



Guide

Time Off Balances API Guide for ADP Workforce

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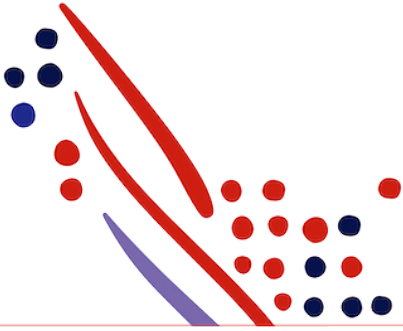


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About this API

Summary

The Time Off Balances Application Programming Interface (API) is used to view time off balances for an employee or a team.

What's New in this Guide?

In this section, we will announce any new revisions to the Time Off Balances Application Programming Interface (API) and this guide.

July 2023

Initial delivery of the Time Off Balances API

May 2026 (Release Workforce 6.10)

The time-off-balances API will present also the previous year time-off-balance of the worker.

Process Overview

The following table shows how your data connector application would be used by a client.

	Actor Task	Description
1	Client Practitioner	Triggers the API-based data exchange between your application and ADP Workforce
2	Your application	Gets time off balances details for a Worker using the Time Off Balances API.
3	Client Practitioner	Verifies the information within ADP Workforce

Required Setup Steps

There are no required setup steps.

Postman Validation

Postman allows you to import a collection of APIs, created by others, so you can try them out. For more information on Postman, see [Making Your First API Call Using Postman](#).

Use Case: Requesting an Employee's Time Off Balances

Use Case Description

This use case helps get employee's time off balances details. The balance of the current year and previous year is shown in the JSON response.

API Usage

Link to API Explorer (sample response payload): [Time Off Balances](#)

Method	Uniform Resource Identifier (URI)	Description
GET	/time/v3/workers/{aoid}/time-off-balances	Requests a list of all the time off balances for the associate.

Optional OData Query

The **\$filter** is optional and should contain a type of time off policy code.

For example:

```
/timeOffPolicyBalances/timeOffPolicyCode/codeValue eq T
```

```
/timeOffPolicyBalances/timeOffPolicyCode/codeValue ne V2
```

Application Scope

The canonical URI corresponding to the Time Off Balances API needs to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access this API and make successful API calls.

The following canonical needs to be added to your application scope to enable this use case:

```
/time/timeLaborManagement/timeOffManagement/timeOffBalancesManagement/timeOffBalance.read
```

Sequence of Interactions

1. The consumer application makes a request to the ADP API endpoint for the Time Off Balances API.
2. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

The Time Off Balances API exposes the GET Method. The following is the schema of the response payload.

--	--	--	--

/timeOffBalances/associateOID	con_smiuid	The AssociateOid from ADP workforce	ADPNL0000072
/timeOffBalances/workAssignmentID	contract	The contract number from ADP Workforce	1
/timeOffBalances/workerName/givenName	n_voornamen	Worker's given name	Mara
/timeOffBalances/workerName/familyName1	n_achternaam	Worker's family name	Block
/timeOffBalances/workerName/formattedName	n_voornamen+n_achternaam	Worker's full name	Mara Block
/timeOffBalances/balanceAsOfDate	extra	First day of the time off balance year	2026-01-01
/timeOffBalances/timeOffPolicyBalances/timeOffPolicyCode/codeValue	extra	The "verlofsoort" from ADP Workforce. The list of codes is maintained in WF. Paid time off is V (verlof)	
/timeOffBalances/timeOffPolicyBalances/timeOffPolicyCode/longName		Full name of the time off policy code.	Verlof
/timeOffBalances/timeOffPolicyBalances/policyBalances/totalQuantity/quantityValue	uur_saldo	The total quantity in hours for the current time off balance	160.00
/timeOffBalances/timeOffPolicyBalances/policyBalances/totalQuantity/unitTimeCode/codeValue		Units the quantity is based upon	H
/timeOffBalances/timeOffPolicyBalances/policyBalances/totalQuantity/unitTimeCode/longName		Full name of the unit	Hours
/timeOffBalances/timeOffPolicyBalances/policyBalances/accrualBalances/totalQuantity/quantityValue	UUR_SALDO_BASIS	The total quantity in hours for the previous year time off balance	16.00
/timeOffBalances/timeOffPolicyBalances/policyBalances/accrualBalances/totalQuantity/unitTimeCode/codeValue		Units the quantity is based upon	H
/timeOffBalances/timeOffPolicyBalances/policyBalances/accrualBalances/totalQuantity/unitTimeCode/shortName		Full name of the unit	Hours

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development.

For more information, see [API Common Exceptions and Tips for Handling](#).

