

2021 Calendar

The HR dates to know, plus wit and wisdom from our favorite workplace TV characters.

Namely  HR for Humans

JANUARY



“I am big enough to admit that I am often inspired by myself.”
—Leslie Knope, Parks and Recreation

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

NAMELY TIP

A new year means it's time to set new goals for the company & for your team. Start the year off right by aligning your team's goals to your company's goal to ensure your team remains engaged and motivated. Then use Namely's cascading goals to track progress throughout the year.

New Year's Day

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Martin Luther King Jr. Day
Bank Holiday

National Popcorn Day

Data Privacy Day

Distribute W-2s and 1099-MISC

Form 941 due (Employer's Qtrly Federal Tax Return)

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FEBRUARY



“Well, just tell him to call me as ASAP as possible”
—Michael Scott, The Office

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------------|---|--|-------------------------|----------|--|---|
| | Deadline to file Form 1099-MISC without NEC to IRS if paper filing Form 1099-NEC to both the IRS and to recipients 1 | Groundhog Day 2 | | | | Post OSHA Form 300A through April 30 6 |
| 7 | 8 | 9 | 10 | 11 | Chinese New Year National Pizza Day 12 | 13 |
| Valentine’s Day 14 | President’s Day <i>Bank Holiday</i> Deadline to submit new Form W-4 for exempt employees wishing to continue their status 15 | Due date for Form 1099-MISC with only box 8 & 10 sent to the recipient 16 | Ash Wednesday 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |

Submit paper Form 1094-C and 1095-C to IRS

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NAMELY TIP

Compliance doesn’t have to be difficult, especially OSHA requirements. Leverage OSHA logs in Namely to record workplace injuries and illnesses and quickly export the incidents onto Form 300 or 300A to submit to OSHA.

MARCH



“It’s not magic. It’s talent and sweat.” —Bertram Gilfoyle, Silicon Valley

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|--|---|--|---|-----------------------|
| | National Peanut Butter Lovers Day 1 | Deadline for employers to provide employees with a copy of their 1095-C or 1095-B reporting form Electronically submit OSHA Form 300A for 2020 2 | 3 | 4 | National Employee Appreciation Day 5 | 6 |
| 7 | International Women’s Day 8 | 9 | 10 | 11 | 12 | 13 |
| Daylight Saving Time begins Pi Day 14 | S-Corp (Form 1120-S) and partnership (Form 1065) tax returns due 15 | 16 | St. Patrick’s Day 17 | 18 | 19 | Spring begins 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | Passover Begins 27 |
| Palm Sunday 28 | 29 | 30 | Form 1099-MISC due, if reporting NEC in box 7 Deadline to file Form 1094-C & 1095-C & 1099- MISC without NEC to IRS if electronic filing Deadline to file Form 1099s electronically 31 | NAMELY TIP  <p>Did you know that a successful onboarding program can boost employee retention by 82%? Use Nately to ensure new hires get a positive first impression with paperless pre-boarding tools, while also staying in compliance with a delivered integration to E-Verify.</p> | | |

APRIL



“Which one is the elevator I’m not afraid of?” —Tracy Jordan, 30 Rock

SUNDAY

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SATURDAY

NAMELY TIP

Summer is around the corner, and while some employees may have already put in their pto, others may be hesitant. Studies have found that employees who put in PTO are more engaged & higher performers. Use NamelY’s initiative intuitive reporting and PTO software to easily track how much time your employees are taking off.

April Fool’s Day

USCIS begins accepting H-1B Petitions

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Passover Ends

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Easter

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World Health Day

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National Siblings Day

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National Pet Day

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Tax Day (Filing deadline for personal tax returns & C Corporations)

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Administrative Professional’s Day

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Earth Day

Take Our Daughters and Sons to Work Day

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Form 941 due (Employer’s Qtly Federal Tax Return)

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MAY



“You’ve helped me find my smile.” —Captain Holt, Brooklyn Nine-Nine

SUNDAY

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FRIDAY

SATURDAY

NAMELY TIP

Opening an office in a new state? Let our Project Services team handle the burden of registering for a new tax ID.

May Day

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| | | | Cinco de Mayo | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| Mother’s Day | | | Eid al-Fitr | | | Non-Profit Tax Returns Due | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| Armed Forces Day | | | | | National Bike to Work Day | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 23 | 24 | | | | | | |
| 30 | Memorial Day Bank Holiday | 31 | 25 | 26 | 27 | 28 | 29 |

JUNE



“When the door you’ve been knocking at finally swings open, you don’t ask why. You run through.” —Diane Lockhart, *The Good Wife*

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|------------------------|---------------------------|----------------------------|---|---------------------------|-----------------------|
| | | | Leave The Office Early Day | | National Doughnut Day | World Environment Day |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | | National Best Friends Day | | | | |
| | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | Flag Day | | | | | Juneteenth |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| Summer Begins Father’s Day 23 SHRM Annual Conference & Expo (Chicago, IL) | International Yoga Day | | | | Take Your Dog to Work Day | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | <p>NAMELY TIP </p> <p>Your employees want to feel connected—no matter where they are. Enter the Namely Newsfeed. From company updates to favorite recipes to highlighting employee performance, the Namely newsfeed will bring your employees together.</p> | | |

July

"She'll take it! Let's talk perks. Does she get the summer off like school?!" —Andy Dwyer, Parks and Recreation



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NAMELY TIP

School may be out for summer, but L&D is never out of session. Encourage continuous learning with Namely's Learning Management Solution. Our platform contains 300 powerful, detailed training, and the ability to upload your own. Happy learning!

