

2024 HR COMPLIANCE CALENDAR



Throughout the year there are several compliance tasks with predetermined deadlines, such as quarterly taxes, Form 5500 and PCORI fees. Other deadlines are based on triggered events such as hiring a new employee or an employee going on leave. Knowing what you are required to do and when is the best way to stay compliant. This guide provides the most common compliance tasks and their due dates.

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January 2024

January 31 - File and Furnish Forms W-2: File Forms W-2 with the Social Security Administration by Jan. 31, 2024. Companies may request a 30-day filing extension by using Form 8809, but extensions will only be granted in limited cases for extraordinary circumstances or catastrophes. Forms W-2 must also be furnished to employees on or before Jan. 31, 2024.

January 31 – File and Furnish Forms 1099-NEC: File Forms 1099-NEC with the IRS by Jan. 31, 2024, if your company made payments totaling \$600 or more for services performed by nonemployees, such as independent contractors, in 2023. A 30-day filing extension may be requested by using Form 8809, but extensions will only be granted in limited cases for extraordinary circumstances or catastrophes. Companies must also furnish 1099's to nonemployees on or before Jan. 31, 2024.

January 31 – File Form 941, Quarterly Federal Tax Return: File 941 with the IRS by Jan. 31, 2024, to report the federal income tax, social security tax and Medicare tax you withheld from your employees' pay during the fourth quarter of 2023. If your company timely deposited all taxes when they were due, the filing deadline is extended to Feb. 12, 2024.

January 31 – File Form 940, Employer's Annual Federal Unemployment Tax Return (FUTA): File Form 940 with the IRS by Jan. 31, 2024, to report taxable FUTA wages paid in 2023. If your company deposited all its FUTA tax when it was due, the filing deadline is extended to Feb. 12, 2024.

February 2024

February 1, 2024 – Post OSHA Form 300A (Summary of Work-related Injuries and Illnesses): In an area of the workplace where employee notices are normally displayed, post OSHA Form 300A by Feb. 1, 2024. The posting must remain on display through April 30, 2024. The form shares data from 2023. This requirement applies to companies with ten or more employees.

February 15, 2024 – Form W-4 that Claim Exemption from Withholding for 2023 Expire: Employees who claim for an exemption from income tax withholding must complete a new Form W-4. If the employee fails to return a Form W-4 for exemption, withhold tax as if the employee is single or married without any allowances.

February 28, 2024 – File ACA Forms 1094-C and 1095-C (Paper Only): Please note that paper filing is no longer available for most employers, except employers with fewer than ten employees or those with a hardship waiver.

February 28, 2024 – File ACA Forms 1094-B and 1095-B (Paper Only): Please note that paper filing is no longer available for most employers, except employers with fewer than 10 employees or +

February 29, 2024 – Submit the Medicare Part D Disclosure to CMS (Calendar-year Plans Only): Report to Centers for Medicare and Medicaid Services (CMS) via online submission indicating whether your group health plan's prescription drug coverage is considered creditable or non-creditable. The deadline to submit this annual disclosure is 60 days after the plan start date.

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March 2024

March 1, 2024 – Provide ACA Form 1095-C to Employees: Provide Form 1095-C to employees by March 1, 2024, if your company is an ALE. The statements are normally required to be provided by Jan. 31; however, the IRS extended the deadline by 30 days. With the extension, and due to this year being a leap year, the deadline is March 1, 2024.

March 1, 2024 – Provide ACA Form 1095-B to Employees: Provide Form 1095-B to employees by March 1, 2024, if your company is an ALE. The statements are normally required to be provided by Jan. 31; however, the IRS extended the deadline by 30 days. With the extension, and due to this year being a leap year, the deadline is March 1, 2024.

March 2, 2024 – Submit Electronic Reports to OSHA: Submit OSHA Form 300A by March 2, 2024, for establishments with at least 250 employees who are required to create and maintain OSHA records. Establishments with 20-249 employees in certain high-hazard industries must also submit this data by March 2, 2024. Beginning in 2024, employers with 100 or more employees in certain high-hazard industries must submit additional injury and illness information from their OSHA Forms 300 and 301. Companies use OSHA's injury tracking application to submit their reports.

March 2024 – Monitor the Deadline for Filing the EEO-1 Report with the EEOC: Private sector employers with 100 or more employees and federal contractors with 50 or more employees meeting certain criteria must submit demographic workforce data to the Equal Employment Opportunity Commission (EEOC) each year as part of the EEO-1 data collection. However, the EEOC has delayed the deadline in previous years. The EEOC will update the data collection website when the data collection period starts in 2024.

April 2024

April 1, 2024 – Electronically File ACA Forms 1094-C and 1095-C: File Forms 1094-C and 1095-C with the IRS by April 1, 2024, if your company is an ALE. Employers may request a 30-day extension by filing Form 8809 by the filing date. Beginning in 2024, most employers subject to ACA reporting are required to file their returns electronically. Paper filing is only an option for very small employers (those under 10 returns).

