



# 2024 HR Calendar of Important Dates Templates





We'll help you stay on top of all things HR and payroll compliance with our handy calendar template.

50%

50% of HR professionals lack confidence in their ability to keep up with ever-changing rules and regulations.

*(UpCounsel)*

We're providing this calendar to help you keep track of important HR and [payroll tax](#) deadlines and dates.

It may seem simple, but tools and resources like this 2024 HR Calendar of Important Dates can make a world of difference for [HR and payroll teams](#).

**Find your 2024 HR Calendar of Important Dates template below.**

Post the calendar in your workplace or share with your HR team.

**Legal Disclaimer:** Paycor is not a legal, tax, benefit, accounting or investment advisor. This document is intended for informational purposes only and does not constitute legal information or advice. All communication from Paycor should be confirmed by your company's legal, tax, benefit, accounting or investment advisor before making any decisions.

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3

### Important Dates:

- 1. New Year's Day  
Check for new minimum wage adjustments
- 15. Martin Luther King Jr. Day
- 31. W-2 & 1099 distribution deadline  
File Forms W-2 with Form W-3 with Social Security Administration  
Quarterly Forms 941, 944 & 720 Due  
Forms 1095-B & 1095-C delivered to employees  
Forms 1099-NEC and 1099-MISC sent to IRS & recipients.  
Annual Form 940 due *(if quarterly FUTA taxes not paid when due)*

### Forms & Resource Links:

**Forms W-2 and W-3:** Reports the total salary and wages paid to employees.

**Form 941:** Report income taxes, Social Security tax, or Medicare tax withheld from employees' paychecks.

**Form 720:** Quarterly Federal Excise Tax Return for businesses that sell goods or services subject to excise tax.

**Forms 1095-B & 1095-C:** Returns used to report health coverage information about covered employees.

**Form 1099-NEC:** Report non-employee compensation.

**Form 1099-MISC:** Report payments not subject to self-employment tax, such as rents and prizes.

**Form 944:** Annual equivalent of the quarterly Form 941 for small businesses whose annual liability for Medicare, Social Security, and federal income taxes withheld from employees is \$1,000 or less.

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	1	2

### Important Dates:

- 1. Post OSHA Form 300A
- 10. Annual Form 940 due *(if quarterly FUTA taxes paid when due)*
- 14. PBJ Reports due
- 15. Form 1099-MISC *(only if amounts are reported in boxes 8 & 10)* sent to recipients.  
W-4 changes due
- 19. Presidents' Day
- 28. ACA forms paper filing deadline, including Forms 1095-B & 1095-C
- 29. File Form 8027

### Forms & Resource Links:

**OSHA Form 300A:** Summary of work-related injuries and illnesses.

**Form 8027:** Reports total sales, charged tips, total reported tips, and charged sales for large food & beverage establishments only.

**PBJ Reports:** Long-term care facilities' report of staffing data.

**Form W-4:** Reports employee federal income tax withholding.

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	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	1	2	3	4	5	6

### Important Dates:

- 1. National Employee Appreciation Day  
Form M-1 filing deadline
- 2. OSHA Form 300A (Injury Filing) due
- 3. ACA Form 1095 B/C distribution deadline
- 10. Daylight Saving Time begins
- 15. S-Corp (Form 1120-S) & Partnership (Form 1065) Tax Returns due
- 31. End of Q1  
1094-C, 1095-C, 1099 & 8809 e-filing deadline  
Form 1099-MISC due if reporting sales in Box 7  
EEO-1 Reporting & Filing Data  
1099-MISC paper forms due

### Forms & Resource Links:

**Form M-1:** Multiple Employer Welfare Arrangements (MEWAs) report for a single health plan that covers multiple employers or freelancers belonging to an association.

**Form 8809:** Application for Extension of Time to File Information Returns. Used by businesses and individuals to request an extension of the due date to file certain federal tax forms including W-2 and 1099.

**EEO-1 Report:** Employers with 100 or more U.S. employees and federal contractors with at least 50 U.S. employees must submit an EEO-1 report every year. The report is a summary of the employer’s workforce by job category, sex, race, and ethnicity.

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3	4

### Important Dates:

- 1. Forms 1095-B, 1095-C e-filing deadline
- 18. Tax Day
- 24. Administrative Professionals Day
- 30. Quarterly Forms 941 & 720 due  
OSHA Summary comes down

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	1

### Important Dates:

15. Non-Profit Tax Returns deadline, including Form 990  
PBJ Reports due for Skilled Nursing Facilities only

20. International HR Day

27. Memorial Day

### Forms & Resource Links:

**Form 990:** Return of Organization Exempt from Income Tax details items such as number of volunteers and grants and contributions received.

