

2024

Human Resources Compliance Calendar



HR, Tax, Leave, and Compliance Dates To Know This Year

HR Girl 411



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Human Resources Compliance Calendar

January

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			

May

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September

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29	30					

February

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June

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23	24	25	26	27	28	29
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October

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27	28	29	30	31		

March

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24	25	26	27	28	29	30
31						

July

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21	22	23	24	25	26	27
28	29	30	31			

November

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24	25	26	27	28	29	30

April

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28	29	30				

August

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

1st = Minimum Wage Increase

- Alaska \$11.73
- Arizona \$14.35
- California \$16
- Colorado \$14.42 / \$11.40*
- Connecticut \$15.69
- Delaware \$13.25
- Hawaii \$14.00
- Illinois \$14.00
- Maine \$14.15
- Maryland \$15.00
- Michigan \$10.33
- Minnesota \$8.85 / \$10.85
- Missouri \$12.30
- Montana \$10.30
- Nebraska \$12.00
- New Jersey \$15.13 6+ees & \$13.73 less than 6ees
- New York \$15.00 Statewide
- Ohio \$10.45
- Rhode Island \$14.00
- South Dakota \$11.20
- Vermont \$13.67
- Washington \$16.28

*Tipped

1st:

- CA - Various Laws Effective (see Notes)
- CO - Paid Family Leave Changes Are Effective
- IL - Child Extended Bereavement Act & Effective & Victims' Economic Security and Safety Act

31st:

- Annual Form 940 Due
- Distribute W-2 / W3 and 1099-MISC (Paper & E-File Versions)
- Form W3 Transmittal of Wage and Tax Statements
- Form 1099-NEC is transmitted To The IRS And To Recipients
- Quarterly Forms 941 & 720 Due
- Form 1099-MISC with only boxes 8 & 10 to be sent to recipients
- Form 945 Annual Return of Withheld Federal Income Tax
- Form 944 Employers Annual Federal Tax Return (if IRS states)

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Various Minimum Wage Increases	2	3	4	5	6
7	8	9 Failure to file deadline for EEO-1	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Distribute W2's & 1099's to recipients			

FEBRUARY

28th:

- 1099-MISC (without NEC) to IRS (Paper File)
- Form 1094-B and 1095-B to IRS (Paper File)
- Form 1094-C and 1095-C to IRS (Paper File)
- Form 8809 (Paper Filing Deadlines)
- Form 8027 Employer's Annual Information Return of Tip Income and Allocated Tips

29th

- File Form 8922 for corrections

SUN	MON	TUE	WED	THU	FRI	SAT
				1 OSHA Form 300A Posted	2	3
4	5	6	7	8	9	10
11	12	13	14	15 1099-B, 1099-S, 1099- MISC (if amounts are reported in boxes 8 or 10) Due to Recipients	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Creditable Coverage Disclosure to CMS (for calendar year plans)		

MARCH

1st:

- Form M-1 (MEWA) Due
- HIPAA Breach Employee Notification Submitted To OCR
- Medicare Part D Disclosures to CMS
- Send Form 1095-B & 1095-C To Employees

15th

- Form 8809 E-filing deadline
- Form 1120-S & Form 1065 Due

31st

- (DC) Deadline For Reporting Harassment Claims
- Deadline to file Form 1099s (Electronic)
- Form 1099-MISC due if reporting NEC in box 7
- Forms 1094-B and 1095-B Due to the IRS (Filing Electronically)

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 OSHA Form 300A E-File
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						

APRIL

This month is the deadline for a lot of tax related items, including filing and extensions.

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Forms 1094-C and 1095-C Due to the IRS (Filing Electronically)	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Tax Day (1040 or 1040-SR, 1120, 1041, 8928)	16 LA Income Tax Deadline	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Quarterly Form 941 & 720 due				

MAY

Now the major tax deadlines have passed; you can begin focusing on other reporting deadlines and begin to planning what's in store for your benefits.

SUN	MON	TUE	WED	THU	FRI	SAT
			1 VA Income Tax Deadline	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Form 990, 990-N, 990-EZ, 990-PF	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

If you're planning to change your software products for next year, now is the time to begin planning, researching and collecting RFPs from potential vendors.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Military personnel and living abroad tax filing deadline	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

1st

- NV Min Wage (\$12.00)
- OR Min Wage (\$16.70)
- DC Min Wage (\$17.00)

31st

- Use Form 8858 Application for Extension of Time To File an Exempt Organization Return
- Form 5500 Includes 5500-SF, 5500-EZ
- Quarterly Form 941 & 720 Due to IRS
- Form 5500 Due to DOL

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

AUGUST

Light month without deadlines.

Consider researching some of the state & federal laws that may affect your company. Or connect with an HR consultant who can assist you with your compliance related tasks.

Also, think about opening enrollment and how you can plan for a smooth benefit election period for your staff.

