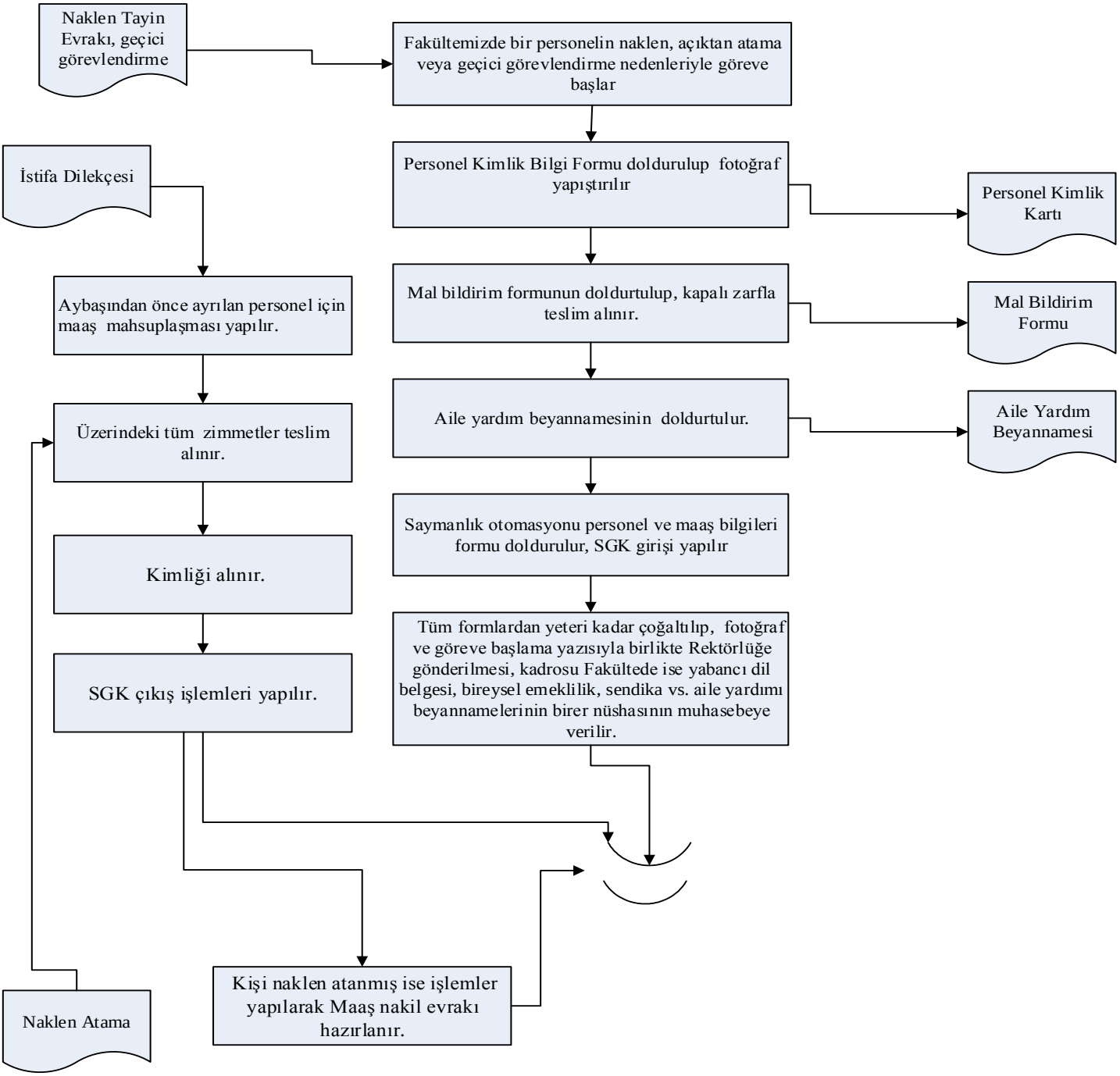3.7.16 İşe Başlamada ve Ayrılışta Yapılacak Gerekli İşlemler Süreci