Run and Close Payroll Reports

Laura Gibson - 2026-11-06 - Payroll

The **Staff Payroll Report** in Kilo GMS calculates what each coach has earned for a pay period, based on their pay rates, the events they coached, and the work hours logged for them. You generate the report, review and correct it, then close the pay period once everyone has been paid.

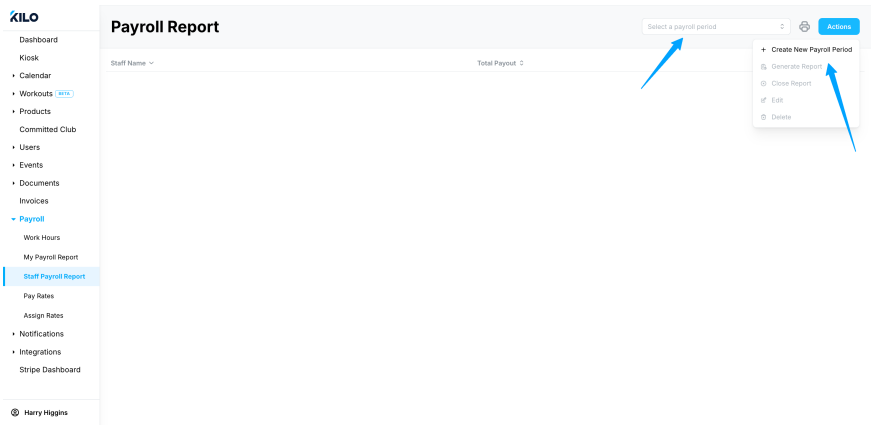
What you can do with payroll reports

- Define pay periods on whatever schedule you pay on
- Generate a report for any pay period
- Review each coach's total and the itemized events behind it
- Correct attendance, rates, assignments, and logged hours, then regenerate
- Close a pay period to lock it once coaches have been paid
- Control whether staff can see their own payroll details

How do I generate a payroll report?

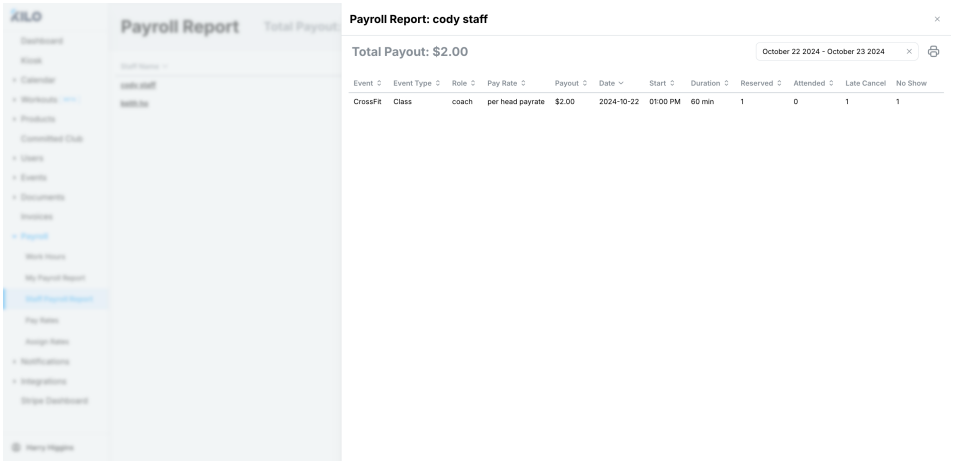
Before you generate, make sure your pay rates exist, your rates are assigned to every coach, and attendance on the **Schedule** is accurate. Clean inputs mean fewer trips back through this process.

1. Go to **Payroll → Staff Payroll Report**.
2. Select the pay period you want, or create a new one. **Create New Payroll Period** sits at the bottom of the pay period list.



3. Open the **Actions** menu and click **Generate Report**.
4. Review the list of staff and each person's total payout.
5. Click an individual staff member to open their itemized detail.

The itemized view shows each event coached, whether it was a class or an appointment, the role the coach filled, the pay rate applied, the payout amount, the date, and the attendance behind it, including how many were reserved, attended, late cancelled, or marked no show.



