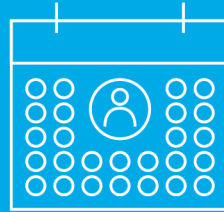


2022



# Calendar

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

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**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

Resolved to never miss an important date this year? That’s easy when you sync your Namely calendar with iCal or Outlook.

New Year’s Day

1

2

3

4

5

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15

Martin Luther King Jr. Day  
(Bank Holiday)

National Popcorn Day

16

17

18

19

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22

23

24

Data Privacy Day

Distribute W-2s and 1099-MISC

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

30

31

25

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27

28

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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
		Form 1099-NEC to both the IRS and to recipients  Chinese New Year  1	Groundhog Day  2		● The Winter Olympics  4	
			National Pizza Day			
6	7	8	9	10	11	12
	Valentine's Day	Due date for Form 1099-MISC with only box 8 & 10 sent to the recipient				
13	14	15	16	17	18	19
●	President's Day <i>(Bank Holiday)</i>					
20	21	22	23	24	25	26
	Deadline to file Form 1094-C, 1095-C, & 1099-MISC without NEC to IRS if paper filing	<b>NAMELY TIP</b>  <p>Benefits are the top perk that leads to engaged employees. Configure your benefit instructions with company-specific details and branding to maximize engagement.</p>				
27	28					

# MARCH



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>NAMELY TIP</b> </p> <p>Get new employees off to a great start by creating a user status between onboarding and day one of work, with limited view permissions. Then, automate their status change to full employee through workflows.</p>		<p>National Peanut Butter Lovers Day</p>	<p>Ash Wednesday</p> <p>Electronically submit OSHA Form 300A for 2021</p>		<p>National Employee Appreciation Day</p>	
6	7	8	9	10	11	12
<p>Daylight Saving Time begins</p>	<p>Pi Day</p>	<p>International Women’s Day</p>		<p>St. Patrick’s Day</p>		
13	14	15	16	17	18	19
<p>Spring begins</p>						
20	21	22	23	24	25	26
27	28	29	30	31	<p>Form 1099-MISC due, if reporting NEC in box 7</p> <p>Deadline to file Form 1099s electronically</p> <p>Deadline to file Form 1094-C &amp; 1095-C &amp; 1099- MISC without NEC to IRS if electronic filing</p>	

# APRIL



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

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## NAMELY TIP

Make your company newsfeed shine by adding GIFs, images, and bold or large text to your posts. Employee engagement, here we come.

April Fool's Day

1

2

World Heath Day

3

4

5

6

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8

9

National Siblings Day  
Palm Sunday

National Pet Day

Good Friday  
Passover Begins  
Tax Day (Filing deadline for personal tax returns & C Corporations)

10

11

12

13

14

15

16

Easter

Earth Day

Passover Ends

17

18

19

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22

23

Administrative Professionals Day

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

24

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27

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29

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# MAY

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



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May Day 1	Eid al-Fitr 2	3	4	Cinco de Mayo 5	6	7
Mother's Day 8	9	10	11	12	13	14
Non-Profit Tax Returns Due 15	16	17	18	19	National Bike To Work Day 20	Armed Forces Day 21
22	23	24	25	26	27	28
29	Memorial Day (Bank Holiday) 30	31	<b>NAMELY TIP</b>  Want to automate reporting reminders? Each ad hoc report has a unique URL with the existing permission settings. Add it to a recurring calendar invitation and pull real-time data every time you need it.			

# 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

## NAMELY TIP

Summer = vacation season. When building your Time Off Plans, differentiate types of time off—PTO, work from home, conference travel, etc.—so the calendar makes sense at a glance.

Leave The Office Early Day

National Doughnut Day

1

2

3

4

World Environment Day

National Best Friends Day

5

6

7

8

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10

11

SHRM Annual Conference & Expo (New Orleans, LA)

Flag Day

12

13

14

15

16

17

18

Juneteenth  
Father's Day

Summer Begins  
International Yoga Day

Take Your Dog to Work Day

19

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# July

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



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## NAMELY TIP

Farewell, filing cabinets. Use custom profile fields to store employee documents, such as paper forms from those pre-Namely days.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
	Independence Day					Eid al-Adha
3	4	5	6	7	8	9
10	11	12	13	14	15	16
National Ice Cream Day						
17	18	19	20	21	22	23
Parents' Day						
24						
Form 941 Due (Employer's Qtrly Federal Tax Return)						
31	25	26	27	28	29	30



# 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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Ice Cream Sandwich Day		National Chocolate Chip Cookie Day		
	1	2	3	4	5	6
7	8		National S'mores Day			•
		9	10	11	12	13
14	15	16	17	18	19	20
					Women's Equality Day National Dog Day	
21	22	23	24	25	26	27
			Eat Outside Day	<b>NAMELY TIP</b>  Want additional vitals on a company initiative? Create custom teams for projects or activities, and easily view relevant performance and costs.		
28	29	30	31			

# SEPTEMBER

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



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

**NAMELY TIP** 

Build a better experience from the very first touchpoint. Customize your login screen with company photos and your logo to make employees feel right at home.

National Bacon Day

1

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3

Labor Day

National Payroll Week

4

5

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National Grandparents Day

HR Tech Conference (Las Vegas, NV)

National Working Parents Day

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Fall Begins

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Rosh Hashanah Begins

National Compliance Officer Day

Rosh Hashanah Ends

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# OCTOBER



“Just think about it. Deeply. Then forget it. And an idea will jump up in your face.”

—Don Draper, Mad Men

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## NAMELY TIP

From Excel pros to public speaking phenoms, create custom company skill tags. You can use these in filtering employees and pulling custom reports.

National Coffee Day

1

		Yom Kippur Begins	Yom Kippur Ends				
2	3	4	5	6	7	8	
Sukkot Begins	World Mental Health Day Indigenous Peoples' Day (Bank Holiday)	National Coming Out Day			National Dessert Day		
9	10	11	12	13	14	15	
National Boss' Day Sukkot Ends							
16	17	18	19	20	21	22	
	Halloween						
30	31						
23	24	25	26	27	28	29	

# 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

		Form 941 due (Employer's Qtly Federal Tax Return)				
		1	2	3	4	5
Daylight Savings Ends					Veterans Day	
6	7	8	9	10	11	12
World Kindness Day						
13	14	15	16	17	18	19
Transgender Day of Remembrance				Thanksgiving (Bank Holiday)	Black Friday	Small Business Saturday
20	21	22	23	24	25	26
	Cyber Monday	Giving Tuesday		<b>NAMELY TIP</b>  <p>‘Tis the season to express gratitude. Use the @ symbol in front of an employee’s name (in both the mobile app and desktop), to immediately notify him or her about the mention.</p>		
27	28	29	30			

# DECEMBER

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



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## NAMELY TIP

Time-off requests and approvals have never been easier. You can do both seamlessly through Namely's mobile app. Away we go.

World AIDS Day

National Disability Day

1

2

3

National Cookie Day

World Human Rights Day

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17

Hanukkah Begins

Winter Begins

Christmas Eve

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19

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21

22

23

24

Christmas Day  
*(Bank Holiday)*

Kwanzaa Begins  
Hanukkah Ends

New Year's Eve

25

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