   "Owned buildings recoded from -9 to 0"
      2   "Rented buildings recoded from -9 to 0".

F XCODE5 "Overcode: rented other assets recoded from -9 to zero".
      1   "Rented other assets recoded from -9 to 0".
      2   "Owned other assets recoded from -9 to 0".

FXCODE6 "Overcode: disposals recoded from -9 to zero".
      1   "Disposals recoded from -9 to 0".

F XCODE7 "Overcode: period recoded from missing to 1".
      1   "Period recoded from missing to 1" .

FXCODE8 "Overcode: all four assets variables recode from 0 to missing".
      1   "All four assets variables recoded from 0 to missing" .

FXCODE9 "FPQ data for organisation inherited from sibling".
      1   "FPQ data for organisation inherited from sibling"
      2   "FPQ data for organisation inherited from sibling for Q1-8, Q9-10 for workplace.