
2025 HR Calendar: Dates to Remember

“Stay on Track, One Month at a Time.”



JANUARY

2025
CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
			1 New Year's Day	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	

Jan 1: New Year's Day (Federal Holiday) – Ensure proper payroll and holiday pay processing

Jan 31: W-2 (Wage and Tax Statements) Forms due

Jan 31: Form 1099-MISC due

Jan 31: IRS Forms 940 & 941 due

Jan 31: IRS Form 1095-B & 1095-C distribution due date

Jan 31: IRS Form 1099-NEC due

FEBRUARY

2025
CALENDAR

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	

Feb 1: OSHA Form 300A paper filing due

Feb 10: Annual Form 940 due (if quarterly FUTA taxes were paid when due)

Feb 28: Deadline to file ACA forms 1094 - C, 1095 - C, 1099 – MISC without NEC to IRS (if filing paper)

Feb 28: Form 8809 paper filing due

MARCH

2025
CALENDAR

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					

Mar 1: ACA Forms 1095 B & C distribution deadline

Mar 2: Electronically submit OSHA 300A

Mar 15: Form 8809 E-filing deadline

Mar 15: S Corp (Form 1120-S) and Partnership (Form 1065) Tax Returns due

Mar 31: Electronically file Form 1094-C & 1095-C & 1099-MISC (without NEC) deadline

APRIL

2025
CALENDAR

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			

Apr 15: Tax Day (deadline for personal tax returns and C Corporations)

Apr 28: Summary Plan Description (SPD) documents due to employees enrolled in retirement plans or health benefits

Apr 30: Quarterly Forms 941 & 720 due

MAY

2025 CALENDAR

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

May 15: Non-Profit Tax Returns due

May 15: IRS Form 990 due

JUNE

2025
CALENDAR

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						

Jun 4: Deadline to submit EEO-1 Component 1 report

JULY

2025 CALENDAR

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		

Jul 31: Quarterly Form 941 & 720 due

Jul 31: Forms 5500 & 5558 Filing Deadline (for calendar year plans)

AUGUST

2025
CALENDAR

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						

Aug 15: Prepare for calendar year open enrollment

SEPTEMBER

2025
CALENDAR

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				

Sep 30: SAR (Summary Annual Report) due. SAR must be furnished within nine months after the end of the plan year

Sep 30: Remind employees to check PTO balances before Q4

OCTOBER

2025
CALENDAR

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	

- Oct 3:** QSEHRA Notice due (for calendar year plans)
- Oct 15:** Medicare Part D Notice of Creditable Coverage delivered to plan participants
- Oct 31:** Quarterly Forms 941 and 720 due
- Oct 31:** Remind employees to use FSA dollars before end of year

NOVEMBER

2025
CALENDAR

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						

Nov: 14: Remind employees to submit FSA receipts before end of year

DECEMBER

2025
CALENDAR

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 Christmas Day	26	27
28	29	30	31			

Dec 25: Christmas Day (Federal Holiday) – Ensure proper holiday pay processing.

Dec 29: Start Non-discrimination testing for 401K plans, 125 Premium Only Plans (POP), and flexible spending accounts (if plans is on a calendar)

Dec 29: Review employee handbooks, workplace policies, etc.

Dec 31: Final year-end tax filings for 2025 (prepare for W-2 and ACA reporting).