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Payroll Features Overview

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Payroll in Kilo GMS is where you build pay rates, assign them to coaches by role, and log work hours so staff pay is calculated for you. Payroll features live under the **Payroll** tab and are available to the account owner or administrator by default. An admin can also give a staff member access to the **Payroll** feature in **Staff Permissions**.

What you can do with payroll

- Create base rate, hourly rate, and per-head pay rates
- Assign several different rates to the same coach
- Pay by attendance tier
- Pay for non-coaching work such as sales calls, admin, and cleaning
- Choose whether no-shows and late cancels count toward per-head pay
- Log work hours for staff, or let coaches log their own

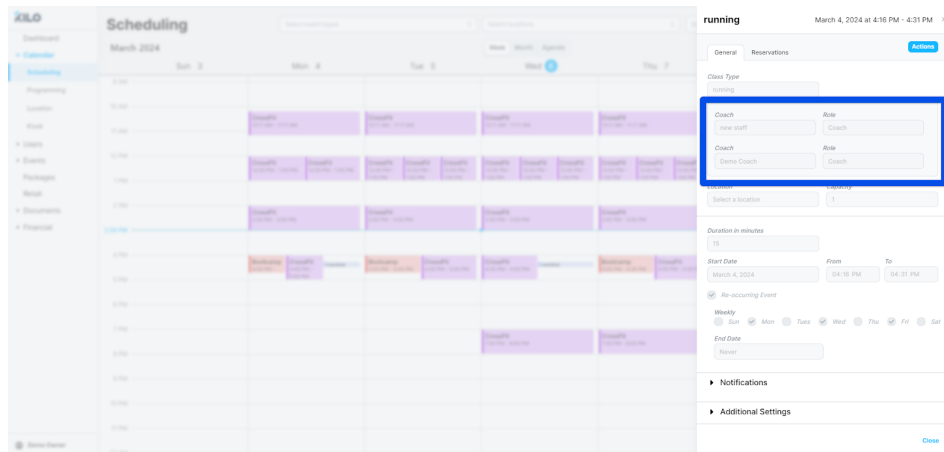
How coach roles work

The same coach can have several rates assigned for different event types or for the different roles they fill, such as head coach versus assistant coach. A coach can also be assigned roles outside of coaching classes and appointments, including sales calls, administrative work, and cleaning.

When you create a class or appointment on the **Schedule**, you add a coach and the **Role** associated with that class or appointment.

- More than one coach can be assigned to the same event on the Schedule

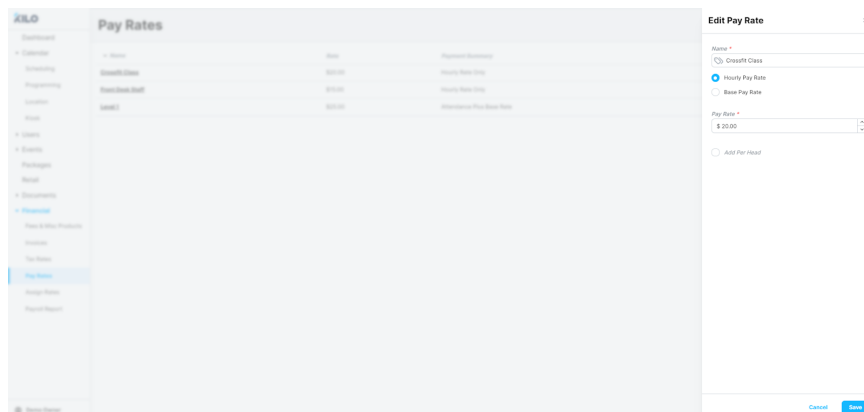
- Coach payout amounts are not visible from the Schedule



How do I create a pay rate?

You can create several pay rate types, including a base rate, an hourly rate, and an additional rate per head.

1. Go to **Payroll** → **Pay Rates**.
2. Click the blue action button, then **Add Pay Rate**.
3. Enter a **Name** for the rate.
4. Select **Base Rate** or **Hourly Rate**.
5. Enter the amount.
6. Click **Save**.



Any event attached to this pay rate accounts for the coach on the **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.

Base rate vs. hourly rate: which should you use?

Situation	Use a base rate	Use an hourly rate
Coaching a class or appointment	Yes	No
Pay should scale with attendance	Yes, add per head	No
Open gym supervision, admin work, cleaning	No	Yes
Staff is paid for time rather than an event	No	Yes

How do I pay a base rate?

1. Name the base rate.
 2. Select **Base Pay Rate** in the slide out.
 3. Enter the dollar amount for this pay rate.
 4. Click **Save**.
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How do I add per-head pay to a base rate?

1. Select **Base Pay Rate** and click **Add Per Head**.

Edit Pay Rate

Name *

Level 1

☐ Hourly Pay Rate

Base Pay Rate

Pay Rate *

\$ 25.00

☒ Add Per Head

1 to ∞ pays \$ 3.00 per attendee

+

☐ Include No Shows

- You can set a \$0 base rate and pay only per head.

Note

The Payroll Report does not count anyone left as Reserved when a base rate pay rate is used.

How do I pay attendance-based tiers?

Tiers use the same per-head control, with a different rate for each attendee instead of one rate for all of them.

