

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ADMIN	<ul style="list-style-type: none"> New Year's Day 01/01 MLK Day 01/15 	<ul style="list-style-type: none"> President's Day 02/19 Conduct Performance Reviews 	<ul style="list-style-type: none"> End of Q1 on 03/31 DST Starts 03/10 Good Friday 03/29 Easter 03/31 	<ul style="list-style-type: none"> Tax Day 04/15 	<ul style="list-style-type: none"> Memorial Day 05/27 	<ul style="list-style-type: none"> End of Q2 on 06/30
TOTAL REWARDS	<ul style="list-style-type: none"> Draft Equity Grants Finalize Bonus Calculations Annual Perf Reviews Form 1095-C to EEs by 01/31 New deductible / how to use benefits message Detailed reconciliations of Benefits (if 01/01 open enrollment) 	<ul style="list-style-type: none"> 401(k) Testing Begins Evaluation Spreadsheets due to Office Prior FYE Bonuses paid by 03/15 401K contributions, if annual, by 03/15 	<ul style="list-style-type: none"> Total Rewards Statements Benefits 5500 Complete 401(k) Testing Ends 401(k) Audit Begins 401(k) Quarterly Enrollment 	<ul style="list-style-type: none"> 401(k) Excess Deferral Distributions Total Rewards Statements Distributed 401(k) Audit Ends 	<ul style="list-style-type: none"> 6 Month Perf. Reviews Prepared 401(k) 5500 Complete Update Job Descriptions Mid-year compensation planning: projected bonus, market pay review, etc. 	<ul style="list-style-type: none"> Rest. Manager Performance Reviews Continued 401(k) Quarterly Enrollment 6 Month Restaurant Evals Promote education benefits
PAYROLL	<ul style="list-style-type: none"> Forms 941 & 720, 945, W2s, W3s, 8027, 1099 (Feb.28), 1095-B, 1095-C to IRS (Feb.28), and 1096 due by 01/31 Deposit FUTA, if owed. 	<ul style="list-style-type: none"> Request new Form W-4 from exempt Ees (Feb.15) 	<ul style="list-style-type: none"> 1094-C and 1095-C E filings due to IRS 03/31 	<ul style="list-style-type: none"> 1099, 1096, 8027 (03/31) due elec. on 04/01 Form 941 due 04/30 EEO-1 Data from 2023 due (Dec.5) 	<ul style="list-style-type: none"> Form 941 (quarterly tax return) due 05/01 	<ul style="list-style-type: none">
GENERAL HR	<ul style="list-style-type: none"> Update Labor Posters Restaurant Site Visits 	<ul style="list-style-type: none"> Purge & Update Files 	<ul style="list-style-type: none"> Wage & Hour Audits 	<ul style="list-style-type: none"> Annual Compliance Training (PCI, Safety, Harassment) 	<ul style="list-style-type: none"> Summer Relaxed Dress & flexible Leave reminder SHRM Certification Exam Deadline 	<ul style="list-style-type: none"> Hurricane Readiness Restaurant Site Visits
RISK	<ul style="list-style-type: none"> Claims Allocation Claims File Review Quarterly Risk Management Report Safety and Security Report DOL occupational Reports 	<ul style="list-style-type: none"> Claims Allocation Annual Claims Audit Safety & Security Loss Prevention Site Visit 	<ul style="list-style-type: none"> Claims Allocation Property Loss Prevention Site Visit 	<ul style="list-style-type: none"> Claims Allocation Insurance Renewal Options presented (varies) Quarterly Claims Report 	<ul style="list-style-type: none"> Claims Allocation New Policy Year Coverage Effective (varies) 	<ul style="list-style-type: none"> Claims Allocation
ENGAGEMENT	<ul style="list-style-type: none"> Champagne Toast EE of the Quarter 	<ul style="list-style-type: none"> Valentine's Day 02/14 	<ul style="list-style-type: none"> EE Appreciation Day 03/01 St. Patrick's Day 3/17 	<ul style="list-style-type: none"> EE of the Quarter Prepare for Mom's Prepare for Grads Admin Prof.'s Day 04/24 	<ul style="list-style-type: none"> Cinco de Mayo 05/05 Mother's Day 05/12 Pizza Party Day 05/17 Graduations Prep Father's Day cards 	<ul style="list-style-type: none"> Father's Day 06/16 Spring Picnic
INDUSTRY EVENTS		<ul style="list-style-type: none"> IFA Annual Conference 02/17 SHRM Employment Law Conference Black Box Intelligence Global Best Practices Conference 02/26 	<ul style="list-style-type: none"> CHART Conference- 03/02 Women's Foodservice Forum Conference -03/25 		<ul style="list-style-type: none"> RIMS Annual Conference 05/05 IFA Legal Symposium 05/05 NRA Big Show in Chicago 05/18 	<ul style="list-style-type: none"> SHRM Annual Conference 06/23