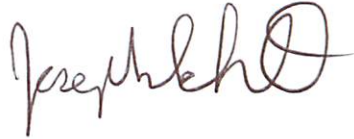


**MEMORANDUM**

DATE: December 1, 2016

TO: Faculty, Librarians, Staff (both classified and unclassified), Graduate Assistants and Teaching Assistants

FROM: Joseph P. Schultz, Associate Vice President for Human Resources 

SUBJECT: Required Annual Compliance Training

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Each year employees are required to take annual compliance training for Workplace Violence Prevention and Domestic Violence in the Workplace, Preventing Discrimination and Harassment for Employees, Internal Control, and HazCom/Right to Know.

Typically, this is rolled out to employees in January however, this year the training will be rolled out in late December. Senior staff has approved granting employees the option to complete the training from an alternate location over the holiday period between December 26, 2016 through December 30, 2016. If you choose this option, you will not be required to charge a half day of leave accruals for the day you complete the training and you would charge a total of 3 ½ days of leave accruals instead of 4 days. Employees can also take the training when they return to work in January.

Your log-in information will be emailed to you when your training modules are activated on December 27, 2016. The activation email from WeComply will also contain a link to the online training and will not be available until December 27, 2016. Log-in questions during the holiday period can be directed to the University Center for Training and Development at [comply@binghamton.edu](mailto:comply@binghamton.edu).

Please contact us at 72187 if you have any questions.