

2025 HR CALENDAR KEY DATES

2025 HR CALENDAR OF KEY DATES

JANUARY

January						
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	

KEY DATES

1	New Year's Day
	Check for new minimum wage adjustments
10	Review employee handbook for compliance with current regulations. Ensure employees review and sign updates.
15	Deadline for Q4 estimated tax payments for prior year.
20	Martin Luther King Junior Day
31	W-2 & 1099 distribution deadline File Forms W-2 with Form W-3 with Social Security Administration Quarterly Forms 941, 944 & 720 Due Forms 1095-B & 1095-C delivered to employees Forms 1099-NEC sent to IRS & workers Annual Form 940 due (if quarterly FUTA taxes not paid when due) Ensure all ACA full-time status determinations are finalized Confirm all benefit plans are updated and compliant with the new year.

Additional:
401K Contribution increase to \$23,500, along with catch-up provision.
Business Mileage rate increase to .70 cents
Note Health FSA & HSA increases.

FEBRUARY

February						
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	

KEY DATES

1	Post OSHA Form 300A
10	Annual Form 940 due (if quarterly FUTA taxes paid when due)
12	Deadline for Form 945 (non-payroll federal income tax)
14	PBI Reports Due
15	W-4 changes due
17	Presidents' Day
17	Form 1099-MISC (only if amounts are reported in boxes 8 & 10) sent to recipients.
28	ACA forms paper filing deadline, including Forms 1095-B & 1095-C File Form 1099-MISC due File Form 8027

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