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Recognition Reporting Form Moving to OnBase [1]

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Recognition reporting is about to get easier.

The OUC's Recognition Reporting [2] (RR) form is used to report gift cards and non-cash awards (e.g., clothing) given **to employees.** The form is submitted to Employee Services for evaluation and inclusion in the employee's income. Starting July 1, 2026, the RR form is moving from Excel to OnBase. Here's what that means for you:

- **Fewer errors.** Built-in validation catches mistakes before you submit.
- **Faster entry.** Dropdown lists replace manual typing for key fields.
- **Less waiting.** Approval routing is automated, so your submission moves without manual handoffs.
- **Faster processing.** Employee Services can enter your data into HCM more quickly, so these distributions show up sooner.

Reminder: This form is for employees only. To report cash-like and non-cash distributions to **non-employees,** use the Payment Reporting form on the Procurement Service Center (PSC) website [3] instead.

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

Source URL:https://www.cu.edu/controller/news/office-university-controller-news/june-17-2026-edition/recognition-reporting-form

Links
[1] https://www.cu.edu/controller/news/office-university-controller-news/june-17-2026-edition/recognition-reporting-form [2] https://www.cu.edu/controller/forms/recognition-reporting-rr [3] https://www.cu.edu/psc/psc-forms
[4] mailto:FSS@cu.edu?subject=Question%20on%20Recognition%20Reporting%20form