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OUC Form News: Updates to Recognition Reporting Form [1]

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Following up on our earlier article [2], the Recognition Reporting form has been revised effective January 1, 2026.

Among the updates:

- The Recognition Reporting form is no longer used to report cash-like/non-cash distributions provided to **non-employees.** Such distributions are now reported to the Procurement Service Center, for possible 1099 processing, using a different form: the PSC's new Payment Reporting form.
- The updated Recognition Reporting form is now used to report cash-like (gift card) and non-cash awards, rewards, prizes, or other distributions provided to **employees** only. The form is submitted to Employee Services for processing.
- The RR form has been simplified for this new, single-use purpose. The form is currently still in Excel.
- The RR form will be redesigned in the OnBase platform later this month. OnBase technology will enable streamlined form field entry and facilitate approval routing and data entry in HCM.

If your department typically reports employee cash-like and non-cash distributions, please review the RR form website [3] and the revised Excel form. And look for more details soon about the OnBase form conversion.

Questions? Reach out to FSS@cu.edu [4].

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