

## **Recognition Reporting (RR)** <sup>[1]</sup>

Used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions to employees. The form is submitted to Employee Services.

- *This Excel form will be reengineered as an OnBase form later in January 2026. The new OnBase version of the form will validate data entry, provide dropdown lists from which to select values, automate the routing process, and facilitate Employee Services data entry in HCM.*

To report cash-like and non-cash distributions to non-employees, do not use this form. Instead, use the Payment Reporting form on the [Procurement Service Center \(PSC\) website](#) [2].

[Download: Recognition Reporting \(RR\) Form](#) <sup>[3]</sup>

**Effective Date:** 01/01/2026 (Updated for use only to report employee distributions.)

**The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#)** <sup>[4]</sup>.

### **Frequently Asked Questions**

**Q: Who needs to sign this form?**

A: Someone in a position of authority for your department needs to provide the Organizational Unit Authorizing Signature; this might be the head of your department or other person.

**Q: Why/when do I need to fill out this form?**

A: The RR form is used to help determine potential tax reporting obligations. When the University provides a cash-like (e.g., gift card) or non-cash item to an employee, the value of this item may need to be included in W-2 reporting. The procedures referenced under resources, below, outline these requirements.

**Q: Where do I send this form?**

A: Submit the form to Employee Services (email address at bottom of form).

**Q: Are there related resources on how/when to use this form?**

A: Yes! See the Finance Procedural Statement [Recognition & Training](#) <sup>[5]</sup>.

Have a question or feedback?

## **Questions & Feedback** <sup>[6]</sup>

**Feedback or Question \***

**Your Name**

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**Your Email Address**

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**CAPTCHA**

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

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**Source URL:**<https://www.cu.edu/controller/forms/recognition-reporting-rr>

### **Links**

[1] <https://www.cu.edu/controller/forms/recognition-reporting-rr> [2] <https://www.cu.edu/psc/psc-forms>

[3] <https://www.cu.edu/doc/form-rr-010126-employees-onlyxlsx-1?download=true>

[4] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [5] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and> [6] <https://www.cu.edu/controller/forms/questions-feedback-0>