



Guide

Time Off Request API Guide for ADP Workforce

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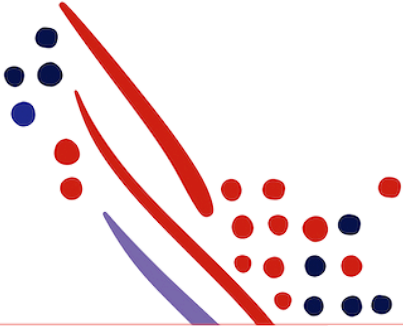


Table of Contents

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

Chapter 3

Supported Event Notifications

Event Details TimeOff Request

ADP Workforce Details

Chapter 4

Submit, change and cancel time-off-requests in ADP Workforce (not yet supported)

Before You Begin

Use Case Description

API Usage

Application Scope

Sequence of Interactions

Data Dictionary

Responses

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

March 2026

With Workforce release 6.10 (May 2026), it will be possible to update ADP Workforce with approved leave requests.

Supported use cases:

- submit an approved time-off-request for a worker
- change an approved time-off-request for a worker
- cancel an approved time-off-request for a worker

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](#).

Chapter 2

Use Case: Time-Off-Request Details

Use Case Description

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

API Usage

Link to AP Explorer: [Time Off Requests](#)

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.

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	8

Canonical Field	Workforce field	Description	Example
		the timeOffEntries.	
/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 "verlofsort" from ADP Workforce. The list of codes is maintained in WF. Paid time off is V (verlof)	V
/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](#).

Chapter 3



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.

Link to API Explorer (for JSON examples): [Time Off Requests](#)

Triggers when	Uniform Resource Identifier (URI)	Application Scope	EventName Code
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
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 Details TimeOff Request

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

Canonical Field	Workforce field	timeOffRequest.submit cancel
datePeriod		
/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 4

Submit, change and cancel time-off-requests in ADP Workforce (not yet supported)

Before You Begin

There are a number of principles for using the time-off-requests APIs to update the Workforce system with approved employee leave.

Data synchronization requirement

The timeOffPolicyCode used in your SOR system must be identical to the corresponding timeOffPolicyCode in ADP Workforce.

Mismatched codes would cause synchronization errors, failed time-off-request bookings, or incorrect time-off-request bookings.

Supported timeOffPolicyCode

The API does not support special leave types such as parental leave and maternity leave.

Booking validation rule

ADP Workforce prevents duplicate bookings to maintain data integrity. Specifically:

Rule: You cannot create a new booking on a date that already has an existing booking with the same timeOffPolicyCode.

Example:

If you have already booked "Vacation Leave" (timeOffPolicyCode: V) for February 25th for a Worker, you cannot create another booking with the same "Vacation Leave" code for that same date.

However, you could book a different timeOffPolicyCode (e.g., "Bijzonder Verlof, leave ") on February 25th, as it uses a different timeOffPolicyCode.

This validation ensures that the SOR system does not accidentally submit duplicate time-off-requests for workers for the same date and timeOffPolicyCode, preventing confusion and administrative errors.

Once a time-off-request booking has been submitted, you cannot change its start date or end date.

This restriction maintains the integrity of the booking history and prevents unauthorized modifications to already submitted or approved leave periods.

If you need different dates, you must delete the existing booking and create a new one.

Individual API time-off-request

If a time-off-request contains multiple days, ADP Workforce expects that the SOR sends multiple requests instead one request with a date range. This ensures that the number of hours in a time-off-request can be registered and modified for each day separately.

For example:

Leave Holiday, startDate March 1, endDate March 5. The SOR system need to send 5 separate API calls.

The time-off-requests APIs design trusts the SOR systems business logic and approval process.

If the source system approves a time-off-request booking, it will be accepted by ADP Workforce. Balance checks need to be done by the SOR system to avoid that time-off-requests would result into negative balances (if this is not allowed).

Balance record check in ADP Workforce

Before ADP Workforce processes a submitted time-off-request booking, ADP Workforce checks if a balance record for the worker exists for that specific year. If there is no balance record found for the year, the time-off-request booking is rejected. The balance amount itself can be zero or even negative, but the balance record must exist.

