

2020 Calendar

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

Namely  HR for Humans

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

NAMELY TIP

Resolved to never miss an important date this year? That's easy when you sync your Namely calendar with iCal or Outlook.

New Year's Day

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Martin Luther King Jr. Day
(Bank Holiday)

Chinese New Year

Data Privacy Day

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

Form 1099-MISC due, if reporting NEC in box 7

Distribute W-2 & 1099-MISC forms

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FEBRUARY



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

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

Benefits are the top perk that leads to engaged employees. Configure your benefit instructions with company-specific details and branding to maximize engagement.

Post OSHA Form 300A through April 30

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|---------------|--|----|---------------|----|-----------------|--|----------|
| Groundhog Day | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 9 | 10 | 11 | 12 | 13 | Valentine's Day | 14 | 15 |
| 16 | President's Day <i>(Bank Holiday)</i> | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | Ash Wednesday | 26 | 27 | Deadline to file Form 1094-C, 1095-C, & 1099-MISC without NEC to IRS if paper filing | Leap Day |
| | | | | | | 28 | 29 |

MARCH



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

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|---|--|---------------------|---|--------------|
| 1 | Electronically submit OSHA Form 300A for 2019 2 | 3 | 4 | 5 | National Employee Appreciation Day 6 | 7 |
| Daylight Saving Time begins International Women's Day 8 | HR West (Oakland, CA) 9 | 10 | 11 | 12 | 13 | Pi Day 14 |
| 15 | S-Corp (Form 1102-S) and partnership (Form 1065) tax returns due 16 | St. Patrick's Day 17 | 18 | Spring begins 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | Deadline to file Form 1094-C & 1095-C & 1099-MISC without NEC to IRS if electronic filing 31 | <p>NAMELY TIP </p> <p>Get new employees off to a great start by creating a user status between onboarding and day one of work, with limited view permissions. Then, automate their status change to full employee through workflows.</p> | | | |

APRIL



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

SUNDAY

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

Make your company newsfeed shine by adding GIFs, images, and bold or large text to your posts. Employee engagement, here we come.

April Fool’s Day

Deadline to file Form 1099s electronically

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Palm Sunday

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Passover begins

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Good Friday

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Easter

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Tax Day

(Filing deadline for personal tax returns & C Corporations)

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Passover ends

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Earth Day

Administrative Professional’s Day

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Form 941 due (Employer’s Qtly Federal Tax Return)

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MAY



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

SUNDAY

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SATURDAY

NAMELY TIP


Want to automate reporting reminders? Each ad hoc report has a unique URL with the existing permission settings. Add it to a recurring calendar invitation and pull real-time data every time you need it.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------------|-----------------------------|---------------|-----------|----------|---------------------------|------------------|
| | | | | | 1 | 2 |
| 3 | 4 | Cinco de Mayo | 6 | 7 | May Day | 9 |
| Mother's Day | 11 | 12 | 13 | 14 | Nonprofit tax returns due | Armed Forces Day |
| 10 | | | | | 15 | 16 |
| Pizza Party Day | 18 | 19 | 20 | 21 | 22 | 23 |
| 17 | | | | | | |
| 24 | Memorial Day (Bank Holiday) | | | | | |
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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 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--------|---------|--|----------|------------|---------------|
| | | | Leave the Office Early Day | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| National Doughnut Day | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Flag Day | | | | | Juneteenth | Summer begins |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Father’s Day | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| SHRM Annual Conference and Exposition (San Diego) | | | <p>NAMELY TIP </p> <p>Summer = vacation season. When building your Time Off Plans, differentiate types of time off—PTO, work from home, conference travel, etc.—so the calendar makes sense at a glance.</p> | | | |
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July

"She'll take it! Let's talk perks. Does she get the summer off like school?!"

—Andy Dwyer, Parks and Recreation



SUNDAY

MONDAY

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SATURDAY

NAMELY TIP

Farewell, filing cabinets. Use custom profile fields to store employee documents, such as paper forms from those pre-Namely days.

SHRM Annual Conference and Exposition (San Diego)



Independence Day
(Observed)

Independence Day

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

AUGUST

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



SUNDAY

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NAMELY TIP

Compliance has to always be top of mind for growing companies. Namely Comply Advice & Action is the perfect tool to keep you up-to-date on ever-changing state and federal regulations.

Ice Cream Sandwich Day

National Chocolate Chip Cookie Day

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Eat Outside Day

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SEPTEMBER

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



SUNDAY

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FRIDAY

SATURDAY

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|-----------------------|------------------------------------|------------------------|-------------|--|-------------------------|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | Labor Day <i>(Bank Holiday)</i> | 8 | 9 | 10 | 11 | 12 |
| Grandparents Day | | 15 | 16 | 17 | Rosh Hashanah begins | 19 |
| Rosh Hashanah ends | | 22 | Fall begins | 24 | 25 | 26 |
| Yom Kippur begins | Yom Kippur ends | National Coffee Day | | NAMELY TIP  Build a better experience from the very first touchpoint. Customize your login screen with company photos and your logo to make employees feel right at home. | | |
| 27 | 28 | 29 | 30 | | | |

OCTOBER



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

SUNDAY

MONDAY

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WEDNESDAY

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FRIDAY

SATURDAY

NAMELY TIP

From Excel pros to public speaking phenoms, create custom company skill tags. You can use these in filtering employees and pulling custom reports.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---------------------------------------|---|-----------|----------|------------------------|-----------|
| | | | | | 1 | 2 |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | Columbus Day <i>(Bank Holiday)</i> | HR Tech Conference, (Las Vegas, NV) | | | National Boss's Day | |
| | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | Halloween |
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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 |
|-------------------------------|---|---|------------------------|--|------------|------------|
| Daylight Saving ends 1 | Form 941 due (Employer's Qtly Federal Tax Return) 2 | Election Day 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | Veterans Day 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | Thanksgiving (Bank Holiday) 26 | 27 | 28 |
| 29 | 30 | NAMELY TIP | | | | |
| | | ‘Tis the season to express gratitude. Use the @ symbol in front of an employee’s name (in both the mobile app and desktop), to immediately notify him or her about the mention. | | | | |

DECEMBER

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



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FRIDAY

SATURDAY

NAMELY TIP

Time-off requests and approvals have never been easier. You can do both seamlessly through Namely’s mobile app. Away we go.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---------------|---------|-----------|-----------------|---------------------------------|----------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | Hanukkah begins | | 12 |
| 13 | 14 | 15 | 16 | 17 | Hanukkah ends | 19 |
| 20 | Winter Begins | 22 | 23 | Christmas Eve | Christmas Day (Bank Holiday) | Kwanzaa begins |
| 27 | 28 | 29 | 30 | New Year's Eve | | |
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