

HR
&
Payroll Calendar
+Celebrations & Holidays
2021

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: <ul style="list-style-type: none"> Federal contractor minimum rate increases to \$10.95 per hour Standard IRS mileage rate for business use in 2021 changes to 56¢ Begin using new Summary of Benefits Coverage (SBC) form. 					New Year's Day New State Minimum Wages Become Effective in Applicable States 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	Deadline To Provide Earned Income Tax Credit (EITC) notifications to your employees (if applicable) and ask anyone who wants to claim EITC to complete a new Form W-4 before February 16, 2021 16
17	Banking Holiday Martin Luther King Jr Day	19	20	21	22	23
24				Data Privacy Day		
Deadline to Distribute W2s and 1099 Misc Form 941 is Due 31	25	26	27	28	29	30

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Deadline to file Form 1099-MISC without NEC to IRS if paper filing W2s Deadline to Employees Form 941 & 940 1	Groundhog Day 2	3	4	5	Post OSHA Form 300A through April 30 6
7	8	9	10	11	Chinese New Year	12
Valentine's Day 14	Banking Holiday President's Day Deadline to submit new Form W-4 for exempt employees wishing to continue their status 15	Due date for Form 1099-MISC with only box 8 & 10 sent to the recipient 16	Ash Wednesday	17	18	19
21	22	23	24	25	26	27
Submit paper Form 1094-C and 1095-C to IRS 28	Deadlines: 1st = Form W3 along with Copy A for all Forms W2 must be submitted to the SSA 1st = Form 1099-NEC to both the IRS and recipients 1st = Deposit FUTA owed if it exceeds \$500 16th = Begin withholding income tax of employees who did not submit exemptions for the year.					

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	File Forms 1094-C and 1095-C with the IRS	Deadline for employers to provide employees with a copy of their 1095-C or 1095-B reporting form Electronically submit OSHA Form 300A for 2020			National Employee Appreciation Day	
	1	2	3	4	5	6
	International Women's Day					
7	8	9	10	11	12	13
Daylight Saving Time begins	S-Corp (Form 1120-S) and partnership (Form 1065) tax returns due		St. Patrick's Day			Spring begins
14	15	16	17	18	19	20
						Passover Begins
21	22	23	24	25	26	27
Palm Sunday			Deadline to file Form 1094-C & 1095-C & 1099-MISC without NEC to IRS if electronic filing Deadline to file Form 1099s electronically	Note: OSHA 300-A is required by employers with 250+ employees or employers with 20-249 employees in certain industries must file electronically. 31st = Form 1099-MISC due, if reporting NEC in box 7		
28	29	30	31			

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Note: 30th = Last Day To Post OSHA Form 300A				April Fool's Day USCIS begins accepting H-1B Petitions		Passover Ends
				1	2	3
Easter			World Health Day			
4	5	6	7	8	9	10
				Tax Day (Filing deadline for personal tax returns & C Corporations)		
11	12	13	14	15	16	17
			Administrative Professional's Day	Earth Day Take Our Daughters and Sons to Work Day		
18	19	20	21	22	23	24
					Form 941 due (Employer's Qtrly Federal Tax Return) Deposit FUTA if the amount exceeds \$500 up to March	
25	26	27	28	29	30	

May

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Note: Normally the EEO-1 form is due May 31st. However, this deadline is currently pending due to the pandemic. This is required by employers with 100 or more employees as well as employers that are federal contractors with 50 or more employees and federal contracts valued at \$50,000 or greater.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
			Cinco de Mayo			
2	3	4	5	6	7	8
Mother's Day			Eid al-Fitr (begins in the evening)	Eid al-Fitr (ends in the evening)		Non-Profit Tax Returns Due
9	10	11	12	13	14	15
Armed Forces Day					National Bike to Work Day	
16	17	18	19	20	21	22
23	24					
	Memorial Day Bank Holiday					
30	31	25	26	27	28	29

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Leave The Office Early Day			
		1	2	3	4	5
6	7	8	9	10	11	12
						Juneteenth
13	14	15	16	17	18	19
Summer Begins Father's Day					Take Your Dog to Work Day	
20	21	22	23	24	25	26
27	28	29	30			

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
Independence Day	Bank Holiday Independence Day (Observed)					
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	Eid al-Adha					
18	19	20	21	22	23	24
						PICORI Fee
25	26	27	28	29	30	31

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Form 941 Due (Employer's Qtly Federal Tax Return) - Q2 FUTA Deposit owed if more than \$500 through June Form 550 or Form 5500-EZ is due	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	Women's Equality Day	26	27	28
29	30	31	Note: Form 5500 or Form 5500-EZ forms can be sent the last day of the 7th month after the plan year ends if you use a fiscal year as your plan year.				

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			New Minimum Wage Rate Effective (If Applicable)			
			1	2	3	4
	Labor Day Bank Holiday Rosh Hashanah Begins		Rosh Hashanah Ends			
National		Payroll		Week		
5	6	7	8	9	10	11
			Yom Kippur Begins	Yom Kippur Ends		
				National Working Parents Day		
12	13	14	15	16	17	18
			Fall begins			
19	20	21	22	23	24	25
National Compliance Officer Day				Vets-4212 Due		
26	27	28	29	30		

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
World Mental Health Day	Indigenous Peoples' Day Bank Holiday				Notice of Creditable Coverage Disclosure for Medicare Part D	National Boss' Day
10	11	12	13	14	15	16
			Sukkot Begins in the evening			
17	18	19	20	21	22	23
24			Sukkot Ends in the evening			
Halloween						
31	25	26	27	28	29	30

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Form 941 Due (Employer's Qtly Federal Tax Return) - Q3 FUTA Deposit 1	2	3	4	5	6
Daylight Saving Time ends 7	8	9	10	Veterans Day Bank Holiday 11	12	13
14	15	16	17	18	19	20
21	22	23	24	Bank Holiday Thanksgiving 25	26	27
Hanukkah Begins 28	29	30				

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Remind employees to submit a new W-4 form if withholdings have changed		1	2	National Disability Day 3	4
	Hanukkah ends					
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Winter begins			Christmas Eve	Bank Holiday Christmas Day
19	20	21	22	23	24	25
Kwanzaa Begins						
26	27	28	29	30	31	

Resources

Summary of Benefits & Coverage Form	https://www.dol.gov/sites/dolgov/files/EBSA/laws-and-regulations/laws/affordable-care-act/for-employers-and-advisers/sbc-template-new.pdf
Minimum Wage 2021	https://www.dol.gov/agencies/whd/minimum-wage/state
Notice 1015 (EIC Notification)	https://www.irs.gov/pub/irs-pdf/n1015.pdf
941 Form	(2020) https://www.irs.gov/pub/irs-pdf/f941.pdf (2021) https://www.irs.gov/pub/irs-dft/f941--dft.pdf
940 Form	(2020) https://www.irs.gov/pub/irs-pdf/f940.pdf
Picori Fee	https://www.irs.gov/newsroom/patient-centered-outcomes-research-institute-fee
1094-B	https://www.irs.gov/pub/irs-pdf/f1094b.pdf
1094-C	https://www.irs.gov/pub/irs-pdf/f1094c.pdf
1095-B	https://www.irs.gov/pub/irs-pdf/f1095b.pdf
1095-C	https://www.irs.gov/pub/irs-pdf/f1095c.pdf
1099-NEC	https://www.irs.gov/pub/irs-prior/f1099nec--2020.pdf