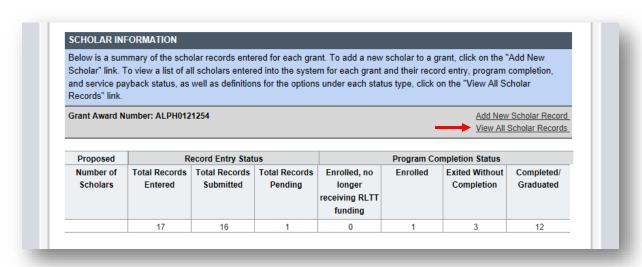


## Rehabilitation Services Administration (RSA) Rehabilitation Long-Term Training (RLTT) Program

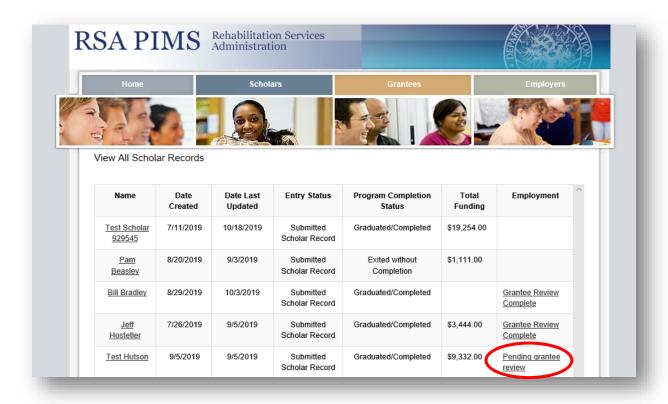
## Reviewing Scholar Employment in the Payback Information Management System (PIMS)

With the launch of the new Payback Information Management System (PIMS) scholars are now required to report their employment information at least annually via PIMS. Grantees are responsible for reviewing and determining whether a scholar's position meets the eligibility criteria before the verification request can be sent to the scholar's employers. Once scholars submit their employment in the system, grantees receive an automated email notification to review the employment record.

**Step 1:** To access a scholar's employment record, click on the "View All Scholar Records" link from the grant's main menu:



**Step 2:** A link to the scholar's employment record will display in the "Employment" column indicating that the record is pending review:



**Step 3:** The employment record will include the employer's name, contact information, type of organization, the scholar's title, and job duties. Scholars can also upload supporting documents. After reviewing all the information, grantees will need to answer if the employment is eligible for service obligation:



**Step 4:** If a record is approved, the system will send the employer an automated verification request email. If the grantee does not approve the record, the grantee must provide an explanation of why the position is not eligible and the system will send the scholar an email notification. Scholars are encouraged to communicate with Project Directors to discuss their employment information and the qualified employment criteria. Scholars can revise and resubmit employment records for reconsideration.

For assistance with reviewing an employment record or for additional support, please contact the PIMS Help Desk at RLTTHelpDesk@ed.gov or 1-800-832-8142.