Guide

Time Entries Modify TLM API Guide for ADP Workforce Now

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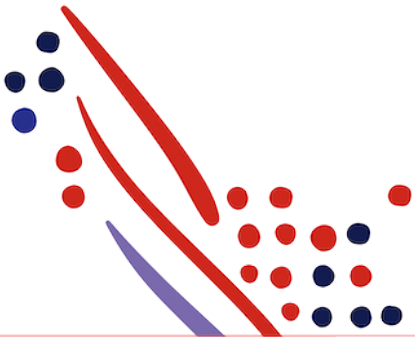

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Chapter 1

About this API

Overview

The Time Entries Modify TLM Application Programming Interface (API) is used to upload time entry data for employee positions. This is data involving an employee's timecard, such as the following details describing instances the employee started and stopped a time and labor event:

- Target time entry employees are always specified in the body by using the **workAssignmentID** value (**Entry ID**).
- Entry ID value can be obtained from making a call to the workers API, through **workAssignments > item ID**.
- Accompanying Associate Object Identifier (AOID) value should also be supplied in the payload Employee Position event record, along with the Position Fulfillment Identifier (PFID) value.
- **Location** and **Retry-After** response headers for all HTTP status responses of 202 Accepted indicate that a subsequent request can be made to the **time-entries.modify/{meta.resourceSetID}** HTTP GET method to obtain an import and/or timecard posting status of the uploaded Time Entry events.
- **time-entries.modify** web service is designed to be used asynchronously when more than one Employee Position is included in the uploading payload, and:
    - Consuming applications should honor the **Retry-After** response header returned by the **time-entries.modify** and **time-entries.modify/{meta.resourceSetID}** web service. This only pertains to the subsequent requests to obtain a status for an **Event ID** (using **time-entries.modify/{meta.resourceSetID}**).
    - Subsequent requests can be made to the **time-entries.modify** web service to upload additional Time Entry events while asynchronously polling/waiting for previous bulk upload events to complete.
    - ADP asks consuming applications to honor a wait interval of at least 30 minutes between each subsequent bulk upload request made to **time-entries.modify.** This is to limit inadvertent DOS (Denial of Service) incidences.
- **timeEntries** contained in a payload do not need to be one type of Change Code operation for the example payloads described by this guide (even though the examples might demonstrate one type of Change Code operation).

Note

Time entry API for hourly entry and Time Pair Entry are now also supported for WorkforceNow Next Generation(WorkforceNow cloud) clients.

Supplemental pay code and labor Allocation are not yet supported for WorkforceNow Next Generation(WorkforceNow cloud) clients.

What's New in this Guide?

In this section, any enhancements or update of the API will be announced.

June 2023

- Updated Postman collection.
- Corrected few redirecting links.

July 2022

- Updated API endpoints and samples to link to API explorer

Dec 2020

- New response diagram is added in chapter 1 sequence of interactions .
- Supplemental pay is not supported in cloud environment. Chapter 3 Supplement Entry for Multiple Employees (Async Call) section is not applicable in cloud API
- Setting up supplemental pay in app section is removed from as supplemental is not supported. So, it is removed from Appendix C: How to Add TimeEntry in ADP Workforce Now
- Labor profile is not supported in cloud . So Labor Allocation sections chapter 2 in data dictionary are not applicable to the cloud APIs.

About the Auto-Change Behavior within the Transaction ID Feature using EntryID

The Transaction ID feature allows users to identify their submitted time entries by supplying a consumer generated ID (managed and maintained by the consumer). Additionally, the Time Entries Modify TLM API offers Auto-Change functionality when using the Transaction ID feature. When taking advantage of the Transaction ID feature's Auto-Change behavior, ADP TLM will determine whether the target time entry record requires an insert, update, or deletion.
In this scenario, the _changeCode value does not need to be manipulated by the consuming application to indicate an add, change, or remove. This is useful when consuming applications do not have a need to assert the state of the record created by ADP TLM. For example, a consuming application may not need or want to keep track of whether the time entry record stored in ADP TLM is a new or existing record.

