Guide

Time Off Request API Guide for ADP Workforce-depreciated from july 2024

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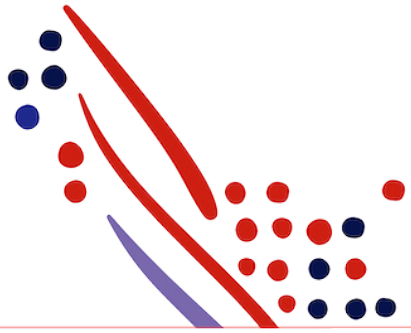

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Chapter 1

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 2020

- 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 information details based on your needs.
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/{workerID}/leave-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'

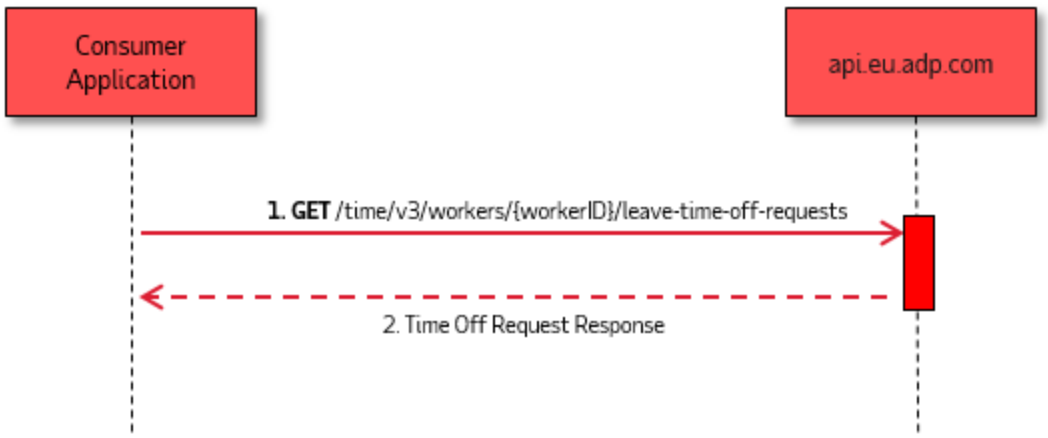
Application Scope

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



The following are the steps shown in the previous diagram:

1. The consumer application makes a request to the ADP API endpoint for the Time Off Request API.
2. 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

Canonical Field	Workforce field	Description	Example
/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
/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 a list of time off requests for the associate.	time-off-requests- http-200-response.json
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-offrequest.cancel/{event-id}	/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.cancel.read	timeOffRequest.cancel.read	time-off-cancel-eventnotification-http-200-response.json
A time off request for a certain date is submitted.	GET /events/time/v1/time-offrequest.submit/{event-id}	/time/timeLaborManagement/leaveTimeOffManagement/timeOffRequestManagement/timeOffRequest.submit.read	timeOffRequest.submit.read	time-off-submit-eventnotification-http-200-response.json

Event Details TimeOff Request

Canonical Field	Workforce field	timeOffRequest.submit|cancel
/timeOffRequests/totalQuantity	uur_uren	✔

Canonical Field	Workforce field	timeOffRequest.submit|cancel
/timeOffRequests/timeOffEntries/datePeriod	uur_bdat	✓
/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.

Note

Please refer to the appendix for a detailed description.

