



COMPLIANCE CALENDAR 2025

Federal Holidays

January

Wed 1st • New Year's Day
Mon 20th • Martin Luther King Jr. Day

February

Mon 17th • President's Day

May

Mon 26th • Memorial Day

June

Thu 19th • Juneteenth

July

Fri 4th • Independence Day

September

Mon 1st • Labor Day

October

Mon 13th • Columbus Day
(Indigenous Peoples' Day)

November

Tue 4th • Municipal General Election*
Tue 11th • Veterans Day
Thu 27th • Thanksgiving
Fri 28th • Native American Heritage Day*

December

Wed 24th • Christmas Eve*
Thu 25th • Christmas Day
Wed 31st • New Year's Eve*

*recognized by the state of Michigan

January

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December

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Beginning of Year Checklist

- ☐ Verify **minimum wage requirements** and **compensation strategy**
- ☐ Meet deadlines for **benefit plan renewals**
- ☐ Schedule employee **annual training classes**
- ☐ Review **exempt status classifications salary threshold**
- ☐ Verify correct **employee classification**
- ☐ Review upcoming **bank holidays** to ensure **payroll processing** is not affected
If a date change is needed, communicate that to the staff and payroll vendor in a timely manner
- ☐ Review **company observed holidays**, communicate any changes for the year
- ☐ Update **payroll provider** with new **unemployment rate** from the Unemployment Insurance Agency (UIA)
- ☐ Review **W-2s** for accuracy before distribution
Wages, retirement box, pre-tax deductions, ER HSA contributions, etc
- ☐ Review birthdays for
 - [a]** Dependents who may be aging off plans
 - [b]** 50 and older for retirement catch up
 - [c]** 55 and older for HSA catch up
 - [d]** Age bands for group life insurance policy rates
- ☐ Update **labor law postings**
- ☐ Verify which states employees are working in to **ensure compliance**
- ☐ Plan **diversity initiatives** and **culture calendar** for the year

This calendar was created as a resource to help you identify important holidays, payroll compliance deadlines, and benefit due dates. It may not be all-inclusive for every employer; some compliance dates are subject to change based on the benefit plan year.

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January, February, March

2025

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Dates & Deadlines

January 1	Coverage begins for 2025 health insurance plans for individuals through the Marketplace Review and update payroll for annual limit for HSA, FSA, retirements plans and other health plans Ensure updated tax forms are used for new hires
January 31	Forms W-2 and 1099 due to employees 1095-B & 1095-C Forms delivered to employees
February 1	Deadline for OSHA 300A Log (Forms 300 and 300A) to be posted in all non-exempt workplaces through April 30, unless exempt industry
February 21	New Compliance: ESTA & IWOWA go into effect
February 28	File ACA Forms (Paper Filing Deadline), including 1094-C, 1095-C, 1099-MISC without NEC to IRS
March 1	Submit disclosure to CMS of Medicare Part D coverage for plan years starting in January (or within 60 days of the start of the plan year if on a non-calendar year plan)
March 2	Electronically reporting OSHA Form 300A data for calendar year 2024
March 31 (estimated)	File ACA Forms 1094/1095 with the IRS if filing electronically EEO-1 Reporting and filing deadline for employers with 100 or more employees, or federal contractors with at least 50 employees.

Monthly Themes & Holidays

January

National Mentoring Month
Wed 1st
New Year's Day
Sat 11th
International Parity at Work Day
Mon 20th
Martin Luther King Jr. Day
Wed 29th
Chinese New Year

February

Black History Month
Fri 14th
Valentine's Day
Mon 17th
President's Day
Fri 28th
First Day of Ramadan

March

Women's History Month
Fri 7th
National Employee Appreciation Day
Sat 8th
International Women's Day
Sun 9th
Daylight Saving Time starts
Mon 17th
Saint Patrick's Day

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April, May, June

2025

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June

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Dates & Deadlines

April 15	Federal Income Tax Filing deadline
April 30	Provide Summary Plan Descriptions to all participants of the health insurance plan if on a calendar year renewal (if not, provide SPDs within 120 days of new plan adoption) Best Practice — Review I-9 forms: Destroy those that can be destroyed based on federal guidelines and review the expiration date of the form
May 1	Remove OSHA posting
June	Best Practice — Mid-Year Benefits Review: Remind employees to take advantage of any eligible voluntary benefits

