

# UBC Graduate and Postdoctoral Studies

## Switching between your profiles (Navigating from your Student profile to your Employee profile)

### About profiles

Any student who also has an employee record in Workday has two different **profile views** within their Workday account: a **Worker** profile view, and a **Student** profile view.

When you are both a student and an employee, you may see a different profile view when logging into Workday – either your Student profile, or your Employee profile. Regardless of the profile view you are on, you will see the same applications in the Global Navigation Menu and have the same search results.

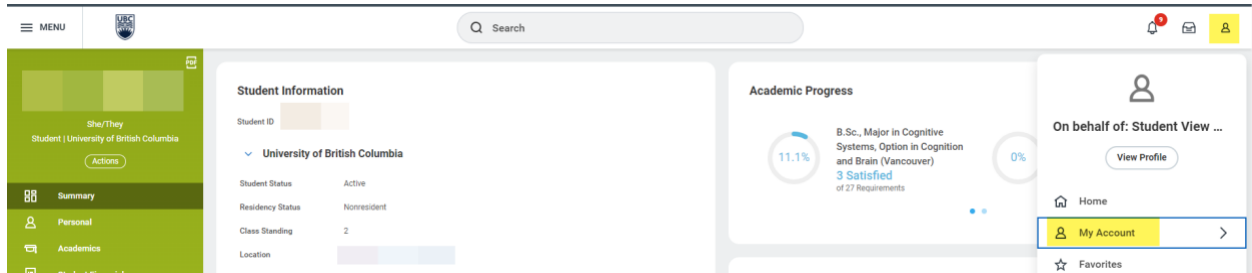
Your student profile view will show information on the Summary page of your Worker position and Student role.

You can click on your name under the label Worker to view your employee profile.

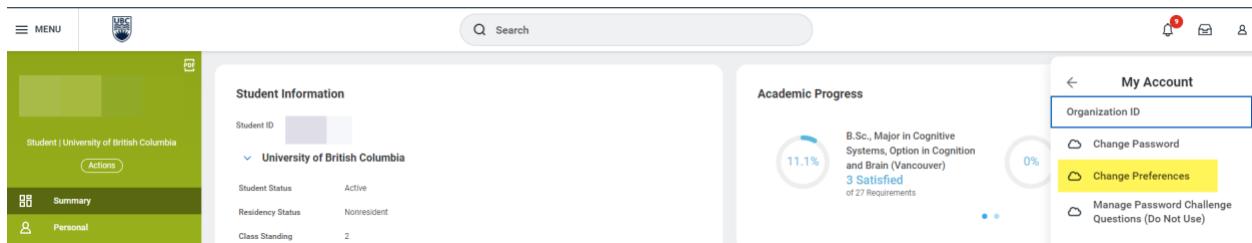
The screenshot displays the Workday interface for a user with both student and worker roles. The left sidebar is green and contains a navigation menu with the following items: Summary, Committees, Personal, Contact, Academics, Student Financials, History, International, Action Items and Holds, and Portfolio. The main content area is white and features a 'Student Information' section. This section includes a 'Student ID' field, a dropdown for 'University of British Columbia', and a list of attributes: Student Status (Active), Residency Status (Resident), Class Standing (3), Location (UBC Vancouver Campus), and Primary Program of Study (B.A., Major in Psychology (Vancouver)). Below the 'Student Information' section, there are two profile cards. The top card is labeled 'Worker' and shows the name 'Theodore' and the location 'War Memorial Gymnasium (MGYM)'. The bottom card is labeled 'Student' and shows the name 'Theodore' and the text 'Student | University of British Columbia'. A red rectangular box highlights the 'Worker' profile card.

### To change your default profile view

#### Step 1: Go to My Account



## Step 2: Select Change Preferences



## Step 3: Go to Account Preferences

## Step 4: Change Preferred Default Profile View to Worker

### Account Preferences

Mobile Carrier	<input type="text"/>
Preferred Home Page	<input type="text"/>
Simplified View	<input type="radio"/> Student
Show responsive layout for prompts	<input type="radio"/> Worker
<b>Preferred Default Profile View</b>	<input type="text" value="Search"/>

## Maintaining your information on your profiles

When you have a student and a worker profile in Workday, your personal information and home contact information is shared between the profiles.

If updates are made to your personal information – such as your legal name, preferred names, home contact information, and citizenship – this will update on both your Student and Worker profiles at the same time.

Something that is not shared between your profiles is your Emergency Contact information. You will need to provide an emergency contact on your Worker profile and one on your Student profile, through Friends and Family. These do not need to be the same emergency contact person.

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If you have set an employee profile in Workday, it will automatically use the photo from your UBCcard. You will not be able to add, delete or change the photo, as this is to ensure the photo meets Workday's requirements.

### **Former UBC employees**

If you have previously been a student employee (e.g. Co-op, Work Learn, TA, etc.) but are not currently, and have a record in Workday, you will also have access to a Worker profile so that you can access tax documentation.