



Guide

Work Locations API Guide for ADP Lyric

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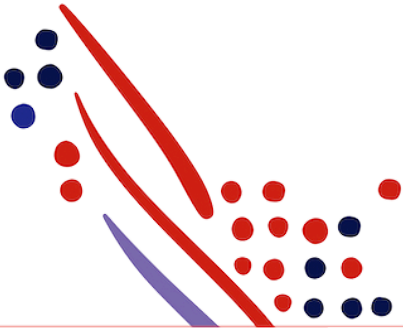


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Chapter 1

Chapter 1: About

Summary

The Work Locations Application Programming Interfaces (APIs) support the viewing and updating of work locations within the system.

API Usage

Method	Uniform Resource Identifier (URI)	Description
GET	/hr/v1/associate-work-locations	returns data of all work locations
GET	/core/v1/organization-cost-centers/{location_id}	returns data of one specific work location
POST	/hr/v1/associate-work-locations	adds and/or updates a work location

What's new in this guide?

December 2025

- Added details for a new API that creates and updates work locations in ADP Lyric
 - POST /hr/v1/associate-work-locations

Chapter 2

Chapter 2: Retrieving Location Data

Use Case Description

The Work Locations GET API is used to retrieve work location details.

API Usage

Method	Uniform Resource Identifier (URI)	Description	Sample Payload
GET	/hr/v1/associate-work-locations/	Returns all active work locations	https://developers.adp.com/apis/api-explorer/hcm-offrg-lifion/hcm-offrg-lifion-hr-associate-work-locations-v1-associate-work-locations
GET	/hr/v1/associate-work-locations/{location_id}	Return data for one work location as specified	https://developers.adp.com/apis/api-explorer/hcm-offrg-lifion/hcm-offrg-lifion-hr-associate-work-locations-v1-associate-work-locations

Application Scope

The canonical URI corresponding to the Work Location 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: /hr/workerInformationManagement/workAssignmentManagement/workLocationManagement/workLocations.add

Supported Actors

ADP APIs have built-in data entitlement and access control. The response contains data based on the roleCode parameter value in an API request. For example, a person could have two roles defined in an ADP application, a practitioner who manages all employees, and an employee. Your application will use the practitioner roleCode to request the data as the practitioner.

For each of the following roleCodes, in the Is Supported column mark Yes if it is supported and No if not.

Request Parameter roleCode Value	Is Supported?	Usage when Supported
practitioner	Yes	Retrieves the worker information as a practitioner. A system user is considered a practitioner.

Supported OData Query Options

This use case supports Query String Options as defined by Open Data Protocol (OData). For more information about OData, see [Introduction to ADP API Open Data Protocol \(OData\)](#).

Query String Option	Description	Example
\$top	Requests the number of items in the queried collection to be included in the result.	/hr/v1/associate-work-locations?\$top=10
\$skip	Requests the number of responses to skip before the \$top number of records	/hr/v1/associate-work-locations?\$top=10&\$skip=30
\$select	The \$select system query option allows the clients to requests a limited set of properties for each entity The OData \$select parameter must be used to specify the selection criterion.	\$select=associateWorkLocations/locationID
\$filter	The \$filter system query option allows clients to filter a collection of resources that are addressed by a request URL. The expression specified with \$filter is evaluated for each resource in the collection, and only items where the expression evaluates to true are included in the response.	\$filter=associateWorkLocations/nameCode/code eq 'OL-14'

Data Dictionary

Resources listed in the following table can be accessed in the ADP Lyric HCM user interface (UI) by searching "Office Locations" in the Search Bar

Schema Field	Corresponding Field in ADP Lyric HCM
/associate-work-locations/locationID	Office Location ID
/associate-work-locations/nameCode/name	Location Name
/associate-work-locations/nameCode/code	Location Code
/associate-work-locations/address	Office Location Address
/associate-work-locations/communication	Communication details E.g. Faxes, Landlines, Emails
/associate-work-locations/geographicCode	Geographic Code
/associate-work-locations/effectiveDateTime	Effective DateTime of the Office Location

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](#).

List all possible scenarios that a request could be sent, and the response for each scenario, including both positive cases and common data validation exceptions.

Response Code	Condition
200 OK - returns a successful collection	Returns the work locations
403 - unauthorized AOID	Unauthorized AOID
504 - time out	Time out for collection.
500 - Server Error	Internal Server Error

Chapter 3

Chapter 3: Create a New Work Location

Use Case Description

This API will allow users to create new Office Locations in ADP Lyric's System of Record. Users will be able to create current and future dated Office through this API. Currently, ADP Lyric supports creating one Office Location at a time.

The canonical URI corresponding to this 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.

