



HR COMPLIANCE CALENDAR

2024



2024: At A Glance

Q1

- **Jan. 31:** IRS Form 941 for Q4
- **Jan. 31:** Provide W2s, 1099s
- **Jan. 31:** ACA - Distribute Forms 1095-B & 1095-C
- **Feb. 1:** Hang OSHA 300A
- **Feb. 28:** ACA company paper filing
- **March 2:** E-file OSHA 300A
- **March 29:** EEO-1 Report due

Q2

- **April:** Provide Summary Plan Descriptions (SPDs)
- **April 1:** ACA company e-filing
- **April 30:** IRS Form 941 for Q1
- **May 1:** Take down OSHA log



Q3

- **July 31:** IRS Form 941 for Q2
- **August:** Start pre-planning for open enrollment



Q4

- **Oct. 31:** IRS Form 941 for Q3
- **November:** Remind employees to submit FSA receipts before end of year
- **Dec. 31:** Non-discrimination testing for 401(k) plans, 125 Premium Only Plans (POP), FSAs

YEARLY REMINDERS:

- Renew HR credentials
- Review/revise handbook as needed to comply with evolving legislation

NOTES:

January 2024



REMINDER

Review federal, state and local legislative updates. Many take effect on Jan. 1.

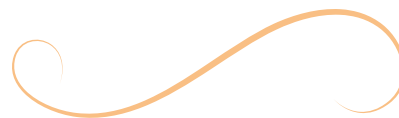
SUN	MON	TUE	WED	THU	FRI	SAT
	 1 <i>New Year's Day</i>	2 Confirm annual PTO balances	3	4	5	6
7	8	9	10	11	12	13
14	15 <i>Martin Luther King Jr. Day</i>	16	17	18	19	20
21	22	23	24	25	26	27
28 Data Privacy Day	29	30	31 File IRS Form 941 for Q4 Provide W-2s, 1099s ACA - Distribute Forms 1095-B & C			

TO-DO LIST

- Start new OSHA logs for 2024
- Finalize OSHA Form 300A for 2023
- Check poster compliance
- Review employee handbooks
- Send reminder to employees about new benefits

KEY OBSERVANCES

- National Mentoring Month
- National Blood Donor Month



NOTES:

February 2024

COMPLIANCE REMINDER



OSHA Form 300A summary must be posted each year from Feb. 1 to April 30. [Download OSHA's forms and instructions package.](#)

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Hang OSHA Form 300A	2 Groundhog Day	3
4	5	6	7	8	9	10 Lunar New Year (Chinese New Year)
11 Superbowl Sunday	12	13	14 Valentine's Day	15	16	17 Random Acts of Kindness Day
18	19 President's Day	20	21	22	23	24
25	26	27	28 Deadline: ACA company paper filing	29 Leap Year		

TO-DO LIST

- Oversee annual performance reviews
- Hold career path conversations
- Issue budgeted pay increases and prior year bonuses

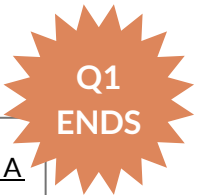
KEY OBSERVANCES

- Black History Month
- National Human Relations Month

NOTES:

March 2024

COMPLIANCE REMINDERS



- March 2: E-file OSHA Form 300A
- March 29: EEO-1 Report due

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Employee Appreciation Day	2 Deadline: E-file OSHA Form 300A
5	4	5	6	7	8 International Women's Day	9
10 <i>Daylight Saving Time begins</i>	11 <i>Ramadan starts</i>	12	13	14	15 Women's Equal Pay Day	16
17 <i>St. Patrick's Day</i>	18	19 <i>Spring begins</i>	20	21	22	23
24	25	26	27	28	29 Deadline: Form EEO-1	30
31 Trans Day of Visibility <i>Easter</i>						

PROJECT IDEAS

- Examine pay practices for wage compression and unfair wage gaps
- Review recordkeeping compliance; store or shred paper files as needed
- Plan a volunteer event for April to observe Volunteer Month

