

HR Calendar

January	31	<ul style="list-style-type: none"> • Quarterly payroll tax (Form 941) reporting due • Distribution deadline for previous year: <ul style="list-style-type: none"> ○ W2s / 1099s / 1095-Cs
February	1	<ul style="list-style-type: none"> • If required to keep an OSHA log, post OSHA 300A summary
	28	<ul style="list-style-type: none"> • ACA reporting due to IRS (if paper)
March	1	<ul style="list-style-type: none"> • Medicare Part D Creditable Coverage Disclosure forms due to CMS
	2	<ul style="list-style-type: none"> • Electronic submission of OSHA 300A Data Due (if applicable)
	31	<ul style="list-style-type: none"> • ACA reporting due to IRS (if electronic)
April	1	<ul style="list-style-type: none"> • EEO-1 Reporting opens (tentative) • H-1B Filing Season Begins
	30	<ul style="list-style-type: none"> • OSHA 300A summary posting period ends • Quarterly payroll tax (Form 941) reporting due
July	31	<ul style="list-style-type: none"> • Quarterly payroll tax (Form 941) reporting due
August	2	<ul style="list-style-type: none"> • Form 5500s must be filed for plans with > 100 participants <ul style="list-style-type: none"> ○ (If on calendar plan year. Otherwise, have 7 months following end of plan year to file.)
September	30	<ul style="list-style-type: none"> • VETS-4212 due for Federal Contractors
October	15	<ul style="list-style-type: none"> • Medicare Part D Notices to Medicare Eligible
	31	<ul style="list-style-type: none"> • Quarterly payroll tax (Form 941) reporting due