Method	Operation	Uniform Resource Identifier (URI)	Sample Request Payload	Canonical URI
POST	Add	/hr/v1/associate-work-locations	https://developers.adp.com/apis/api-explorer/hcm-offrg-lifion/hcm-offrg-lifion-hr-associate-work-locations-v1-associate-work-locations?operation=GET%2Fhr%2Fv1%2Fassociate-work-locations#swagger	/hr/workerInformationManagement/workAssignmentManagement/workLocationManagement/workLocations.add

Data Dictionary

Schema Location	ADP Lyric Field Name	Parameter Type	Details	Is Required?
/associateWorkLocations/0/effectiveDateTime	Start Date	String	The start date of the Work Location. This can be past, current, or future dates. Future-dated work locations will show up in the Future tab of the Office Locations page.	Y
/associateWorkLocations/0/locationID	Code	String	The location code of this work location. If a work location is passed and it exists in the system, this API call will act as an update. If a work location is passed, and it does not exist in the system, then a new Work Location record will be generated in the system with that code. If no code is passed, the system will generate a code for the work location and create the record in the system.	N
/associateWorkLocations/0/nameCode/name	Name	String	The name of the work location.	Y
/associateWorkLocations/0/organizationalUnit/nameCode/code	Legal Entity	String	The code of legal entity linked to this work location.	Y
/associateWorkLocations/0/industryClassification/code	NAICS Code	String	The industry classification code for the work location. For instance, "111191" which can indicate "Rice Farming." This describes the business activity at the work location.	Y
/associateWorkLocations/0/parentLocationID	Reports To	String	The parent location to this record. If none is provided or an invalid code is provided, then the root office location set up at the client instance will be linked to this location instead.	N
/associateWorkLocations/0/maximumOccupancy	Capacity	String	The number of people the location can hold. Must be 1 or greater.	N

Schema Location	ADP Lyric Field Name	Parameter Type	Details	Is Required?
/associateWorkLocations/0/workLocationDescription	Description	String	The description of the office location.	N
/associateWorkLocations/0/address/typeCode/code	NA	String	Address type. Should be hard coded to "PHYSICAL" for this API.	Y
/associateWorkLocations/0/address/lineOne	Address Line 1	String	Address Line 1. The Address Line 1 should start with a number if the address is within the US. This validation is done for EEO-1 filing logic.	Y
/associateWorkLocations/0/address/lineTwo	Address Line 2	String	Address Line 2	N
/associateWorkLocations/0/address/cityName	City	String	City	Y
/associateWorkLocations/0/address/countryCode	Country	String	Country Code	Y
/associateWorkLocations/0/address/postalCode	Zip Code	String	Postal Code	Y
/associateWorkLocations/0/address/subdivisionCode/code	State	String	State	Y
/associateWorkLocations/0/address/subdivisionCode2/codeValue	NA	String	Any subdivision that is supported for the country.	N
/associateWorkLocations/0/communication/landLines/0/formattedNumber	Phone	String	Phone Number	N
/associateWorkLocations/0/communication/emails/0/emailUri	Email	String	Email address	N
/associateWorkLocations/0/communication/fax	Fax	String	Fax number	N

Schema Location	ADP Lyric Field Name	Parameter Type	Details	Is Required?
xes/0/formattedNumber				
/associateWorkLocations/0/equalEmploymentOpportunityFilingIndicator	Does this location require EEO-1 filing?	String	Pass "Yes" for true Pass "No" for false This is not a boolean field, do not pass true or false values.	Y
/associateWorkLocations/0/organizationCategory/code	Does this headquarters or establishment meet the criteria to be designated as a federal contractor subject to EEO-1 reporting requirements, as defined by the Office of Federal Contract Compliance Programs (OFCCP) regulations: (1) Is not exempt as provided for by 41 CFR 60-1.5; (2) has 50 or more employees; (3) is a prime contractor or first-tier subcontractor, or is a subcontractor below the first tier which performs construction work at the site of construction; and (4) has a contract, subcontract, or purchase order amounting to \$50,000 or more; or serves as a depository of government funds in any amount; or is a financial institution which is an issuing and paying agents for U.S. Savings bonds and or savings notes?	String	Pass the value "FC" in this field to populate "Yes" to this field/question. Any other value will result populate "No" for this field. If the value "FC" is passed in this field, then it is required to pass a 12-digit value in /associateWorkLocations/0/alternateOrganizationIDs.	N
/associateWorkLocations/0/homeIndicator	Virtual Location	Boolean	If true is passed, then the value will be "Yes" for "Virtual Location." If false is passed, then the value will "No" for "Virtual Location."	N
/associateWorkLocations/0/alternateOrganizationIDs	Unique Entity	String	This is a 12-digit identification given to the organization if the organization identifies as a federal contractor.	Yes, if /associateWorkLocations/0/organizationCategory/code has the value "FC"

Event Notifications

To subscribe to the event notifications for Work Location creation use the following canonical URI:
/hr/workerInformationManagement/workAssignmentManagement/workLocationManagement/workLocations.add.eventNotify

Chapter 4

Chapter 4: Update an Existing Office Location

Use Case Description

This API will allow users to update existing Office Locations in ADP Lyric's System of Record. Users will be able to update current and future dated Office Locations through this API. Currently, we use one endpoint to create and update a work location. Additionally, ADP Lyric supports updating one Office Location at a time.

