

January

"Allow people to be themselves. People want to be GREAT,
great companies let them be GREAT."

ARTE NATHAN

JANUARY

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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31						

- NOTES**
- Winter Weather Preparedness Month
 - National Blood Donor Month
 - National Mentoring Month
 - World Braille Day
- 01 New Year's Day
 01 Marketplace Coverage Begins
 04 World Braille Day
 11 National Clean Your Desk Day
 11 International Thank You Day
 13 National Take the Stairs Day
 15 National Bagel Day
 18 Martin Luther King Jr. Day
 19 National Popcorn Day
 24 National Compliment Day
 28 Data Privacy Day
- Please visit www.GetBreeze360.com to register to our **Breeze** webinar happening every Thursday

This calendar is designed with HR's in mind. It includes some mandatory filing dates, holidays, events, and HR quotes. However, it does not include all filing requirements, thus, dates may be subject to change. Software Techniques Inc. makes no representation or warranty that this schedule or any of these dates are accurate or complete.

www.softwaretech.com



February

"Nothing we do is more important than hiring people. At the end of the day, you bet on people, not strategies."

LAWRENCE BOSSIDY

FEBRUARY

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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- NOTES**
- American Heart Month
 - Black History Month
- 01 OSHA 300A Posting Period Begins**
01 Form W-2/W-3 and 1099 Distribution Deadline
01 IRS due date to file Form 941 reporting for Q4 2020
02 Groundhog Day
08 Clean Out Your Computer Day
09 National Pizza Day
12 Tax Season Begins
12 Chinese New Year
14 Valentine's Day
15 President's Day
17 Random Acts of Kindness Day
25 Digital Learning Day
25- 26 Purim Begins
28 ACA Reporting 2014-C and 1095 C Due to IRS (if Paper Submissions) for ALEs
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March

“A person who feels appreciated will always do more than what is expected.”

UNKNOWN

MARCH

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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NOTES

- Irish-American Heritage month
- National Women's History month
- National Nutrition Month
- National Social Work Month

01 Annual Medicare Part D Disclosure To CMS

01-20 H-1B Electronic Registration Period

02 Electronic Submission of OSHA 300A

(Job-Related Injuries and Illnesses) Data Due

02 ACA Form 1095 Due to Employees (extended from Jan. 31)

05 Employee Appreciation Day

05 National Salesperson Day

08 International Women's Day

09 National Organize Your Home Office Day

10 National Pack Your Lunch Day

10 Money Day

14 Daylight Saving Time Begins

15 S corporation and partnership tax return deadline

15 Form 1042-S deadline to file

15 Forms 1042-S deadline to send to all foreign national employees

15-19 Health Care HR Week

17 St. Patrick's Day

20 First Day of Spring

27 Passover Begins

28 Palm Sunday

29 Mom and Pop Business Owners Day

31 EEO-1 Reporting Deadline

31 Form 8027 deadline to file

31 ACA Reporting Due to IRS (if Electronic Submissions) for ALEs

31 End of 1st Quarter

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April

“Leadership is about giving people a platform for spreading ideas that work.”

SETH GODIN

APRIL

2021

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- NOTES**
- Tax Season
 - Stress Awareness Month
 - Arab-American Heritage Month
 - Records and Information Management Month

- 01 April Fools' Day
 - 01 Fun Day at Work
 - 02 Good Friday
 - 04 Easter
 - 06 National Library Workers' Day
 - 07 National Walking Day
 - 07 World Health Day
 - 16 Wear Pajamas to Work Day
 - 12-16 Organize Your Files Week
 - 15 Form 1120, C corporation taxes deadline to file**
 - 15 Individual tax returns deadline to file**
 - 15 National High-Five Day
 - 19-23 Volunteer Appreciation Week
 - 21 Administrative Professionals Day
 - 22 Take Your Son or Daughter to Work Day
 - 22 Earth Day April
 - 30 Arbor Day
 - 30 OSHA 300A Posting Period Ends**
 - 30 Form 941, employer's quarterly tax return deadline to file**
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May

“Every good conversation starts with listening.”

TOM HAAK

MAY

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- NOTES:**
- Hurricane Preparedness Month
 - Global Employee Health and Fitness Month
 - Asian- Pacific American, Jewish-American,

and Haitian Heritage Month

- Military Appreciation Month

01 May Day

04 National Teacher's Day

04 May the Fourth Be With You

05 Cinco de Mayo

06 National Nurses Day

07 Military Spouse Day

09 Mother's Day

11 Ramadan Ends

12 National Receptionist Day

15 Armed Forces Day

15 Form 990 deadline to file

20 International HR Day

21 Bike to Work Day

21 National Wait Staff Day

31 Memorial Day

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June

“Train people well enough so they can leave. Treat them well enough so they don’t have to.”

SIR RICHARD BRANSON

JUNE

2021

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- NOTES**
- Effective Communications Month
 - National Fresh Fruits and Vegetables Month
 - Take Note of Employing Teens Guidelines

01 Form 1096 w/ Form 5498 deadline to file

- 02 Global Running Day
- 02 National Cancer Survivors Day
- 02 National Leave the Office Early Day
- 06 D-Day
- 06 World Blood Donor Day
- 14 Flag Day
- 14-20 Men's Health Week
- 19 Juneteenth
- 20 Father's Day
- 20 Summer Begins
- 21 National Take Your Cat to Work Day
- 23 National Hydration Day
- 25 National Take Your Dog to Work Day
- 28 Insurance Awareness Day
- 30 End of 2nd Quarter

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July

"When people are financially invested, they want a return.
When people are emotionally invested, they want to contribute."
SIMON SINEK

JULY 2021

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- NOTES**
- Hot Weather Preparedness Month
 - Social Wellness Month
- 05 Independence Day
05 National Workaholics Day
17 World Emoji Day
24 Parents' Day
29 National Intern Day
30 International Friendship Day
30 System Administrator Day
31 Form 5500 for calendar-year plans deadline to file (Oct. 15 with an extension)
31 Form 941, employer's quarterly tax return deadline
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October

“Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work.”
LAWRENCE BOSSIDY

OCTOBER 2021

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- NOTES**
- National Disability Employment Awareness Month
 - Domestic Violence Month
 - Breast Cancer Awareness Month
 - 01 Manufacturing Day
 - 01 International Coffee Day
 - 02 National Custodial Workers Day
 - 03 Techies Day
 - 05 Fruit at Work Day
 - 10 World Mental Health Day
 - 11 Kick Butt Day
 - 11 Columbus Day
 - 11 Indigenous Peoples' Day r
 - 14 Medicare Part D Creditable Coverage Disclosure to Medicare-eligible Participants**
 - 15 Tax return deadline for those who filed an extension**
 - 15 National Boss's Day
 - 23 Make a Difference Day
 - 31 Form 941, employer's quarterly tax return deadline**
 - 31 Halloween
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November

“When people go to work, they shouldn’t have to leave their hearts at home.”

BETTY BENDER

NOVEMBER

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NOTES

- Native American Heritage Month
- National Diabetes Awareness Month

01 Marketplace individual health insurance enrollment begins

- 02 Election Day
 - 03 National Stress Awareness Day
 - 04 Diwali November
 - 07 Daylight Saving Ends
 - 11 Veterans Day
 - 13 World Kindness Day
 - 24 Celebrate Your Unique Talent Day
 - 25 Thanksgiving Day
 - 27 Small Business Saturday
 - 28 Advent Begins
 - 28 Hanukkah Begins
 - 30 Computer Security Day
 - 30 Giving Tuesday
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