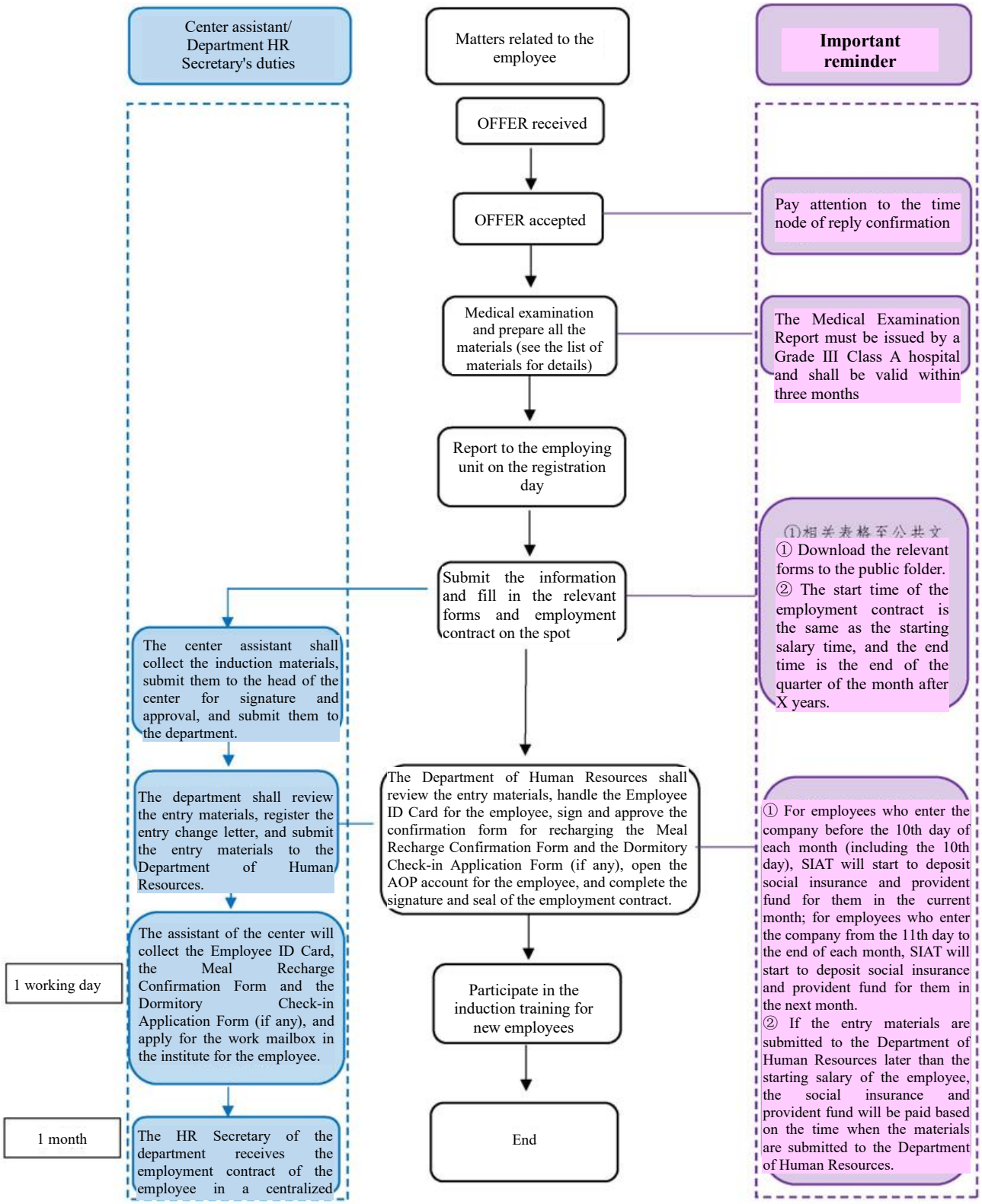New Employee Entry Process