

**FOR PART TIME  
EMPLOYEE USE ONLY**

**MIAMI DADE COLLEGE  
TAX SHELTER ANNUITY (TSA) PLAN  
NOTICE OF NEW PRIMARY POSITION ASSIGNMENT**

**PLEASE MAKE A COPY FOR YOUR PERSONAL RECORD**

**Employee Name:** \_\_\_\_\_ **MDID:** \_\_\_\_\_

Please indicate your **NEW PRIMARY POSITION ASSIGNMENT#:** \_\_\_\_\_

- Your primary job assignment position number is located on your paycheck stub, i.e., ASGN. If you do not indicate your job assignment number on the election form, the TSA deduction CAN NOT be processed.**

Reminder - TSA deductions from your paycheck **CAN NOT** occur when:

- Your primary position changes. In order to continue your TSA deductions, you must notify Human Resources by completing this change of assignment form.
- Your per-pay-period earnings are not sufficient to cover your elected deferral amount; therefore, there are **no deductions** for that pay-period.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Human Resources Office Only:**  
Effective Date: \_\_\_\_\_ Audit: \_\_\_\_\_  
Copied & Mailed to TSA Company on : \_\_\_\_\_