View Your Payroll Report

Laura Gibson - 2026-10-28 - Manage Your Team

My Payroll Report in Kilo GMS is your own payroll report. It shows what you have earned for a pay period, broken down by the classes and appointments you coached and the work hours you logged. You can look at the current pay period or any past one, and you see only your own information.

What you can do with your payroll report

- See your total pay for a pay period
- Review the events you coached and the hours you logged
- Check a past pay period as well as the current one
- Confirm your work hours were recorded before payday
- Spot anything missing in time to get it corrected

How do I view my payroll report?

1. Go to **Payroll → My Payroll Report**.
2. Choose the pay period you want to look at.
3. Review your totals and the detail behind them.

Your report covers only you. You will not see other people's pay.

Note

If you do not see My Payroll Report in your Payroll menu, access to it may be turned off for your account. Ask your gym owner or manager if you need it.

What if something is missing from my report?

The most common reason is work hours that were never logged. Coaching events come from the Schedule automatically, but hourly work such as cleaning, admin, or a staff meeting only appears if someone logged it.

If a shift is missing:

1. Go to **Payroll → Work Hours**.

2. Log the work, setting the **Date** to the day you actually worked.

3. Go back to **Payroll → My Payroll Report** and check the pay period again.

If a class or appointment is missing, or a pay amount looks wrong, that is not something you can change yourself. Your gym owner or manager sets pay rates, assigns them, and corrects attendance, so take it to them.

What can I see, and what can I not?

You can	Only your gym owner or manager can
View your own payroll report	View payroll for the whole team
Look at current and past pay periods	Create pay periods and close them
Log your own work hours	Edit pay rates and rate assignments
Check your totals before payday	Correct attendance on the Schedule

---

Frequently asked questions

Can other staff see my payroll report?

No. Your payroll report is yours alone. Other staff members see only their own, and nobody on the team can look at yours. Your gym owner or manager has access to payroll for everyone, which is how they run payroll and pay you.

Do I need to set anything up to see my payroll report?

No. My Payroll Report is there as soon as you have an account, with no setup on your part.

Why can't I find My Payroll Report in my menu?

Access to it can be turned off for individual accounts. If it is not in your Payroll menu, ask your gym owner or manager to turn it back on.

Can I look at a pay period that has already been paid?

Yes. Past pay periods stay available, so you can go back and check what you were paid for and when.

My pay looks wrong. What should I do?

Check first whether the work is missing or the amount is wrong, because those have different causes. Missing work hours you can log yourself. A wrong rate, a missing class, or an attendance problem has to be fixed by your gym owner or manager.

Can I change anything on my payroll report?

No. The report is a view of what you earned. Logging your work hours is the one thing that feeds into it that you control.

Helpful tips

- Check your report a couple of days before payday, so there is still time to fix anything missing
- Log your work hours as you finish the work rather than trying to remember at the end of the period
- If a shift is missing, check Work Hours before raising it, since an unlogged shift is the usual cause
- Note the pay period dates you are looking at, so you are comparing the right week to the right paycheck

- Bring the specific event and date when you raise a question, so it can be tracked down quickly

---

If you have questions about your pay, your hours, or your pay rates, contact your gym owner or manager. They set up pay rates and run payroll in Kilo, and they can help you directly.

- Tags
- Gym Management