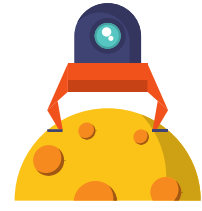


HUBBLE SKYLAB



Beyond The Limits

Hubble SkyLab redefines the concept of Employee Management by empowering users to control their own information. This bespoke system is modelled to accommodate the unique culture of Hubble Studios and provides a simple web-based interface that centralises employee-facing activities to optimise Human Resource operations.

Hubble Studios' growth has ushered in an opportunity to develop a bespoke Employee Management System to host HR required processes and activities.

The team used the **Lean Methodology**, which assisted the analysis of highlighting NVA processes which were removed to help increase the flow of information.

SkyLab assists the HR Team in decreasing their workload through automating previously manual processes and boosts employee interaction within the system.

I. Onboarding

Removal of manual facilitation through the automation of information capturing, policy acceptance, and profile creation.

II. SkySkills

Creation of a centralised activities page where employees can sign up for upcoming events, courses, and webinars which assists HR with scheduling and event management.

III. Employee Management

Unique profiles allow the employees to access and update information whenever it is required without requesting access. Push notifications provide users with updates whenever changes are made.

IV. Performance Reviewing

Annual performance reviews are hosted by SkyLab with configuration allowing for templates. Process of reminders have been automated to free up HR Administrator time.

V. Offboarding

Redesign of the Offboarding process allows for a less hostile approach to gathering information before the offboarding of employee details.

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