

2019 Calendar

*The HR dates to know, plus wisdom and insight
from some of our favorite HR thought leaders.*

Namely  HR for Humans

January

“The most leverage you have in an organization is who you let in the door.”

—Adam Grant, Best-Selling Author & Namely Advisor

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SPOTLIGHT: RECRUITING From employer brand to interview questions , don't miss the mark on this important time for talent acquisition.		New Year's Day				
		Mental Wellness Month begins				
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	Martin Luther King Jr. Day (Bank Holiday)					
	21	22	23	24	25	26
27	Data Privacy Day			Distribute W-2s and 1099-MISC Form 941 due (Employer's Qtly Federal Tax Return)	RESOURCES: <ul style="list-style-type: none">• Job Description Template• 6 Tips for Avoiding Hiring Bias• What 'Gen Z' Employees Want	
	28	29	30	31		

FEBRUARY

“HR has to deal with tough situations every day. It doesn’t help being overshadowed by outdated policies and thinking.”

—Jazmine Wilkes, Human Resources Professional

SUNDAY

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TUESDAY

WEDNESDAY

THURSDAY

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SPOTLIGHT: POLICY UPDATES

Romance is in the air, but [love contracts](#) aren’t the only thing to consider. Make time to review and update your [company policies](#).

RESOURCES:

- [How to Implement Unlimited PTO](#)
- [Considering an Office Pet Policy?](#)
- [What to Include in Your Handbook](#)

Black History Month begins

Groundhog Day

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Chinese New Year

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Valentine’s Day

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

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Presidents’ Day
(Bank Holiday)

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Submit paper Form 1094-C and 1095-C to IRS

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MARCH

“Put yourself in the way of learning! Ask for projects, attend conferences, get certifications, and ask deep questions.”

—Sandra Del Toro, HR Manager

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SPOTLIGHT: CAREER GROWTH

HR is deeply invested in the success of the company and its employees, but have you made the time to focus on your own career path? Make time this month to [advance your HR career](#).

RESOURCES:

- [5 of the Best HR Career Paths](#)
- [HR Certifications: SHRM vs. HRCI](#)
- [Why I Turned Down a Director Title](#)

National Employee Appreciation Day

Women's History Month begins

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Deadline to furnish Form 1095-C to employees

Mardi Gras

Ash Wednesday

International Women's Day

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Daylight Saving Time begins

HR West, (Oakland, CA)

S Corp and partnership tax returns due

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St. Patrick's Day

Spring begins

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APRIL

“The earlier you learn the joys and pitfalls of people data, the better equipped you’ll be to have meaningful impact.”
—Eric Knudsen, People Analytics Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Submit electronic Form 1094-C & 1095-C to IRS USCIS begins accepting H-1B Petitions April Fool's Day 1	2	3	4	5	6
7	8	9	10	11	12	13
Palm Sunday 14	Tax Day (filing deadline for personal tax returns) 15	16	17	18	Good Friday Passover begins 19	20
Easter 21	Earth Day 22	23	Administrative Professionals Day 24	Take Our Daughters and Sons to Work Day 25	26	27
28	29	Form 941 due (Employer's Qtly Federal Tax Return) 30	SPOTLIGHT: DATA The HR function is becoming increasingly strategic. Use data to prove the value of your initiatives and claim your seat at the table .			
				RESOURCES: <ul style="list-style-type: none"> • Introduction to HR Metrics • The ROI of Employee Engagement • Diversity Reporting Template 		

MAY

“Reviews should focus on the future of an employee’s performance, rather than everything the person has already done.”
—Sophia Mills, HR Coordinator

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SPOTLIGHT: PERFORMANCE Whether you run annual or quarterly reviews , it’s never a bad time to evaluate your process. RESOURCES: <ul style="list-style-type: none">• Train Managers to Give Great Feedback• Expert Tips for Performance Management			May Day Asian Pacific Heritage Month begins 1	2	3	4
Cinco de Mayo Ramadan begins 5	6	7	8	9	10	11
Mother’s Day 12	13	14	15	16	17	Armed Forces Day 18
19	20	21	22	23	24	25
26	Memorial Day (Bank Holiday) 27	28	29	30	31	

JUNE

“Engagement can only improve by addressing other experiences that drive it—such as L&D, leadership, and more.”
—Jen Cullen, VP of People Science

SUNDAY

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SATURDAY

SPOTLIGHT: ENGAGEMENT

Employee engagement impacts the attraction, success, and retention of employees. Make time for [initiatives that engage](#) your workforce.

