Payroll Overview

Mavilyn Carlos - 2026-11-06 - Payroll

Payroll in Kilo GMS calculates what your coaches and staff have earned, based on the rates you build, the events they coach, and the hours they log. Everything lives under the **Payroll** menu, and the pieces work in a set order: you build rates, assign them to the roles people fill, then generate a report at the end of each pay period.

The walkthrough below covers base, hourly, and per-head pay rates.

What you can do with payroll

- Pay coaches a flat amount, an hourly amount, or a percentage of session revenue
- Add a bonus based on how many athletes attend
- Give the same coach different rates for different roles and event types
- Pay for work that happens off the Schedule, such as admin, cleaning, and sales calls
- Log hours for your staff, or let them log their own
- Generate a payroll report for any pay period and close it once everyone is paid
- Let each staff member check their own earnings

The Payroll menu

Menu item	What it is for
Work Hours	Logging time worked that is not tied to a class or appointment
My Payroll Report	Your own earnings for a pay period. Every staff member has one
Staff Payroll Report	Payroll for the whole team, where you generate, review, and close pay periods

Pay Rates	Building the rates that decide what people earn
Assign Rates	Matching rates to each coach and the roles they fill

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Setting up payroll in order

Payroll depends on each piece being in place before the next one, so the order matters more here than in most parts of Kilo GMS.

1. Build your pay rates. A gym usually needs several, one for each coaching role plus separate rates for work off the Schedule.
2. Assign rates to your coaches, matching a rate to each role a coach fills.
3. Add a coach and a role to each class and appointment on the **Schedule**.
4. Log hours for any work that is not an event on the Schedule.
5. Generate the **Staff Payroll Report** for the pay period and review it.
6. Close the pay period once everyone has been paid.

A payroll report showing zeros almost always means step 2 was missed for that coach and that event type.

Who can access payroll

The Payroll menu is available to the account owner and administrators by default. An admin can also give an individual staff member access to the **Payroll** feature through **Staff Permissions**.

Separately from that, every staff member can open **My Payroll Report** and see their own earnings, with no setup required. That access can be switched off per person if you need to.

Frequently asked questions

What is the difference between My Payroll Report and the Staff Payroll Report?

My Payroll Report shows one person their own earnings. The Staff Payroll Report shows an owner the whole team. Generating reports, creating pay periods, and closing them all happen on the Staff Payroll Report, and staff have no access to it.

Can two coaches be assigned to the same class or appointment?

Yes. More than one coach can be attached to the same event on the Schedule, each with their own role, which is how a head coach and an assistant coach can be paid different amounts for the same class.

Are coach payout amounts visible on the Schedule?

No. Payout amounts do not appear on the Schedule. They show on the payroll reports.

Can I give a staff member access to payroll?

Yes. An admin can grant access to the Payroll feature in Staff Permissions, which is separate from the personal payroll report every staff member already has.

If you have questions about payroll in Kilo GMS, our Support team is happy to help. Reach us at

hello@usekilo.com.

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