

# 2024 Important Year-End HR Dates

## DECEMBER 2024

- 25<sup>th</sup>**  
Christmas observed –  
Federal Reserve closed
- 30<sup>th</sup>**  
Last day to add 2024 wages or  
benefits

## FEBRUARY 2025

- 1<sup>st</sup>** (Through 4/30)  
Post a copy of OSHA 300A Log  
for the previous calendar year
- 5<sup>th</sup>**  
Last day to approve ACA Forms  
**to ensure on-time filing with the IRS**
- 17<sup>th</sup>**  
Presidents' Day – Federal  
Reserve closed

## JANUARY 2025

- 1<sup>st</sup>**  
New Year's Day observed –  
Federal Reserve closed
- 2<sup>nd</sup>**  
First day to Approve ACA Forms
- 20<sup>th</sup>**  
Martin Luther King Day – Federal  
Reserve closed
- 17<sup>th</sup>**  
Last day to approve ACA Forms for  
delivery prior to January 31
- 31<sup>st</sup>**  
Deadline to distribute ACA forms to  
residents of California
- 31<sup>st</sup>**  
Deadline for employers filing  
W2s and 1099s

## MARCH 2025

- 3<sup>rd</sup>**  
Deadline to distribute ACA forms  
to meet Federal and remaining  
state deadlines