

2024 HR COMPLIANCE CALENDAR



JANUARY

- 01** New Year's Day
- 15** Martin Luther King Jr. Day
- 31** W-2 & 1099 Distribution & Filing Deadlines (paper and e-file)

National Mentoring Month

FEBRUARY

- 01** Post OSHA Form 300A Summary through April 30
- 20** Presidents Day
- 28** ACA Forms Paper Filing Deadline, including Forms 1094-B, 1095-B, 1094-C, and 1095-C
- 29** Submit Medicare Part D to CMS*
*different from years prior due to a leap year.

American Heart Month/Go Red for Women

MARCH

- 01** 1095-B & 1095-C Furnish to Employees Deadline
- 01** Employee Appreciation Day
- 02** OSHA Form 300-A Due
- 08** International Women's Day
- 10** Daylight Savings Time Begins
- 31** End of Q1

Monitor the deadline for filing the EEO-1 Report

APRIL

- 01** 1094-B, 1095-B, 1094-C, and 1095-C E-filing Deadline
- 15** Tax Day
- 30** Take down OSHA Form 300A Summary
- TBD** EEO-1 Data Collection Begins??

MAY

- 27** Memorial Day 🇺🇸

Mental Health Awareness Month

JUNE

- 01** Prescription Drug Data Collection (RxDC) Deadline
- 14** Flag Day
- 19** Juneteenth
- 30** End of Q2

Pride Month

JULY

- 04** Independence Day 🇺🇸
- 31** Forms 5500 and 5558 Filing Deadline (for calendar year plans)
- 31** Pay and Submit POCRI Fees - file form 720 (Self-Insured Health Plans Only)

AUGUST

- * Free Month - take a break from compliance 😊

SEPTEMBER

- 02** Labor Day
- 26** HR Day
- 30** Medical Loss Ratio (MLR Rebates) Summary Annual Report
End of Q3

Fall Flu Shots - Encourage employees to receive flu shots

OCTOBER

- 03** QSEHRA Notice Deadline
ICHRA Notice for 2025
- 14** Columbus & Indigenous People Day
Medicare Part D Notice of Creditable Coverage Delivered to Plan Participants
- 15** Form 5500 Extended Deadline
- 31** Halloween 🎃

Breast Cancer Awareness Month

NOVEMBER

- 03** Daylight Savings Time Ends
- 11** Veterans Day 🇺🇸
- 28** Thanksgiving 🦃
- * Remind employees to submit FSA receipts before EOY

DECEMBER

- 15** SAR Extended Deadline
- 25** Christmas Day 🎄
- 31** New Year's Eve 🎉
End of Q4
Submit Gag Clause Attestation (Self-Insured Plans Only)