RESOURCES:

- [How to Boost Employee Engagement](#)
- [Our Engagement Survey Questions, Revealed](#)

LGBTQ Pride Month begins

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Father's Day

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SHRM Annual Conference and Exposition (Las Vegas)

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Flag Day

Juneteenth

Summer begins

July

“Building relationships takes time, so it’s crucial to make diversity a continuing organization-wide initiative.”
—Angela Shaw, Human Resource Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Independence Day (<i>Bank Holiday</i>)		
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	SPOTLIGHT: DIVERSITY & INCLUSION Though it should be an ongoing initiative, set time to check in on the state of D&I in your org. RESOURCES: <ul style="list-style-type: none">• How to Talk About Diversity at Work• What is Similar-to-Me Bias?		

AUGUST

“Every day brings a new challenge and opportunity to learn. I love getting to know people on the team.”
—Cheri Greene, Accounting Specialist

SUNDAY

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SPOTLIGHT: PAYROLL

[Payroll](#) is one of HR’s most “taxing” responsibilities. Stay up to date on all things taxes, FLSA, and more.

RESOURCES:

- [State and Federal Tax Rates](#)
- [Exempt vs. Nonexempt: FLSA Duties Test](#)

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National
Chocolate Chip
Cookie Day

Eid al-Adha
begins

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SEPTEMBER

"To continue to approach HR strategically, we require better HR Technology—not only for ourselves, but also for our employees."

—George LaRocque, HR Analyst

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Labor Day (Bank Holiday) National Payroll Week					
1	2	3	4	5	6	7
Grandparents Day						
8	9	10	11	12	13	14
National Hispanic Heritage Month begins						
15	16	17	18	19	20	21
	Fall begins					
22	23	24	25	26	27	28
Rosh Hashanah begins National Coffee Day	Deadline to ensure a 1/1 go-live date with Namely	SPOTLIGHT: HR SOFTWARE With HR tools that expedite administrative tasks and processes, you'll have more time to focus on the human initiatives that matter most to your people. RESOURCES: <ul style="list-style-type: none">3 Benefits of an All-in-One HR PlatformHR Technology Buyer's PlaybookWhy You Need a New HR System by 1/1				
29	30					

OCTOBER

“You can offer the best health plan in the world, but if employees don’t understand it, they’re not going to use it.”
—Colleen McElroy, Benefits Consulting Lead

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SPOTLIGHT: BENEFITS With Q3 in the rear view mirror, it’s time to start thinking about open enrollment . Make time to identify which benefits employees have utilized and where there are gaps.		HR Tech Conference, (Las Vegas, NV)				
		National Disability Employment Awareness Month begins				
		1	2	3	4	5
		Yom Kippur begins				
6	7	8	9	10	11	12
	Columbus Day (Bank Holiday)		National Boss’s Day			
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Diwali				Halloween Form 941 due (Employer’s Qtly Federal Tax Return)	RESOURCES: <ul style="list-style-type: none">• 5 Employee Benefits Questions• How to Uplevel Your Benefits• Employee Benefits Guide	
27	28	29	30	31		

NOVEMBER

“There’s never a boring day. There’s constant reading, learning, and interpretation within the confines of the law.”

—Emmett Swan, Payroll Compliance Manager

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SPOTLIGHT: COMPLIANCE

Compliance is one of HR’s biggest challenges. [Stay on top](#) of ever-evolving labor legislation and employment regulations.

RESOURCES:

- [What Changes at Employee 50](#)
- [HR’s Guide to Multistate Employment](#)
- [Labor Law Posters](#)

American Indian
Heritage Month
begins

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Daylight
Saving Time
ends

Election Day

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Veterans Day
(Bank Holiday)

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Thanksgiving
(Bank Holiday)

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DECEMBER

“When you bring different working styles and personalities into the mix, goals ensure productivity is at its peak.”
—Aza Steel, CEO

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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8	9	10	11	12	13	14
15	16	17	18	19	20	21 Winter begins
Hanukkah begins 22	23	Christmas Eve 24	Christmas Day (Bank Holiday) 25	Kwanzaa begins 26	27	28
29	30	New Year's Eve 31	SPOTLIGHT: GOAL SETTING As 2019 draws to a close, support managers and employees across the organization in setting goals for the upcoming year. RESOURCES: <ul style="list-style-type: none">What Makes for a Good Employee Goal?Our Employee Engagement Survey Questions, Revealed			