



## CEA's HR Dates to Remember Checklist - 2019

Month	Date	Item	Completed?
January	1	<a href="#">Minimum Wage/Minimum Salary</a> Increases	
	31	<a href="#">Forms W-2/1099 Due</a> to Employees/Independent Contractors	
February	1	<a href="#">Post OSHA 300A Form</a> *new requirements*	
March	1	<a href="#">Medicare Part D Creditable Coverage Disclosure Form</a> to Centers for Medicare & Medicaid Services	
	2	<a href="#">Affordable Care Act (ACA) Reporting Due to IRS</a> -Paper-for ALEs *updated deadline*	
	2	<a href="#">Electronic Submission of OSHA 300A</a>	
	4	<a href="#">ACA Form 1095 B/C</a> Due to Employees (30 day extension)	
	10	Daylight Saving Time – Spring Forward!	
	31	<a href="#">ACA Reporting Due to IRS</a> (Electronic - for ALEs)	
April	1	<a href="#">H-1B Filing</a> Season Opens	
	30	<a href="#">Remove OSHA 300A Form</a>	
May	31	<a href="#">EEO-1 Annual Report Due</a> to EEOC ***Extended from March 31, 2019 due to Government Shutdown***	
June	10	<a href="#">Check for Local Minimum Wage Increases</a> eff. July 1	
August	1	<a href="#">VETS 4212 Reporting Opens</a>	
September	10	<a href="#">Check for Local Minimum Wage Increases</a> eff. Oct. 1	
	30	<a href="#">VETS 4212 Reporting Closes</a>	
October	15	<a href="#">Medicare Part D Disclosure Due</a>	
November	3	Daylight Saving Time Ends – Fall Back!	
		<a href="#">Check for Local Minimum Wage Increases</a> eff. January 1	
December	31	<a href="#">Harassment Prevention Training Due</a>	