



20  
24

**HR Calendar**  
Never Miss a Key Date



# January

“I AM BIG ENOUGH TO ADMIT THAT I AM OFTEN INSPIRED BY MYSELF.”

— LESLIE KNOPE, PARKS AND RECREATION

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



National Mentoring Month

New Year's Day  
(Bank Holiday)

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Martin Luther King Jr. Day  
(Bank Holiday)

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Federal Open Enrollment Period for 2024 Plans Ends

16

17

National Popcorn Day

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Data Privacy Day

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Distribute W-2s

Form 941 due  
(Employer's Qtly Federal Tax Return)

Form 1099-NEC to both the IRS and to recipients

31



**Namely Tip** - Using Namely's continuous feedback feature to keep your team engaged and motivated is a great way to communicate encouragement and coaching on all your new year's performance goals and beyond.

# February

“WELL, JUST TELL HIM TO CALL ME AS ASAP AS POSSIBLE”

—MICHAEL SCOTT, THE OFFICE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



**Namely Tip** - Compliance doesn't have to be difficult, especially OSHA requirements. Leverage OSHA logs in Namely to record workplace injuries and illnesses and quickly export the incidents onto Form 300 or 300A to submit to OSHA. Utilizing Namely's updated company tax page also helps you stay on track.

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Groundhog Day

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Chinese New Year

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Mardi Gras

13

Valentine's Day  
Ash Wednesday

14

Due date for Form 1099-MISC with only box 8 & 10 sent to the recipients

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President's Day  
(Bank Holiday)

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Deadline to file Form 1094-C, 1095-C, & 1099-MISC without NEC to IRS if paper filing

28

Leap Day

29



Black History Month

# March

“IT’S NOT MAGIC. IT’S TALENT AND SWEAT.”

—BERTRAM GILFOYLE, SILICON VALLEY

SUNDAY

MONDAY


TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

 **Namely Tip** - Not all state laws are created equal. Opening an office, or even hiring a remote employee, in a new state could have large implications on company policies. Namely’s Living Handbook allows you to dynamically update company policies as you grow and protect your organization from potential employee claims.



**Women's History Month**

National Peanut Butter Lovers Day

National Employee Appreciation Day

Electronically submit OSHA Form 300A for 2023

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International Women’s Day

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Daylight Saving Time Begins

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12

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Pi Day

14

S-Corp (Form 1120-S) and partnership (Form 1065) tax returns due

15

16

Spring Begins

17

18

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23

Palm Sunday

24

Good Friday

Easter

31

25

26

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30

# April

“WHICH ONE IS THE ELEVATOR I’M NOT AFRAID OF?”

—TRACY JORDAN, 30 ROCK

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

 <b>Stress Awareness Month</b>   <b>National Financial Literacy Month</b>	<p>Form 1099-MISC due, if reporting NEC in box 7</p> <p>Deadline to file Form 1099s electronically</p> <p>Deadline to file Form 1094-C &amp; 1095-C &amp; 1099- MISC without NEC to IRS if electronic filing</p> <p>April Fool’s Day 1</p>	2	3	4	5	6
World Health Day 7	Eid al-Fitr Begins 8	9	Eid al-Fitr Ends National Siblings Day 10	National Pet Day 11	12	13
14	Tax Day (Filing deadline for personal tax returns & C Corporations) 15	16	17	18	19	20
21	Passover Begins Earth Day 22	23	Administrative Professionals Day 24	25	6	27
28	29	Form 941 & 720 due (Employer’s Qtrly Federal Tax Return) Passover Ends 30	 <b>Namely Tip</b> - Spring is a great time to get organized. If you’re updating your company documentation, Namely has your back. You can stay on track with our org chart solution. Search and zoom to navigate first-quarter updates and use the new exporting feature to create png and pdf files.			



# June

“WHEN THE DOOR YOU’VE BEEN KNOCKING AT FINALLY SWINGS OPEN, YOU DON’T ASK WHY. YOU RUN THROUGH.”

—DIANE LOCKHART, THE GOOD WIFE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



**Pride Month**

**Namely Tip** - Your employees want to feel connected—no matter where they are. Enter the Namely Newsfeed. From company updates to favorite recipes to highlighting employee performance, the Namely newsfeed will bring your employees together.

1

Leave The Office Early Day

World Environment Day

National Doughnut Day

National Best Friends Day

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Flag Day

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**Juneteenth (Bank Holiday)**

19

Summer Begins

International Yoga Day

Take Your Dog to Work Day

20

21

22

SHRM Annual Conference & Expo (Chicago, IL)

23

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24

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29

# July

"SHE'LL TAKE IT! LET'S TALK PERKS.  
DOES SHE GET THE SUMMER OFF LIKE SCHOOL?!"

