



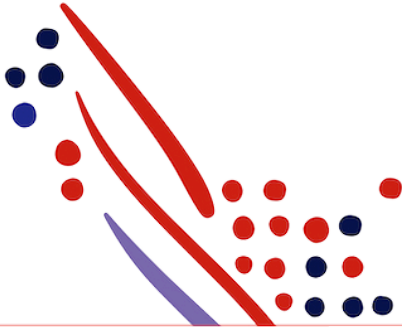
Guide

Time Off Request API Guide for ADP Workforce

Published on
Jul 05, 2023, 03:11 PM

Last modified
Mar 06, 2025, 01:09 PM





ADP Copyright Information

ADP, the ADP logo, and Always Designing for People are trademarks of ADP, Inc.

Windows is a registered trademark of the Microsoft Corporation.

All other trademarks are the property of their respective owners.

Copyright © 2025 ADP, Inc. ADP Proprietary and Confidential - All Rights Reserved. These materials may not be reproduced in any format without the express written permission of ADP, Inc.

These materials may not be reproduced in any format without the express written permission of ADP, Inc. ADP provides this publication "as is" without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose. ADP is not responsible for any technical inaccuracies or typographical errors which may be contained in this publication. Changes are periodically made to the information herein, and such changes will be incorporated in new editions of this publication. ADP may make improvements and/or changes in the product and/or the programmes described in this publication.

Published on
Jul 05, 2023, 03:11 PM

Published on
Mar 06, 2025, 01:09 PM

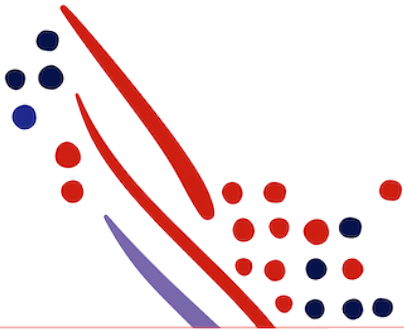


Table of Contents

Chapter 1

About this API

What's new in this Guide?

July 2023

Process Overview

Postman Collection

Chapter 2

Use Case: Time Off Request Details

Use Case Description

API Usage

Mandatory OData Query

Application Scope

Sequence of Interactions

Data Dictionary

Responses

Supported Event Notifications

Event Details TimeOff Request

ADP Workforce Details

Chapter 3

Differences and Enhancements Time Off Request APIs

API Usage

Chapter 1

About this API

What's new in this Guide?

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

July 2023

- Initial creation of this document

Process Overview

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

	Actor	Task Description
1	Client Practitioner	Trigger the API-based data exchange between your application and ADP Workforce.
2	Your application	Retrieve Worker Time off request information details
3	Client Practitioner	Verify the Information in ADP Workforce.

Postman Collection

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](#).

To download API collections for the Time Off Request API from the ADP GitHub library and import them to Postman, go to [Time Off Request API Postman Collection](#).

Chapter 2

Use Case: Time Off Request Details

Use Case Description

This use case helps get employees' time off request details.

API Usage

Method	Uniform Resource Identifier (URI)	Description	GitHub Sample Response Payload
GET	/time/v3/workers/{aoid}/time-off-requests	Requests the list of approved time off requests for the associate as identified by the workerID in the URI. A \$filter query parameter is required.	time-off-requests-http-200-response.json

Mandatory OData Query

The **\$filter** is mandatory and should contain a datePeriod with a maximum of 6 weeks.

For example:

```
?$filter=/timeOffRequests/timeOffEntries/datePeriod/startDate ge '2022-07-01' and /timeOffRequests/timeOffEntries/datePeriod/endDate lt '2022-07-31'
```

Application Scope

The canonical URI corresponding to the Time Off Request 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/timeOffRequestManagement/timeOffRequest.read

Sequence of Interactions

Consumer Application	1. GET/time/v3/workers/{aoid}/time-off-requests	The consumer application makes a request to the ADP API endpoint for the Time Off Request API.
api.eu.adp.com	2. Time Off Request Response	The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

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

Canonical Field	Workforce field	Description	Example
/timeOffRequests/workerID	sleutel	The workerID from ADP Workforce.	000001
/timeOffRequests/workAssignmentID	contract	The contract number from ADP Workforce.	1
/timeOffRequests/timeOffRequestID		Combined key with request date and type. This key is generated by the API and not known in workforce.	V-2020-07-16
/timeOffRequests/requestStatusCode		Since the API, only provides approved requests, this will always be approved	Approved
/timeOffRequests/totalQuantity	uur_uren	The total hours in the request. Since requests are done per day, this will be equal to the timeOffEntries.	8
/timeOffRequests/timeOffEntries/datePeriod	uur_bdat	The timeOff request itself. It contains a datePeriod which will always be a day (startDate == endDate).	2020-07-16
/timeOffRequests/timeOffEntries/timeOffPolicyCode	uur_boek_code	The "verlofsoort" from ADP Workforce. The list of codes is maintained in WF. Paid time off is V (verlof)	V

Canonical Field	Workforce field	Description	Example
/timeOffRequests/timeOffEntries/totalQuantity		The total hours in the request. Since requests are done per day, this will be equal to the timeOffRequests	8

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](#).



