

GUIDELINES IN PROGRAM DEVELOPMENT FOR OWS DATA ENTRY/VALIDATION

Indicator	Field Name	Type	Field Length	Condition
Part A: General Information				
1. What was the main economic activity of your establishment? Please specify your major product, goods or services. Main Economic Activity Major Product/s, Goods or Services	MAINACT PRODUCTS	Character Character	50 50	
2. How many did your establishment employ? Total Employment Time-rated Output-rated	TOTEMP TIMERATE OTRATE	Numeric Numeric Numeric	5 5 5	TOTEMP = TIMERATE + OTRATE Value of TOTEMP must be consistent with final ATECODE TIMERATE <= TOTEMP OTRATE <= TOTEMP
3. Was there a union in your establishment? Yes No	UNION	Character	1	Only one of the boxes should be checked If Yes, enter Y If No, enter N; Skip to Part B
4. Was there a CBA in your establishment? Yes No	CBA	Character	1	If Y in Part A.3, only one of the boxes should be checked If Yes, enter Y If No, enter N

Data Entry Guidelines cont'd.

Indicator	Field Name	Type	Field Length	Condition
Part B: Employment and Wage Rates of Time-Rated Workers				
1. Basic Pay <i>Col. 2 Full-time workers/hourly rate</i> <i>Col. 4 Full-time workers/daily rate</i> <i>Col. 6 Full-time workers/monthly pay</i> <i>Total (Sum of Cols. 2, 4 and 6)</i>	BPHEMP BPDEMP BPMEMP BPTOTEMP	Numeric Numeric Numeric Numeric	5 5 5 5	BPTOTEMP <= TIMERATE
<i>Of the Total (Sum of cols. 2,4 and 6) reported above, how many received allowances?</i>	ALCHECK	Numeric	5	If value = 0, skip to Part C If value > 0, continue to Part B.2
2. Allowances <i>Col. 8 Full-time workers/hourly</i> <i>Col.10 Full-time workers/daily</i> <i>Col.12 Full-time workers/monthly</i> <i>Total (Sum of Cols. 8, 10 and 12)</i>	ALHEMP ALDEMP ALMEMP ALTOTEMP	Numeric Numeric Numeric Numeric	5 5 5 5	ALTOTEMP <= BPTOTEMP
Test for PSIC/PSOC consistency (Test if there should be occupations based on PSIC reported)	PSICPSOC	Character	1	If Yes, continue to Part C If No, go to next record

Data Entry Guidelines cont'd.

Indicator	Field Name	Type	Field Length	Condition
Part C: Employment and Wage Rates of Selected Occupations Occupation Time-rated workers on full-time basis Both Sexes Male Female	PSOC OCCEMP OCCMALE OCCFEM	Numeric Numeric Numeric Numeric	4 5 5 5	Test if PSOC is consistent with PSIC If Yes, accept; If No, reject OCCEMP = OCCMALE + OCCFEM OCCEMP < BPTOTEMP OCCMALE <= OCCEMP OCCFEM <= OCCEMP
Basic Pay Col. 1 Time Unit Cols. 2/3 Basic Pay Col. 4 Full-time Workers (Both Sexes)	BPTIME BPOCC BPOCCEMP	Character Numeric (2 decimal places) Numeric	1 8 5	H - hourly D - daily M - monthly If H in Col. 1; Accept 8.00 - 60.00 If D in Col. 1; Accept 75.00 - 500.00 If M in Col. 1; Accept 1800.00 - 30000.00 Total of Col. 4 = OCCEMP
Allowances Col.5 Time Unit Cols. 6/7 Allowances Col. 8 Full-time Workers (Both Sexes)	ALTIME ALOCC ALOCCEMP	Character Numeric (2 decimal places) Numeric	1 8 5	H - hourly D - daily M - monthly If H in Col. 1; Accept 1.00 - 8.00 If D in Col. 1; Accept 10.00 - 80.00 If M in Col. 1; Accept 100.00 - 10000.00 Total of Col. 8 <= OCCEMP