

2018 Calendar

The HR dates to know, plus wit and wisdom from our favorite workplace TV characters.

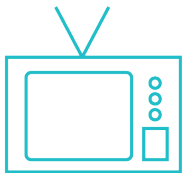
Namely  HR for Humans



Namely's mission is to help you build a better workplace—for everyone, every day.



We created this calendar to ensure that you never miss a mission critical date, from compliance filings to National Coffee Day.



Oh, and we added in quotes from beloved workplace TV shows. Why? To paraphrase Brooklyn Nine-Nine, so we can help you find your smile.

January

“I am big enough to admit that I am often inspired by myself.”
—Leslie Knope, Parks and Recreation



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	New Year's Day <i>(Bank Holiday)</i>					
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Martin Luther King Jr. Day <i>(Bank Holiday)</i>					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
Data Privacy Day			Distribute W-2s and 1099s	NAMELY TIP  <p>You'll need to distribute employee W-2s by the end of the month. Work closely with your payroll provider to ensure you'll meet the January 31 deadline.</p>		
28	29	30	Form 941 due (Employer's Qtly Federal Tax Return)			

FEBRUARY



“Well, just tell him to call me as ASAP as possible” —Michael Scott, The Office

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

The Form W-4 is critically important, as it determines how much taxes are withheld from employee paychecks. Employees wishing to claim exempt status for federal tax withholding in 2018 must file a new Form W-4 by February 15.

Groundhog Day

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Valentine's Day
Ash Wednesday

Request new Form W-4 from exempt employees wishing to continue their status

Chinese New Year

President's Day
(Bank Holiday)

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MARCH



“It’s not magic. It’s talent and sweat.” —Bertram Gilfoyle, Silicon Valley

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

With year-end in the rear view, you can shift gears from payroll compliance to engagement and culture. Hold a company potluck or happy hour on National Employee Appreciation Day this month.

National Employee Appreciation Day

Forms 1095-C and 1094-C due

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HR West,
(Oakland, CA)

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Daylight Saving Time begins

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S Corp and partnership tax returns due

St. Patrick’s Day

Spring begins

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Palm Sunday

Passover begins

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APRIL




“Which one is the elevator I’m not afraid of?” —Tracy Jordan, 30 Rock

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Easter April Fool's Day 1	Submit electronic Form 1094-C & 1095-C to IRS 2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	Tax Day (Filing deadline for personal tax returns) 17	18	19	20	21
Earth Day 22	23	24	Administrative Professional's Day 25	Take Our Daughters and Sons to Work Day 26	27	28
29	30	<p>NAMELY TIP </p> <p>April tends to be a quieter time for HR and payroll professionals. Kick off Q2 by running a post-mortem of last year's major initiatives. How effective was your communication strategy for open enrollment? Could year-end have been smoother?</p>				

MAY



“You’ve helped me find my smile.” —Captain Holt, Brooklyn Nine-Nine

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		May Day 1	2	3	4	Cinco de Mayo 5
6	7	8	9	10	11	12
Mother’s Day 13	14	15	16	17	18	Armed Forces Day 19
20	21	22	23	24	25	26
27	Memorial Day (Bank Holiday) 28	29	30	31	NAMELY TIP  As we approach mid-year, it’s a great time to review your performance management processes.	

JUNE



“When the door you’ve been knocking at finally swings open, you don’t ask why. You run through.” —Diane Lockhart, *The Good Wife*

SUNDAY

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TUESDAY

WEDNESDAY


THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

Summer has arrived! ‘Tis the season for vacations, but is your PTO policy up-to-date? Investigate how employee usage is trending, and consider whether your current policy is keeping

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>NAMELY TIP </p> <p>Summer has arrived! ‘Tis the season for vacations, but is your PTO policy up-to-date? Investigate how employee usage is trending, and consider whether your current policy is keeping</p>					1	2
3	4	5	6	7	8	9
10	11	12	13	Flag Day	15	16
Father's Day SHRM Annual Conference and Exposition (Chicago)				Summer begins		
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

"She'll take it! Let's talk perks. Does she get the summer off like school?!" —Andy Dwyer, Parks and Recreation



SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

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Independence Day (Bank Holiday)

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Form 941 due (Employer's Qtrly Federal Tax Return)

NAMELY TIP

The year is more than half over! Send out an employee engagement survey to see how things are going. Identify areas of improvement and set aside time to tackle new initiatives that cover what your employees want most.

AUGUST

“Your secret is safe with me. Largely because I don’t care, and I’ll probably forget.”
—Mindy Lahiri, *The Mindy Project*



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

In the dog days of summer, take some time to focus on your own career. Is it time to negotiate a raise or title change? Do you want to study for a new HR certification? Assess your career goals and identify a few ways to get there.

National
Chocolate Chip
Cookie Day

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SEPTEMBER

"I don't have dreams. I have goals." —Harvey Specter, Suits



SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

Don't forget about National Payroll Week! It's a great way to engage employees and educate them about what you do. Invite employees to come together play payroll trivia, win prizes, and eat payroll-themed foods ("PayDay" chocolate bars, anyone?)

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	Labor Day <i>(Bank Holiday)</i>						
2	National Payroll Week					7	8
9	Grandparents Day Rosh Hashanah begins	HR Tech Conference, (Las Vegas, NV)				14	15
16		Yom Kippur begins				21	Fall begins 22
23							National Coffee Day
30						28	29

OCTOBER



“Just think about it. Deeply. Then forget it. And an idea will jump up in your face.”
—Don Draper, Mad Men

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	Columbus Day (Bank Holiday) 8	9	10	11	12	13
14		National Boss's Day 16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Halloween Form 941 due (Employer's Qtly Federal Tax Return) 31	NAMELY TIP  Open enrollment for most companies is fast approaching. If you haven't started planning your communication strategy, consider getting started. Be sure to highlight major policy changes and emphasize enrollment dates.		

NOVEMBER

“Everything I have I owe to this job...this stupid, wonderful, boring, amazing job.” —Jim Halpert, The Office



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

The holiday season is fast approaching, so be sure your managers are all prepared for an influx in vacation requests. Be sure you have a process in place to easily track PTO and an adequate coverage plan.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
Daylight Saving ends 4	5	Election Day 6	7	8	9	10
Veterans Day 11	12	13	14	15	16	17
18	19	20	21	Thanksgiving (Bank Holiday) 22	23	24
25	26	27	28	29	30	

DECEMBER

“I believe that all anyone really wants in this life is to sit in peace and eat a sandwich.” —Liz Lemon, 30 Rock



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

2019 is almost here—what are you doing to thank employees for their hard work this year? Don't let end of year bonuses, holiday parties, or reward programs fall by the wayside. With ample recognition, employees will more engaged and motivated going into the new year.

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Hanukkah begins

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Remind employees to submit a new W-4 form if withholdings have changed

Winter begins

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Christmas Eve

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Christmas Day
(Bank Holiday)

Kwanzaa

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New Year's Eve

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