



**FACILITIES & OPERATIONS
OPERATIONAL SUPPORT**
UNIVERSITY OF MICHIGAN

FINANCE

HUMAN
RESOURCES

INFORMATION
SERVICES

TRAINING AND
OUTDOOR EVENTS

FINANCE

The Finance team provides consolidated business support to F&O departments in the areas of fiscal management, reporting, budgeting, payroll and timekeeping, rate development, and internal controls.

Key Services

- Accounting and financial support
- Budget development: provide financial information and support for F&O units
- Personnel changes
- Payroll and timekeeping
- Rate development
- Utility purchasing and billing



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HUMAN RESOURCES

The HR team supports F&O departments in the areas of human resources policy and strategy, employment services, performance management, and compensation planning.

Key Services

- Oversee and support all phases of hiring
- Conduct exit interviews and identify retention trends
- Employee and labor relations
- Management consultation regarding employee relations and performance management
- Employee relations investigations and corrective actions*
- Compensation planning, e.g. change requests, compensation philosophy
- Participate in union negotiations
- Design and facilitate initiatives for organizational change and development
- Facilitate diversity, equity, and inclusion activities
- Contract interpretation*

*Shared role with University Human Resources



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INFORMATION SERVICES

FOIS optimizes information access and provides the tools for efficient processing of financial, material and other operational transactions.

Key Services

- Application development
- Business analysis and reporting
- Building and utility information management
- Document management
- Infrastructure support including network design for campus-wide networks and operation of 300+ servers
- Web development



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TRAINING

Training provides support in the areas of employee and organizational development and ensures compliance with regulatory training requirements.

Key Services

- Coordinate training classes and programs
- Work with F&O departments to determine and fulfill training needs
- Track and develop reports about employee training requirements and history

OUTDOOR EVENTS

Outdoor Events reviews, coordinates, and permits over 600 events and film shoots on university property annually. They also oversee non-profit special liquor license applications to the state Liquor Control Commission.

Key Services

- Collaborate with F&O and other university units on event and filming permits
- Enforce U-M Regents ordinances, university policies, and federal and state laws and regulations