

Harmonised Concepts and Questions for Social Data Sources

GSS Harmonised Principle

Selected Job Details

About This Document and Update History

GSS Harmonised Principle

About this document

This document forms part of a series of GSS Harmonised Principles, designed to provide approved harmonised questions, definitions and outputs for a variety of social and business related topics. The use of harmonised questions, definitions and outputs will provide greater consistency for survey producers and comparability when using data.

For more information, please see the Introductory Document, available on the GSS website:

<https://gss.civilservice.gov.uk/statistics/methodology-2/harmonisation/>

This is Version 2.3 published in June 2017

This document has been updated to Version 2.3 to reflect the change away from 'Primary Principles' and 'Secondary Principles' to 'GSS Harmonised Principles'. There has been no change to the harmonised questions.

Previous versions:

Version 2.2 published in May 2015

This document was updated to Version 2.2 to correct minor formatting errors and to change the term '*Harmonised Standards*' to '*Harmonised Principles*' as agreed by the National Statistics Harmonisation Group.

Version 2.1 published in December 2008.

This document was updated to Version 2.1 to reflect changes in the format of the document placing 'Inputs' before 'Outputs'

Version 2.0 published in April 2008.

This document was updated to Version 2.0 to reflect changes in the contact details for the Harmonisation Team.

Version 1.0 published in June 2004.

This document is part of a series that replaced the Harmonised Concepts and Questions document. We have been working to make our guidance easier to find and clearer to use. Other than the formatting and layout changes, there are no new changes to questions or outputs in this version.

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Introduction




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Contact us

For more information about Harmonisation or to join our mailing list, please visit our website at:

<https://gss.civilservice.gov.uk/statistics/methodology-2/harmonisation/>

If you would like further information or have any questions, please contact:

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Selected Job Details

Inputs

LENGTH OF TIME SINCE LAST DID PAID WORK

IF NOT CURRENTLY EMPLOYED BUT HAVE HAD PAID WORK

YEAR OF LEAVING JOB

- **Which year did you leave your last PAID job?**

Interviewer instruction:

This question does not include casual or holiday work.

Edits:

- YEAR OF LEAVING YOUR LAST PAID JOB CANNOT BE IN THE FUTURE.

hard check

IF LESS THAN OR EQUAL TO 8 YEARS

MONTH OF LEAVING JOB

- **Which month in that year did you leave?**

TIME IN PRESENT JOB

IF EMPLOYEE

YEAR OF STARTING WORK

- **In which year did you start working continuously for your current employer?**

Interviewer instructions:

If a respondent has a contract that is renewed, for example yearly, you should take the respondent opinion as to how long they have worked continuously for their employer.

*We are interested in **continuous** employment with their current employer. Any previous separate spells of work with their current employer should be ignored.*

If the respondent's company or firm changed ownership but his or her conditions of employment did not change it should be treated as one continuous period of employment. However if the respondent was made redundant and then re-employed by the new owners, then it would be the date they were re-employed that would be entered.

Edit:

- YEAR OF STARTING TO WORK CONTINUOUSLY FOR YOUR CURRENT EMPLOYER SHOULD BE THE SAME OR EARLIER THAN YEAR OF INTERVIEW.

hard check

IF SELF-EMPLOYED

YEAR OF STARTING SELF-EMPLOYMENT

- **In which year did you start working continuously as a self-employed person?**

Interviewer instruction:

We are interested in the length of time the respondent has been continuously self-employed even if he or she has been doing different jobs or running different businesses during that time.

Edits:

- YEAR OF STARTING TO WORK CONTINUOUSLY AS A SELF-EMPLOYED PERSON SHOULD BE THE SAME AS OR EARLIER THAN YEAR OF INTERVIEW.

hard check

- ARE YOU SURE? STARTED SELF-EMPLOYED BUSINESS WHEN AGED LESS THAN 16. - SEEMS A BIT YOUNG.

soft check

Selected Job Details

Inputs

IF LESS THAN OR EQUAL TO 8 YEARS

MONTH OF STARTING SELF-EMPLOYMENT

- **And which month was that?**

USUAL HOURS WORKED IN THE MAIN JOB

Interviewer instruction: Definition of main job

Respondents with more than one job in the reference week should decide themselves which is their main job. Only if they are unable to do so should the LFS criterion be applied: the job which was the largest number of hours.

IF IN EMPLOYMENT

OVERTIME

- **Do you ever do any work which you would regard as paid or unpaid overtime?**

1. Yes
2. No

Interviewer instructions:

'Ever' means whatever the respondent takes it to mean. If the respondent is unable to answer, refer to the last four weeks (as in the questions below).

The words 'which you would regard..' are an important part of this question as we are specifically interested in whether the respondent considers that they do any overtime, not whether the employer would officially class it as overtime.