The canonical URI corresponding to this 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.

Method	Operation	Uniform Resource Identifier (URI)	Sample Request Payload	Canonical URI
POST	Add	/hr/v1/associate-work-locations	https://developers.adp.com/apis/api-explorer/hcm-offrg-lifion/hcm-offrg-lifion-hr-associate-work-locations-v1-associate-work-locations?operation=GET%2Fhr%2Fv1%2Fassociate-work-locations#swagger	/hr/workerInformationManagement/workAssignmentManagement/workLocationManagement/workLocations.add

Data Dictionary

The fields which can be updated with this API are:

- Name
- Description
- Communications
 - emails
 - faxes
 - phone numbers
- Address
- Parent Location

Tip

To make an update, you need to send a full payload of all values, including the fields you are not changing.

Schema Location	ADP Lyric Field Name	Parameter Type	Details	Is Required?
/associateWorkLocations/0/locationID	Code	String	The location code of this work location. If a work location is passed and it exists in the system, this API call will act as an update. If a work location is passed, and it does not exist in the system, then a new Work Location record will be generated in the system with that code. If no code is passed, the system will generate a code for the work location and create the record in the system.	Y
/associateWorkLocations/0/nameCode/name	Name	String	The name of the work location.	N
/associateWorkLocations/0/parentLocationID	Reports To	String	The parent location to this record. If none is provided or an invalid code is provided, then the root office location set up at the client instance will be attached to this location instead.	N
/associateWorkLocations/0/workLocationDescription	Description	String	The description of the office location.	N
/associateWorkLocations/0/address/typeCode/code	NA	String	Address type. Should be hard coded to "PHYSICAL" for this API.	N
/associateWorkLocations/0/address/lineOne	Address Line 1	String	Address Line 1. The Address Line 1 should start with a number if the address is within the US. This validation is done for EEO-1 filing logic.	N

Schema Location	ADP Lyric Field Name	Parameter Type	Details	Is Required?
/associateWorkLocations/0/address/lineTwo	Address Line 2	String	Address Line 2	N
/associateWorkLocations/0/address/cityName	City	String	City	N
/associateWorkLocations/0/address/countryCode	Country	String	Country Code	N
/associateWorkLocations/0/address/postalCode	Zip Code	String	Postal Code	N
/associateWorkLocations/0/address/subdivisionCode/code	State	String	State	N
/associateWorkLocations/0/address/subdivisionCode2/codeValue	NA	String	Any subdivision that is supported for the country.	N
/associateWorkLocations/0/communication/landlines/0/formattedNumber	Phone	String	Phone Number	N
/associateWorkLocations/0/communication/emails/0/emailUri	Email	String	Email address	N
/associateWorkLocations/0/communication/faxes/0/formattedNumber	Fax	String	Fax number	N

Event Notifications

To subscribe to the event notifications for Work Location update use the following canonical URI: </hr/workerInformationManagement/workAssignmentManagement/workLocationManagement/workLocations.change.eventNotify>

Chapter 5

Chapter 5: Known Issues and Limitations

1. Support for Closing/Removing an Office Location

Description: Currently, none of ADP Lyric's API support end-dating or closing office locations.

Workaround: To work around this issue, users will need to manually close the office location from the UI.

2. Support for Bulk Asynchronous Office Location Updates

Description: Currently, ADP Lyric does not support an asynchronous framework for processing bulk office location changes through the API. The API supports only single creations and updates.

Workaround: There is currently no workaround at this time for this limitation.

3. Limitations in Updating Office Location

Description: Currently, ADP Lyric does not support updating ALL available fields after an office location is created. These include Assignments, Authorizations, Reporting Units, Custom Fields, and EEO-1 information. We are also not supporting updating legal entities after they have been created through this API.

The only fields available for update are: **Name, Description, Communications (emails, faxes, phone), Address, and Parent Location.**

Workaround: Users can manually update these through the UI. To update Reporting Units, users can select an existing office location for which they want to make a child office location and update the parent office location through the API.

4. Utilizing Same Endpoint for Add and Change

Description: ADP Lyric currently supports using the same endpoint for add and change.

Workaround: Users will be required to pass a valid and existing location code in the request payload to process an update.

5. Support for non-US Office Locations

Description: ADP Lyric will for now only support US Office Locations.

Workaround: Users will need to manually create those office locations that are not US-based.