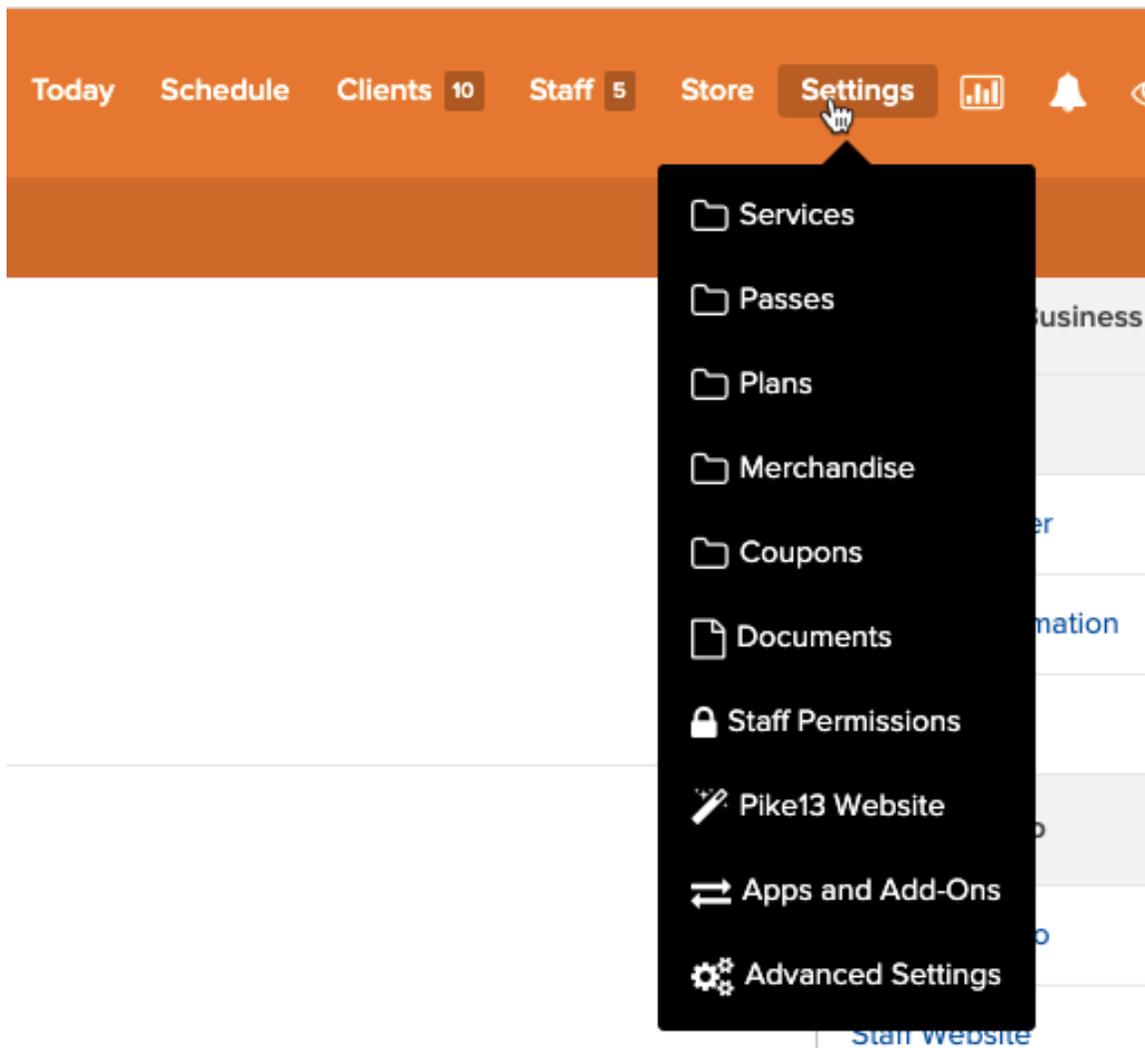


Creating Pay Rates

Adding pay rates for each service and assigning rates to staff members.

