

Entering Individual Time Clock

CBMS | Process Manual | Revised: September 2025

OVERVIEW

This document provides a step-by-step process for how to enter Out of State TANF months used for Colorado Works participants.

Note: All TANF months used in another state must be verified for Colorado Works.

PROCESS

1. Log into **CBMS**
2. Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
3. Select the Case Number in the results table to access the **Members** page
4. From the Members page, hover over the **Actions** button
5. Select **Begin Interactive Interview** to initiate the II queue
6. Navigate to the **Individual Time Limit Clock** page
7. From the **Name** drop-down, select the adult/minor parent with the time clock
8. Open the **Out of State** related list
9. To add a new record, select the **plus (+)** sign in the blue detail header
10. Select the **Add Row** button
11. Enter the **Begin Date**
 - a. This is the first day of the month that the individual started receiving benefits in the other State

12. Enter the **End Date**

- a. This is the last day of the month that the individual stopped receiving benefits in the other State

13. Select the appropriate **State** from the drop-down

14. To add additional TANF Spans, select the **Add Row** button and repeat the previous steps

15. Select **Save**

- a. After the page is saved, you will see each month listed individually in the **Time Limit Clock Summary**

Note: If you are modifying or removing a time clock record, you must review and update all related records and select a reason from the dropdown list. This action will appear in History and Deleted History, as well as create a case comment.

ACCESSIBILITY

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