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Recognition Reporting Form: New OnBase Version Goes Live July 1 [1]

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Coming this Wednesday, July 1: the updated Recognition Reporting (RR) form will launch in OnBase.

For those of you who report the distribution of gift cards or non-cash awards **to employees**, the new RR form will be faster and easier to complete. Validation will catch errors before you hit submit, and automated routing will keep your report moving through the system without manual handoffs. Here's how it will work beginning July 1:

- **Find** the new form on the Recognition Reporting form website [2].
- Before clicking on the form, be sure you've used your CU credentials to **log in** to a campus network or connect to VPN.
- **Fill out** the form online: you'll see that the dropdowns and validation guide you through the form fields, reducing manual data entry and related errors.
- **Submit.** Approval routing happens automatically from there.

Remember: 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? Contact FSS@cu.edu [4].

Source URL:https://www.cu.edu/controller/news/office-university-controller-news/june-29-2026-edition/recognition-reporting-form

Links
[1] https://www.cu.edu/controller/news/office-university-controller-news/june-29-2026-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