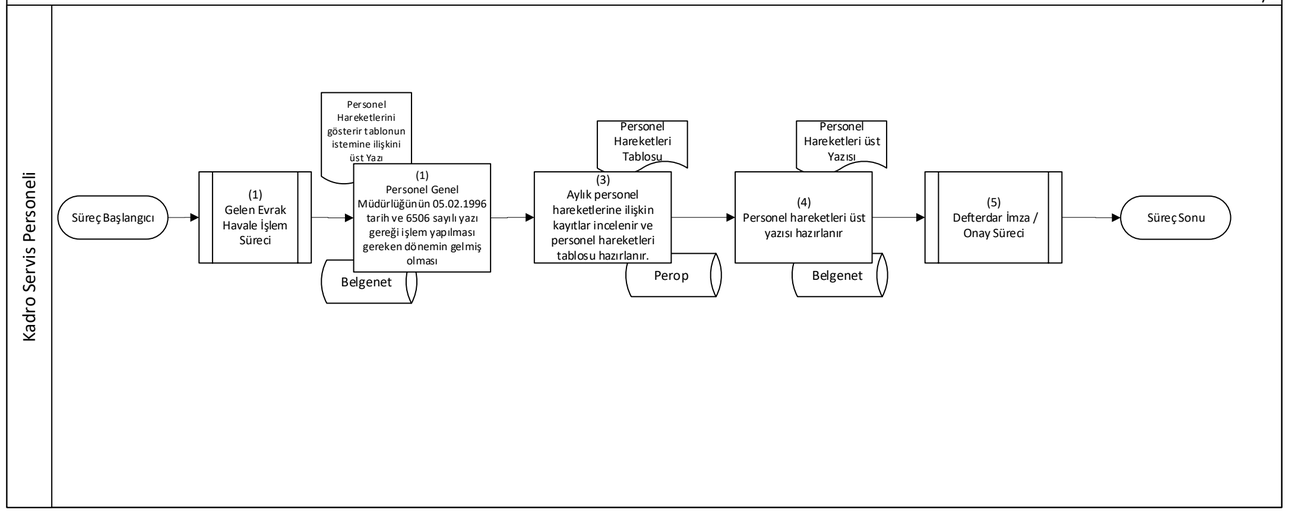Personel Hareketleri İstatistik Formu Bildirim İşlem Süreci