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	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	1	2	3	4	5	6

### Important Dates:

19. Juneteenth

30. End of Q2

**Mid-Year Benefits Review:** Remind employees to take advantage of any eligible voluntary benefits.

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
30	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	1	2	3

### Important Dates:

4. Independence Day

31. Forms 5500 and 5558 Filing deadline  
Quarterly Forms 720 and 941 due

### Forms & Resource Links:

**Form 5500:** This form includes information about employer self-insured health and welfare and pension benefit plans.

**Form 5558:** A form requesting an extension for Form 5500.

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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

### Important Dates:

14. PBJ Reports due

**Back-to-School Reminders:** Remind employees about dependent benefits before school begins.

**Prepare for Open Enrollment**

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4	5

### Important Dates:

2. Labor Day

**National Payroll Week begins**

30. End of Q3

Summary Annual Reports due for calendar year plans (if no extension granted for 5500)

**PTO Check:** Remind employees to check PTO balances before Q4.

**Fall Immunizations:** Encourage employees to get their flu shots.

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
29	30	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	1	2

### Important Dates:

- 2. QSEHRA Notice deadline (*at least 90 days before start of new year for existing plans*)
- 14. Columbus Day/Indigenous Peoples' Day  
Medicare Part D Notice of Creditable Coverage Delivery
- 16. National Boss's Day
- 31. Quarterly Forms 720 and 941 due  
FSA Reminders—Remind employees to use their FSA dollars.

### Forms & Resource Links:

**QSEHRA:** A Qualified Small Employer Health Reimbursement Arrangement is a health plan that allows small businesses to offer a tax-free monthly allowance to employees for eligible medical expenses.

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

### Important Dates:

- 3. Daylight Saving Time ends
- 11. Veterans Day
- 14. PBJ Reports Due
- 28. Thanksgiving Day

#### Benefits Open Enrollment

**FSA Reminders:** Remind employees to submit FSA receipts before the end of the year.

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4

### Important Dates:

- 25. Christmas Day
- 31. End of Q4  
New Year's Eve

**Remind employees** to update personal information in Paycor for W-2s and ACA reports in the new year.

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
31	<b>1</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	<b>31</b>	1	2	3

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	<b>1</b>	2	3
4	5	6	7	<b>8</b>	9	<b>10</b>
11	12	13	<b>14</b>	<b>15</b>	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	<b>28</b>	29	1	2

## MARCH

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	<b>1</b>	<b>2</b>
3	<b>4</b>	5	6	7	<b>8</b>	9
10	11	12	13	14	<b>15</b>	16
17	18	19	20	21	22	23
24	25	26	27	28		30
<b>31</b>	1	2	3	4	5	6

## APRIL

Su	Mo	Tu	We	Th	Fr	Sa
31	<b>1</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	<b>18</b>	19	20
21	22	23	24	25	26	27
28	29	<b>30</b>	1	2	3	4

## MAY

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	<b>15</b>	16	<b>17</b>	18
19	20	21	22	23	24	25
26	<b>27</b>	28	29	30	31	1

## JUNE

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	<b>19</b>	20	21	22
23	24	25	26	27	28	29
<b>30</b>	1	2	3	4	5	6

## JULY

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	<b>4</b>	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>	1	2	3

## AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	<b>14</b>	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	<b>2</b>	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>	1	2	3	4	5

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	<b>2</b>	3	4	5
6	7	8	9	10	11	12
13	<b>14</b>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	<b>31</b>	1	2

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	<b>11</b>	12	13	<b>14</b>	15	16
17	18	19	20	21	22	23
24	25	26	27	<b>28</b>	29	30

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	<b>25</b>	26	27	28
29	30	<b>31</b>	1	2	3	4





## Paycor Empowers Leaders to Build Winning Teams

Paycor creates Human Capital Management (HCM) software for leaders who want to make a difference. Our HCM platform modernizes every aspect of people management, from recruiting, onboarding and paying associates, to developing and retaining them. But what really sets us apart is our focus on business leaders. For over 30 years, we've been listening to and partnering with leaders, so we know what they need: HR technology that saves time, powerful analytics that provide actionable insights and personalized support. That's why more than 30,000 customers trust Paycor to help them solve problems and achieve their goals.



**LEARN MORE AT PAYCOR.COM**

**CALL 844-981-0040**