



## Office of the Vice President for Research Standard Operating Procedure

### I. Purpose

This Standard Operating Procedure (SOP) outlines the process for managing changes to the University of Michigan's Workforce Management System (WMS) and related systems. The purpose of this SOP is to ensure a smooth, efficient, and transparent transition for all employees and stakeholders involved in the change process.

### II. Introduction

This SOP applies to all changes initiated by the Office of the Vice President for Research (OVR) or its designated agents.

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#### of Work Change (SLU Initiated)

All work changes must be initiated through the Service Level Unit (SLU) system. The SLU system is used to track and manage all work changes, including new hires, terminations, and shifts. All work changes must be approved by the appropriate supervisor or manager before they can be implemented.

#### Terms & Conditions Change

All terms and conditions changes must be initiated through the SLU system. The SLU system is used to track and manage all terms and conditions changes, including pay increases, benefit changes, and other employee-related changes. All terms and conditions changes must be approved by the appropriate supervisor or manager before they can be implemented.

## Project Budget Change

This document details the budget changes for the Project Alpha. The total budget has increased by 10% to \$1,200,000. The change is attributed to the addition of new features and improved resource allocation. The project team has been realigned, and the timeline has been adjusted to accommodate these changes.

## IV. Version History

Version Date	Approval Date	Summary Changes
2023-01-15	2023-01-15	Initial version of the Project Alpha budget proposal.
2023-02-20	2023-02-20	Approved budget increase of 10% to \$1,200,000.
2023-03-10	2023-03-10	Finalized budget proposal with detailed resource allocation.