

Common Trainer Payroll Configurations

Functions-> Users-> View Trainers -> Select Trainer Name -> Choose Details

Paying Trainer's a Percentage of the Session Rate

Payroll

One-on-One Session and Group Training Payroll ⓘ

Level Rate Type: Percentage ▾ Count Basis: Session ▾

Level 1 Rate: 50.00

In Pay Rate Information

- Level Rate Type is set to Percentage
- Count Basis is set to Session
- Level 1 Rate is set to your payout percentage.

Paying Trainer's a Flat Rate per Hour

Payroll

One-on-One Session and Group Training Payroll ⓘ

Level Rate Type: Currency ▾ Count Basis: Hourly ▾

Level 1 Rate: 20.00

In Pay Rate Information

- Level Rate Type is set to Currency
- Count Basis is set to Hourly
- Level 1 Rate is set to your hourly rate.

Paying a Different Rate for Trial Sessions

Payroll

One-on-One Session and Group Training Payroll ⓘ

Level Rate Type: Currency ▾ Count Basis: Hourly ▾

Level 1 Rate: 20.00 Trial Rate: 20.00

In Pay Rate Information

- Level Rate Type is inconsequential
- Count Basis is inconsequential
- Trial Rate is the flat rate that is paid out for a Trial Session.
- Functions -> Services -> Add Type. Session Type needs to denote Trial Session for payroll to payout a special rate.

Service Type: Sessions ▾

- Sessions
- Ind.Trn Sess.
- Trial Sess.**
- Currency
- Minutes

Increasing Trainer Pay the More Sessions Completed

Level Rate Type: Currency ▾ Count Basis: Session ▾

Level 1 Rate: 15.00

Level 2 Rate/Count(wk): 17.00 / 20

Level 3 Rate/Count(wk): 20.00 / 30

Level 4 Rate/Count(wk): 22.00 / 40

In Pay Rate Information

- Level Rate Type is Currency
- Count Basis is Session
- Level 1 Rate is the flat rate that is paid out for a Session.
- Use Level 2 Rate to put the rate after the first increase in pay and the count the number of session this at which this will start paying out
- Use the Level 3 and 4 to increase again in the same manor
- The above example will pay out \$15 per session for 1-19 sessions, \$17 for session 20 thru 29, \$20 for sessions 30 thru 39 and \$22 for session 40 and above
- The counts are weekly and restart the count on Sunday of each calendar week
- **The same set up can be used for paying your trainer an increased percentage of the session rate per week.**

Paying a Different Rate Depending on the Service Package Owned

Count Basis: Payroll Code

Payroll Codes		Payroll Codes	
Amount	Type	Amount	Type
Rate A: 50.00	Currency	Rate D: 0.00	Currency
Rate B: 75.00	Percentage	Rate E: 0.00	Currency
Rate C: 0.00	Currency	Rate F: 0.00	Currency

In Pay Rate Information

- Level Rate Type is inconsequential
- Count Basis is set to Payroll Code
- Functions -> Services -> Add Type. Payroll Code can be set for each Service Package created.
- Payroll Codes can be paid at a percentage of the session rate or a flat rate currency per each session

Payroll Code: Code A1

- Code A1
- Code B1
- Code C1
- Code D1
- Code E1
- Code F1

Group Training

Payroll

One-on-One Session and Group Training Payroll

Level Rate Type: Currency

Level 1 Rate: 20.00

Level 2 Rate/Count(wk): 0.00 / 50

Level 3 Rate/Count(wk): 0.00 / 100

Count Basis: Hourly

One on One Session and Group Training Payroll

Payroll values in this section apply to any one-on-one sessions and any classes with a Type of "Group Training".

Functions-> Classes->

Add Type

Class Id: BuddyTrain

Class Id Display: Buddy Training

Description: Find a Friend and Workout with one of our helpful staff together!

Session Charge: 1.00

Price: 50.00

Priority Level: Highest

Session Length (min): 60

Member Can View Online: Yes

Payroll Code: Code A1

Instructor Payroll: Apply class charge to payroll

Type: Group Training

In Pay Rate Information

- Group Training events are managed as a Class. Functions -> Classes -> Add Type
- In the Class Type set up Type needs to be changed to Group Training and Instructor Payroll needs to be UNCHECKED. No class charge is applied to payroll. Only the one-on-one payroll set up will be looked at by the system.

CLASS PAYROLL

Functions-> Classes-> Add Type

To payout to the Class Payroll area of payroll, class **Type** need to be set to **Normal** and the **Instructor Payroll** box **Apply Class Charge, checked**. See Below.

Class Id:	HathaYoga	Class Id Display:	Hatha Yoga
Description:	A slow-paced and gentle class. Provides a good introduction to the basic yoga poses. Great for beginners		
Session Charge:	1.00	Price:	15.00
Priority Level:	High	Member Can View Online:	Yes
Session Length (min):	90	Instructor Payroll:	<input checked="" type="checkbox"/> Apply class charge to payroll
Payroll Code:	Code A1	Type:	Normal

- **Normal** - only apply class charge to trainer payroll.
- **Group Training** - apply class charge to trainer payroll AND apply individuals to trainer payroll.

Paying a Flat Rate per Session for Instructing a Class

Class Payroll	Class Rate Type:	Currency	Class Count Basis:	Session	Class Rate:	10.00
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In Class Payroll

- Class Rate Type is set to currency
- Count Basis is set to Session
- Class Rate is the payout for a class session marked done in the schedule.

