How to Use the Payroll Interface Management Sections

About the Interface

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

The Central Reach interfaces ignore salaried employees. The EmpXRef numbers for these employees need to be periodically updated in the interface to allow for changes.

It is also necessary to update the JobXRef and JobCodes.

Two management sections are provided to add and delete these values.

How to Use the Management Sections

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

Click on one of the management sections, either "Manage ADP Job Codes" or "Manage Salaried Employees".

To add a new value, enter it in the text box and click the nearby button. The JobXRef Codes section has two text fields. Both are required and have alpha numeric requirements. Live validation will inform you of what is required.

To delete a value, click the red X next to the value. Click OK in the confirmation box.

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.

Show Debug Information ❯