Example:

- **Not allowed:** Booking leave for 2025 when no 2025 balance record exists
- **Allowed:** Booking leave for 2025 when a 2025 balance record exists (even if balance is 0 or negative)

Use Case Description

The following use cases are supported:

- submit an approved time-off-request for a worker
- change an approved time-off-request for a worker
- cancel an approved time-off-request for a worker

API Usage

Link to API explorer : [Time Off Requests](#)

Method	Uniform Resource Identifier (URI)	Description
POST	/events/time/v1/time-off-request.submit	Submit an approved time-off-request for a worker
POST	/events/time/v1/time-off-request.change	Modify an approved time-off-request for a worker
POST	/events/time/v1/time-off-request.cancel	Cancel an approved time-off-request for a worker

Application Scope

The canonical URI corresponding to the 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.

Uniform Resource Identifier (URI)	canonical URI needs to be added to your application scope to enable this use case
-----------------------------------	-----------------------------------------------------------------------------------

	/events/time/v1/time-off-request.submit	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.submit
	/events/time/v1/time-off-request.change	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.change
	/events/time/v1/time-off-request.cancel	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.cancel

Sequence of Interactions

The following are the sequence of interactions to add the time-off-request:

1. The Consumer application makes a request to the ADP API endpoint to submit the time-off-request
2. The ADP endpoint responds to the consumer application with the processing results, including the 'timeOffRequestID'

The following are the sequence of interactions to change the time-off-request for a worker:

1. The Consumer application makes a request to the ADP API endpoint to change the time-off-request. It is important to include the correct timeOffRequestID related to the submitted time-off-request which needs to be changed.
2. The ADP endpoint responds to the consumer application with the processing results.

The following are the sequence of interactions to cancel the time-off-request for a worker:

1. The Consumer application makes a request to the ADP API endpoint to cancel the time-off-request. It is important to include the correct timeOffRequestID related to the submitted time-off-request which needs to be cancelled.
2. The ADP endpoint responds to the consumer application with the processing results.

Important

The composition of timeOffRequestID is: timeOffPolicyCode-YYYY-MM-DD. Example: "timeOffRequestID": "V-2026-05-30"

This key is generated by the API and not identical to the key used in ADP Workforce.

The API does not support special leave types such as parental leave and maternity leave.

Data Dictionary

The data dictionary provides the mapping of the schema resource to application user interface field.

POST /events/time/v1/time-off-request.submit

Workforce field	Canonical Field	Description	Example
sleutel	events/data/eventContext/workerID/idValue	The workerID from ADP Workforce.	001003
contract	events/data/eventContext/workAssignmentID	The workAssignmentID from ADP Workforce.	1
uur_boek_code	events/data/transform/timeOffRequest/timeOffEntries/timeOffPolicyCode/codeValue	The "verlofsort" from ADP Workforce. The list of codes is maintained in Workforce. Paid time off is for example TimeOffPolicyCode V (Verlof)	V

uur_bdat	events/data/transform/timeOffRequest/timeOffEntries/datePeriod/startDate	The start date of the period of leave	2026-03-03
uur_edat	events/data/transform/timeOffRequest/timeOffEntries/datePeriod/endDate	The end date of the period of leave (must be equal to the start date)	2026-03-03
	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/unitTimeCode/codeValue		H
	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/unitTimeCode/longName		Hours
uur_uren	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/quantityValue	The number of hours in the request.	4

POST /events/time/v1/time-off-request.change

Workforce field	Canonical Field	Description	Example
sleutel	events/data/eventContext/workerID/idValue	The workerID from ADP Workforce.	001003
contract	events/data/eventContext/workAssignmentID	The workAssignmentID from ADP Workforce.	1
	events/data/eventContext/timeOffRequestID		V-2026-05-30
uur_boek_code	events/data/transform/timeOffRequest/timeOffEntries/timeOffPolicyCode/codeValue	The "verlofsort" from ADP Workforce. The list of codes is maintained in Workforce. Paid time off is for example TimeOffPolicyCode V (Verlof)	V
uur_bdat	events/data/transform/timeOffRequest/timeOffEntries/datePeriod/startDate	The start date of the period of leave	2026-05-30
uur_edat	events/data/transform/timeOffRequest/timeOffEntries/datePeriod/endDate	The end date of the period of leave (must be equal to the start date)	2026-05-30
	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/unitTimeCode/codeValue		H
	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/unitTimeCode/longName		Hours
uur_uren	events/data/transform/timeOffRequest/timeOffEntries/totalQuantity/quantityValue	The number of hours in the request.	2

POST /events/time/v1/time-off-request.cancel

Workforce field	Canonical Field	Description	Example
sleutel	events/data/eventContext/workerID/idValue	The workerID from ADP Workforce.	001003
contract	events/data/eventContext/workAssignmentID	The workAssignmentID from ADP Workforce.	1
	events/data/eventContext/timeOffRequestID		V-2026-03-31

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](#).