Chapter 3

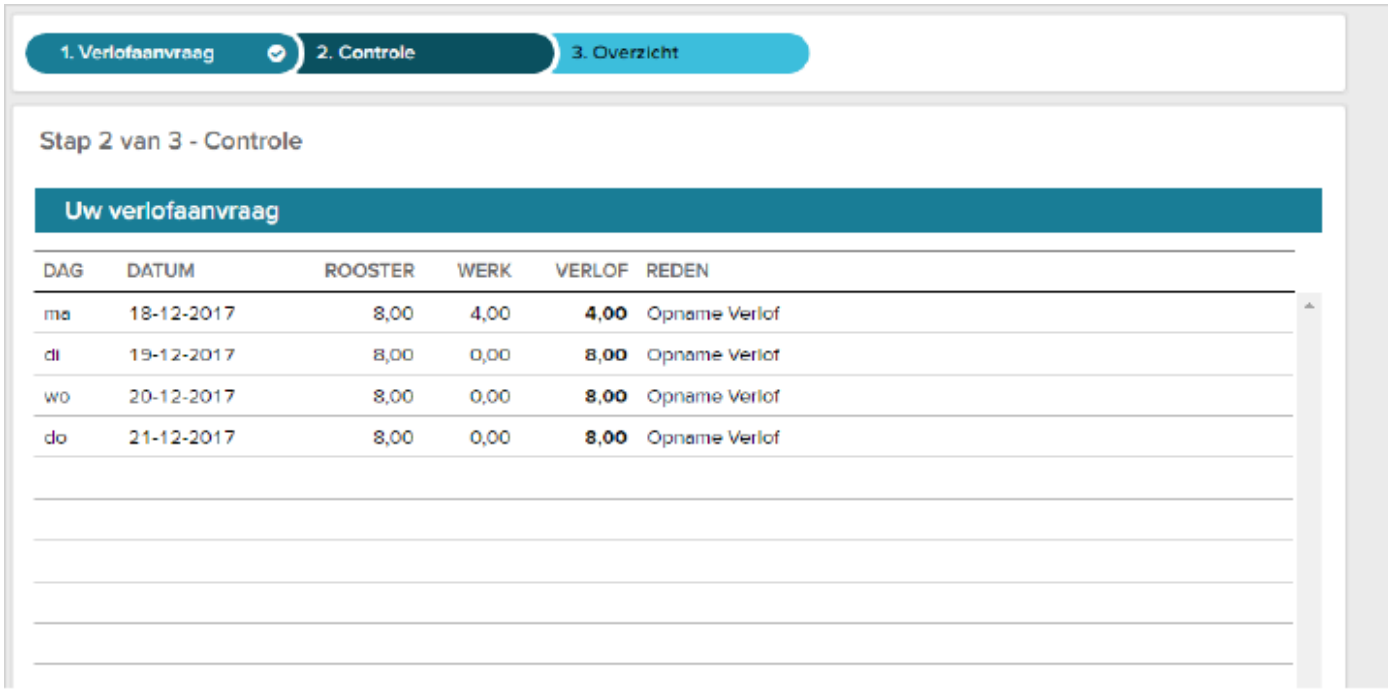
Appendixes

Appendix A: Requests for leave in ADP Workforce

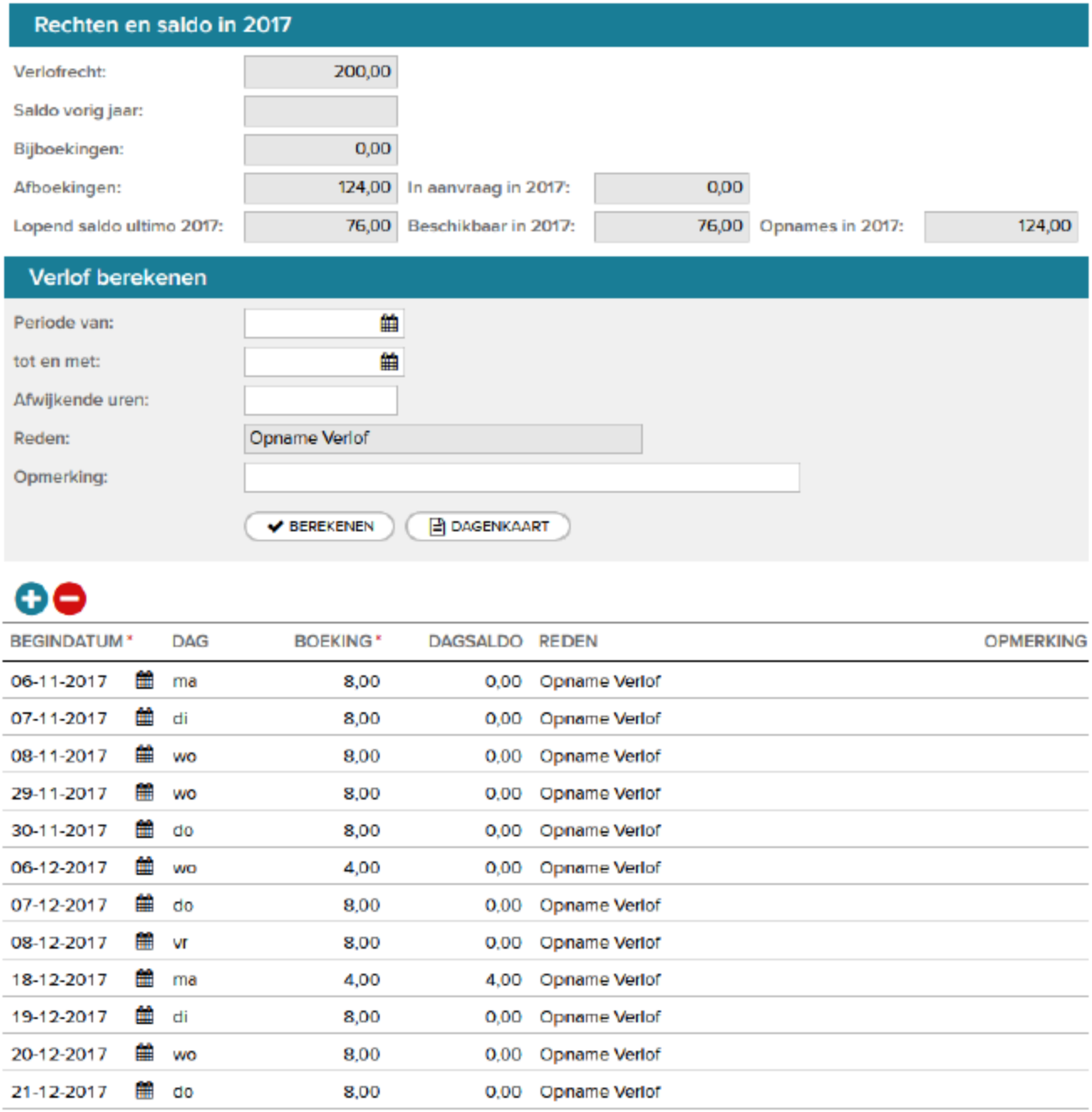
The leave request process of ADP Workforce consists of these steps:

1. Employee enters a request for leave for a certain period for a leave type.
2. Request is sent to the manager.
3. If request is approved by the manager, it is processed in the leave request administration of the employee.
4. Approved leave requests are stored per day per employee per leave type.

Example leave request



The leave request results in hour entries. Per employee, per assignment, per leave type per year.



Rechten en saldo in 2017

Verlofrecht:	200,00				
Saldo vorig jaar:					
Bijboekingen:	0,00				
Afboekingen:	124,00	In aanvraag in 2017:	0,00		
Lopend saldo ultimo 2017:	76,00	Beschikbaar in 2017:	76,00	Opnames in 2017:	124,00

Verlof berekenen

Periode van:
tot en met:
Afwijkende uren:
Reden: Opname Verlof
Opmerking:

BEREKENEN DAGENKAART

BEGINDATUM *	DAG	BOEKING *	DAGSALDO	REDEN	OPMERKING
06-11-2017	ma	8,00	0,00	Opname Verlof	
07-11-2017	di	8,00	0,00	Opname Verlof	
08-11-2017	wo	8,00	0,00	Opname Verlof	
29-11-2017	wo	8,00	0,00	Opname Verlof	
30-11-2017	do	8,00	0,00	Opname Verlof	
06-12-2017	wo	4,00	0,00	Opname Verlof	
07-12-2017	do	8,00	0,00	Opname Verlof	
08-12-2017	vr	8,00	0,00	Opname Verlof	
18-12-2017	ma	4,00	4,00	Opname Verlof	
19-12-2017	di	8,00	0,00	Opname Verlof	
20-12-2017	wo	8,00	0,00	Opname Verlof	
21-12-2017	do	8,00	0,00	Opname Verlof	

It is stored in a Workforce table with leave requests.On the following page the physical layout.

