Create Pay Rates

Laura Gibson - 2026-09-29 - Payroll

Pay rates in Kilo GMS define what a coach or staff member earns for the work they do. You build each rate once under **Payroll → Pay Rates**, then assign it to the people and roles it applies to. A single gym usually has several: one for each coaching role, and separate rates for work that happens off the Schedule.

What you can do with pay rates

- Pay a flat amount for coaching a class or appointment
- Pay by the hour for work that is not tied to a single event
- Pay a percentage of the revenue a session generates
- Add a bonus for each athlete who attends, on top of a base or hourly rate
- Set different bonus amounts as attendance grows
- Choose whether no-shows and late cancels count toward per-head pay

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Choosing a pay rate type

There are three types, and the difference is what the pay is calculated from.

Type	Pay is based on	Use it for
Base Pay Rate	A flat amount for the event	Coaching a class or appointment
Hourly Pay Rate	Time worked	Open gym supervision, admin, cleaning, staff meetings, front desk shifts
Percentage-Based Pay Rate	A share of session revenue	Personal training, specialty programs, and revenue-share coaching models

Base and hourly rates can each carry a per-head bonus on top, so attendance can add to either one.

Any work that falls under **Other** needs an hourly rate, because that work is paid for time rather than for an event on the Schedule. Commission pay cannot be used for Other work.

Percentage-Based Pay Rate has a prerequisite the other two do not. Before the rate will calculate anything, the packages it applies to need a session value, because the percentage is taken from that value. For the session value setup and the full walkthrough, see Set Up Commission-Based Pay Rates.

How do I create a pay rate?

The steps are the same for every type. What changes is which type you pick and what you enter for the amount.

1. Go to **Payroll → Pay Rates**.
2. Click the blue action button, then **Add Pay Rate**. The **Create Pay Rate** panel opens.
3. Enter a **Name** for the rate.
4. Select **Hourly Pay Rate**, **Base Pay Rate**, or **Percentage-Based Pay Rate**.
5. Enter the **Pay Rate**. For a base rate, this is the flat amount for the event; for an hourly rate, it is the amount per hour; and for a percentage rate. it is the share of session revenue.
6. Click **Save**.



Your list of rates starts empty, so on a new account this is where you build the first one. Once saved, a rate stays available to assign. The list shows each rate's name, its amount, and a payment summary telling you at a glance whether it is **Base Rate Only**, **Hourly Rate Only**, or **Attendance Plus Base Rate**.

Any event attached to a pay rate accounts for that coach on the Staff Payroll Report at that amount.

Tip

Name each rate for the role it covers, for example CrossFit Head Coach, Group Fitness Assistant Coach, or Intern. The name is what you pick from when you assign rates later, so a vague name makes assignment slow.

How do I add per-head pay?

Per-head pay adds an amount for every athlete who attends, on top of whatever the rate already pays. It is available on both base and hourly rates. You set the amounts in bands, and the band is chosen by how many athletes attend in total.

1. Select **Base Pay Rate** or **Hourly Pay Rate**.
2. Enter the **Pay Rate**, which is the flat amount for the event or the amount per hour.
3. Check **Add Per Head**.



4. Enter the top of the first band and the amount it pays per attendee.

5. Click the plus sign to add another band. Each new band starts where the previous one ended, and the last band runs to infinity.

6. Turn on **Include No Shows** or **Include Late Cancels** if athletes who signed up but did not attend should count toward the total.

7. Click **Save**.

Note

The band that applies is decided by the total number of athletes in the room, and its rate is then paid for every one of them. Moving up a band raises the amount for the whole class, not just for the athletes above the threshold.

Say a base rate is built like this: a $33.00 base, 1 to 10 attendees paying $5.00 per attendee, and 11 upward paying $7.00 per attendee.

- **2 athletes attend.** The total falls in the first band, so the coach earns the $33.00 base plus $5.00 for each of the 2 athletes, which comes to $43.00.

- **15 athletes attend.** The total falls in the second band, so every athlete counts at $7.00. The coach earns the $33.00 base plus $7.00 for each of the 15 athletes, which comes to $138.00.



The bands work the same way on an hourly rate, adding a per-attendee amount on top of the hourly pay.

You can also set a $0.00 base and pay only per head. The coach then earns nothing for the event until the first athlete is checked in.

Note

Athletes left as Reserved are not counted. Only athletes who are checked in count toward per-head pay, so attendance has to be marked for the coach to be paid correctly.

Frequently asked questions

Can I pay only per head, with no flat amount?

Yes. Set the base rate to $0 and add your per-head amounts. The coach earns nothing for that event until an athlete is checked in.

Do no-shows and late cancels count toward per-head pay?

Only if you turn them on. Include No Shows and **Include Late Cancels** are set on the pay rate itself, and you can turn on either one or both. Turning them on also affects which band applies, since they change the attendance total.

Do athletes still marked Reserved count toward per-head pay?

No. Reserved is not attendance. Athletes have to be checked in on the Schedule to count, which is why a report can come back lower than expected after a busy class.

What kind of rate do I need for cleaning or admin work?

An hourly rate. Anything that falls under Other work is paid for time rather than for an event, so it needs an hourly rate rather than a base rate.

If 15 athletes attend and my bands are 1 to 10 and 11 upward, how is that calculated?

All 15 are paid at the higher band's rate. The band is picked from the attendance total, then applied to everyone in the room. It is not split, so 15 athletes in an 11-and-up band paying $7.00 each is $105.00, not the first 10 at one rate and the remaining 5 at another.

Can I pay a different amount for each individual attendee?

No. Amounts are set by attendance band, not by attendee position. You cannot pay one amount for the first athlete through the door and a different amount for the second. What you can do is pay more per athlete once the class reaches a certain size.

Can I change a pay rate after I have created it?

Yes. Open the rate and edit it. Changes apply going forward and do not rewrite pay periods you have already closed, so a raise this year leaves last year's payroll as it was.

How many pay rates should I create?

As many as you have distinct roles. A head coach, an assistant coach, and an intern covering the same class are three rates, because the rate is what carries the pay difference between them.

Helpful tips

- Name each rate for the role it covers, so the right one is obvious when you assign it
- Build your rates before you assign them, since assignment picks from the list you have already created
- Use an hourly rate for anything that is not a single event on the Schedule

- Set a $0 base rate when the whole payment should depend on attendance
- Check athletes in rather than leaving them Reserved, or per-head pay will undercount

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If you have questions about pay rates in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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