KEY OBSERVANCES

- Women's History Month
- National Developmental Disabilities Awareness Month

NOTES:

April 2024

COMPLIANCE REMINDERS



- April 1: ACA company e-filing
- Provide Summary Plan Description to workers enrolled in ERISA-covered health benefits and retirement plans

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Deadline: ACA company e-filing <i>April Fool's Day</i>	2	3	4	5	6
7	8 <i>Eid al-Fitr (tentative)</i>	9 <i>Ramadan ends</i>	10	11	12	13
14	15 <i>Tax Day</i>	16	17	18	19	20
21	22 <i>Earth Day</i>	23 <i>Passover</i>	24 Administrative Professionals Day	25 Take Your Child to Work Day	26 <i>Arbor Day</i>	27
28	29	30 File IRS Form 941 for Q1 2024				

PROJECT IDEAS

- Conduct I-9 self-audits
- Review performance processes
- Evaluate programs for next year's budget
- Review intern program

KEY OBSERVANCES

- World Autism Month
- National Volunteer Month
- Celebrate Diversity Month
- Financial Literacy Month
- Arab American Heritage Month

NOTES:

May 2024

REMINDER



May is Mental Health Awareness Month. Throughout the month, send periodic reminders to employees about benefits that support mental well-being.

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Take down OSHA log	2	3	4
5 <i>Cinco de Mayo</i>	6	7	8	9	10	11
12 <i>Mother's Day</i>	13	14	15	16	17	18
19	20 International Human Resources Day	21	22	23	24	25
26	 <i>Memorial Day</i>	27	28	29	30	31

TO-DO LIST

- Plan mid-year company culture event
- Hold lunch and learn company trainings

KEY OBSERVANCES

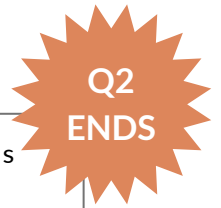
- Asian American and Pacific Islander Heritage Month
- Jewish American Heritage Month

NOTES:

June 2024

REMINDER

The 2024 SCOTUS term ends soon: Watch for significant labor and employment decisions.



SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 World Day Against Child Labor	13	14 <i>Flag Day</i>	15
16 <i>Father's Day</i>	17	18	 19 <i>Juneteenth</i>	20 <i>Summer begins</i>	21 Take Your Dog to Work Day	22
23	24	25	26	27	28	29
30						

TO-DO LIST

- Send workplace safety reminders
- Hold mid-year company culture event



KEY OBSERVANCES

- LGBTQ Pride Month
- National Safety Month
- Caribbean American Heritage Month
- Men's Mental Health Month
- National Employee Wellness Month

NOTES:

July 2024

REMINDER

Review new state and local laws for mid-year legislative updates.



SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4  <i>Independence Day</i>	5	6
7 <i>Al-Hijra (tentative 7th or 8th)</i>	8	9	10	11	12	13
14 International Non-Binary People's Day	15	16	17	18	19	20
21	22	23	24 International Self-Care Day	25 National Intern Day	26 National Disability Independence Day	27
28 National Parents' Day	29	30	31 File IRS Form 941 for Q2 2024			

TO-DO LIST

- Practice self-care; get ready for busy times ahead
- Mid-year PTO check: Make sure people are using time and also check for any excessive use

KEY OBSERVANCES

- National Disability Pride Month
- BIPOC Mental Health Awareness Month

NOTES:

August 2024

REMINDER

Set a good example: Don't forget to schedule your own PTO before summer ends.



