

**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 : _____