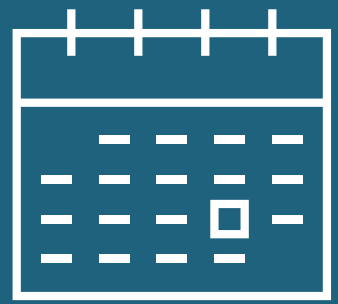


2024 HR Calendar Monthly Reminders



Provided by Evolution of Benefits

Between navigating the changing economic environment, addressing new attraction and retention trends and balancing day-to-day operations, 2024 will likely be a busy and challenging year for HR professionals. So, now is the time for HR teams to prepare their organizations and employees for 2024. Creating a calendar of reminders will allow HR professionals to be more organized and productive throughout the year.

HR teams often must prioritize certain activities, such as ensuring organizational compliance, overseeing training and development, and developing compensation and benefits strategies, making it difficult to actively focus on other workplace initiatives and improvements. However, HR professionals don't need to tackle all these tasks at the same time. By taking a step back and establishing priorities, HR teams can strategically approach this year's activities.

This calendar serves as a springboard for HR professionals and provides a topic or activity to consider visiting each month of 2024.

Note: This calendar is not an exhaustive list of HR topics to complete in 2024 and does not address compliance obligations or requirements.

JANUARY

Perform a general **HR audit** and plan key initiatives for 2024.

FEBRUARY

Evaluate **employee retention and turnover** rates and consider attraction and retention strategies.

MARCH

Assess existing workforce skills gaps and review **upskilling and development** strategies.

APRIL

Analyze **performance management** practices and establish this year's initiatives.

MAY

Consider or revisit **company culture** initiatives and evaluate progress.

JUNE

Review and update the **employee handbook** and **employment policies**.

JULY

Examine how **artificial intelligence (AI)** can be leveraged to create efficiencies.

AUGUST

Begin planning for 2024's **open enrollment** season.

SEPTEMBER

Generate **compensation** and **recruiting** strategies for 2025.

OCTOBER

Conduct an annual **employee engagement survey**.

NOVEMBER

Focus on **open enrollment** efforts, and consider key takeaways from this year's process.

DECEMBER

Establish the **HR budget** for 2025.

Every organization will have different priorities and circumstances in 2024, but now is as good a time as any to start thinking about how to stay one step ahead this year.

Throughout 2024, feel free to contact Evolution of Benefits for resources on any of the topics referred to in this calendar.