

# 2020 HR Compliance Calendar



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Time clocks | Scheduling | Team Management | [joinhomebase.com](https://joinhomebase.com)

Wouldn't it just be easier to sync this with your own calendar?

### Subscribe to the Homebase Compliance Calendar

In Google Calendar

1. Sign in to your Google Calendar on your computer.
2. On the left next to "**Other calendars,**" click Add and select "**Subscribe to calendar.**"
3. Enter **compliance@joinhomebase.com** and press enter.
4. The calendar will now appear on the left side under "Other calendars" and will automatically stay in sync when we add or update information.

Or...

[View it on the web.](#) You can then add it to your Google Calendar with the Add to Google Calendar button in the lower right.

[Download it as a calendar file](#) that you can import into iCal or Outlook. Note that the calendar will not automatically update when we add or update information.

# January 2020

## Important dates

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**Jan. 31**  
Form 940 Filing Deadline

**Jan. 31**  
Forms W-2 and 1099-MISC Distribution Deadline

**Jan. 31**  
Forms W-2 and W-3 Filing Deadline

**Jan. 31**  
Form 941 Filing Deadline (fourth quarter)

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	<b>31</b>	

## Notes

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The start of the year is a great time to set new goals for your culture. [Take our quiz](#) to see how good your team's culture is and then try implementing some of [our culture fundamentals](#).

# February 2020

## Important dates

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### Feb. 1

Deadline for Posting OSHA Form 300A

### Feb. 28

Forms 1094-B, 1095-B, 1094-C, and 1095-C Filing Deadline (paper filers)

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

## Notes

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**HR Fact:** On February 5, 1993, the Family and Medical Leave Act (FMLA) was signed into law by President Bill Clinton. Learn more about [the paid leave laws](#) that are changing in 2020 on our blog.

# March 2020

## Important dates

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### Mar. 1

Medicare Part D Creditable Coverage Disclosure Deadline  
(for calendar year plans)

### Mar. 2

Form 8027 Filing Deadline (paper filers)

### Mar. 2

Form M-1 Filing Deadline (for MEWAs and ECEs)

### Mar. 2

OSHA Electronic Injury and Illness Data Reporting Deadline

### Mar. 2

Forms 1095-B and 1095-C Distribution Deadline

### Mar. 31

COBRA General Notice Deadline (for calendar year plans)

### Mar. 31

Forms 1094-B, 1095-B, 1094-C and 1095-C Filing Deadline  
(electronic filers)

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				

## Notes

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### Mar. 1

National Employee Appreciation Day! Consider customizing a recognition plan for your organization. Here are four ways to [recognize your team and boost morale](#).

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# April 2020

## Important dates

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**Apr. 30**  
Form 941 Filing Deadline (first quarter)

**Apr. 30**  
Removal of OSHA Form 300A

**Apr. 30**  
Summary Plan Description (SPD) Deadline  
(for 2020 calendar year plans)

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	<b>30</b>		

## Notes

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April is a quiet month for compliance, so it's a great time to look at your employee retention strategy. Here are [5 ways to know if your team is disengaged](#) and [what to do about it](#).

# May & June 2020

## Important dates

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None

## Notes

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You've got a compliance break so why not take this opportunity to update your employee handbook—or create one if you don't have it. It's one of several things you can do to [protect your business](#) against employee-related claims.

Thinking about summer hiring? Don't forget the DOL has strict guidelines for hiring unpaid interns and states have specific rules about hiring minors. Be sure to check the law before you hire.

MAY						
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						

JUNE						
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				

# July 2020

## Important dates

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### Jul. 30

Summary of Material Modification (SMM) Deadline  
(for changes to calendar year plans made in 2019)

### Jul. 31

Form 941 Filing Deadline (second quarter)

### Jul. 31

Form 5500 Filing Deadline (calendar year plans)

### Jul. 31

PCORI Fee Deadline

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	<b>30</b>	<b>31</b>	

## Notes

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On July 26, 1990, President George H. W. Bush signed the Americans with Disabilities Act (ADA) into law. How well do you know the federal labor laws? [Take our quiz.](#)



# August & September 2020

 **Important dates**

None

 **Notes**

Now's the time to staff up for back-to-school season and to start planning your holiday staffing. But before you do, here are [8 things to know about hiring and firing](#).

AUGUST

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					

SEPTEMBER

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			

# October 2020

## Important dates

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### Oct. 15

Medicare Part D Creditable Coverage Notice

### Oct. 31

Form 941 Filing Deadline (third quarter)

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

## Notes

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Think you can't offer benefits to employees? Think again. There are lots of non-monetary benefits you can offer employees, from [advanced scheduling](#) to [career development](#).

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# November & December 2020

## Important dates

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### Nov. 3

Election day. Check your state's voting leave laws.

### Nov. 15 - Dec. 15

ACA Special Enrollment for small businesses

## Notes

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From Nov. 15 to Dec. 15 every year, small businesses have the opportunity to participate in the ACA Special Enrollment Period. At this time employers can skip the usual minimums for contributions and participation in health plans. If health benefits have been out of your reach in the past, this is an opportunity to offer health benefits at no cost to your business.

For businesses the holidays mean time-off requests. Check out our tips to [manage vacation schedules](#).

## NOVEMBER

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					

## DECEMBER

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		

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