Monthly Themes & Holidays

April

Mon 7th - Sun 13th
National Public Health Week

Thu 10th
Michigan HR Day

Fri 18th
Good Friday

Sun 20th
Easter Sunday

Tue 22nd
Earth Day

Wed 23rd
Administrative Professionals Day

May

- Employee Health and Fitness Month
- Mental Health Month

Mon 5th
Cinco de Mayo

Wed 7th
National Skilled Trades Day

Sun 11th
Mother's Day

Mon 12th
International Nurses Day

Wed 14th
National Receptionists Day

Tue 20th
International HR Day

Mon 26th
Memorial Day

Fri 30th
National Recruiter Day

June

LGBT Pride Month

Sun 15th
Father's Day

Thu 19th
Juneteenth

Mon 23rd
International Women in Engineering Day

Thu 26th
Islamic New Year / Muharram

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July, August, September

2025

July

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September

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Dates & Deadlines

July 31

Deadline to file Form 5500 or 5500-EZ for group plans with 100 or more participants

Compliance Check: Ensure benefits notices were or will be issued as required

August

School Physicals: Remind employees about dependent benefits before school begins

September 30

Deadline to provide employees with the Summary Annual Report (SAR) for employers who filed a 5500

Monthly Themes & Holidays

July

Disability Pride Month

Fri 4th

Independence Day

Sat 26th

National Disability Independence Day

Thu 31st

National Intern Day

August

- National Eye-Exam Month
- National Wellness Month
- South Asian Heritage Month

Sat 16th

Janmashtami

Tue 26th

Women's Equality Day

Wed 27th

Ganesh Chaturthi

September

Suicide Awareness Month

Mon 1st

Labor Day

Wed 3rd

Global Talent Acquisition Day

Sept, Mon 15 - Oct, Wed 15

National Hispanic Heritage Month

Mon 15th - Sat 20th

Tech Week

Sept, Thu 18 - Oct, Sat 4

ArtPrize

Fri 26th

HR Professional Day

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October, November, December 2025

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Dates & Deadlines

October 15	Medicare Part D Notice of Creditable Coverage Delivered to Plan Participants
November 1	<p>Enrollment begins for 2026 health insurance plans for individuals through the Marketplace</p> <p>Best Practice: Encourage employees to fill out new tax forms if they experienced any personal or financial changes. Per the IRS, examples of changes that could require a new Form W-4 include changing the filing status on a tax return, changing the number of jobs worked during the year, and other income, deductions, or credits</p> <p>Best Practice: Remind Employees to submit FSA receipts before the end of the year</p> <p>Prepare for year end payroll: Fringe benefits like personal use of company car</p>
December 15	Open enrollment period ends for 2026 health insurance plans for individuals through the Marketplace
December 31	Reminder: Employers who offer 401(k) or flex spending accounts must conduct a non-discrimination testing as of the last day of the plan to ensure benefits are available to all eligible employees under the same terms

Monthly Themes & Holidays

October

- Disability Employment Awareness Month
- National Work and Family Month

Sept, Sun 15 - Oct, Tue 15

National Hispanic Heritage Month

Fri 10th

World Mental Health Day

Mon 13th

Columbus Day (Indigenous Peoples' Day)

Thu 16th

National Boss' Day

Wed 23rd

MISHRM Conference

Thu 31st

Halloween

November

Native American Indian/Alaska Native Heritage Month

Sat 1st - Sun 2nd

Day of the Dead

Sun 2nd

Daylight Saving Time ends

Tue 4th

Municipal General Election

Tue 11th

Veterans Day

Tue 18th

National Entrepreneurs' Day

Thu 27th

Thanksgiving

Fri 28th

Native American Heritage Day

December

Tue 2nd

Giving Tuesday

Wed 3rd

International Day of Persons with Disabilities

Sun 14th - Mon 22nd

Hanukkah

Sun 21st

Yule / Winter Solstice

Wed 24th

Christmas Eve

Thu 25th

Christmas Day

Fri 26th

Kwanzaa begins

Wed 31st

New Year's Eve

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End of Year Checklist

- ☐ Review and remind employees of **inclement weather policy** and **pay issues**
- ☐ Process **final bonuses** and all **fringe benefits** before the last check of the year
- ☐ Remind employees to review **personal information** and **taxes** for accuracy
This will ensure timely W-2 delivery and fewer filing errors
- ☐ Confirm **PTO payout** and **rollover** policies
- ☐ Ensure all **distributed physical checks** are recorded for **YTD wage** purposes
- ☐ Review changes to the **federal mileage rate** and communicate to staff
- ☐ Confirm with **STD/LTD carrier** who will be creating **W-2s** and paying associated **payroll taxes**
- ☐ Cross-check **HSA, FSA, and retirement plans** to ensure employees have not exceeded limits

