

# Managing Project Members & Rates

Every team member who needs to log time to a project must first be assigned to it. This page covers how to add and remove team members on a project, and how to set custom rates at the project level — both for non-service projects (project-member rates) and for service-based projects (project-service-member rates).

## Two Modes of Member Assignment

How you assign team members depends on whether the project uses services:

Project mode	How members are assigned	Rate override level
Without services	Directly to the project via the <b>Members</b> multi-select	Project-member rate
With services	To individual services within the project, via each service card	Project-service-member rate

Both modes are configured on the project form (create or edit). The **Enable Services** toggle determines which mode is active.

## Non-Service Projects: Adding Members Directly

When a project does not use services, team members are assigned directly.

1. Open the project (create or edit).
2. In the **Members** multi-select, choose the team members who should have access to this project.
3. Click **Save** (or **Create Project** if creating).

Selected team members can immediately log time to this project. To remove a team member, deselect them from the **Members** multi-select and save.

## Setting project-member rates

When you add team members to a non-service project, a **Member Rate** table appears below the member selector. Each selected team member gets a row with a **Hourly Rate (/hr)** input.

This rate — the **project-member rate** — overrides both the project's default rate and the team member's base rate when they log time to this project. It's the most specific rate available on non-service projects.

If you leave a team member's rate blank, the input shows a placeholder indicating which rate will apply instead:

- **"Project rate: X/hr"** — if the project has a default rate
- **"Base rate: X/hr"** — if the project has no rate, but the team member has a base rate

The description above the table explains: *"Rates here take priority. If empty, the project's hourly rate is used. If the project has no rate, the member's base rate applies."*

## Where project-member rates fit in the rate hierarchy

For non-service projects, the [rate hierarchy](#) is:

Priority	Rate level	Source
1	<b>Project-member rate</b>	The rate you set in the Member Rate table
2	Project rate	The project's default Hourly Rate field
3	Member base rate	The team member's organization-level base rate

## Service-Based Projects: Adding Members Through Services

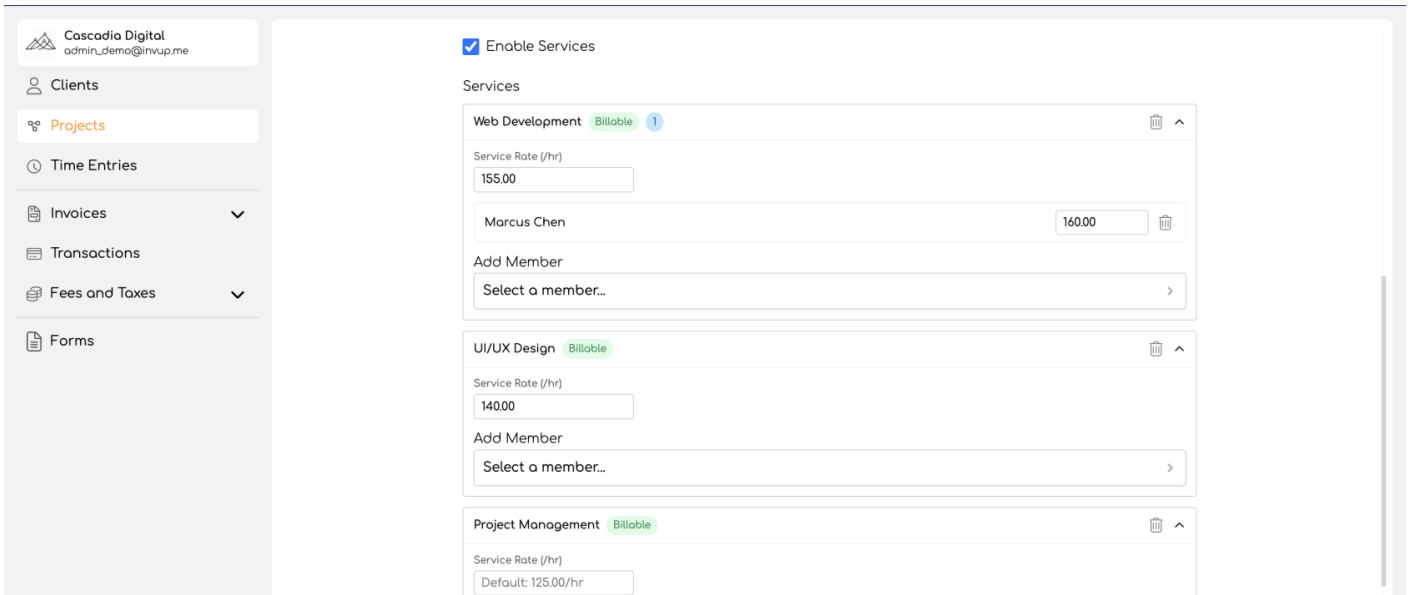
When a project uses services, team members are assigned to specific services within the project — not to the project directly. A team member might be assigned to "Tax Advisory" and "Bookkeeping" but not "Audit" on the same project.

Member assignment on service-based projects is managed through the service cards on the project form. For step-by-step instructions, see [Managing Project Services & Rates](#).

## Setting project-service-member rates

Each service card on the project form shows the team members assigned to that service. Each team member has a **Hourly Rate (/hr)** input where you can set a custom rate for that specific team member on that specific service within this project.

This is the **project-service-member rate** — the most granular rate level in Invup. It overrides every other rate in the chain.



## Where project-service-member rates fit in the rate hierarchy

For service-based projects, the [rate hierarchy](#) checks these levels:

Priority	Rate level	Source
0	Non-billable check	\$0.00 if the service is non-billable
1	<b>Project-service-member rate</b>	<b>The rate you set per team member on the service card</b>
2	Member-service rate	Set on the <a href="#">service detail page</a>
3	Project-service rate	The service card's Service Rate field
4	Service base rate	The service's default rate
5	Project rate	The project's default Hourly Rate
6	Member base rate	The team member's organization-level base rate

## Removing Members

### From a non-service project

Deselect the team member from the **Members** multi-select and save. Their project-member rate is removed along with the assignment.

### From a service-based project

Remove the team member from the individual service card. If a team member is assigned to multiple services, you need to remove them from each service separately.

Removing a team member from a project does not delete their existing time entries — those entries remain in the project's history.

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# When to Use Project-Level Rate Overrides

**Use project-member rates when** a team member should be billed at a different rate on a specific project than their base rate. This is common when different clients have different negotiated rates — for example, a consulting firm might charge a senior consultant at \$275/hr for most clients but at \$225/hr for a long-standing client's project.

**Use project-service-member rates when** the override needs to be specific to both the team member and the type of work. For example, an architecture firm might charge a principal architect at \$300/hr for "Schematic Design" but \$250/hr for "Construction Administration" on the same project.

**Rely on defaults when** all team members on a project should be billed at the same rate. Set the project's default hourly rate and skip individual overrides — simpler to manage and less prone to configuration errors.

For a complete explanation of how rates are resolved, see [Understanding the Rate Hierarchy](#).

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