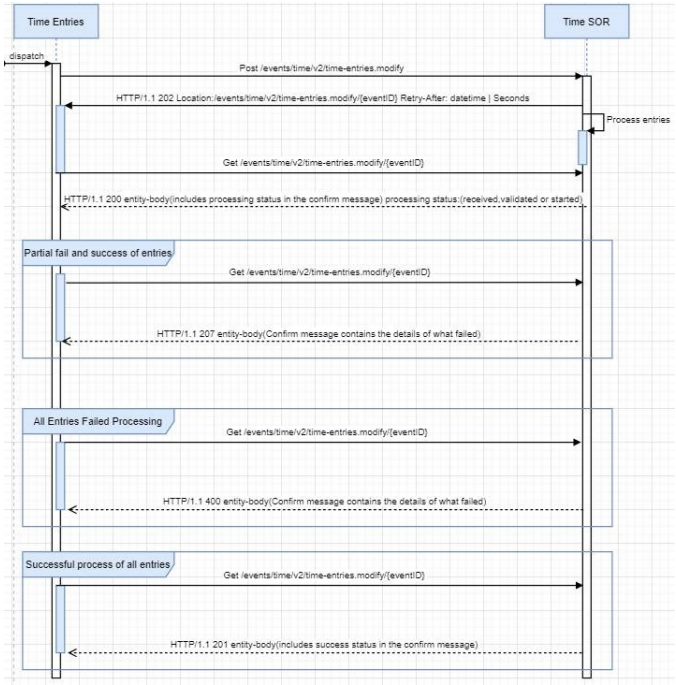
Using the Auto-Change Behavior within the Transaction ID Feature

To use the Auto-Change behavior offered by the Transaction ID feature, users should note the following:

- **EntryID** property must be populated with a value unique to the Time Entry record.The uniqueness of the **EntryID** (the consumer generated Transaction ID) is per Employee Position, but this does not preclude the consumer from creating a globally unique **EntryID**.
- **EntryID** value is exclusively managed by the consuming application. ADP will just use the value it is given.
- **_changeCode** must always be set to **add** regardless of whether an **add**, **change**, or **remove** operation results from the request.
- **timeDuration** property is set to **PT0H** when a deletion is wanted. Specifying the payload as **hoursEntry**, supplying hours of **PT0H** along with a **_changeCode** of **add**, will result in a Time Pair Deletion regardless of whether the target Time Pair in ADP TLM is an Hours Entry Type or a Time Pair Type time pair.
- New **Time Entry** record is created in ADP Workforce Now and ADP TLM when a new **EntryID** is used.
- **Time Entry** record is updated with the new information contained in the payload entry or it is deleted if the **timeDuration** property is set to **PT0H** when a **Time Entry** record already exists with the same **EntryID** in ADP Workforce Now and ADP TLM.
- Auto-Change feature is only available for use in the asynchronous version of the API.

Sequence of Interactions

The following diagram represents the interaction of the data-collection-entries API call after the user is authenticated by the ADP Marketplace. The Time Entries Modify TLM API follows the same example when more than one Employee Position event array object is included in the payload or when the Prefer HTTP Header is included in the request with a value of respond-async.



Supported Product Version and Customer Base

The Time Entries Modify TLM API is supported by ADP Workforce Now and ADP TLM 19.0.10 and above.

- ADP Workforce Now - The Time Entries Modify TLM API has been certified for use by ADP Workforce Now integrated clients.
- Other ADP products - The Time Entries Modify TLM API has not been certified for use by any other integrated application at this time (such as RUN Powered by ADP or ADP Vantage HCM).

Required Setup Steps

A set of Employee Positions configured to use Time must be available before the Time Entries Modify TLM API can be used.

!	**Important:**	**Procedures to Update or Remove time entries:** • **Hourly Entry** – The user can either get the Transaction ID from the Team Time Cards API or enter any integer value. If the **entryID** already exists in the system of record (SOR) than it updates to the same **entryID** with the new values for an associate. In this case, the **_changeCode** value will be ignored. There is a similar procedure for removing. • **Time Entry Pair** – The user can either get the Transaction ID from the Team Time Cards API or enter any integer value. If the **entryID** already exists in the SOR than it updates to the same **entryID** with the new values for an associate. In this case, the **_changeCode** value will be ignored. But, when removing, the user can get the **entryID** from Team Time Cards API or

		change the **eventTypeCode.codeValue** to **hoursEntry** and provide **timeDuration** as **PT0H**. In this case the **_changeCode** value will also be ignored. • **Supplemental Pay Codes** – The user needs to get the Transaction ID from the Team Time Cards API and use it as the **entryID**. Then, update the **_changeCode** value to change or remove based on the action required.

