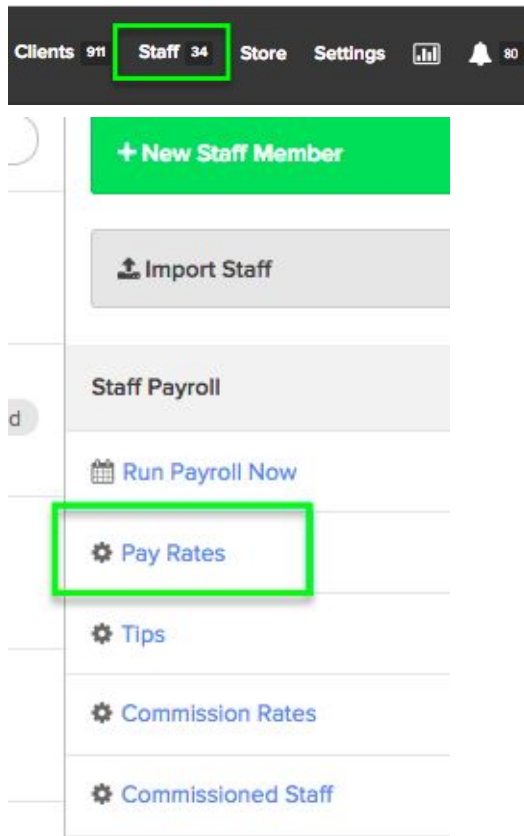


Creating Pay Rates

Go to the Staff Tab and select Pay Rates on the right side:



You will see a list of services without pay rates. Select Add Rate next to the service you want to set up:

Services without rates

Birthday Party	Add Rate
Consultation	Add Rate
Drop in for Courses	Add Rate
Kettle Bell 101	Add Rate
Nutritional Counseling	Add Rate

A blue arrow points to the 'Add Rate' button for 'Kettle Bell 101'.

Appointment Pay Rates allow you to give a percentage of the visit price to your staff members.

Base Pay per Appointment

Commission rate is a fixed dollar amount

Commission rate is a percentage of total sale

%

Class and Course Pay Rates will only allow you to pay a fixed dollar amount. Enter in the amount for the base pay rate. This is the amount your staff member(s) will receive regardless of the number of attendees:

* Base Pay per Class

\$ 0 

You will also see the option to add in bonuses. The per-client bonus will give your staff members an additional amount per head. You can add more than one rate for different rates based on attendance:

Bonuses for attendance

Per-client bonuses

Staff members are awarded the bonus you set for each client after the minimum number attending up to the maximum number attending


Amount per client in addition to the base amount.

bonus per client

Restrictions

Bonus per client begins after clients


Bonus per client applies up to clients



The tiered bonus will give your staff a bonus once attendance reaches a certain amount:

Tiered bonuses

Staff members are awarded the bonus you set when attendance reaches the number you set



bonus

* When attendance reaches:

clients

If you are setting up bonuses, it is important to determine whether free or unpaid visits count towards the bonuses:

Unpaid visits count toward bonuses

Free visits count toward bonuses

[Create](#) [Cancel](#)

Once you have created the pay rate, you can edit it and assign staff members:

← Pay Rate Details for Kettle Bell 101

Pay rate has been added

Rate Summary

Base pay \$10.00 per class	Edit
Per-client bonuses <ul style="list-style-type: none">• +\$1/head after the first 3 attendees up to 6• +\$2/head after the first 7 attendees	Edit
Tiered bonuses <ul style="list-style-type: none">• +\$10 when attendance reaches 15 attendees	
Bonus rules <ul style="list-style-type: none">• Unpaid visits don't count toward bonuses• Free visits don't count toward bonuses	Edit

Assigned Staff Members

⚠ No staff members are assigned to this pay rate.

[Assign Staff Members](#)

You can select multiple staff members for the pay rate:

Choose staff members

<input type="checkbox"/>	Andrew Hoang
<input type="checkbox"/>	Andy Vanosdale
<input type="checkbox"/>	Beth James
<input type="checkbox"/>	Birthday Party

<input type="checkbox"/> Save	<input type="checkbox"/> Cancel
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You can create another pay rate for this service by selecting New Pay Rate on the right hand side:

Kettle Bell 101

updated. Pending pay entries might take a few minutes to

[+ New Pay Rate](#)

[Delete](#)