Response Code	Response Condition	GitHub Sample Response Payload
200 OK	Returns an empty list of time off requests for the associate.	Empty workers array
400 Bad Request	Filter period exceeds the maximum allowed period of 6 weeks.	time-off-requests- http-400-response.json


Supported Event Notifications

Your application should subscribe to and process the following event change notifications to synchronize data in the event of a data change in the ADP system. The changes described in the following table trigger event notification messages for the Time Off Request API.

Triggers when	Uniform Resource Identifier (URI)	Application Scope	EventName Code	GitHub Sample Response Payload
A request to cancel an already submitted time off request.	GET /events/time/v1/time-off-request.cancel/{event-id}	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.cancel.read	timeOffRequest.cancel.read	event-notification-timeoffrequest-cancel.read-http-200-response.json
Change a time off request	GET /events/time/v1/time-off-request.change/{event-id}	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.change.read	timeOffRequest.change.read	
A time off request for a certain date is submitted.	GET /events/time/v1/time-off-request.submit/{event-id}	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.submit.read	timeOffRequest.submit.read	event-notification-timeoffrequest-submit.read-http-200-response.json

Event Details TimeOff Request

Canonical Field	Workforce field	timeOffRequest.submit cancel
/timeOffRequests/totalQuantity	uur_uren	
/timeOffRequests/timeOffEntries/datePeriod	uur_bdat	

Canonical Field	Workforce field	timeOffRequest.submit cancel
/timeOffRequests/ timeOffEntries/ timeOffPolicyCode	uur_boek_code	

ADP Workforce Details

The result of the timeOff workflow in Workforce is an approved timeOff request. Approved requests are registered in workforce on a by-day and by-type basis. If an employee requests 5 days off (Verlof) and the request is approved, the result is 5 timeOffRequest.submit events with the dates of the time off. Due to the way data is stored in workforce, a change on time off (or even a request that is done later but for an earlier period) can result in multiple cancels and submits.

Chapter 3

Differences and Enhancements Time Off Request APIs

API Usage

To request the list of approved time off requests for the associate as identified by the workerID in the URI will be different. The new URI (Uniform Resource Identifier) is:

Method	Uniform Resource Identifier (URI)	Description
GET	/time/v3/workers/{aoid}/time-off-requests	Requests the list of approved time off requests for the associate as identified by the workerID in the URI. A \$filter query parameter is required.

The current URI `/time/v3/workers/{workerID}/leave-time-off-requests` will be deprecated.

Current API JSON	New API JSON output	Differences
<pre>{ "timeOffRequests": [{ "timeOffRequestID": "V-2021-01-19", "requestStatusCode": { "codeValue": "approved", "longName": "Approved" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } }, "timeOffEntries": [{ "datePeriod": {</pre>	<pre>{ "timeOffRequests": [{ "timeOffRequestID": "V-2021-01-19", "requestStatusCode": { "codeValue": "approved", "longName": "Approved" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } }, "timeOffEntries": [{ "datePeriod": {</pre>	<p>In the new version of the Time off Request API there are two items added which are not in the current API result. The Worker ID and the contractID are presented in the JSON result.</p>

<pre> "startDate": "2021-01-19", "endDate": "2021- 01-19" }, "timeOffPolicyCode": { "codeValue": "V", "longName": "Verlof" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } } } }] </pre>	<pre> "startDate": "2021-01-19", "endDate": "2021- 01-19" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } }, "timeOffPolicyCode": { "codeValue": "V", "longName": "Verlof" } }, "workerID": { "idValue": "696969" }, "workAssignmentID": "1" }, </pre>
---	--

DEX API JSON output	DEX WF JSON result	Differences
<pre> { "timeOffRequests": [{ "timeOffRequestID": "V-2021- 01-19", "requestStatusCode": { "codeValue": "approved", "longName": "Approved" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } }, "timeOffEntries": [{ "datePeriod": { "startDate": "2021-01- 19", "endDate": "2021-01-19" }, "timeOffPolicyCode": { "codeValue": "V", "longName": "Verlof" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", </pre>	<pre> { "timeOffRequests": [{ "timeOffRequestID": "V-2021- 01-19", "requestStatusCode": { "codeValue": "approved", "longName": "Approved" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" } }, "timeOffEntries": [{ "datePeriod": { "startDate": "2021-01- 19", "endDate": "2021-01- 19" }, "totalQuantity": { "quantityValue": 8.0, "unitTimeCode": { "codeValue": "H", "longName": "Hours" </pre>	<p>In the WF API there are two items added which are not in the DEX API result. The Worker ID and the contractID are presented in the JSON result.</p>

<pre> "longName": "Hours" } } } }</pre>	<pre> } }, "timeOffPolicyCode": { "codeValue": "V", "longName": "Verlof" } }, "workerID": { "idValue": "696969" }, "workAssignmentID": "1" },</pre>	
--	--	--