

HR CHECKLIST

2026

1ST QUARTER

- New Year's Day - Jan. 1
- Martin Luther King Jr. Day - Jan. 19
- Review FLSA exemption classifications
- Form 940 due - Jan. 31
- Form 941 & K-CNS 100 I Q4 due - Jan. 31
- Form KW-3 due - Jan. 31
- Provide non-discrimination testing data - Jan. 31
- Distribute Form W2's and 1099's - Jan. 31
 - File 1099-NEC - Jan. 31
 - File 1099-MISC electronically - Mar. 31
- Post and file OSHA Logs - Feb. 1
- Contact TAG for employee retention solutions
- President's Day - Feb. 16
- ACA I Form 1095 B/C - Mar. 2/31
- Review and update job descriptions
- Daylight Savings Time - Mar. 8
- Review and update compliance posters

2ND QUARTER

- Form 941 & K-CNS 100 I Q1 due - April 30
- End of OSHA 300 Log Posting - April 30
- Update staffing strategies with TAG
- National Safety Month - June
 - Conduct Safety Assessment
- Submit EEO-1 Report - June
- Confirm compliance with fed. & state wage laws
- Review employee handbooks for compliance
- Review succession and performance plans
- Review training budgets and calendar
- Review/update Forms K-4 (KS) and W-4 (Fed)
- Review FMLA Forms for compliance
- Evaluate compensation policies for consistency
- Conduct internal Form I-9 audit
- Call TAG for Summer demand staffing needs
- Memorial Day - May 25
- Juneteenth - June 19

MISC. ITEMS OF IMPORTANCE

- Medicare Disclosure form due 60 days after beginning of plan year
- Distribute 90 & 30 day 401K notices**
- Form 5500 due on last day of 7th month after plan ends
- COBRA notices due within 90 days of plan election; no later than 14 days of qualifying event

3RD QUARTER

- Independence Day - July 4
- Ask about TAG's recruiting guarantee
- Form 941 & K-CNS 100 I Q2 due - July 31
- PCORI fee due - July 31
- Conduct market alignment review of pay scales
- Labor Day - Sep. 7
- Filing Deadline for Form EEO-1 - Sep. 30
- Vets-4212 Reporting (Fed. Contractors) - Sep. 30
- Solve your recruiting pain points with TAG
- Audit employee files and reports
- Check for updated Form I-9
- Review competitiveness of total comp packages
- Contact TAG for seasonal staffing demands

4TH QUARTER

- Plan next year's budget and staffing needs
- Columbus Day - Oct. 12
- Notify TAG of seasonal workforce needs
- Medicare Part D notices deadline - Oct. 15
- Form 941 & K-CNS 100 I Q3 due - Oct. 31
- Review turnover and retention data
- Daylight Savings Ends - Nov. 1
- Veteran's Day - Nov. 11
- Thanksgiving - Nov. 26
- Request Form W4/K4 changes from EEs - Dec. 1
- Christmas Day - Dec. 25
- Verify ER/EE payroll & benefits data
- Review time off rules and accruals
- Prep & finalize Open Enrollment
- Update payroll limits & reporting requirements for the new year

JANUARY

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FEBRUARY

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DECEMBER

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*Kansas/Federal holidays marked in blue ** We reference Kansas and Federal forms, check your state's forms to ensure compliance

RECRUITING & STAFFING

COMPREHENSIVE RECRUITING & RETENTION SOLUTIONS



EMPOWER YOUR BUSINESS

When selecting an HR partner to help your business grow and succeed, The Arnold Group (TAG) is the easy choice. Our experts are dedicated to **understanding your unique needs** and providing customized solutions that **drive your business forward**.

With TAG, you gain a trusted partner committed to your success, offering custom, comprehensive recruiting & staffing services that streamline processes, enhance productivity, and foster a thriving workplace.

A LEADER IN STRATEGIC STAFFING SOLUTIONS

For 45+ years, we've provided a customized approach to solving our clients' unique recruiting and retention challenges.

Our solutions are designed to **match your specific needs**, because we understand the critical importance of having the right talent at the right time. Our candidates' skills are evaluated and validated, allowing us to quickly meet your unique staffing needs with only the most competent and reliable employees.



Request an Employee

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Temp Staffing

Payrolling (EOR)

Temp-to-Hire

High-Volume Staffing

Direct Hire

On-Site Staffing