SUN	MON	TUE	WED	THU	FRI	SAT
				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

SEPTEMBER

30th

- FL Minimum Wage Increases to \$13.00 per hour.

SUN	MON	TUE	WED	THU	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 SAR Furnish to covered participants for calendar year plans					

OCTOBER

- 3rd**
 - QSEHRA Notice Deadline (for QSEHRAs that begin January 1, 2024)
 - RDS Application Due to CMS (for plan years beginning in January 1, 2024)

- 15th**
 - Medicare Part D Notice of Creditable Coverage delivered to plan participants
 - Extension for filing income taxes deadline if granted

SUN	MON	TUE	WED	THU	FRI	SAT
		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		
				Quarterly Form 941 & 720 due		

NOVEMBER

No critical deadlines this month however here are a few reminders to consider:

- Remind employees who are enrolled in an FSA plan to use what they have in the account; otherwise it will be lost
- Remind employees to update their mailing preferences for their W2's

SUN	MON	TUE	WED	THU	FRI	SAT
					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

DECEMBER

29th

- Nondiscrimination testing, 401K plans, 125 Premium Only Plans (POP), and flexible spending account (FSA) nondiscrimination testing (if on calendar plan year)

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Provide SAR (extended deadline)	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Gag Clause Attestation Deadline				

City or County Specific Minimum Wage

State	City	Rate
Arizona	Flagstaff	\$17.40
Colorado	Boulder County, CO (unincorporated areas only)	\$15.69
Colorado	Denver	\$18.29
Colorado	Edgewater	\$15.02
New Mexico	Las Cruces	\$12.36
Maine	Portland	\$15.00
New York	New York City, Long Island, Westchester County	\$16.00
Maine	Rockland	\$15.00
Minnesota	Minneapolis (more than 100 employees)	\$15.57
Minnesota	St. Paul (more than 10k employees)	\$15.57
Washington	SeaTac	\$19.71
Washington	Tukwila (15 to 500 employees)	\$18.29
Washington	Tukwila (more than 500 employees)	\$20.29
Washington	Seattle	\$19.97 \$17.25 (if employer has 1-500 employees and provides \$2.72/hour in medical benefits/tips)

California	Min Wage	California Cont.....	Min Wage
Belmont, CA	\$17.35	Oakland, CA	\$16.50
Burlingame, CA	\$17.03	Palo Alto, CA	\$17.80
Cupertino, CA	\$17.75	Petaluma, CA	\$17.45
Daly City, CA	\$16.62	Redwood City, CA	\$17.70
East Palo Alto, CA	\$17.10	Richmond, CA	\$17.20
El Cerrito, CA	\$17.92	San Carlos, CA	\$16.87
Foster City, CA	\$17.00	San Diego, CA	\$16.85
Half Moon Bay, CA	\$17.01	San Jose, CA	\$17.55
Hayward, CA (26 or more employees)	\$16.90	San Mateo, CA	\$17.35
Los Altos, CA	\$17.75	Santa Clara City, CA	\$17.75
Menlo Park, CA	\$16.70	Santa Rosa, CA	\$17.45
Mountain View, CA	\$18.75	Sonoma, CA	\$17.60 (26 or more ees) \$16.56 (25 or fewer ees)
Novato, CA (1-25 employees)	\$16.04	South San Francisco, CA	\$17.25
Novato, CA (100 or more employees)	\$16.86	Sunnyvale, CA	\$18.55
Novato, CA (26-99 employees)	\$16.60		

Paid Family Medical Leave By State

Arkansas

- Employees can take up to 12 consecutive weeks of paid maternity leave after the birth, adoption, or foster care placement of an employee's child.

California

- Effective January 1, 2024 employers must provide 5 days or 40 hours of paid sick leave to their employees in CA.

Colorado

- Paid Family and Medical Leave Insurance (FAMLI) will start providing benefits to employees beginning January 1, 2024

Delaware

- Opt-in / Opt-Out opens for employers who wish to use a private plan to opt-out and for small groups to opt-in to Delaware Paid Leave

Illinois

- Paid Leave for All Workers Act takes effect January 1, 2024. Employee can begin using their earned time off starting March 31, 2024

Maryland

- Contributions to the FAMLI fund will begin in October 1, 2024

Minnesota

- Effective January 1, 2024 employers must provide paid leave to employees who work in the state under the Earned Sick and Safe Time Law.

North Carolina

- Employers to remit contributions to the Paid Family & Medical Leave fund at a rate annually fixed by the Assistant Secretary of DES.

Oklahoma

- Paid maternity leave for full time, district employees will receive 6 weeks of paid leave prior to using sick leave for the birth of a child.

South Carolina

- Paid Parental Leave effective for school district employees throughout the state

Tennessee

- Effective January 1st eligible employees will now accrue annual and sick leave yearly rather than monthly

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