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

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

Group Training

Functions-> Classes->

Add Type

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.

Paying a Flat Rate per Session for Instructing a Class

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

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: Percentage ▼	Class Count Basis: Session ▼	Class Rate: 50.00

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: ☑ 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: Currency ▼	Class Count Basis: Participant ▼	Class Rate: 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

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.

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.

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.

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.