Paying a Flat Rate per Hour of Class Instruction

Class Payroll	Class Rate Type:	Currency	Class Count Basis:	Hourly	Class Rate:	30.00
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In Class Payroll

- Class Rate Type is set to currency
- Count Basis is set to Hourly
- Class Rate is the payout for each hour of class instruction. For example, if a class is 30 minutes, the above would payout \$15 to the trainer.

Paying a Percentage of the Class Price, from Class Type

Pay Rate Information (advanced)

Class Rate Type: Class Count Basis: Class Rate:

In Class Payroll

- Class Rate Type is Percentage
- Class Count Basis is Session
- Class Rate is the Percentage you want to pay. Above we are paying 50%.
- The Price of the Class is set up in the Class Type area. Functions -> Classes -> Add Type. See below.
- The class below will pay the trainer 50% of the \$50.00 price. So \$25, per class

Class Id: YOGA101	Class Id Display: YOGA 101
Description: Beginner These series of yoga classes are a great way to start and build a strong foundation in yoga at our studio! We will cover all of the basics in breathing (pranayama), yoga postures (asana), and meditation.	
Status: Active	
Session Charge: 1	Price: 50.00
Priority Level: High	
Session Length (min): 60	Member Can View Online: Yes
Payroll Code: Code F1	Instructor Payroll: <input checked="" type="checkbox"/> Apply class charge to payroll
Type: Normal	

- The Yoga 101 class has a price of \$50.00 and has a **type of normal and the instructor payroll check box is checked.**

Paying a Per Person Flat Rate for Each Participant in the Class

Class Payroll		
Class Rate Type: <input type="text" value="Currency"/>	Class Count Basis: <input type="text" value="Participant"/>	Class Rate: <input type="text" value="5.00"/>

In Class Payroll

- Class Rate Type is Currency
- Class Count Basis Participant

Paying a Different Class Rate for Different Class Types

In Class Payroll

- Class Rate Type and Class Rate are inconsequential.
- Class Count Basis Payroll Code

Class Payroll			
Class Rate Type: Currency		Class Count Basis: Payroll Code	
Class Payroll Codes			
Rate	Amount	Type	
Rate A:	30.00	Currency	Rate D: 50.00 Percentage
Rate B:	20.00	Currency	Rate E: 0.00 Currency
Rate C:	10.00	Currency	Rate F: 0.00 Currency

In Class Type

- Payroll Code needs to be set in the Class Type to match the trainer payroll set up.
- Class Payroll Codes look ONLY at the Class Type Payroll Code and NEVER at the Service Package Payroll code.
- Remember, Service Package Payroll Codes look at the upper One-on-one or Group Training area of payroll.

Class Id: Boxing	Class Id Display: Boxing
Description: Boxing	
Status: Active	
Session Charge: 0	Price: 0.00
Priority Level: Highest	
Session Length (min): 60	Member Can View Online: Yes
Payroll Code: Code A1	Instructor Payroll: <input type="checkbox"/> Apply class charge
Type: Code A1	

Code A1 - only apply class charge to trainer payroll.
Code B1 - only apply class charge to trainer payroll AND apply
Code C1 - only apply class charge to trainer payroll AND apply
Code D1 - only apply class charge to trainer payroll AND apply
Code E1 - only apply class charge to trainer payroll AND apply
Code F1 - only apply class charge to trainer payroll AND apply

Using Both Group Training and Class Payroll Simultaneously

In Class Type

- Class type would need to be set to Group Training.
- Keep the Apply Class Payroll check box checked.
- This tells the system to look both at the upper Group Training area and the Class area of the Trainer Payroll set up.

Class Id: Bootcamp	Class Id Display: Bootcamp
Description: Grouptraining	
Status: Active	
Session Charge: 1	Price: 100.00
Priority Level: Highest	
Session Length (min): 60	Member Can View Online: Yes
Payroll Code: Code F1	Instructor Payroll: <input checked="" type="checkbox"/> Apply class charge to payroll
Type: Group Training	

In Trainer Payroll

- Using both areas give you the option to pay the trainer a per person percentage or a flat currency for the class event as well as paying them an overall rate.
- An example might be a boot camp scenario where the trainer needs to get \$5 per person and \$20 for the class over all.
- See below. In the Group Training area Payroll Code Rate F is for our Boot camp Service Packages. Every member using a boot camp service package in the class will payout \$5 to the Trainer.

- In the Class Payroll we are using the Class Payroll codes to tell the system that our Boot Camp classes payout Rate F which is \$20 per class in this example.

One-on-One Session and Group Training Payroll ?

Level Rate Type: Count Basis:

Payroll Codes

Amount	Type	Amount	Type
Rate A: <input type="text" value="50.00"/>	<input type="text" value="Percentage"/>	Rate D: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>
Rate B: <input type="text" value="75.00"/>	<input type="text" value="Percentage"/>	Rate E: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>
Rate C: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>	Rate F: <input type="text" value="5.00"/>	<input type="text" value="Currency"/>

Class Payroll ?

Class Rate Type: Class Count Basis: Class Rate:

Class Payroll Codes

Amount	Type	Amount	Type
Rate A: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>	Rate D: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>
Rate B: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>	Rate E: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>
Rate C: <input type="text" value="0.00"/>	<input type="text" value="Currency"/>	Rate F: <input type="text" value="20.00"/>	<input type="text" value="Currency"/>

If the Payroll Configuration needed for your facility was not touched on here or you need more information on trainer payroll please sign up for a one-on-one coaching session with the Client Service Team.