Q3

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 National Financial Awareness Day	15	16	17
18	19	20	21	22	23	24
25	26 Women's Equality Day	27	28	29	30	31

TO-DO LIST

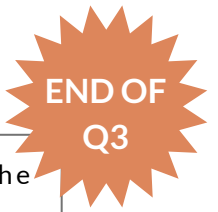
- Conduct a survey on employee benefits and compile constructive feedback
- Remind managers to conduct mid-year performance check

KEY OBSERVANCES

- Black Business Month
- National Wellness Month

NOTES:

September 2024



REMINDER

Open enrollment is just around the corner. Start pre-planning: Pull EAP usage, pull invoices to review spending, census prep.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 <i>Labor Day</i>	3	4	5	6 National 401(k) Day	7
8	9	10 World Suicide Prevention Day	11	12	13	14
15	16	17	18 International Equal Pay Day	19	20	21
22 <i>Fall begins</i>	23	24	25	26 Human Resources Professionals Day	27	28
29	30					

TO-DO LIST

- Send PTO usage reminders
- Conduct pre-planning for upcoming budget
- Assess tools/vendors

KEY OBSERVANCES

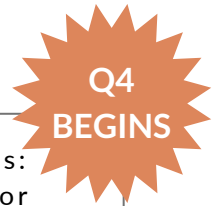
- Hispanic Heritage Month: Sun., Sept. 15-Tues., Oct. 15
- Suicide Awareness and Prevention Month


NOTES:

October 2024

REMINDER

SCOTUS 2024-25 term begins:
Check the [Court's calendar](#) for
significant labor issues to watch



SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 <i>Rosh Hashana begins</i>	3	4 <i>Rosh Hashana ends</i>	5
6	7 New SCOTUS term starts	8	9	10 World Mental Health Day	11	12 <i>Yom Kippur</i>
13	14 <i>Indigenous Peoples Day</i>	15	16 National Boss's Day International Pronouns Day	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 File IRS Form 941 for Q3 2024 <i>Halloween</i> <i>Diwali begins</i>		

TO-DO LIST

- Meet with broker about updated insurance plans
- Determine company cost-contribution levels
- Design and prepare open enrollment portal and materials
- Explore new benefits options that aren't currently offered

KEY OBSERVANCES

- National Disability Employment Awareness Month
- Breast Cancer Awareness Month
- Global Diversity Awareness Month
- Polish-American Heritage Month
- German-American Heritage Month
- Italian-American Heritage Month

NOTES:

November 2024



REMINDER

Federal law doesn't guarantee workers time off to vote, but many state/local laws do. Review your legal obligations and communicate voting time policies prior to Election Day.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3 <i>Daylight Saving Time ends</i>	4 <i>Diwali ends</i>	5 <i>Election Day</i>	6	7	8	9
10	11 <i>Veterans Day</i>	12	13 World Kindness Day	14	15	16
17	18	19	20	21 The Great American Smokeout	22	23
24	25	26	27	28  <i>Thanksgiving</i>	29 Black Friday	30

TO-DO LIST

- Plan company year-end event
- Send FSA/HRA usage reminders
- Remind employees to submit FSA receipts before end of year
- Send PTO usage reminders

KEY OBSERVANCES

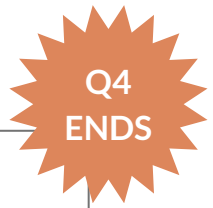
- Native American Heritage Month
- National Career Development Month

NOTES:

December 2024

COMPLIANCE REMINDER

Conduct non-discrimination testing for 401(k) plans, 125 Premium Only Plans (POP), FSAs



SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Cyber Monday	3 Giving Tuesday	4	5	6	7
8	9	10 International Human Rights Day	11	12	13	14
15	16	17	18	19	20	21 Winter begins
22	23	24	25 Christmas Hanukkah starts	26 Kwanzaa starts	27	28
29	30	31 Conduct non-discrimination testing: FSAs, POP, 401(k)s. New Year's Eve	KEY DATES IN JANUARY 2025			
			<ul style="list-style-type: none"> • Jan. 1, 2025: Kwanzaa ends • Jan. 2, 2025: Hanukkah ends 			

TO-DO LIST

- Evaluate existing policies for needed changes
- Research necessary updates for employee handbook
- Verify and implement employees' benefits plan choices
- Confirm that employees received any new benefits ID cards
- Remind employees to update their W-4s for 2025
- Compile and distribute 2025 holiday calendar

NOTES: