Chapter 4

Use Case: Requesting, changing, and cancelling a time off for an employee

from Time Off Requests API Guide for ADP Time Connect

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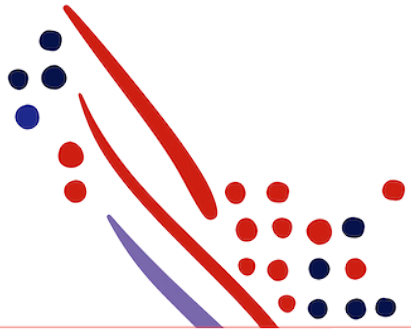

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Chapter 4

Use Case: Requesting, changing, and cancelling a time off for an employee

Use Case Description

The Time Off Requests API is used to request time off, change a time off request or cancel a time off request, on behalf of an employee.

API Usage

Exchange Payload

Method	Uniform Resource Identifier (URI)	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
POST	/events/time/v1/time-off-request.submit	Request a time off.	post-time-off-request-submit.json post-slice-time-off-request-submit.json post-quantity-time-off-request-submit.json post-duration-time-off-request-submit.json	time-off-request-submit-http-200-response.json
POST	/events/time/v1/time-off-request.cancel	Cancel a time off request.	post-time-off-request-cancel.json	time-off-request-cancel-http-200-response.json

Request Origin

Depending on the request origin (technical user, employee), the behavior of the endpoint may be different.

Location	Description	Example
events/originator	Contains the associateOid of the employee if this one is the origin of the request. In this case and depending on the policy code configuration, the action may be approved by the manager(time off request or cancellation).	{ "events": [{ "originator":{ "associateOID": "A00N1K913135H38" }, "data": { } }

Response payload for submit

Location	Description	Example
events/data/output/timeOffRequest/requestStatusCode	Depending of the processing result, the atttribute codeValue may take one of these values : **approved** : time off request was accepted **inprogress** : time off request needs to be approved by the manager	

Response payload for cancel

Location	Description	Example
events/data/output/timeOffRequest/requestStatusCode	Depending of the processing result, the atttribute codeValue may take one of these values : **approved** : time off request was canceled directly **inprogress** : the cancellation request needs to be approved by the manager	

Application Scope

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.

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

/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.submit

/time/timeLaborManagement/timeOffManagement/timeOffRequestManagement/timeOffRequest.cancel

Request End Point Parameters

There are no request end point parameters.

Request Header Information

There are no request header parameters, in addition to the ADP standard header parameters.

Supported OData Query Options

There is no support for OData parameters.

Data Entitlement

Is important to consider that the API results are bound to the consumer's rights and population. These rights define the reach of the visible fields in the JSON obtained in a GET method. In a POST method, the data to be sent is, again, bound to consumer's rights.

Every consumer is part of a population where he has the right to access associate's data. If the request is being made for an associate that doesn`t belong to the population then an error response will be returned

Sequence of interactions

The following are the steps to retrieve the time off requests information:

1. time off request information.
2. The ADP API endpoint responds to your consumer application according to the status of the request.
3. Your consumer application requests to the ADP API endpoint to GET the time off requests information, including the timeOffRequestID.
4. Your consumer application requests to the ADP API endpoint to POST the time off request cancel using the timeOffRequestID.
5. The ADP API endpoint responds to your consumer application according to the status of the request.

Data Dictionary

See Appendix B: Data Dictionary for POST request

See Appendix C: Data Dictionary for POST review and cancel

All listed fields are supported for this use case.

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.