



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:

SCHOLAR INFORMATION

Below is a summary of the scholar records entered for each grant. To add a new scholar to a grant, click on the "Add New Scholar" link. To view a list of all scholars entered into the system for each grant and their record entry, program completion, and service payback status, as well as definitions for the options under each status type, click on the "View All Scholar Records" link.

Grant Award Number: ALPH0121254 [Add New Scholar Record](#)
[View All Scholar Records](#)

Proposed Number of Scholars	Record Entry Status			Program Completion Status			
	Total Records Entered	Total Records Submitted	Total Records Pending	Enrolled, no longer receiving RLTT funding	Enrolled	Exited Without Completion	Completed/ Graduated
	17	16	1	0	1	3	12

Step 2: A link to the scholar’s employment record will display in the “Employment” column indicating that the record is pending review:

The screenshot shows the RSA PIMS website interface. At the top, there is a navigation bar with 'Home', 'Scholars', 'Grantees', and 'Employers' tabs. Below the navigation bar is a banner image featuring four people. Underneath the banner is a link that says 'View All Scholar Records'. Below this link is a table with the following columns: Name, Date Created, Date Last Updated, Entry Status, Program Completion Status, Total Funding, and Employment. The table contains five rows of data. The 'Employment' column for the 'Test Hutson' row is circled in red, indicating a 'Pending grantee review' status.

Name	Date Created	Date Last Updated	Entry Status	Program Completion Status	Total Funding	Employment
Test Scholar 929545	7/11/2019	10/18/2019	Submitted Scholar Record	Graduated/Completed	\$19,254.00	
Pam Beasley	8/20/2019	9/3/2019	Submitted Scholar Record	Exited without Completion	\$1,111.00	
Bill Bradley	8/29/2019	10/3/2019	Submitted Scholar Record	Graduated/Completed		Grantee Review Complete
Jeff Hostetler	7/26/2019	9/5/2019	Submitted Scholar Record	Graduated/Completed	\$3,444.00	Grantee Review Complete
Test Hutson	9/5/2019	9/5/2019	Submitted Scholar Record	Graduated/Completed	\$9,332.00	Pending grantee 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:

The screenshot shows the RSA PIMS (Rehabilitation Services Administration) web interface. At the top, there is a navigation bar with links for Home, Scholars, Grantees, and Employers. Below the navigation bar is a header with the RSA PIMS logo and the Department of Education seal. The main content area displays a form titled "Verification of Eligible Scholar Employment For Test Hutson". The form contains the following information:

Organization Name:	State Voc Rehab Center
Organization Address	
Address1:	1 Main St
Address2:	
City:	City
State:	Outside the US
Zip Code	11111
Phone:	(987) 987-9877
Employer Organization Type:	Qualified Nonprofit
Job Title:	State vocational rehab counselor
Job Duties:	State vocational rehab counselor duties and responsibilities 1. 2. 3.
List of Uploaded Job Description Docs:	Employment Description 20191024 Employment Letter Dec 2018.docx
Question:	Is this employment eligible for service obligation?*
	<input type="radio"/> Yes, I approve <input type="radio"/> No, I disapprove

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.