How to Use the SLStart CentralReach to ADP Interface

About the Interface

The interface can be found on the internet at http://pi.embassyllc.com/

This interface has been designed to accept a CSV file directly from SLStart CentralReach and produce a CSV files formatted for entry into ADP.

There are a number of data validations performed such as checking for empty fields, and ill-formatted dates. Entries like this are not added to the CSV files, but are shown in lists on-screen so they can be manually corrected and the report run again.

Salaried employees are excluded. Billing codes for specific employees are modified. Job codes with NONBILL in the title are given their own line.

How to Use the Interface

Open a web browser such as Chrome, Internet Explorer, or Firefox and browse to http://pi.embassyllc.com/

Click on the SLStart CentralReach to ADP button. Images of the respective company logos are used in place of text.

Step 1: Click the "Choose File" or "Browse" button. Select the CSV file from SLStart CentralReach and click Open/Ok.

Step 2: Click the "Process" button. There will be a few seconds of delay as the file is processed.

Step 3: Your browser will automatically try to download the resulting CSV file. It may present a dialog asking you where to save the files.

Check your download folder for the CSV file. It should have a naming scheme like "Embassy_CentralReach_SLStart_" that ends with a date.

Questions and Issues

All questions and issues should be submitted as a trouble ticket at http://ticket.embassyllc.com. Please provide a copy of the "Debug Information" that can be found by clicking the "Show Debug Information" button at the bottom of the page.