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Set Up Commission-Based Pay Rates

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You can pay coaches based on a **percentage of the revenue they generate** using **Commission-Based (Percentage) Pay Rates** in Kilo GMS. Payouts are calculated automatically from the value of each session and the number of athletes who attend, so you can reward coaches based on the revenue they actually help generate instead of a flat rate or an hourly wage.

What you can do with commission-based pay rates

- Pay coaches a percentage of session revenue
- Calculate payouts automatically from package pricing and check-ins
- Review a full payout breakdown for every session

This works especially well for:

- Personal training
 - Specialty programs
 - Small group training
 - On Ramp sessions
 - Revenue-share coaching models
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How does commission-based pay work?

The system calculates payouts in three steps: a session value is created from your package pricing, a percentage pay rate is assigned to a coach, and the system multiplies session value by the percentage for each checked-in athlete.

For example:

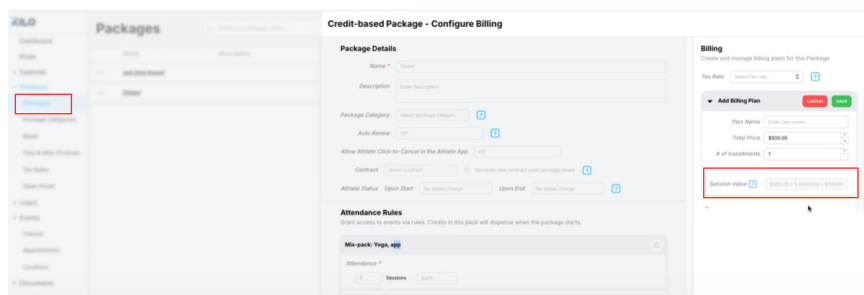
- Session value: \$100 per athlete
- Coach commission: 40%
- 5 athletes attend
- **Coach payout = \$200**

Kilo calculates this automatically and displays it in the payroll report.

Add session value to your packages

Session value is the foundation of commission-based pay, and it is the one thing this rate type needs that the others do not. It represents the **pre-tax value of each session or credit** in a package.

1. Go to **Products → Packages**.
2. Create or edit a **Time-Based or Credit-Based Package**.
3. Set your **Attendance Rules**.
4. Add your **Billing Plan**.
5. You will see **Session Value** displayed under the Billing Plan.



For an existing package you want commission-based pay to apply to:

1. Go to **Products → Packages**.
2. Select the package.
3. Click **Edit Billing Plans**.
4. Set the **Session Value**.
5. Click **Save**.

Note

Session values are not calculated automatically for existing billing plans, so each applicable package has to be set manually.

Kilo calculates session value automatically for new billing plans: **total package price ÷ total sessions = session value**. A \$1,000 package with 10 sessions has a session value of \$100 per attendee.

Create the percentage pay rate

Percentage rates are built in the same place as base and hourly rates. For the full walkthrough of the Create Pay Rate panel, see [Create Pay Rates](#).

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 **Percentage-Based Pay Rate**.
5. Enter the commission percentage, for example 40%, 50%, or 60%.
6. Click **Save**.

The pay rate is ready to assign.

Assign the rate to a coach

1. Go to **Payroll → Assign Rates**.
2. Select the coach.
3. Assign the percentage rate to the relevant event type, such as Personal Training or a specialty program.

Kilo calculates payroll automatically whenever that coach runs a session and athletes check in.

How is payroll calculated?

When a session occurs, Kilo looks at each checked-in athlete, finds their package session value, applies the coach's percentage, and calculates the total payout.

- Only checked-in athletes count toward the payout
 - Rounding happens at the final total, to keep the arithmetic accurate
 - The calculation runs on its own, with no manual payroll maths needed
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How do I see how a payout was calculated?

Every payout has a full breakdown in the payroll report.

1. Go to **Payroll → Staff Payroll Report**.
2. Select a pay period and generate the report if you have not already.

3. Find the session and click the **Payout amount**.

4. A **Payout Breakdown** window opens.

The breakdown shows every checked-in athlete, the package name, the billing plan, the billing plan price, the session value for each athlete, the coach's percentage, and the final payout calculation.

That level of detail lets you verify payroll accuracy, understand revenue per session, track coach performance, and answer a coach's question about their pay on the spot.

Helpful tips

- Session value is calculated automatically from package pricing for new billing plans, but has to be set by hand on existing ones
- Commission pay only applies to events with checked-in athletes, so attendance has to be marked
- Percentage pay applies only to sessions tied to package credits or billing plans
- Use an hourly rate for Other Work such as admin or non-session tasks; commission pay cannot be used for it
- Payroll updates as sessions occur, so the numbers move through the pay period

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

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