

When you submit a CofC and then realise you've made an error

Status of CofC

You should check the status of your request on [CaseViewer - MyPKC Staff Portal](#).

Finance Team

If your CofC is sitting with your Finance Team, you should contact them and ask them to select 'Return to Manager'. You will receive an email which allows you to access your CofC and make any amendments to the CofC information you have provided. Your request will then be returned to your Finance Team for consideration, as per the usual process.

HR Team

If your CofC is sitting with your HR Team, you should contact them and ask them to make the necessary amendment to your CofC. You will receive an email which confirms the change made. You will also have to contact your Finance Team to tell them of your error.