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
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| Independence Day 4 | Independence Day (Observed) <i>Bank Holiday</i> 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| National Ice Cream Day 18 | Eid al-Adha 19 | 20 | 21 | 22 | Summer Olympics Opening Ceremony (Rescheduled from 2020) 23 | 24 |
| Parents' Day 25 | 26 | 27 | 28 | 29 | 30 | Form 941 Due (Employer's Qtly Federal Tax Return) 31 |

AUGUST

“Your secret is safe with me. Largely because I don’t care, and I’ll probably forget.”
—Mindy Lahiri, The Mindy Project



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|-----------------------------|----------------------------|--|--|--------|----------|
| 1 | Ice Cream Sandwich Day 2 | 3 | National Chocolate Chip Cookie Day 4 | 5 | 6 | 7 |
| Summer Olympics Closing Ceremony (Rescheduled from 2020) 8 | 9 | National S'mores Day 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | National Dog Day Women's Equality Day 26 | 27 | 28 |
| 29 | 30 | Eat Outside Day 31 | <p>NAMELY TIP </p> <p>96% of employees say that they want to hear feedback regularly. With Namely’s automated, customizable review cycles, you can easily collect performance feedback from managers, employees, and peers throughout the year at regular intervals.</p> | | | |

SEPTEMBER

"I don't have dreams. I have goals." —Harvey Specter, Suits



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NAMELY TIP

Not all state laws are created equal. So opening an office or hiring a remote employee in a new state could have large implications on company policies. Namely's Living Handbook allows you to dynamically update company policies.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------------------------|---|------------------------------------|---------------------|---|--------|----------|
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| | | | 1 | 2 | 3 | 4 |
| | Labor Day <i>Bank Holiday</i> Rosh Hashanah Begins National Payroll Week | | Rosh Hashanah Ends | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| National Grandparents Day | | | Yom Kippur Begins | Yom Kippur Ends National Working Parents Day | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | Fall begins | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| National Compliance Officer Day | | HR Tech Conference (Las Vegas, NV) | National Coffee Day | | | |
| 26 | 27 | 28 | 29 | 30 | | |

OCTOBER



“Just think about it. Deeply. Then forget it. And an idea will jump up in your face.”
—Don Draper, Mad Men

SUNDAY

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SATURDAY

NAMELY TIP

Open enrollment is right around the corner—and benefits are the top perk that leads to engaged employees. Namely’s Managed Benefits helps you stay competitive with a comprehensive benefits package that attracts and retains top talent—all while fitting your budget & company culture.

HR Tech Conference,
(Las Vegas, NV)



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| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---------|---------------|----------------------|---|--------------------|
| | | | | | HR Tech Conference, (Las Vegas, NV) → | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| World Mental Health Day | Indigenous Peoples' Day <i>Bank Holiday</i> | | | National Dessert Day | | National Boss' Day |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | Sukkot Begins | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | | | Sukkot Ends | | | |
| Halloween Form 941 due (Employer's Qly Federal Tax Return) | 25 | 26 | 27 | 28 | 29 | 30 |
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NOVEMBER

“Everything I have I owe to this job...this stupid, wonderful, boring, amazing job.”
—Jim Halpert, The Office



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------------------|--------------------|--|--|---|--------------------|--------------------------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Daylight Saving Time ends 7 | 8 | 9 | 10 | Veterans Day <i>Bank Holiday</i> 11 | 12 | World Kindness Day 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | Transgender Day of Remembrance 20 |
| 21 | 22 | 23 | 24 | Thanksgiving <i>Bank Holiday</i> 25 | Black Friday 26 | Small Business Saturday 27 |
| Hanukkah Begins 28 | Cyber Monday 29 | Giving Tuesday Remind employees to submit a new W-4 form if withholdings have changed 30 | <p>NAMELY TIP </p> <p>November is National Gratitude Month. Within the Nately Newsfeed (in both the mobile app and desktop), use the @ symbol in front of an employee’s name (in both the mobile app and desktop), to immediately notify them that you’ve publicly recognized their achievement.</p> | | | |

DECEMBER

“I believe that all anyone really wants in this life is to sit in peace and eat a sandwich.” —Liz Lemon, 30 Rock



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SATURDAY

NAMELY TIP

Say goodbye to distracting administrative work. When year-end requests hit your inbox, grant access to current and past employees to download their pay stubs and W2s—all within Namely.

World AIDS Day

National Disability Day

National Cookie Day

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Hanukkah ends

World Human Rights Day

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Winter begins

*If you deferred your 2020 SSI taxes, 50% of the balance due today to Namely

Christmas Eve

Christmas Day
Bank Holiday

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Kwanzaa Begins

New Year's Eve

*If you deferred your 2020 SSI taxes, 50% of the balance due today to the IRS

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