

# HR CALENDAR

## JANUARY

- 01** New Year's Day
- 21** Martin Luther King Jr. Day
- 31** W-2 and 1099 Distribution Deadline

## FEBRUARY

- 18** President's Day
- 28** 1095-C Deadline if Paper-Filing

## MARCH

- 01** Employee Appreciation Day
- 04** 1095-C Forms Delivered to Employees
- 10** Daylight Savings Time
- 31** EEO-1 Reporting Deadline

## APRIL

- 01** 1095-C Deadline if E-Filing
- 15** Tax Day

## MAY

- 27** Memorial Day
- \* Global Employee Health and Fitness Month – Encourage healthy lifestyles and workplace wellness.

## JUNE

- \* Summer Vacations – Remind employees about travel medical benefits before summer vacations.
- \* Mid-Year Benefits Review – Remind employees to take advantage of any eligible voluntary benefits.

## JULY

- 04** Independence Day
- \* Compliance Check – Review that benefits notices were or will be issued as required.

## AUGUST

- \* School Physicals – Remind employees about dependent benefits before school begins.
- \* National Eye-Exam Month – Encourage employees to take advantage of vision benefits.

## SEPTEMBER

- 02** Labor Day
- \* PTO Check – Remind employees to check PTO balances before the fourth quarter begins.
- \* Fall Flu Shots – Encourage employees to receive flu shots.

## OCTOBER

- 14** Columbus Day
- 15** Tax Return Extension Deadline
- 16** National Bosses Day

## NOVEMBER

- 03** Daylight Savings Time
- 11** Veterans Day
- 28** Thanksgiving
- \* Receipt Reminder – Remind employees to submit FSA receipts before the end of the year.

## DECEMBER

- 22** Hanukkah Begins
- 25** Christmas
- 26** Kwanzaa Begins
- \* BerniePortal Review – Remind employees to update personal information in BerniePortal for W-2s and ACA reports in the new year.