W	001068	1	V-2017-014	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171218	0	60269	I
W	001068	1	V-2017-014	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00004.00	0	60269	I
W	001068	1	V-2017-015	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171219	0	60270	I
W	001068	1	V-2017-015	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60270	I
W	001068	1	V-2017-016	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171220	0	60271	I
W	001068	1	V-2017-016	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60271	I
W	001068	1	V-2017-017	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171221	0	60272	I
W	001068	1	V-2017-017	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60272	I

Primary key of this table is a sequence number (column 4) which is prefixed by leave type and the year. This sequence number is administered per employee. If an employee adds leave requests, the sequence number will be increased and a timeOffRequest.submit event is generated. The event does contain the date, not the sequence number.

event	workerID	Work Assignment	TimeOff RequestID	TimeOff PolicyCode	DayPeriod StartCode	totalQuantity
timeOffRequest.submit	001068	1	V-20171218	V	20171218	4
timeOffRequest.submit	001068	1	V-20171219	V	20171219	8
timeOffRequest.submit	001068	1	V-20171220	V	20171220	8
timeOffRequest.submit	001068	1	V-20171221	V	20171221	8

Changing a leave request

What if the employee decides to change his leave request, first day will be a working day? The result in the database after the approvals is:

W	001068	1	V-2017-014	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171219	0	60280	U
W	001068	1	V-2017-014	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60280	U
W	001068	1	V-2017-015	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171220	0	60281	U
W	001068	1	V-2017-015	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60270	I
W	001068	1	V-2017-016	UUR_BDAT	01-01-1900 00:00:00	31-12-2099 00:00:00	20171221	0	60282	U
W	001068	1	V-2017-016	UUR_UREN	01-01-1900 00:00:00	31-12-2099 00:00:00	00008.00	0	60271	I

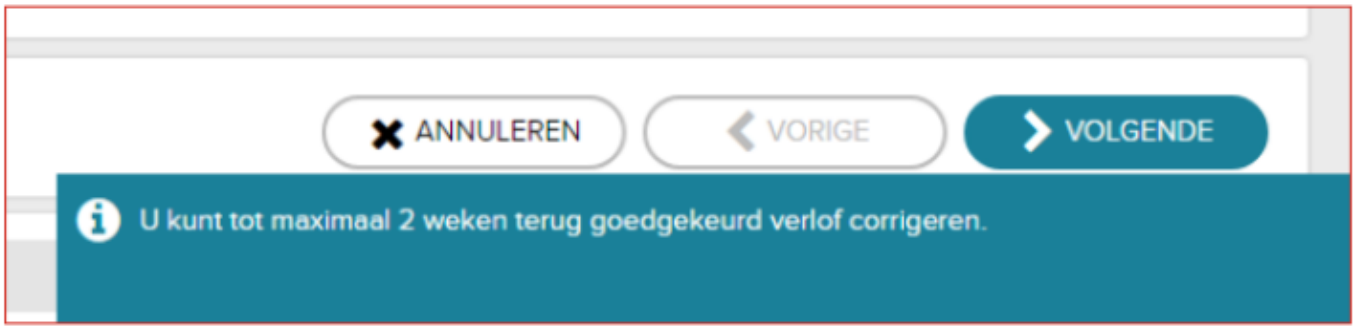
If you compare it with the previous table, the registration for 20171218 (column 8) is gone. And the primary keys shifted one row up because the sequence number is generated with each save".

This change will result in the events below; 4 cancels and 3 submits.

event	workerID	Work Assignment	TimeOff RequestID	TimeOff PolicyCode	DayPeriod StartCode	totalQuantity
timeOffRequest.cancel	001068	1	V-20171218	V	20171218	4
timeOffRequest.cancel	001068	1	V-20171219	V	20171219	8
timeOffRequest.cancel	001068	1	V-20171220	V	20171220	8
timeOffRequest.cancel	001068	1	V-20171221	V	20171221	8
timeOffRequest.submit	001068	1	V-20171219	V	20171219	8
timeOffRequest.submit	001068	1	V-20171220	V	20171220	8
timeOffRequest.submit	001068	1	V-20171221	V	20171221	8

Summary

Because ADP Workforce stores leave requests using a sequence number a change in the Autumn holiday will also impact the already registered Christmas Holiday. ADP Workforce does have limitations in changing leave requests in the past:



ADP is aware that this is not a nice solution. A request to change the way leave requests are stored in ADP Workforce is created. Until further notice this mechanism needs to be used. Technically it's OK, but it will generate extra events.