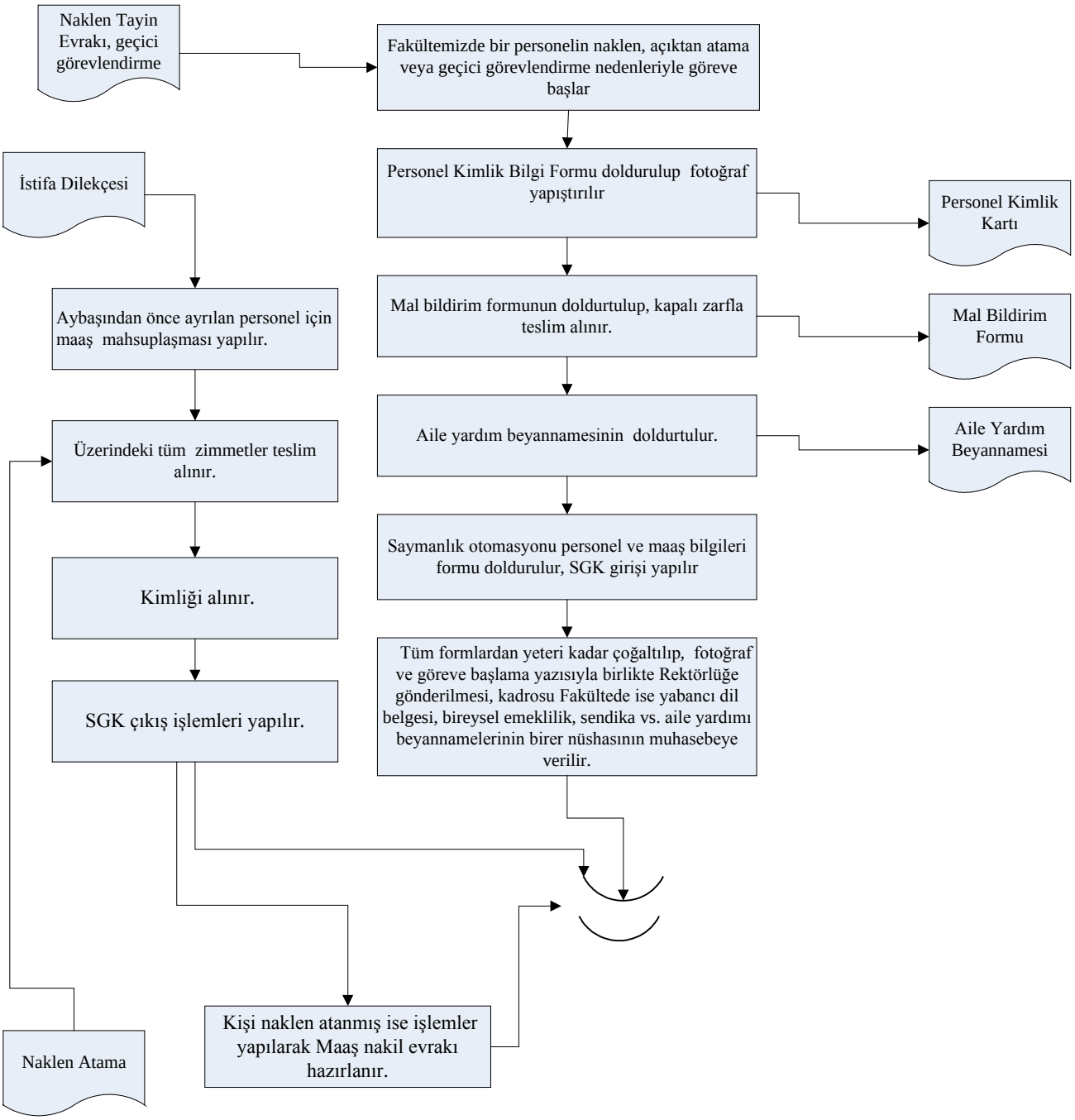İşe Başlamada ve Ayrılışta Yapılacak İşlemler Süreci