For more information, see the Team Time Cards API Guide for ADP Workforce Now.

Chapter 2

Data Dictionary

Data Dictionary

The Team Time Cards API exposes values found on the time card within the ADP Workforce Now UI, by selecting **People > Time & Attendance > Individual Timecards**. The following is the schema of the response payload.

Schema Location	Field Name	Is Required (Y/N)	Description
Schema Location	Field Name	Is Required (Y/N)	Description
/events/eventID	**item**	Y	Specifies an ID that identifies the position of the event record within the payload. This is typically an integer value that represents the indexed position of the array element being described. For example, **events[0]** would have a value of **0**, **events[1].eventID** would have a value of **1**, and so on.
/events/serviceCategoryCode/ codeValue	NA	Y	Should always have a value of **core (constant value)**.
/events/data/eventContext/ associateOID	**ASSOCIATEOID**	Y	Specifies the AOID.
/events/data/eventContext/workAssignmentID			Specifies the PFID.
/events/data/transform/timeEntries/	**itemID**	Y	Used to identify the **timeEntries** array element. This is typically an integer value that represents the indexed position of the array element being described. For example, **timeEntries[0]** would have a value of **0**, **events[1].eventID** would have a value of **1**, and so on.

/events/data/transform/timeEntries/	**entryID**		Specifies a unique ID used to identify the **timeEntries** record to be inserted, updated, or deleted. The **entryID** is always required when making a modification to an existing time entry or when removing an existing time entry in the target system (removal). The Get Team Timecards API request can be used to obtain the set of **entryID**'s available for modification.
/events/data/transform/timeEntries/ entryCode	**PAYCODE**	N	Specifies a code identifying the code with which the entry is associated. This may be an earnings code/pay code.
/events/data/transform/timeEntries/ entryTypeCode	NA	Y	Specifies a code identifying the type of entry. Examples are hours, amount, and **timePair**. The type of entry drives the data relevant for the entry.
/events/data/transform/timeEntries/ entryDate		Y	Specifies the Data Representation Standard: Temporal Data Specification which follows the ISO-8601:2000 format of **YYYY-MM-DD**.
/events/data/transform/timeEntries/ startPeriod/startDateTime	**INTIME**	Y	Specifies the string representation of the start date-time value. Follows the ISO-8601:2000 format.
/events/data/transform/timeEntries/ endPeriod/endDateTime	**OUTTIME**		Specifies the string representation of the end date-time value. Follows the ISO-8601:2000 format. Not required for **hours entryTypeCode** entries. Required for **timePair entryTypeCode** entries.
/events/data/transform/timeEntries/ timeDuration	**TOTALHOURS**	Y	Represents the duration of time as represented by ISO 8601. Where the value space is a six-dimensional space where the coordinates designate the Gregorian year, month, day, hour, minute, and second. The number of seconds can include decimal digits to arbitrary precision. The format is **PnYnMnDTnH nMnS**, where: **[n]** is replaced by the value for each of the date and time elements that follow the **[n]**. Leading zeros are not required, but the maximum number of digits for each element should be agreed to by the communicating parties. The capital letters **P**, **Y**, **M**, **W**, **D**, **T**, **H**, **M**, and **S** are designators for each of the date and time elements and are not replaced.]]></ac:plain-text-body> </ac:structured-macro> **P** – Duration designator (historically called period), placed at the start of the duration representation. **Y** - Year designator, that follows the value for the number of years. **M** – Month designator, that follows the value for the number of months. **W** – Week designator, that follows the