First Day of Plan Year & Annual Notices

- ☐ ADA Wellness Program Notice
- ☐ CHIP Notice
- ☐ GINA Wellness Program Authorization
- ☐ Grandfathered Plan Notice
- ☐ Newborns' and Mothers' Health Protection Act Notice
- ☐ Notice to enrollees regarding Group Health Plan Opt-out
- ☐ Wellness Program Notice of Reasonable Alternatives
- ☐ Women's Health and Cancer Rights Act Notice
- ☐ 401k Annual Notices and/or Auto Enrollment Notices

Department of Labor Major Laws

The **Occupational Safety and Health (OSH) Act** is administered by the **Occupational Safety and Health Administration (OSHA)**. Safety and health conditions in most private industries are regulated by OSHA or OSHA-approved state programs, which also cover public sector employers. Employers covered by the OSH Act must comply with OSHA's regulations and safety and health standards. Employers also have a general duty under the OSH Act to provide their employees with work and a workplace free from recognized, serious hazards. OSHA enforces the law through workplace inspections and investigations. Compliance assistance and other cooperative programs are also available.

Private company's need to carry workers compensation. See the **workers' compensation program website** for additional resources.

The **Employee Retirement Income Security Act (ERISA)** regulates employers who offer pension or welfare benefit plans for their employees. Title I of ERISA is administered by the **Employee Benefits Security Administration (EBSA)** and imposes a wide range of fiduciary, disclosure and reporting requirements on fiduciaries of pension and welfare benefit plans and on others having dealings with these plans.

Uniformed Services Employment and Reemployment Rights Act Certain persons who serve in the armed forces have a right to reemployment with the employer they were with when they entered service. This includes those called up from the reserves or National Guard. These rights are administered by the **Veterans' Employment and Training Service**.

Garnishment of employee wages by employers is regulated under the **Consumer Credit Protection Act** which is administered by the **Wage and Hour Division**.

Family and Medical Leave Act (FMLA): Administered by the **Wage and Hour Division**, the FMLA requires employers of 50 or more employees to give up to 12 weeks of unpaid, job-protected leave to eligible employees for the birth or adoption of a child or for the serious illness of the employee or a spouse, child or parent. In addition, employers must provide 26 weeks of unpaid leave for a military caregiver or for qualifying exigency leave.

Posters: The **elaws Poster Advisor** can be used to determine which poster(s) employers are required to display at their place(s) of business.

Additional Resource:

[Fair Labor Standards Act](#) • [Federal Employee Laws by Employer Size](#)

[Occupational Safety and Health \(OSH\) Act](#) • [Occupational Safety and Health Administration \(OSHA\)](#)
[Workers' Compensation Program](#)

[Employee Retirement Income Security Act \(ERISA\)](#) • [Employee Benefits Security Administration \(EBSA\)](#)
[Veterans' Employment and Training Service](#)

[Consumer Credit Protection Act](#) • [Wage and Hour Division](#)
[elaws Poster Advisor](#)

HR Core Areas

Providing a positive employee experience begins with ensuring the right tools, resources, and training are in place to support employees to reach for their full potential. Begin by evaluating your people operations within these core areas of Human Resources.



Culture

- Company mission, vision values
- Handbook implementation and updates



Payroll

- Exempt vs. non-exempt employees
- Overtime rules



HR Administration

- Employee record keeping
- Job postings
- HR Compliance
- Federal & State Employment Posters



Timekeeping

- Payroll administration



Health & Safety

- Workplace injury process
- OSHA Compliance
- Anti-harassment training



Training and Development

- Coaching
- Training
- Appraisals / Feedback loop



Benefits

- Health insurance notices
- Benefit offerings
- Benefit administration



Engagement

- Stay interviews
- Pulse surveys
- Communication



Hiring, Recruiting, Onboarding

- Interviewing and selection
- Onboarding process
- New employee orientation



Time Off

- Leave of absence (ADA, FMLA)
- Paid Time Off
- Paid medical leave



Compensation

- Benchmarking



Separations

- Separation process
- Offboarding

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