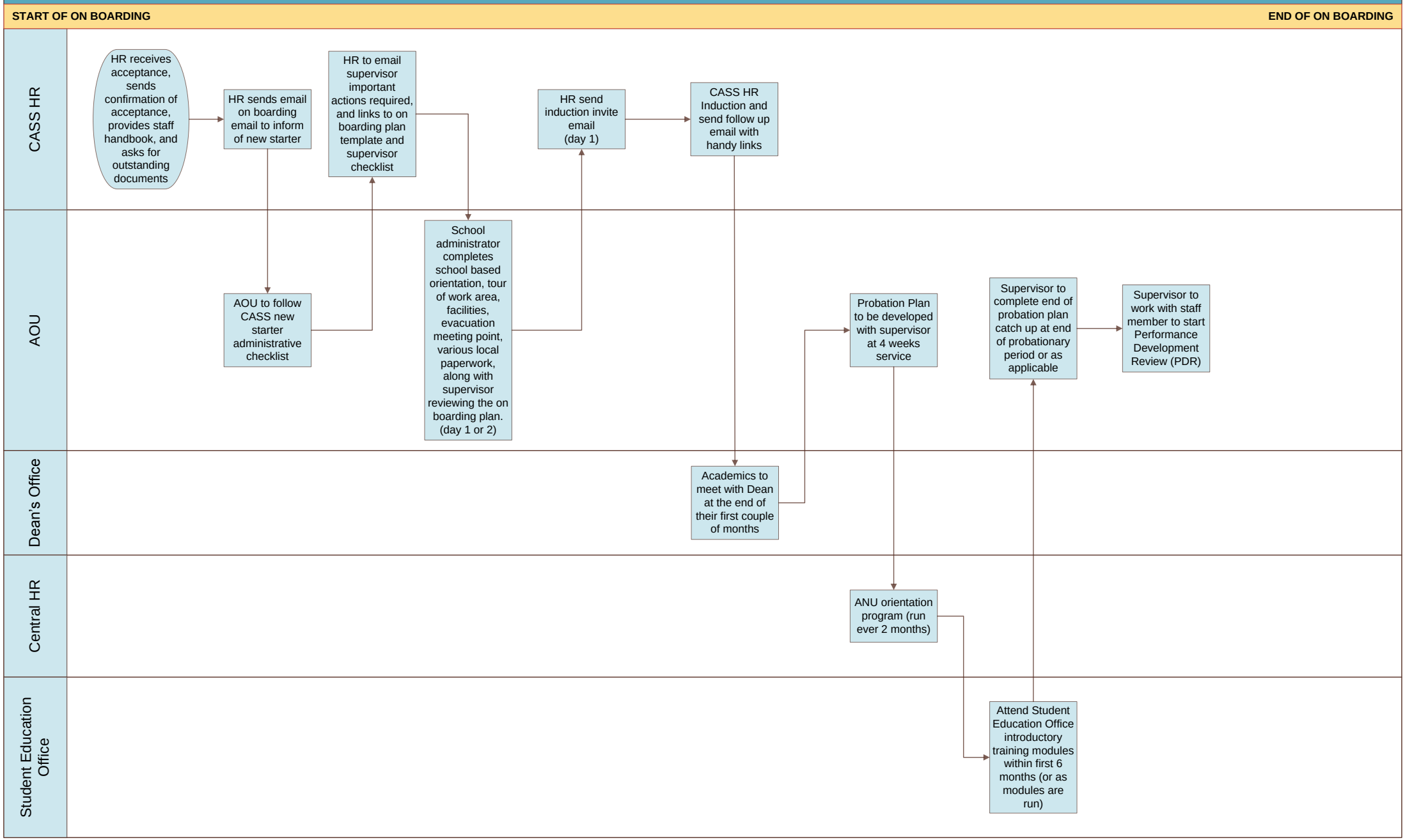CASS HR On boarding process map