In the case of respondents who are self-employed, some may say that non-productive time, e.g. book-keeping, is paid and some may say it is unpaid overtime. You must accept whatever the respondent regards the overtime as.

IF DOES NO OVERTIME

HOURS WORKED/WEEK

- **How many hours per week do you usually work in your (main) job/business - please exclude meals breaks?**

Interviewer instructions:

Accept the answer given. For example, for teachers it may very well exceed a basic 27 to 28 hours.

For the questions relating to hours of work the hours should be recorded to the nearest 15 minutes, with part-hours as decimals, for example, 36 hrs 30 minutes would be recorded as 36.5, 40 hrs 45 minutes would be recorded as 40.75.

If the work pattern is not based on a week, get an average over the last four weeks.

If the respondent has been off sick for a long period, take the usual hours worked before going sick.

If a person has started a new job in the reference week the usual hours should relate to what the person expects them to be in the future.

For apprentices, trainees and other people in vocational training exclude any time spent in school or other special training centres outside their workplace.

Self-employed people often find it difficult to give precise figures. It is important, however, that we have information about their hours worked to compare these with the hours worked by employees. If necessary, encourage them to work things through on a daily basis and get as accurate a figure as possible.

Selected Job Details

Inputs

Respondents working on-call:

If someone states, when asked the hours questions, that they usually work 24 hours a day because they are 'on-call', probe for the average number of hours actually worked. Identify how many hours were actually worked in the last four weeks and average these out to give a weekly total for usual hours. This should include only those hours during which the respondent was actually working. Therefore if, for example, a respondent was on-call all night, but was only called out to work for two hours, the actual working hours for this night would be two hours.

IF DOES OVERTIME

HOURS WORKED INCLUDING OVERTIME

- **Thinking of your (main) job/business, how many hours per week do you usually work - please exclude meal breaks and overtime?**

IF DOES OVERTIME

OVERTIME HOURS

- **How many hours PAID overtime do you usually work per week?**

Interviewer instruction:

*Include overtime hours only. When an employee works on some kind of flexitime system, paid overtime should be registered **only** if no compensatory time off is taken. When overtime is worked on a seasonal or irregular basis and the respondent has difficulty in providing a 'usual' figure, take the average over the last four weeks.*

Include hours worked at home if paid.

IF DOES OVERTIME

UNPAID OVERTIME HOURS

- **How many hours UNPAID overtime do you usually work per week?**

Interviewer instruction:

Include unpaid hours worked at home (e.g. teachers preparing lessons) as well as unpaid hours worked at the workplace.

IF IN EMPLOYMENT

TOTAL HOURS

- **Your total usual hours come to (n). Is that about right, or not?**

1. Yes, right
2. No

Edit:

- TOTAL MUST BE AGREED WITH RESPONDENT

hard check

Selected Job Details

Outputs

In the 1996 version of this document a number of inputs were published relating to: length of time since last did paid work, time in present job and usual hours worked in main job. Harmonised outputs for each of these have now been developed.

Output Categories: Length of time since last did paid work (if not currently in employment)

Less than 3 months	xxx
3 months & less than 6 months	xxx
Less than 6 months	XXXX
6 months and less than 1 year	XXXX
1 year & less than 2 years	XXXX
Less than 2 years	XXXX
2 years and less than 3 years	xxx
3 years and less than 4 years	xxx
4 years and less than 5 years	xxx
2 years & less than 5 years	XXXX
5 years or more	XXXX
2 years or more	XXXX
Never had a paid job	XXXX
Missing	XXXX

Output Categories: Time in present job

Less than 3 months	XXXX
3 months & less than 6 months	XXXX
6 months and less than 1 year	XXXX
1 year & less than 2 years	XXXX
Less than 2 years	XXXX
2 years & less than 5 years	XXXX
5 years & less than 10 years	XXXX
10 years & less than 20 years	XXXX
20 years or more	XXXX
2 years or more	XXXX
Missing	XXXX

Output Categories: Usual hours worked in main job

Less than 6 hours	xxx
6 hours and less than 11 hours	xxx
11 hours and less than 16 hours	xxx
Less than 16 hours	XXXX
16 hours and less than 21 hours	xxx
21 hours and less than 26 hours	xxx
26 hours and less than 31 hours	xxx
16 hours and less than 31 hours	XXXX
All working less than 31 hours	XXXX
31 hours and less than 36 hours	xxx
36 hours and less than 41 hours	xxx
31 hours and less than 41 hours	XXXX
41 hours and less than 46 hours	xxx
46 hours and less than 51 hours	xxx
41 hours and less than 51 hours	XXXX
51 hours less than 56 hours	xxx
56 hours less than 61 hours	xxx
51 hours and less than 61 hours	XXXX
61 hours or over	XXXX
All working 31 hours or over	XXXX