OUC Form News: Changes in Recognition Reporting Form in 2026 [1]

December 23, 2025

We're pleased to announce some pending improvements to the recognition reporting process and specifically to the use of the Recognition Reporting form.

The OUC's Recognition Reporting (RR) form in Excel is used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions. Currently, there is a single form that is used to report distributions to either employees or non-employees. The form is then submitted to the appropriate office for processing, based on the recipient of the distribution. Distributions to employees are reported to Employee Services. Distributions to non-employees are reported to the Procurement Service Center (PSC).

In the new year, the current single-use RR form will be redesigned as follows:

Effective January 1, 2026, recognition and other 1099-related reporting for *non-employees* will be submitted to the PSC on the new Payment Reporting form in Excel.

- The PSC's new Payment Reporting form will be used to report payments to non-employees that are subject to 1099 reporting and that were not processed through the PSC. This includes the use of petty cash, gift cards, and cash advances, and the provision of non-cash (tangible items) in accordance with several different policies/procedures, such as the PSC Procedural Statement Study Subject Payments, the Finance Procedural Statement Recognition & Training, and Risk Management procedures for medical/health care payments and attorney proceeds. This form will be submitted to the PSC.
- For information on the new Payment Reporting form, please refer to the December 17, 2025 PSC article on Study Subject Payments [2].

Also effective in January (publication date to be announced soon), recognition reporting for *employees* will be submitted to Employee Services on a new OnBase version of the Recognition Reporting form.

- Like the current Recognition Reporting form in Excel, the reengineered Recognition Reporting form in OnBase will be used to report gift card/cash-like and non-cash awards, rewards, prizes, or other distributions to employees. It will continue to be submitted to Employee Services. 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 data entry in HCM.
- Look for more details and the planned form publication date in early January!

Questions? Reach out to FSS@cu.edu [3].

edition/ouc-form-news-changes

Links

[1] https://www.cu.edu/controller/news/office-university-controller-news/december-23-2025-edition/ouc-form-news-changes [2] https://www.cu.edu/blog/psc-communicator/study-subject-payments-policy-update
[3] mailto:FSS@cu.edu?subject=Question%20on%20Recognition%20Reporting%20form