







# JANUARY

## Mental Wellness Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <b>RESOURCES</b> <a href="#">New Labor Laws Hawaii Employers Need to Know</a> <a href="#">3 Easy HR Resolutions for the New Year</a> <a href="#">How to Hire a Great Administrative Assistant</a> <a href="#">New Hire Onboarding Guide: How to Retain and Engage</a>			<b>1</b>  <b>New Year's Day</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> DOE School year begins	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Hawaii's legislative session begins	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>  <b>Martin Luther King Jr. Day</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Chinese New Year
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Form W-2, 1095 and 1099-MISC distribution deadline	

# FEBRUARY

Black History Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <b>RESOURCES</b> <a href="#">Develop a Winning HR Mission Statement</a> <a href="#">Build a Better Workforce in 60 Seconds a Day</a> <a href="#">Office Romance in the #MeToo Era</a>						<b>1</b>  OSHA 300A Posting Period Begins (>10 employees)
<b>2</b>  Groundhog Day  Superbowl	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>   Valentine's Day	<b>15</b>  Request new Form W-4 from exempt employees wishing to continue their status
<b>16</b>	<b>17</b>   President's Day	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>  ACA Reporting Due to IRS (if paper submissions)	<b>29</b>  Leap Day  Medicare Part D Creditable Coverage Disclosure Form due




# MARCH

Women's History Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Electronic Submission of OSHA 300A Data Due  Form 8027 for Return of Tip Income due to IRS (if paper submissions)	3	4	5	6 National Employee Appreciation Day	7
8 International Women's Day  Daylight Saving Time begins	9	10	11	12	13	14
15	16 ← S Corp and Partnership tax returns due	17 St. Patrick's Day	18 DOE Spring Break →	19 First Day of Spring	20	21
22	23	24	25	26 Prince Kuhio Day	27	28
29	30	31 Form 8027 for Return of Tip Income due to IRS (if electronic submissions)  ACA Reporting Due to IRS (if electronic submission)	 <b>RESOURCES</b> <a href="#">Employee Appreciation: From Nice-to-Have to Must-Have</a> <a href="#">Sit, Stay, Work: Service Animals in the Workplace</a> <a href="#">Criminal Background Checks: What Hawaii Employers Need to Know</a> <a href="#">A Handbook Today Keeps the Attorney Away</a>			


# APRIL

## Stress Awareness Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <b>RESOURCES</b> <a href="#">Tips for Reducing Workers' Compensation Costs</a> <a href="#">10 Ways Your Business Can Go Green and Save Money</a>			<b>1</b>  April Fool's Day	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>  Good Friday	<b>11</b>
<b>12</b>   Easter	<b>13</b>	<b>14</b>	<b>15</b>  Tax Day (filing deadline for personal tax returns)	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>   Earth Day  Administrative Professionals Day	<b>23</b>  Take Our Daughters and Sons to Work Day	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>  Form 941 due (Employer's Qtly Federal Tax Return)  OSHA 300A Posting Period Ends (>10 employees)		








SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <b>RESOURCES</b> <a href="#">How to Bridge the Skills Gap When Qualified Workers are Scarce</a> <a href="#">5 Hiring Challenges New Businesses Face</a> <a href="#">Hiring New Graduates? Avoid These 4 Mistakes</a>					1  May Day	2
3	4	5  Cinco De Mayo	6	7	8	9
10  Mother's Day	11	12	13	14	15	16  Armed Forces Day
17	18	19	20	21	22	23  Ramadan begins
24	25  Memorial Day	26	27	28	29  DOE Summer Break Starts	30
31  EEO-1 Reporting Deadline						

# JUNE



Pride Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Hurricane Season begins	2	3	4	5	6
7	8	9	10	11 King Kamehameha Day	12	13
14 Flag Day	15	16	17	18	19	20 First Day of Summer
21 Father's Day	22 Bring Your Pet to Work Day	23	24	25	26	27
28	29	30	 <b>RESOURCES</b> <a href="#">How to Manage Vacation Leave Fairly and Efficiently</a> <a href="#">Family Employment Policy: Does Your Business Need One?</a> <a href="#">Hiring Teenagers in Hawaii: An Employer's Checklist</a>			





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <b>RESOURCES</b> <a href="#">Hurricanes, King Tides, and Floods: Protecting Your Workplace From Natural Disasters</a> <a href="#">Should Employers Relax Job Requirements in a Tight Labor Market?</a></div>			1	2	3	4 <div> Independence Day</div>
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 <div>Form 941 due (Employer's Qtly Federal Tax Return)</div>	



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <b>RESOURCES</b></div> <div><a href="#">Promoting Employee Growth Without a Corporate Ladder</a></div> <div><a href="#">3 Types of Difficult Employees and How to Motivate Them</a></div>						1
2	3	4	5 DOE First Day of School	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21  Statehood Day	22
23	24	25	26	27	28	29
30	31					






SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7  Labor Day	8	9 National Payroll Week	10	11	12
13 Grandparents Day	14	15	16 Working Parents Day	17	18 Rosh Hashanah begins	19
20	21	22 First Day of Fall	23	24	25	26
27 Yom Kippur begins	28	29	30 Form VETS-4212 due (Federal Contractors)	 <b>RESOURCES</b> <a href="#">Success Story: Waolani Judd Nazarene School</a> <a href="#">Skills to Pay the Bills: Payroll Pitfalls to Avoid</a>		




# OCTOBER

National Domestic Violence Awareness Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <b>RESOURCES</b> <a href="#">Employment Rights for Victims of Domestic Violence</a> <a href="#">Dangers of Ignoring HR Technology in Your Business</a> <a href="#">Avoiding Halloween Nightmares</a> <a href="#">Is HR Outsourcing Right for Your Business?</a>				1	2	3
4	5	6	7	8	9	10
← DOE Fall Break →						
11	12	13	14	15	16	17
	Discoverers' Day Medicare Part D Creditable Coverage Disclosure to Medicare-Eligible Participants				National Boss's Day	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						Halloween



# NOVEMBER

National Veterans Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Daylight Saving Time ends	2 Form 941 due (Employer's Qtly Federal Tax Return)	3 Election Day	4	5	6	7
8	9	10	11  Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26  Thanksgiving	27	28
29	30	 <b>RESOURCES</b> <a href="#">The Low Cash Flow Holiday Bonus: Time is Money</a> <a href="#">What's the Right Payroll Schedule for my Business?</a>				

# DECEMBER

Happy Holidays!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div> <b>RESOURCES</b></div> <div><a href="#">Don't Let Annual Reviews Ruin Your Team's New Year</a></div>		1	2	3	4	5
6	7	8	9	10 Hanukkah begins	11	12
13	14	15	16	17	18	19
20	21 First Day of Winter DOE Winter Break starts	22	23	24 Christmas Eve	25  Christmas	26 Kwanzaa begins
27	28	29	30	31 New Year's Eve		