Reports display on a monthly interval by default. Create your own pay periods if you pay weekly, every two weeks, or twice a month.

Note

If a new pay period will not save, its dates most likely overlap an existing period. Find the period causing the overlap, edit or delete it, then save again. Dates belonging to a closed pay period cannot be reused.

Why doesn't my report show recent changes?

The Staff Payroll Report does not update on its own. You have to generate it again. This is the single most common surprise in payroll: a report looks half empty or out of date, and the cause is that it was generated before the latest changes were made.

The report does not pick up:

- Attendance or reservation changes made on the **Schedule**
- Work hours logged after you last generated
- Pay rate edits
- Rate assignment changes

Any time you want current numbers, open the pay period, go to **Actions**, and click **Generate Report** again.

How do I correct a payroll report?

Fix the underlying data first, then regenerate. The report is a snapshot of your rates, attendance, and logged hours, so correcting it means correcting one of those.

If a coach's payout is zero or lower than expected:

1. Check that the coach has a pay rate assigned for that class or appointment type. A missing assignment is the usual cause of a row full of zeros.
2. Go to **Payroll → Assign Rates** and assign the rate if it is missing.
3. Return to the report and generate it again.

If athletes were never checked in on a base rate event:

1. Go to the **Schedule** and check the athletes in.
2. Return to the report and generate it again.

If logged hours are wrong, for example, a shift recorded as 30 minutes that ran 45:

1. Find the other work row on the report.
2. Click the blue action button on that row and edit it.
3. Generate the report again.

Closing a pay period

Once the report is correct and your coaches have been paid, open the **Actions** menu and click **Close Report**. Closing locks both the report and the pay period, so nothing that happens afterward can change what you already paid out.

That protection is the point. When you give the team a raise next year, or edit an old class on the calendar, your closed periods keep the numbers they had at the time.

Warning

Closing a report cannot be undone. The report, the pay period, and its dates are locked permanently, and those dates cannot be reused for a future pay period. Confirm the dates and the amounts are complete before you close.

Staff access to personal payroll reports

Every staff member can open **My Payroll Report** and see their own earnings. They cannot see anyone else's, and no setup is needed on your part. You keep full access to payroll for the whole team either way.

Leaving this on tends to cut down routine payroll questions, since a coach can check their own totals rather than asking you. To turn it off for someone:

1. Go to **Users → Staff**.

2. Click the blue **Action** button next to the staff member and select **Edit**.
3. Scroll to **Permissions → Payroll**.
4. Uncheck **View Individual payroll report**.
5. Click **Save**.

Frequently asked questions

Why is a coach's payout showing zero?

Most often because no pay rate is assigned to that coach for that class or appointment type. Go to **Payroll → Assign Rates**, check the coach's rates for the event type in question, assign one if it is missing, then generate the report again.

Why can't I save a new pay period?

The dates most likely overlap a pay period that already exists. Find that period, edit or delete it, then save yours. Dates from a closed pay period cannot be reused at all.

Can I reopen a closed payroll report?

No. Closing cannot be undone. The report and the pay period are locked to protect payroll you have already paid out, so check the dates and amounts before closing.

Can I pay weekly or twice a month instead of monthly?

Yes. Monthly is only the default display. Create your own pay periods with whatever start and end dates you pay on, whether that is weekly, every two weeks, or twice a month.

Will a pay rate change affect payroll I have already closed?

No. Closed pay periods keep the rates and amounts they had when you closed them. Rate changes apply going forward only.

How do I see the detail behind a coach's total?

Click the coach's name in the generated report. Their itemized view opens, showing each event, the role, the rate applied, the date, the payout, and the attendance behind it.

Helpful tips

- Verify pay rates, rate assignments, and Schedule attendance before you generate, so you spend less time regenerating
- Generate one final time immediately before you pay, so late attendance edits are captured
- Treat **Close Report** as the last action of the cycle, after the money has gone out
- Leave staff access to My Payroll Report turned on unless you have a specific reason not to
- When a coach questions their pay, open their itemized view together; it shows exactly which events and rates produced the total

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

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