			value for the number of weeks. **D** - Day designator, that follows the value for the number of days. **T** - Time designator, that precedes the time components of the representation.
/events/data/transform/timeEntries/ timeDuration (cont.)	**TOTALHOURS**	Y	**H** - Hour designator, that follows the value for the number of hours. **M** - Minute designator, that follows the value for the number of minutes. **S** - Second designator, that follows the value for the number of seconds. The number of seconds can include decimal digits to arbitrary precision. For example, **PT8H** indicates a Period Time of 8 hours. This property is required for **entryTypeCode** of **hours**.
/events/data/transform/timeEntries/_changeCode	NA	Y	Valid Values are as follows: **add** – Add a time entry for the specified event location (Employee Position). **change** – Modify a selected **timeEntries** item. For a specified Employee Position, the entryID property is used to specify the item to remove in ADP TLM. The **entryID** can be obtained from a previous **Get Team Timecards** request. **remove** – Remove a selected **timeEntries** item for a specified Employee Position. The **entryID** property is used to specify the item to remove in ADP TLM. The **entryID** can be obtained from a previous **Get Team Timecards** request.
/events/data/transform/timeEntries/laborAllocations/itemID	NA	N	Used to identify the **laborAllocation** array element position being described. It is typically an integer value that represents the indexed position of the array element. For example, **events[0].eventID** would have a value of **0**, **events[1].eventID** would have a value of **1**, and so on. This property is optional for the **laborAllocation** array element objects.
/events/data/transform/timeEntries/laborAllocations/allocationCode-	(see Description column)	N	Used to assign the LCF value ID. For example, **DEPT1** if the LCF being described represents a Department transfer to DEPT1. The value will be assigned to one of the Time Pair Labor charge columns determined by the value of **allocationTypeCode**, such as **DEPARTMENTID**, **JOBID**, **LCF1**, **LCF2**, and so on).
/events/data/transform/timeEntries/laborAllocations/allocationTypeCode	(see Description column)	N	Used to assign the LCFID for the LCF value ID being specified. For example, if **LCFID 16** (Department) is being described then the value will be 16. All TLM supported LCFID's are valid values for this property: **LCFID 1 – 17**. The value determines the assignment column that the **allocationCod**e value will be assigned.

Chapter 3

Adding Modifying and Removing time Entry

Description

Through the Time Entries Modify TLM API, the time entry can be done hourly by setting **Entry type code** as **Hours**. If only one employee record is sent in the request payload than it will be a sync call, if more than one employee than async call.
The API supports **Add an Entry**, **Modify an Entry**, and **Remove an Entry**.

Important

The Meta Response for the bulk/asynchronous version of the Meta API is not supported at this time.

Note

Time entry API for hourly entry and Time Pair Entry are now also supported for WorkforceNow Next Generation(WorkforceNow cloud) clients.

Supplemental pay code and labor Allocation are not yet supported for WorkforceNow Next Generation(WorkforceNow cloud) clients.

API Usage

For API related information please refer Time Cards in API explorer

Method	URI	Description
POST	**/events/time/v2/time-entries.modify**	Used to upload time entry data for Employee Positions.
GET	**/events/time/v2/time-entries.modify/ {resourceMessageID.idValue}**	Used to report the status of a previously submitted upload. This second request is required when time entry data for more than one Employee Position is uploaded in the POST request.

Scope

The canonical uniform resource identifier (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/timeEntryManagement/timeSheetManagement/timeEntries.modify

Supported Actors

Request Parameter roleCode Value:	practitioner
Usage:	Practitioners can update all Employee Position Timecards with Time Entries (a system user is considered a practitioner).

Request Header Parameters

Parameter Name:	**Prefer**

Required (Y/N):	N
Usage:	
Value:	respond-async
Sample:	respond-async

Other Supported Parameters

There are no other supported parameters.

Response Header Parameters

Parameter Name	Value	Sample
Location	/events/time/v2/time-entries.modify/1ca7d6f2bd1046149f4048f005554deb	Location: /events/time/v2/time-entries.modify/1ca7d6f2bd1046149f4048f005554deb
Retry-After	300	Retry-After: 300

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.

Hourly Entry for Multiple Employees (Async Call)

Important

When modifying or removing a Hourly entry for multiple employees, the **EntryID** is needed.

The user needs to get the **EntryID** from the Team Time Cards API. For more information, see the Team Time Cards API Guide for ADP Workforce Now.

For API related information please refer Team Time Cards in API explorer

Condition	Tip to Handle
The Payload has been accepted and stored for further processing by ADP Marketplace. Subsequent requests to the Time Entries Modify Status service are required by providing the **meta.resourceSet ID** value returned in the **confirmMessage** o bject within the response to confirm the processing status of the submitted bulk upload. The Response Code applies specifically to	1. The RETRY-AFTER HTTP Header value included in the response headers is intended to apply when checking the status of a prior upload (subsequent GET time-entries.modify/{resourceSetID}). A throttling time of one minute is recommended if you want to make another time-entries.modify upload request. For example, when sending another upload with a payload. This contrasts with the GET request, where the RETRY-AFTER value should be honored.

the POST Method request.	

Time Pair Entry for Multiple Employees (Async Call)

Important

When modifying or removing a Time Pair Entry for multiple employees, the EntryID is needed.

