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Recognition Reporting (RR) [1]

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.

- **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 website (www.cu.edu/psc/psc-forms [2]).
- NOTE: This is an OnBase form. Please connect to your campus network, or log in to VPN, prior to launching the form link below.
- *Do you have more than 50 lines to enter? If yes, you can either enter them directly in the OnBase form or you can enter them into this spreadsheet [3] and attach the spreadsheet to the OnBase form.*

Open: Recognition Reporting Form [4]

Effective Date: 09/01/2026

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. Learn more here [5].

Frequently Asked Questions

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* item (e.g., a gift card) to an employee, the value of this item must be included in W-2 reporting. When the University provides a *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 reporting requirements for non-cash gifts.

Q: **Where do I send this form?**
A: When you submit the OnBase form, it will automatically route to Employee Services (HCM_Community@cu.edu [6]) for processing.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statement Recognition & Training [7].

Have a question or feedback?

Questions & Feedback [8]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

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

Submit

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/recognition-reporting-spreadsheet-upload-employeesxlsx?download=true
[4] https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fportal.prod.cu.edu%2Fpsc%2Fepprod%2FEM
[5] https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms [6] mailto:HCM_Community@cu.edu [7] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and
[8] https://www.cu.edu/controller/forms/questions-feedback-0