April 1, 2024 – Electronically File ACA Forms 1094-B and 1095-B: File Forms 1094-B and 1095-B with the IRS by April 1, 2024, if your company is an ALE. Employers may request a 30-day extension by filing Form 8809 by the filing date. Beginning in 2024, most employers subject to ACA reporting are required to file their returns electronically. Paper filing is only an option for very small employers (those under 10 returns).

April 30, 2024 – File Form 941, Employers Quarterly Federal Tax Return: File Form 941 with the IRS by April 30, 2024, to report the federal income tax, social security tax and Medicare tax you withheld from your employees' pay during the first quarter of 2024. If your company timely deposited all taxes when they were due, the filing deadline is extended to May 10, 2024.

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May 2024

No Key Deadlines

June 2024

June 3, 2024 – Submit Health Plan Prescription Drug Data Collection Drug Report (RxDC Reporting): A transparency law requires employer-sponsored health plans and health insurance carriers to annually report information about prescription drug spending to the federal government. This process is referred to as the “prescription drug data collection” (RxDC report). Most employers will rely on third parties such as insurance carriers or pharmacy benefit managers to prepare and submit the report for their health plans.

July 2024

July 31, 2024 – File Form 941, Employers Quarterly Federal Tax Return: File Form 941 with the IRS by July 31, 2024, to report the federal income tax, social security tax and Medicare tax you withheld from your employees’ pay during the first quarter of 2024. If your company timely deposited all taxes when they were due, the filing deadline is extended to Aug. 12, 2024.

July 31, 2024 – Report and Pay PCORI Fees (Self-Insured Health Plans Only): If you have a self-insured health plan, you are required to report and pay fees to fund the Patient-Centered Outcomes Research Institute (PCORI) by July 31, 2024. Employers use Form 720 to report and pay these fees. The PCORI fees will be for plan years ending in 2023 and are due by July 31, 2024.

July 31, 2024 – File Form 5500 for the 2023 Plan Year (Calendar-year Plans Only): File Form 5500 with the DOL by July 31, 2024, for ERISA covered employee benefit plans that operate on a calendar year basis. This requirement applies to fully funded welfare benefit plans with more than 100 participants.

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August 2024

No Key Deadlines

September 2024

September 30, 2024 – Provide Summary Annual Report (SAR) to Plan Participants (Calendar-year Plans Only): If you filed a Form 5500, provide a copy of the Summary Annual Report to plan participants by Sept. 30, 2024. The SAR must be provided within nine months of the close of the plan year (unless an extension has been filed).

September 30, 2024 – Watch for MLR Rebates (Fully Inured Health Plans Only): Employers with insured health plans may receive rebates. If the carrier did not meet their medical loss ratio (MLR) percentage for 2023, they will provide a rebate. Rebates must be provided by Sept. 30. Employers should consider their legal options for using the rebate. Rebates qualify as a plan asset under ERISA and must be used for the exclusive benefit of the plan's participants and beneficiaries. Also, as a rule, plan sponsors should use the plan asset portion of the rebate within three months of receiving it to avoid ERISA's trust requirements.

October 2024

October 3, 2024 – Provide ICHRA Notice for 2025 Plan Year (Calendar-year Plans Only): If you offer an Individual Coverage Health Reimbursement Account (ICHRA), you must provide a notice to eligible employees regarding the ICHRA's coverage. This notice must be provided at least 90 days prior to the beginning of each plan year.

October 3, 2024 – Provide QSEHRA Notice for 2025 Plan Year (Calendar-year Plans Only): If you offer a Qualified Small Employer Health Reimbursement Account (QSEHRA), you must provide a notice to eligible employees regarding the QSEHRA's coverage. This notice must be provided at least 90 days prior to the beginning of each plan year.

October 14, 2024 – Provide Medicare Part D Notices to Plan Participants: Provide Medicare Part D notices to notify members whether the health plan's prescription drug coverage is creditable or non-creditable.

October 31, 2024 – File Form 941, Employers Quarterly Federal Tax Return: File Form 941 with the IRS by October 31, 2024, to report the federal income tax, social security tax and Medicare tax you withheld from your employees' pay during the first quarter of 2024. If your company timely deposited all taxes when they were due, the filing deadline is extended to Nov. 11, 2024.

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November 2024

No Key Deadlines

December 2024

December 31, 2024 – Submit a Gag Clause Attestation for Your Health Plan: A federal transparency law requires health plans and health insurance issuers to submit attestations of compliance with the prohibition on gag clauses by Dec. 31 each year. These attestations can be submitted through a CMS website. If the carrier provides the attestation, the employer does not also need to submit. Employers with self-insured health plans will need to determine if the carrier is filing on their behalf or if they will need to file with CMS. Ultimately, the responsibility lies with the employer.

As the year ends, consult the Notice Distribution Guideline Chart to ensure that you have distributed all required notices and are prepared as we move into 2025.

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