The user needs to get the EntryID from the Team Time Cards API. For more information, see the Team Time Cards API Guide for ADP Workforce Now.

For API related information please refer Team Time Cards in API explorer

Condition	Tip to Handle
Condition	**Tip to Handle**
The Payload has been accepted and stored for further processing by ADP Marketplace. Subsequent requests to the Time Entries Modify Status service are required by providing the **meta.resourceSetID** value returned in the **confirmMessage** object within the response to confirm the processing status of the submitted bulk upload. The Response Code applies specifically to the POST Method request.	1. The RETRY-AFTER HTTP Header value included in the response headers is intended to apply when checking the status of a prior upload (subsequent GET time-entries.modify/{resourceSetID}). A throttling time of one minute is recommended if you want to make another time-entries.modify upload request. For example, when sending another upload with a payload. This contrasts with the GET request, where the RETRY-AFTER value should be honored.

Supplement Entry for Multiple Employees (Async Call)

Note

Supplemental pay code and labor Allocation are not supported for Workforce Now cloud client.

Important

When modifying or removing a Supplement Entry for multiple employees, the EntryID is needed.

The user needs to get the EntryID from the Team Time Cards API. For more information, see the Team Time Cards API Guide for ADP Workforce Now.

For API related information please refer Team Time Cards in API explorer

Condition	Tip to Handle
The Payload has been accepted and stored for further processing by ADP Marketplace. Subsequent requests to the Time Entries Modify Status service are required by providing the **meta.resourceSetID** value returned in the **confirmMessage** object within the response to confirm the processing status of the submitted bulk upload. The Response Code applies specifically to the POST Method request.	1. The RETRY-AFTER HTTP Header value included in the response headers is intended to apply when checking the status of a prior upload (subsequent GET time-entries.modify/{resourceSetID}). A throttling time of one minute is recommended if you want to make another time-entries.modify upload request. For example, when sending another upload with a payload. This contrasts with the GET request, where the RETRY-AFTER value should be honored.

Chapter 4

Use Case: Failure Scenarios

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

202 Accepted Response Code within a 207 Multi-Status Response Code/Associated with a 400 Bad Request Response Code(Async call)

Note

A 207 Multi-Status response is only used with Web Distributed Authoring and Versioning (WebDAV).

For API related information please refer Time Cards **in API explorer**

API	Method	Condition	Tip to Handle
/events/time/v2/time-entries.modify	POST	The Payload has been accepted and stored for further processing by ADP Marketplace. Subsequent requests to the Time Entries Modify Status service are required by providing the **meta.resourceSetID** value returned in the **confirmMessage** object within the response to confirm the processing status of the submitted bulk upload.	The **RETRY-AFTER HTTP** Header value included in the response headers is intended to apply when checking the status of a prior upload (subsequent **GET time-entries.modify/{resourceSetID}**). A throttling time of one minute is recommended if you want to make

		The Response Code applies specifically to the POST Method request.	another **time-entries.modify** upload request. For example, when sending another upload with a payload. This contrasts with the GET request, where the **RETRY-AFTER** value should be honored.

200 OK Response Code within a 207 Multi-Status Response/Associated with a 400 Bad Request Response Code (Async call)

For API related information please refer Time Cards in API explorer

API	Method	Condition	Tip to Handle
/events/time/v2/time-entries.modify/{resourceMessageID.idValue}	GET	This response occurs when the upload transaction is still in-process. If the **processMessages** array element is missing from the response, it indicates that the payload has been scheduled to be processed. The Response Code applies to the GET Method request.	**Important:** **Receiving a 200 status means it is still processing the request.** **It is not the final status. You need to wait and RETRY-AFTER expected time mentioned in the POST call header response.**

207 Multi-Status and 400 Response Codes (Async Call)

For API related information please refer Time Cards in API explorer

API	Method	Condition	Tip to Handle
/events/time/v2/time-entries.modify/{resourceMessageID.idValue}	GET	These responses occur when some Employee Position event records fail to import to the timecard.	**Receiving 207 or 400 status means the response has processed the request and has sent the final status.**

Chapter 5

Known Issues and Limitations

This section details all reported, known, issues with the Time Entries Modify TLM API, so developers can be aware of them when using the API. The following user stories are covered in this section:

USXXXXXX: Time Entry Pair Does Not Currently Support Removing a Record Using timePairEntry as the Event Type Code

Impacted APIs

Method	URI	roleCode
POST	/events/time/v2/time-entries.modify	Practitioner
GET	/events/time/v2/time-entries.modify/{resourceMessageID.idValue}	Practitioner

Description

The Time Entries Modify TLM API does not import the record when trying to remove a record using the **timePairEntry** event type code.