1. Select **Base Pay Rate** and click **Add Per Head**.
2. Add the number of attendees and the associated rates.

Example 1, with a \$0 base rate:

- 1st attendee: coach paid \$33
- 2nd attendee: coach paid \$15
- 3rd attendee: coach paid \$15
- 4th attendee: coach paid \$10

The screenshot shows a 'Pay Rates' interface. On the left is a table of existing rates, and on the right is a 'Create Pay Rate' modal.

ID	Name	Pay Rate	Pay Rate Type
1	Coach Pay	\$33.00	Hourly Rate (Coach)
2	Assistant Coach Pay	\$15.00	Hourly Rate (Coach)
3	Assistant Coach Pay	\$15.00	Hourly Rate (Coach)
4	Assistant Coach Pay	\$10.00	Hourly Rate (Coach)

The 'Create Pay Rate' modal is open, showing the following fields:

- Name:** Test
- Pay Rate Type:** Base Pay Rate (selected)
- Pay Rate:** \$0.00
- Add Per Head:** (checked)
- Attendees:** 1 to 1 pays \$33.00 per attendee
- Attendees:** 2 to 2 pays \$0.00 per attendee
- Include No Shows:** (unchecked)
- Include Late Cancels:** (unchecked)

Example 2, with a \$20 base rate:

- 1st attendee: \$0
- 2nd attendee: \$0
- 3rd attendee: \$12
- 4th attendee: \$0
- 5th attendee: \$0
- 6th attendee: \$12

How do I pay an hourly rate?

The hourly rate covers events like supervising open gym, completing administrative work, or cleaning hours, where staff are paid for more than a single event on the Schedule.

1. Name the hourly rate, for example Cleaning or Lead Outreach.
2. Select **Hourly Pay Rate** in the slide out.
3. Enter the hourly dollar amount for this pay rate.
4. Click **Save**.

How do I assign pay rates to a coach?

1. Go to **Payroll → Assign Rates**.
2. Select the coach you are assigning rates to. Only five coaches show by default, so you may need to search by typing a name into the **Staff** field at the top of the page.
3. Review your available **Class Rates**, **Appointment Rates**, and **Other Rates**.
4. To create a role, click the blue **+Create Coach Role** button for the class, appointment, or other work type.

The screenshot shows the 'Assign Rates' page in the KILO system. On the left is a sidebar menu with categories like Dashboard, Calendar, Programming, Location, Users, Events, Packages, Retail, Documents, Financial, and Payroll Report. The 'Assign Rates' option is highlighted under the Financial section. The main content area has a 'Staff' search bar with 'Demo Coach' entered. Below this are two tables: 'Class Rates' and 'Appointment Rates'. Each table has a 'Coach' column and a '+ Create Coach Role For [Type]' button. The 'Class Rates' table lists various activities like Kids Camp Class, Bodybuilding, running, Saturday Class, CrossFit, Boxing, Open Gym, Bootcamp, Sauna, and 9 Week. The 'Appointment Rates' table is currently empty.

5. Assign the coach role for each coach.

This screenshot shows the 'Assign Rates' page after several coach roles have been assigned. The 'Class Rates' table now includes a 'Coach' column with dropdown menus. Blue arrows point to the dropdowns for 'Kids Camp Class' (showing 'Level 1'), 'Saturday Class' (showing 'CrossFit Class'), and '9 Week' (showing 'Level 1'). The 'Appointment Rates' table also has a 'Coach' column with a dropdown menu, indicated by a blue arrow. The '+ Create Coach Role For Appointment' button is still present.

Roles are added to all coaches as you add the different types into the system. A single coach can be set to Level 1 pay for kids group classes and a specialty course, while their CrossFit and Saturday classes use the CrossFit class rate.

How do I log work hours?

Gym owners can add work hours for any staff member, and coaches can log their own hours. Select the work done and the number of hours worked.

Staff members cannot view their logged work hours. Owners can download the staff member's CSV report and share it with them for review.

Frequently asked questions

Who can see payroll features?

The account owner or administrator, by default. An admin can also give an individual staff member access to the **Payroll** feature in **Staff Permissions**.

Can I assign more than one pay rate to the same coach?

Yes. The same coach can have several rates assigned for different event types and roles, such as head coach versus assistant coach, plus roles outside of coaching like sales calls, administrative work, and cleaning.

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

Yes. More than one coach can be assigned to the same event on the Schedule.

Are coach payout amounts visible on the Schedule?

No. Payout amounts are not visible from the Schedule.

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

No. The Payroll Report does not count anyone left as Reserved when a base rate pay rate is used.

Can I include no-shows and late cancels in per-head pay?

Yes. Check **Include No Shows** and **Include Late Cancels** on the pay rate. Either box, or both, can be checked.

Can I pay only per head, with no base rate?

Yes. Set the base rate to \$0 and add your per-head rates.

Can staff members see their own logged work hours?

No. Staff cannot view their logged hours. Owners can download the staff member's CSV report and pass it along for review.

Helpful tips

- Name each pay rate for the role it covers, so the right rate is obvious when you assign it
- Use hourly rates for work that is not tied to attendance
- Set a \$0 base rate when you want to pay per head only
- Search by name on **Assign Rates**; only five coaches show by default

- Check athletes in rather than leaving them Reserved, so per-head pay counts them
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When payroll features are most helpful

- Paying a head coach and an assistant coach different rates for the same class
 - Rewarding coaches for larger classes through per-head pay
 - Paying for open gym supervision, admin time, or cleaning
 - Tracking hours for staff who log their own work
 - Setting up a new coach with rates across classes, appointments, and other work
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If you have questions about payroll features in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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