—ANDY DWYER, PARKS AND RECREATION

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



**Social  
Wellness  
Month**

**Independence  
Day  
(Bank Holiday)**

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Ice Cream  
Sandwich Day

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22

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27

Parents' Day

28

29

30

Form 941 & 720  
Due (Employer's  
Qtly Federal Tax  
Return)

31



**Namely Tip** - School may be out for summer, but staying informed is never out of session. Keep up to date with Namely's comprehensive compliance library. Happy learning!



# August

“YOUR SECRET IS SAFE WITH ME. LARGELY BECAUSE I DON’T CARE,  
AND I’LL PROBABLY FORGET.”

—MINDY LAHIRI, THE MINDY PROJECT

SUNDAY

MONDAY


TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

 **Namely Tip** - With employees returning soon after summer vacations, it’s a great time to think about reconnecting. Welcome your team back and keep everyone informed and engaged while continuing to build your company culture with Namely’s Slack integration.



**Happiness Happens Month**

Ice Cream Sandwich Day

National Chocolate Chip Cookie Day

International Cat Day

National S’mores Day

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**Women’s Equality Day**

National Dog Day

Eat Outside Day

National Bacon Day

# September

"I DON'T HAVE DREAMS. I HAVE GOALS."

—HARVEY SPECTER, SUITS

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Labor Day  
(Bank Holiday)

National Payroll  
Week

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National  
Grandparents Day

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National Working  
Parents Day

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Fall Begins

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23

HR Tech  
Conference  
(Las Vegas, NV)

24

25

National HR  
Professional Day

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National Hispanic  
Heritage Month  
(Sept. 15 - Oct. 15)



**Namely Tip** - If you're experiencing a "September Surge," Namely can simplify your onboarding process. Our automated task list eliminates manual prompting. Using our onboarding process also gives new hires a positive first impression with paperless pre-boarding tools, while also staying in compliance with an integration to E-Verify.

# October

“JUST THINK ABOUT IT. DEEPLY. THEN FORGET IT.  
AND AN IDEA WILL JUMP UP IN YOUR FACE.”

—DON DRAPER, MAD MEN

SUNDAY

MONDAY


TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY


 **Namely Tip** - Open enrollment is right around the corner—and benefits are the top perk that leads to happy employees. With Namely’s Managed Benefits, stay competitive with a comprehensive benefits package that attracts and retains top talent—all while fitting your budget and company culture.

National Coffee Day 1	Rosh Hashanah Begins 2	3	Rosh Hashanah Ends 4	5
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6	7	8	9	World Mental Health Day 10	<b>National Coming Out Day</b> Yom Kippur Begins 11	Yom Kippur Ends 12
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13	<b>Indigenous Peoples’ Day (Bank Holiday)</b> 14	15	Sukkot Begins <b>National Boss’ Day</b> 16	17	18	19
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20	21	22	Sukkot Ends 23	24	25	26
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27	28	29	30	<b>Halloween</b> Form 941 & 720 due (Employer’s Qtrly Federal Tax Return) 31	 <b>National Book Month</b>	
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# November

“EVERYTHING I HAVE I OWE TO THIS JOB...THIS STUPID, WONDERFUL, BORING, AMAZING JOB.”

—JIM HALPERT, THE OFFICE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



**Native American Heritage Month**



**Namely Tip** - November is National Gratitude Month.

Within the Namely Newsfeed, use the @ symbol in front of an employee’s name (in both the mobile, to immediately notify them that you’ve publicly recognized their achievement.

Federal Open Enrollment Period for 2024 Plans Starts

Día de Muertos

1

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Daylight Saving Time Ends

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**Veterans Day (Bank Holiday)**

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World Kindness Day

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16

Transgender Day of Remembrance

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23

**Thanksgiving (Bank Holiday)**

Black Friday

Small Business Saturday

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# December

“I BELIEVE THAT ALL ANYONE REALLY WANTS IN THIS LIFE IS TO SIT IN PEACE AND EAT A SANDWICH.”

—LIZ LEMON, 30 ROCK

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

World AIDS Day

1

Cyber Monday

2

Giving Tuesday

International Day of People with Disabilities

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World Human Rights Day

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Winter Solstice

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23

Christmas Eve

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**Christmas Day (Bank Holiday)**

**Hanukkah Begins**

25

Kwanzaa Begins

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New Year's Eve

31



**Namely Tip** - Say goodbye to distracting administrative work. When year-end requests hit your inbox, grant access to current and past employees to download their pay stubs and W2s—all within Namely.



**Thank you for spending 2024 with us.**