



# 2024 HR CALENDAR



Seventh-day Adventist Church  
NORTH AMERICAN DIVISION

HUMAN RESOURCE  
SERVICES

# NOTES/RESOURCES

## Due in January 2024:

- W-2
- 1099 Misc

Link to Form I-9, Employment Eligibility Verification Form (expires 7/31/2026):

[uscis.gov/sites/default/files/document/forms/i-9.pdf](https://uscis.gov/sites/default/files/document/forms/i-9.pdf)

Do you have a workplace accommodation question? Ask JAN (Job Accommodation Network) may be able to help with workplace accommodations and the ADA.

[askjan.org](https://askjan.org)

# January

SUN	MON	TUE	WED	THU	FRI	SAT
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 MLK Jr. Day	16	17 3:30 p.m. Let's Connect! Session	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Due W2, 1099-Misc Form Distributions			

NOTES

# 2024

# NOTES/RESOURCES

February

SUN	MON	TUE	WED	THU	FRI	SAT
				1 For mandatory organizations: OSHA Form 300-A Summary	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Deadline: New Federal W-4 Forms for any employees claiming EXEMPT status	16	17
18	19 President's Day	20	21	22	23	24
25	26	27	28	29		
	Employee Appreciation Week					
			Service Record Updates			

NOTES

# 2024

By February 1: For mandatory organizations, OSHA Form 300-A Summary page must be posted. For additional information, visit:

<https://www.osha.gov/recordkeeping/presentations/exempttable>

[osha.gov/sites/default/files/2018-12/fy11\\_sh-22246-11\\_OSHAForm300.pdf](https://www.osha.gov/sites/default/files/2018-12/fy11_sh-22246-11_OSHAForm300.pdf)

<https://www.osha.gov/sites/default/files/OSHA-RK-Forms-Package.pdf>

February 15: New Federal W-4 Forms for any employees claiming EXEMPT status.

By February 28: Update employees' Service Records (NAD Policy E 70 20 3.b.).

By February 28: Send Denominational Employee Worker's (DEW) Report to NAD Secretariat.

# NOTES/RESOURCES

## Due in March 2024:

By March 1: Make 1095-C Forms available to employees (watch for notification from Adventist Risk Management)

EEO-1 Report - watch for deadline details on the website:

[eeoc.gov/data/eo-1-data-collection](https://eeoc.gov/data/eo-1-data-collection)

To access the APS.net User's Manual including EEO-1 Report instructions, scroll to the bottom of the screen.

<https://actscloud.net/resources/aps-net/>

Password: ACTS Resources.

March

SUN	MON	TUE	WED	THU	FRI	SAT
					1 1095-C Forms Notification Employee Appreciation Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOTES

# 2024

# NOTES/RESOURCES

National Stress Awareness Month

Looking forward to seeing you in San Diego, California on April 21-24, 2024.

NAD Human Resource Services website

[nadadventist.org/departments/human-resource-services](https://www.nadadventist.org/departments/human-resource-services)

Past NAD HR Conferences Materials

[https://www.nadadventist.org/protected-page?destination=/past-nad-hr-conferences&protected\\_page=5](https://www.nadadventist.org/protected-page?destination=/past-nad-hr-conferences&protected_page=5)  
Password: HRconference123

NAD Website

[nadadventist.org](https://www.nadadventist.org)

# 2024

April

SUN	MON	TUE	WED	THU	FRI	SAT
	1 ...	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	Annual NAD HR Conference					
28	29	30				

NOTES

# NOTES/RESOURCES

May

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	

NOTES

# 2024

Mental Health Awareness Month

Ascend to Wholeness website

[ascendtowholeness.org/en-US](https://ascendtowholeness.org/en-US)

Adventist Yearbook website

[adventistyearbook.org](https://adventistyearbook.org)

Application for HR Internship

Human Resources (NADWP C 67)

[https://static1.squarespace.com/static/52e95006e4b07e24d108dea2/t/62212fe450a0f322f0e4b01d/1646342117045/Application+for+NAD+HR+Internship\\_Rev.03-2022.pdf](https://static1.squarespace.com/static/52e95006e4b07e24d108dea2/t/62212fe450a0f322f0e4b01d/1646342117045/Application+for+NAD+HR+Internship_Rev.03-2022.pdf)

# NOTES/RESOURCES

June

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Juneteenth	20	21	22
23	24	25	26	27	28	29
30						

NOTES

# 2024

Send reminder from Adventist Retirement to employees about auto-escalation, which takes effect on the first paycheck in July. For questions:

[arphelp@nadadventist.org](mailto:arphelp@nadadventist.org)  
Phone: (443) 391.7330

Adventist Retirement website  
[adventistretirement.org/employer](https://adventistretirement.org/employer)

Regional Conference Retirement Plan  
[regionalretirement.org](https://regionalretirement.org)

Retirement Plan for Canadian Employees  
[adventist.ca/departments/retirement](https://adventist.ca/departments/retirement)

# NOTES/RESOURCES

July

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOTES

# 2024

The retirement auto-escalation occurs with the first paycheck in July.

To post your job opportunities, access the NAD Careers Board website, managed by Adventist Learning Community (ALC), where all Adventist organizations can share and explore Adventist job openings: [careers.adventistlearningcommunity.com/login](https://careers.adventistlearningcommunity.com/login)

Need Assistance? Please contact ALC at [careers.adventistlearningcommunity.com/contact](https://careers.adventistlearningcommunity.com/contact)



# NOTES/RESOURCES

Career One Stop (U.S. Department of Labor) website

[careeronestop.org/Toolkit/ACINet.aspx](https://careeronestop.org/Toolkit/ACINet.aspx)

Shared Job Descriptions Repository

[hr.naddocs.org/WebLink/Welcome.aspx?cr=1](https://hr.naddocs.org/WebLink/Welcome.aspx?cr=1)

Please click "Sign Out" and then "Sign In" to access.  
Questions? Email [HRS@nadadventist.org](mailto:HRS@nadadventist.org).

To share your organization's job descriptions in the Shared Job Descriptions Repository, please use this form:

<https://hr.naddocs.org/Forms/JobDescription>

August

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

NOTES

# 2024

# NOTES/RESOURCES

September

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Labor Day	3	4	5	6	7
8	9 Annual Adventist Risk Management Conf.	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Human Resource Professional Day	27	28
29	30					

NOTES

# 2024

Prepare for Open Enrollment Season when employees may elect or change their benefit options for 2025. Watch for information from Adventist Risk Management. For questions/additional information:

[benefits@adventistrisk.org](mailto:benefits@adventistrisk.org)

Adventist Risk Management website  
[adventistrisk.org](http://adventistrisk.org)

# NOTES/RESOURCES

October

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTES

# 2024

End of Open Enrollment Season.

Send out the annual "Automatic Enrollment/Automatic Escalation Notice" from Adventist Retirement to all employees between October and November 2024.

# NOTES/RESOURCES

November

SUN MON TUE WED THU FRI SAT

					1	2
3	4	5	6	7	8	9
10	11 Veterans Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Thanksgiving Day	29	30
31						

NOTES

# 2024

Annual Performance Evaluation  
Launch

Please help us keep our HR  
Professionals distribution list  
updated--email us with any changes  
in your HR team. Thank you!

[hrrs@nadadventist.org](mailto:hrrs@nadadventist.org)

December

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Day	26	27	28
29	30					

NOTES

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2024

Conflict of Interest Notifications/  
Forms, NAD Policy E 85 20

Distribute 2025 Employee Pay Day  
and Holiday Calendar