



California
Employers
Association™

FACT SHEET

CEA's HR Dates to Remember Checklist 2020

| Month | Date | Item | Completed? |
|-----------|------|---|------------|
| January | 1 | Minimum Wage/Minimum Salary Increases | |
| | 31 | Forms W-2 and Form 1095 due to Employees Form 1099 due to Independent Contractors | |
| February | 1 | Post OSHA 300A Form | |
| | 28 | ACA Reporting Due to IRS (Forms 1094-C, 1095-C) if filing by paper | |
| March | 1 | Medicare Part D Creditable Coverage Disclosure Form to Centers for Medicare & Medicaid Services | |
| | 1 | Electronic Submission of OSHA 300A | |
| | 8 | Daylight Saving Time – Spring Forward! | |
| | 31 | ACA Reporting Due to IRS (Forms 1094-C, 1095-C) if filing electronically | |
| April | 1 | H-1B Filing Season Opens | |
| | 30 | Remove OSHA 300A Form | |
| May | 31 | EEO-1 Annual Report Due to EEOC | |
| June | 15 | Check for Local Minimum Wage Increases eff. July 1 | |
| August | 1 | VETS 4212 Reporting Opens | |
| September | 15 | Check for Local Minimum Wage Increases eff. Oct. 1 | |
| | 30 | VETS 4212 Reporting Closes | |
| October | 15 | Medicare Part D Disclosure Due | |
| November | 1 | Daylight Saving Time Ends – Fall Back! | |
| | 15 | Check for Local Minimum Wage Increases eff. January 1 Adjust budget for State Minimum Wage/Salary Increases for 2021 | |
| December | 31 | Harassment Prevention Training Due | |