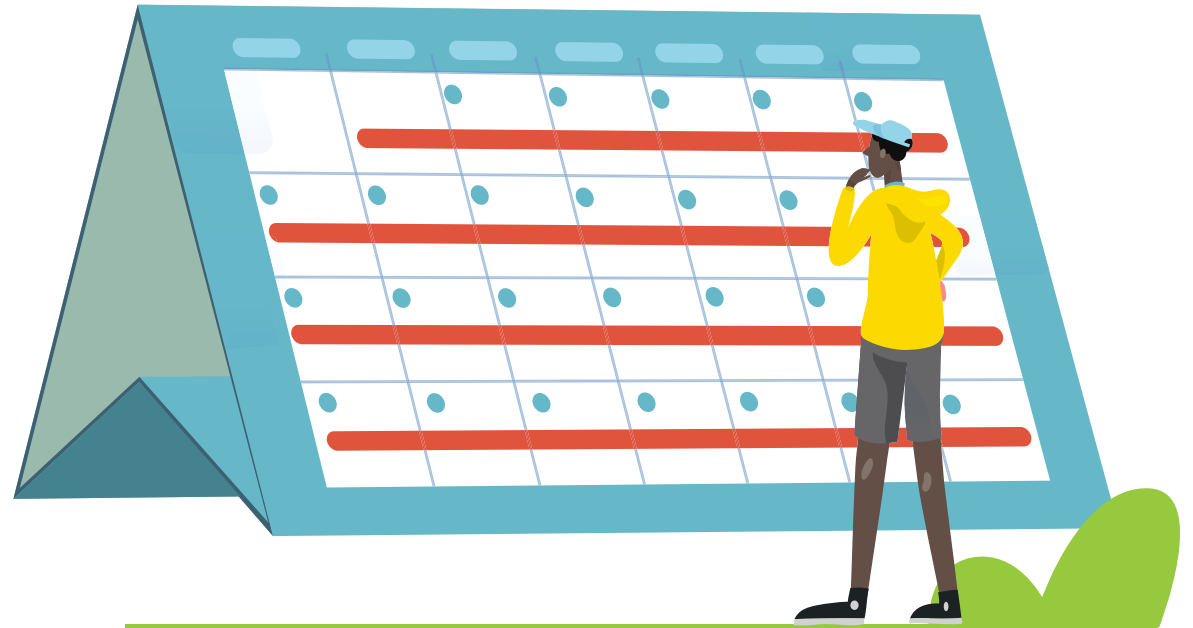


20  
21



# HR Compliance Calendar





# January 2021

## Important dates

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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	<b>31</b>	

## Notes

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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 1<sup>st</sup>

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 1<sup>st</sup>

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 2<sup>nd</sup>

Deadline to Distribute Forms 1095-B and 1095-C

### March 31<sup>st</sup>

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 5<sup>th</sup>

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

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### April 1<sup>st</sup>

COBRA General Notice Deadline (for calendar year plans)

### April 30<sup>th</sup>

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	<b>30</b>		

## Notes

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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

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### May 1<sup>st</sup>

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

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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

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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

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**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 30<sup>th</sup>

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

### July 31<sup>st</sup>

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	<b>30</b>	<b>31</b>	

## 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

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### August 1<sup>st</sup>

VETS-4212 Filing Open (federal contractors)

### August 2<sup>nd</sup>

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

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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 30<sup>th</sup>

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 14<sup>th</sup>

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 1<sup>st</sup>

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

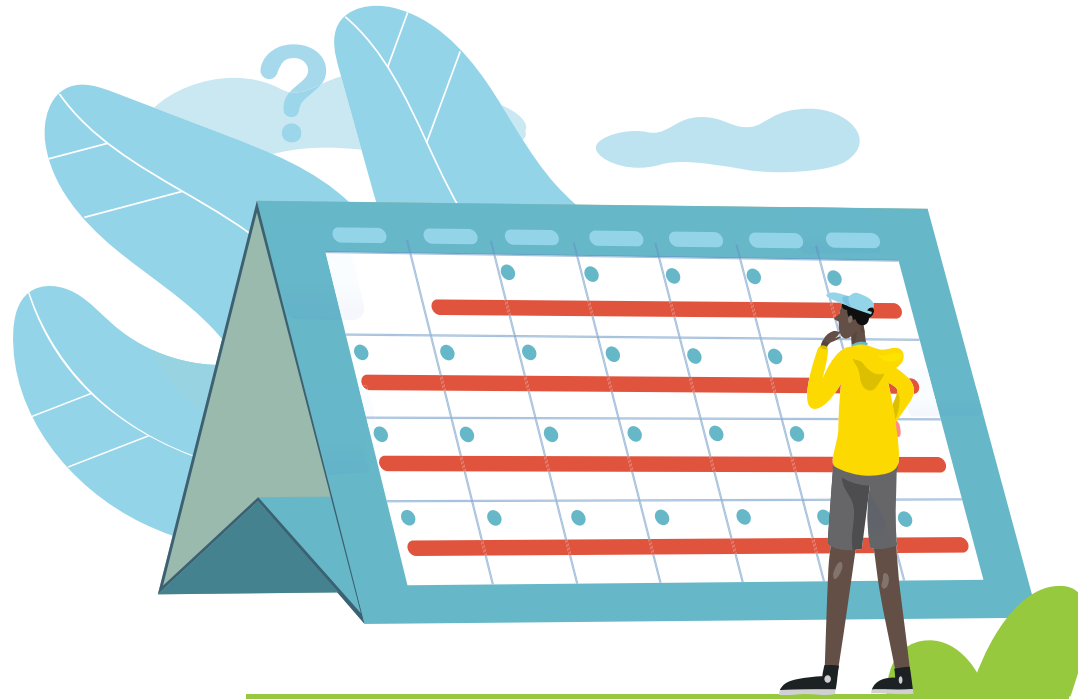
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S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Notes

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**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>.



## CONTACT US

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