



2022

Monthly HR Calendar

All the human resource dates you need to know. From major federal and state holidays to key compliance deadlines and more. you're never behind. Obsidian HR can handle your payroll, HR, and many compliance deadlines. Save time and always stay one step ahead.

Talk to our advisors to see how we can help your business stay ahead in 2022.

JANUARY

Tax season is fast approaching. You'll need to distribute employee W-2s by the end of the month. Work closely with your payroll provider to ensure you meet the January 31 compliance deadline for these forms as well:

Form 941 (Q4'21) Form 940 (FUTA) Form 943 / 943 Form 1095 C to workers

SUN	MON	TUE	WED	THU	FRI	SAT
						1 New Year's Day (Bank Holiday)
2	3	4	5	6	7	8
9	10	11	12	13	14 Colorado state wage withholdings due for December	15
16	17 Martin Luther King Jr. Day (Bank Holiday)	18	19	20	21	22
23	24	25	26	27	28	29
30	31 W-2 & 1099 Distribution Deadline Form 941 Due for Q4'19					

FEBRUARY

Form W-4 is critically important. It determines how much is withheld in taxes from employee paychecks. Employees wishing to claim exempt status for Federal tax withholding in 2021 must file a new Form W-4 by **February X**.

American Heart Month, Black History Month.

SUN	MON	TUE	WED	THU	FRI	SAT
		1 W-2 & 1099 Paper Filing Deadline Chinese New Year (Year of the Ox)	2	3	4	5 Post OHSA Form 300A Through April 30
6	7	8	9	10	11	12
13 Super Bowl Sunday	14 President's Day (Bank Holiday) Valentine's Day	15 Colorado state wage withholdings due for January	16	17	18	19
20	21	22	23	24	25	26
27	28 Form N-196 Deadline					

MARCH

Spring is around the corner, so you'll want to find creative ways to help employees shake off any residual winter blues. Consider holding a company potluck or happy hour on National Employee Appreciation Day this month.

SUN	MON	TUE	WED	THU	FRI	SAT
		1 1099 E-Filing Deadline	2 OSHA Records Due	3	4 National Employee Appreciation Day	5
6	7	8 International Women's Day	9	10	11	12
13	14 Colorado state wage withholdings due for February	15	16	17 St. Patrick's Day	18	19
20	21	22	23	24	25	26
27	28	29 National Mom and Pop Business Owner's Day	30	31 1095-C E-Filing Deadline		

APRIL

Kick-off Q2 by running a post-mortem of last year’s major initiatives. April is a great time to dig into your data and do some strategic planning for the rest of the year.

Stress Awareness Month, Sexual Assault Awareness Month, Workplace Violence Awareness Month.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7 World Health Day	8	9
10	11	12	13	14	15 Colorado state wage withholdings due for March Good Friday	16
17 Easter	18 Tax Day for Individuals Filing Deadline	19	20	21	22 Earth Day	23
24	25	26	27 Administrative Professional's Day	28	29 Quarterly Form 941 Due	30

MAY

As we approach mid-year, it's a great time to review your performance management processes. Performance review cycles can take many forms, so spend time investigating different models before settling on an option.

Small Business Month.

SUN	MON	TUE	WED	THU	FRI	SAT
1 May Day	2 Form 941 (Q1'22) Deadline	3	4	5 Cinco de Mayo	6	7
8 Mother's Day	9	10	11	12	13 Colorado state wage withholdings due for April	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day (Bank Holiday)	31				

JUNE

Summer is finally here! 'Tis the season for vacations, but is your PTO policy up-to-date? Investigate how employee usage is trending and consider whether your current policy is keeping employees recharged and engaged.

National Safety Month

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Colorado state wage withholdings due for May	16	17	18
19 Father's Day Juneteenth	20	21	22	23	24 Take Your Dog to Work Day	25
26	27	28	29	30		

JULY

The year is more than half over, so it’s a great time to get a read on how employees are feeling. Send out an employee engagement survey and set aside time to tackle new initiatives that address employee pain points—such as commuter benefits, wellness programs, or unique perks.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 Independence Day (Observed)	5	6	7	8	9
10	11	12	13	14	15 Colorado state wage withholdings due for June	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Quarterly Forms 941 Due						

AUGUST

In the dog days of summer, take some time to focus on your own career. Is it time to negotiate a raise or title change? Do you want to study for a new HR certification? Assess your career goals, and identify a few ways to get there.

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Form 941 (Q2'22) Deadline Colorado Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Colorado state wage withholdings due for July	16	17	18	19	20
21	22	23	24	25	26 Women's Equality Day	27
28	29	30	31			

SEPTEMBER

Don't forget about National Payroll Week! It's a great way to engage employees and educate them about what you do.
And if you're looking for help with your payroll, check out Obsidian HR.
National Preparedness Month

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Labor Day	6	7 National Payroll Week Begins	8	9	10
11	12	13	14	15 Colorado state wage withholdings due for August	16	17
18	19	20	21	22	23	24
25	26	27	28	29 National Coffee Day	30	

OCTOBER

Now is the time to dive into open enrollment. If you haven't started planning communication around this year's benefits offering, it's time to get started. Highlight major policy changes, trends in the benefits space, and key enrollment dates.
Emotional Intelligence Awareness Month, Global Diversity Month.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10 World Mental Health Day Discover's Day (Bank Holiday)	11	12	13	14 Colorado state wage withholdings due for September	15
16 National Boss's Day	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Quarterly Form 941 Due (Q3'22) Halloween					

NOVEMBER

The holiday season is coming, so be sure your managers are all prepared for an influx of time-off requests. If you don't already have one, put a process in place to easily track and communicate vacations, and remind employees to consider an adequate coverage plan.

National Stress Awareness Month

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 General Election Day	9	10	11 Veteran's Day	12
13	14 Colorado state wage withholdings due for October	15	16	17	18	19
20	21	22	23	24 Thanksgiving Day Bank Holiday)	25 Black Friday	26 Small Business Saturday
27	28 Cyber Monday	29 Giving Tuesday	30			

DECEMBER

2023 is almost here—time flies when you’re getting stuff done! What are you doing to thank employees for their hard work this year? Don’t let end-of-year bonuses, holiday parties, or reward programs fall by the wayside.

Employee Appreciation Month.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 Pearl Harbor Remembrance Day	8	9 World Human Rights Day	10
11	12	13	14	15 Colorado state wage withholdings due for November	16	17
18	19	20	21	22	23	24 Christmas Eve (Christmas Day Observed)
25 Christmas Day (Bank Holiday)	26 Christmas Day Observed (Bank Holiday)	27	28	29	30	31 Quarterly Form 941 Due (Q4'22) New Year's Eve