To Create a Pay Rate:

- 1) Click Settings at the top of the page and select Advanced Settings



- 2) Scroll down and select Pay Rates under Payroll Settings. You will see a list of services without pay rates. Select Add Rate next to the service you want to set up.

Pay Rates

Services with rates

Evening Class	2 rates >
Group Warmup	1 rate >
One on One	1 rate >
Personal Training with Owen	2 rates >

Services without rates

Lunch Time Training	Add Rate
Workshop	Add Rate

- 3) For Appointments, you will have a choice of 2 type of rates: fixed amount or percentage of the visit price for your staff members.



Pay Rates Personal Training with Owen

Base Pay per Appointment

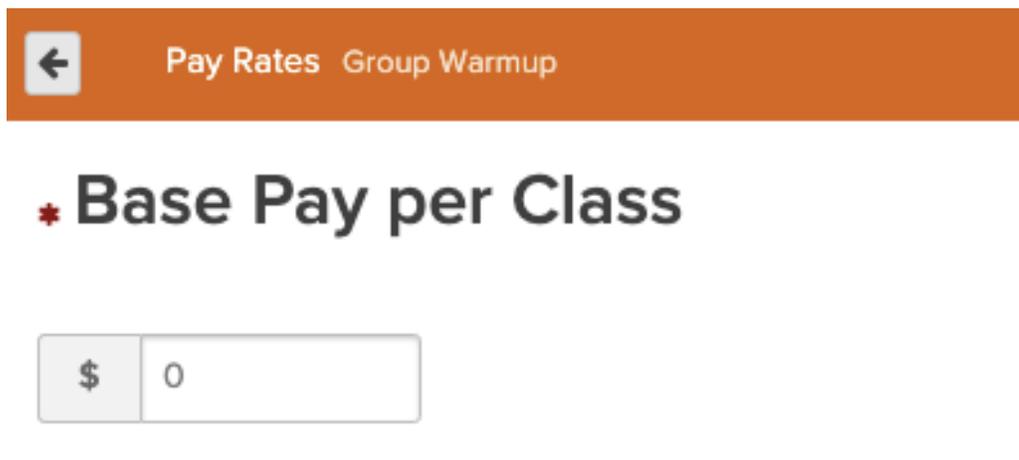
Commission rate is a fixed dollar amount

Commission rate is a percentage of total sale

If a percentage of total sale is chosen, add the percentage of the visit price your staff members will receive.

4) For a fixed dollar amount, enter the amount staff member(s) receive per appointment, class or course session. This is the amount your staff member(s) will receive regardless of the number of attendees.

Class and Course services only allow fixed dollar amount pay rates.



← Pay Rates Group Warmup

* Base Pay per Class

\$ 0

5) When adding a pay rate, you will have the option to include bonuses. The per-client bonus will give your staff member(s) an additional amount per head. You can add different rates based on attendance.

← Pay Rates Group Warmup

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

\$ 2.00 **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

Remove

Add Bonus ←

6) You can create a tiered bonus that will give your staff a bonus once attendance reaches a certain level.

Tiered bonuses

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

\$ 2.00 ←

bonus

*** When attendance reaches:**

clients

Remove

Add Bonus

When adding bonuses, it is important to set whether free or unpaid visits count towards the bonus.

7) Click Create.

Unpaid visits count toward bonuses

Free visits count toward bonuses

+ Create

Cancel

8) Once you have created the pay rate, you can edit and assign staff members to this pay rate.

← Pay Rate Details for Group Warmup

Rate Summary

Base pay \$15.00 per class	Edit
Per-client bonuses No per-client bonuses	Edit
Tiered bonuses <ul style="list-style-type: none">+\$5 when attendance reaches 10 attendees	
Bonus rules <ul style="list-style-type: none">Unpaid visits don't count toward bonusesFree visits don't count toward bonuses	Edit

Assigned Staff Members

⚠ No staff members are assigned to this pay rate.

Assign Staff Members