

20
21



HR Compliance Calendar





January 2021

Important dates

S	M	T	W	T	F	S
			1	2	3	4
5	6	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	

Notes

The start of the year is a great time to set new goals for your culture. See our article on four ways to improve the culture of your organization: <https://myhrsupportcenter.com/app/landing/16/content/6637>.

Important dates

February 1st

Form 940 Filing Deadline

Form 941 Filing Deadline (fourth quarter)

Forms W-2 and 1099-MISC Distribution Deadline

Forms W-2 and W-3 Filing Deadline

Deadline for Posting OSHA Form 300A

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Notes

HR Fact: On February 5, 1993, the Family and Medical Leave Act (FMLA) was signed into law by President Bill Clinton. Learn more about the FMLA on on the HR Support Center: <https://myhrsupportcenter.com/app/landing/20/content/7953>.

Important dates

March 1st

Deadline to file Forms 1094-B, 1095-B, 1094-C and 1095-C with IRS (paper filers)

Deadline to submit Medicare Part D Creditable Coverage Disclosure to CMS (for calendar year plans)

March 2nd

Deadline to Distribute Forms 1095-B and 1095-C

March 31st

Forms 1094-B, 1095-B, 1094-C and 1095-C Filing Deadline (electronic filers)

S	M	T	W	T	F	S
1	2	3	4	5	6	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				

Notes

March 5th

National Employee Appreciation Day! Consider customizing a recognition plan for your organization. Here are four ways to recognize your team: <https://myhrsupportcenter.com/app/landing/16/content/10097>.

Important dates

April 1st

COBRA General Notice Deadline (for calendar year plans)

April 30th

Form 941 Filing Deadline (first quarter)

Removal of OSHA Form 300A

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Notes

April is a quiet month for compliance, so it's a great time to look at your employee retention strategy.

Here are some tips to get you started: <https://myhrsupportcenter.com/app/landing/16/content/6659>.

Important dates

May 1st

Summary Plan Description (SPD) Deadline (for 2021 calendar year plans)

S	M	T	W	T	F	S
					1	2
3	4	5	6	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						

Notes

Thinking about hiring summer interns? Don't forget the DOL has strict guidelines for hiring unpaid interns: <https://myhrsupportcenter.com/app/landing/19/content/6537>.

Important dates

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Notes

HR Fact: The Fair Labor Standards Act (FLSA) was signed into law on June 25, 1938 by President Franklin D. Roosevelt. Among other things, the FLSA established a federal minimum wage of 25 cents.

Important dates

July 30th

Summary of Material Modification (SMM) Deadline (for changes to calendar year plans made in 2020)

July 31st

Form 5500 Filing Deadline (calendar year plans)

PCORI Fee Deadline

S	M	T	W	T	F	S
			1	2	3	4
5	6	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	

Notes

HR Fact: On July 26, 1990, President George H. W. Bush signed the Americans with Disabilities Act (ADA) into law. Learn more about the law here: <https://myhrsupportcenter.com/app/landing/16/content/6323>.

Important dates

August 1st

VETS-4212 Filing Open (federal contractors)

August 2nd

Form 941 Filing Deadline (second quarter)

S	M	T	W	T	F	S
						1
2	3	4	5	6	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					

Notes

Have you considered conducting background checks as part of your hiring process? Here are some things to keep in mind: <https://www.myhrsupportcenter.com/app/landing/16/content/9702>.



September 20

Important dates

September 30th

VETS-4212 Filing Deadline (federal contractors)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Notes

Does your company host an annual holiday party? You may want to start planning it now. Here are some ways you can celebrate a year of hard work responsibly: <https://www.myhrsupportcenter.com/app/landing/16/content/6248>.

October

Important dates

October 14th

Medicare Part D Creditable Coverage Notice

S	M	T	W	T	F	S
				1	2	3
4	5	6	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

Notes

Are employees happy with their benefits? Consider soliciting feedback by conducting a survey to gauge their satisfaction with your current offerings and to see if there are any that should be added, changed, or removed.

November

Important dates

November 1st

Form 941 Filing Deadline (third quarter)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Notes

Take time this month to consider year-end performance reviews and adjustments to pay.

<https://www.myhrsupportcenter.com/app/landing/16/content/6623>.

December

Important dates

S	M	T	W	T	F	S
		1	2	3	4	5
6	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		

Notes

HR Fact: On December 29, 1970, President Richard Nixon signed the Occupational Safety and Health Act, which created OSHA. See our Q&A on what to do if an employee gets hurt on the job: <https://www.myhrsupportcenter.com/app/landing/20/content/7425>.



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