



2025 HR Dates to Remember Checklist

Month	Date	Item	✓
January	1	Harassment Prevention Training due for all Employers with 5+ employees (must be done every 2 years)	
	1	Employers with 5+ employees that employ minors must provide training to certain employees on child abuse and neglect	
	1	Minimum Wage/Minimum Salary Increases review your budget and prepare now	
	31	Forms W-2, Form 1095, state and federal EITC due to Employees Form 1099 due to Independent Contractors	
February	1	Post Cal/OSHA 300A Form	
	28	Deadline for Applicable Large Employers (ALE's) to submit Form 1094-C to IRS if filing by paper.	
March	2	Deadline for Applicable Large Employers (ALE's) to provide Forms 1095-C to employees who were eligible for medical insurance during calendar year 2023.	
	2	Deadline to submit Cal/OSHA 300A information directly to OSHA if company is required to. Generally, applies to employers with 250 or more employees and employers with 20-249 employees classified in specific industries with historically high rates of occupational injuries and illnesses.	
	9	Daylight Saving Time – Spring Forward!	
	31	Deadline for second notice of state and federal EITC due to Employees	
	31	Deadline for Applicable Large Employers (ALE's) to submit Form 1094-C to IRS if filing electronically. More information here	
April	30	Remove Cal/OSHA 300A Form; retain records for 5 years.	
May	14	Employers with 100 or more employees are required to submit wage data information to the Civil Rights Department on or before the second Wednesday of May every year.	
June	15	Check for Local Minimum Wage Increases effective July 1	
July	1	Update your Workplace Violence Prevention Plan (WVPP) and provide staff training on WVPP. (Note: Required on an annual basis.)	
August	1	VETS 4212 Reporting Opens (applies to certain companies that have contracts with the federal government)	

September	30	VETS 4212 Reporting Closes (applies to companies that have contracts with the federal government)	
October	14	Medicare Part D Disclosure Due	
November	2	Daylight Saving Time Ends – Fall Back!	
December	15	Check for Local Minimum Wage Increases eff. January 1 Adjust budget for State Minimum Wage/Salary Increases	
	31	Harassment Prevention Training Due for employees/supervisors trained in 2023	