Suggested Workaround

Use **Hourly Entry** as an event type code.
The user can also log in to ADP Workforce Now and use the user Interface (UI) to perform the action.

US1450796: Supplement Pay Code Does Not Handle the auto-change entryID

Impacted APIs

Method	URI	roleCode
POST	/events/time/v2/time-entries.modify	Practitioner
GET	/events/time/v2/time-entries.modify/{resourceMessageID.idValue}	Practitioner

Suggested Workaround

To modify and delete, the user needs to get the Transaction ID from Team Time Cards API and needs to make sure the **_changeCode** value is updated per the action needed (modify or remove).
The user can also log in to ADP Workforce Now and use the UI to perform the action.
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US1450797: API Throws an Error for Supplemental payCode eventType when Multiple Employee Records are in the Request Payload **(supplemental Pay not supported in cloud API)**

Impacted APIs

Method	URI	roleCode

POST	/events/time/v2/time-entries.modify	Practitioner
GET	/events/time/v2/time-entries.modify/{resourceMessageID.idValue}	Practitioner

Description**(supplemental Pay not supported in cloud API)**

The Time Entries Modify TLM API is returning 400 Bad Request response code with an error response when there are multiple employee entries in the request payload for supplement pay code event type.

Suggested Workaround

The user needs to log in to ADP Workforce Now and use the UI to perform the action needed.
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Known Issue:

In testing, all items require an Accept header of application/json. If it is not included it returns a message <l7:policyResult status="Assertion Falsified" xmlns:l7="http://www.layer7tech.com/ws/policy/fault"/>.

Chapter 6

Appendixes

The following is covered in this section:

- Appendix A: Sample Responses
- Appendix B: Message Code Dictionary – userMessage.CodeValue
- Appendix C: How to Add TimeEntry through ADP Workforce Now

Appendix A: Sample Responses

Select the following to see the sample responses within GitHub:

- Status Code 202
- Status Code 200
- Status Code 201
- Status Code 207
- Status Code 400
- Status Code 404
- Status Code 5xx

Appendix B: Message Code Dictionary – userMessage.CodeValue

Message ID	Description

exp_NoMobilePositions Found	No position is associated with the Associate or Badge value provided.
err_BadgeReqForClock Emp	Badge value is missing and no AOID has been provided.
err_InvalidDateValue	Invalid date or unrecognized date format.
err_LcfEmpty	Expected LCF value is missing.
EZLM_ERR_ScheduleNo tDefined	The expected schedule is not defined for the clocking employee.
exp_NoMobilePositions Found	No position is associated with the provided ASSOCIATEOID.
exp_EntryNotFound	No entries found for the valid employee.
info_ IMP_TOTALCOUNT	Bulk Upload Statistic Import Statistics (total number of Employee Position Events found in the payload). Typically, only one message of this type occurs in the response.
info_IMP_FAILEDCOUN T	Bulk Upload Statistic Import Statistics (number of Employee Position Events failing to import—either completely or partially). Typically, only one message of this type occurs in the response.
info_IMP_INPROCESSCO UNT	Bulk Upload Statistic Import Statistics (number Employee Position Events still in process). Typically, only one message of this type occurs in the response.
err_ItemNotFound	The referenced entry item was not found.

Appendix C: How to Add TimeEntry in ADP Workforce Now

Timecards for Single and Multiple Employees

This includes the following:

- Time pairs Entry
- Hours Entry

Starting Point: People > Time & Attendance > Individual Timecards

1. Select the employee. You can also scroll through a list of employees using the arrow keys to the right of **Employee Search**.
2. If necessary, use the date selection tools to select an appropriate date range.
3. Enter the employee's working time or total hours by doing one of the following:
    - Time-Based Employees (For employees who are required to record actual working times):
        1. Click on the + icon on the grid
        2. In the detail page enter start and end time and click on save
    - Hours-Based Employees (For employees who are required only to record their total hours):
        1. Click on the + icon on the grid
        2. In the detail page hours and click on save
4. If you want to include any additional information about the new time pair **Add Note** and save.
5. Click **Save**.