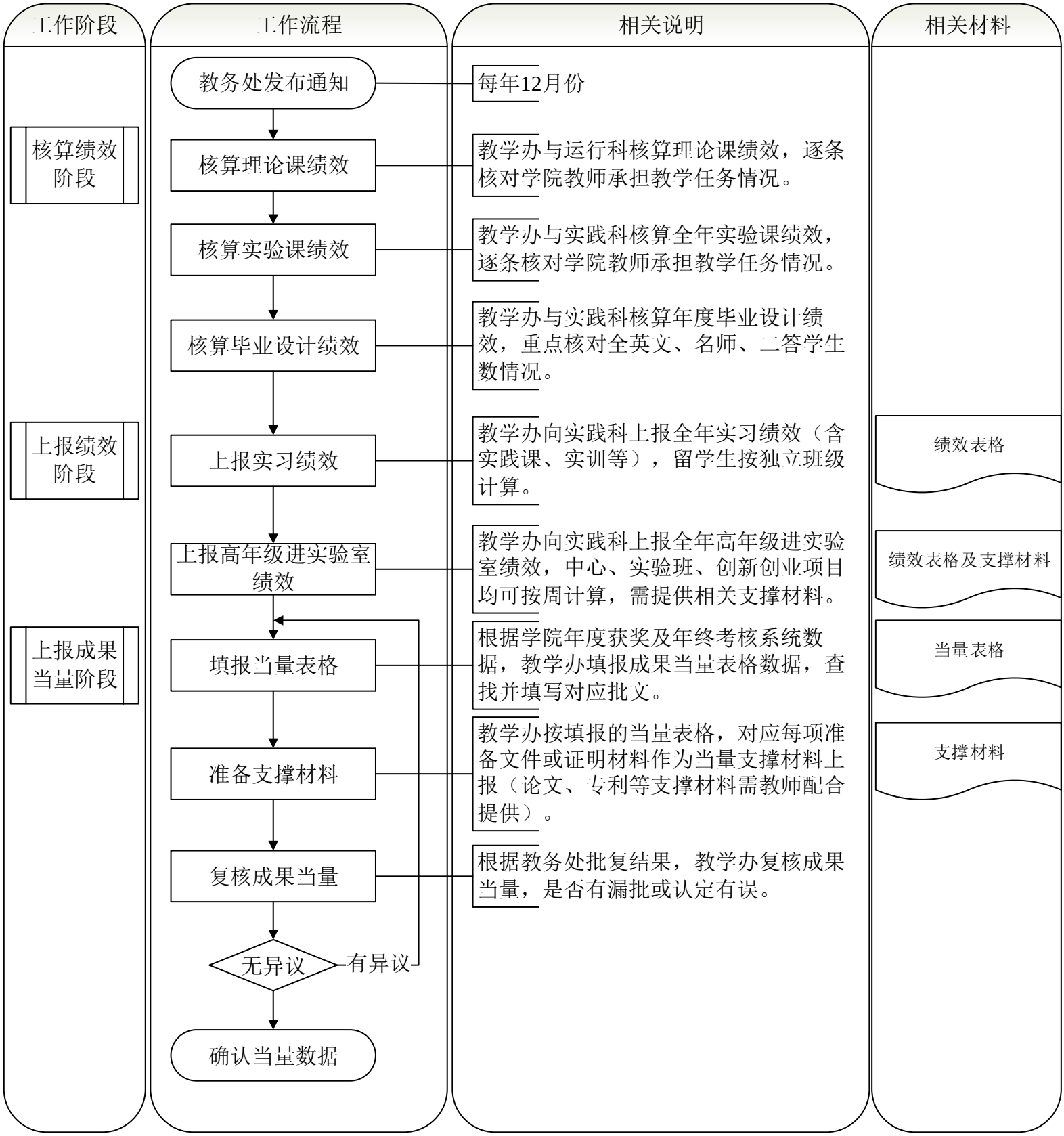软件学院年终绩效当量上报工作流程