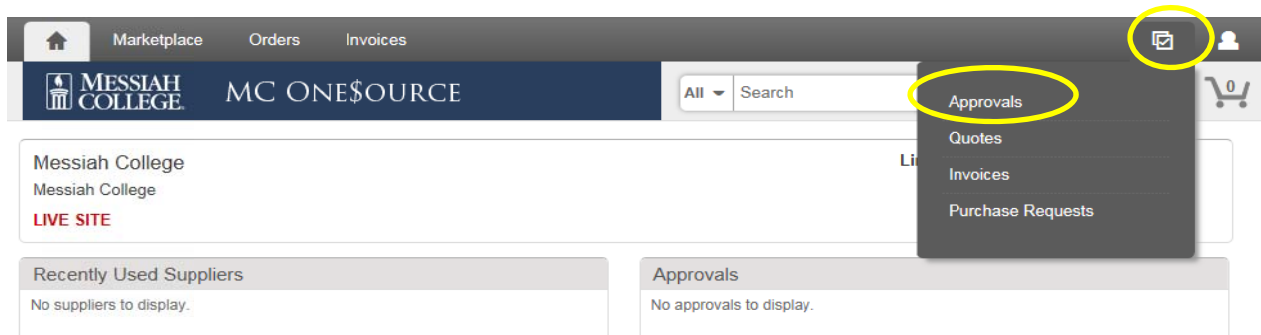


If an approver will be unavailable to approve requisitions, this should be noted in MCOneSource. Approvals will be automatically escalated to the next level of the approval queue during this time. Email approvals will still be delivered to your inbox for your reference only.

- Login to McOneSource – <https://messiah.unimarket.com>
- Hover over tasks icon/Click **Approvals**

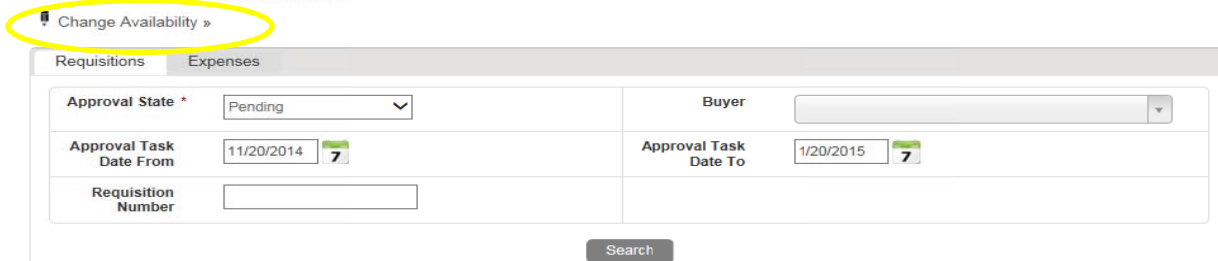


- Click **Change Availability**

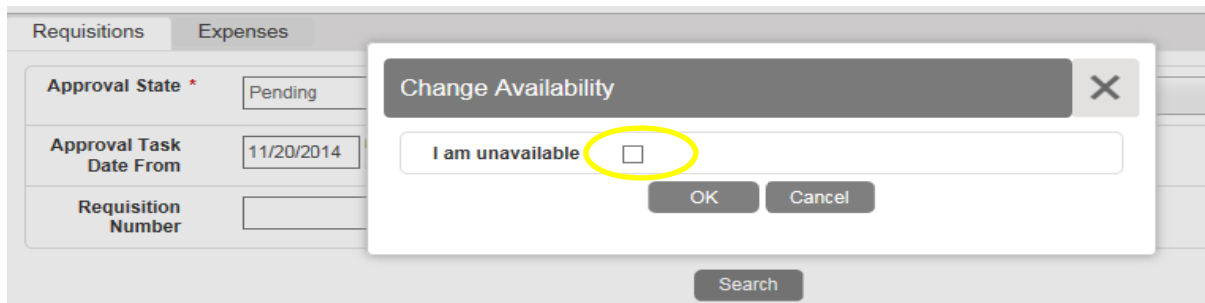


## Approvals

You are currently available and will receive approval requests.



- Check the box beside **I am unavailable**



- Enter the **unavailable from** date and time and **unavailable to** date and time for the absence
- Click **OK**
- Approvals will be automatically escalated to the next level of the approval queue during this time period

**Change Availability** ✕

**I am unavailable**

**Unavailable From \*** 1/20/2015   :

**Unavailable To \*** 1/23/2015   :