

OUC Form News: Recognition Reporting Form Now Live in OnBase ^[1]

September 2, 2026

Welcome to the new OnBase version of the Recognition Reporting (RR) form! You'll now find it easier to report gift cards and other taxable awards, rewards, and prizes provided to employees.

Why you'll like the new RR form

The OUC's new OnBase RR form:

- Catches errors before you submit.
- Makes RR data entry easier with dropdown selections.
- Automatically routes forms to Employee Services (ES).
- Helps streamline ES's data entry into HCM.

When to use the RR form

Use the RR form to report taxable items distributed to employees:

- **Gift cards and other cash-like items:** Report all amounts.
- **Non-cash items (clothing and other tangibles):** Report items valued at more than \$100, individually or in aggregate during the calendar year.

Submitted forms are routed to Employee Services for evaluation and inclusion in the employee's taxable income.

How to use the RR form

- **Connect** to the campus network or VPN.
- **Go to the OUC Forms webpage** ^[2] and select Recognition Reporting from the list of forms.
- **Click the gold box** to open the form in OnBase.
- **Complete** the RR form online.
- **Submit** the form.

You'll receive an email confirming submission and another when Employee Services approves the form for processing.

Remember:

The RR form is for reporting distributions to **employees** only. For distributions to **non-employees**, use the Payment Reporting form on the Procurement Service Center (PSC) ^[3]

website.

Questions?

Contact the Office of University Controller's Financial Services & Solutions Help team at FSS@cu.edu ^[4].

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Links

[1] <https://www.cu.edu/controller/news/office-university-controller-news/september-2-2026-edition/ouc-form-news-recognition> [2] <https://www.cu.edu/controller/forms-0> [3] <https://www.cu.edu/psc/psc-forms>
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