

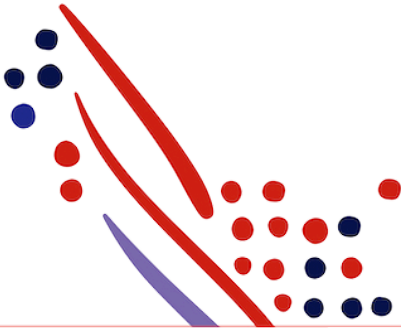
Chapter 2

Use Case: Time Off Request Details

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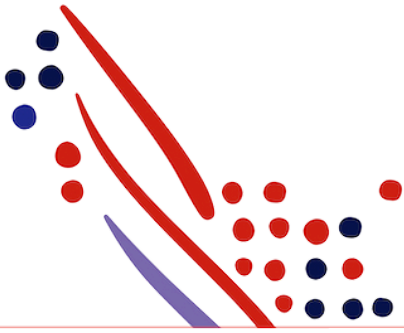
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Use Case: Time Off Request Details

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
/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	

Triggers when	Uniform Resource Identifier (URI)	Application Scope	EventName Code	Git Hub Sample Response Payload
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	✓
/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.