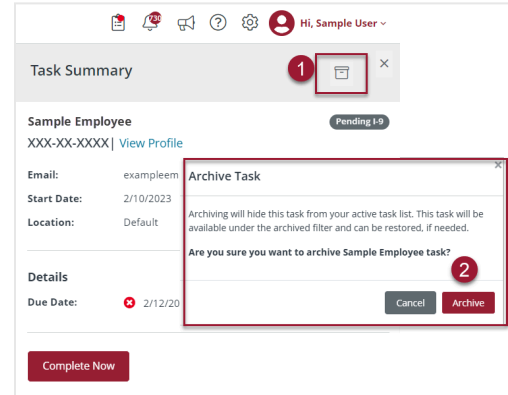


Archiving Tasks in I-9 HQ™

To archive tasks that are no longer needed:

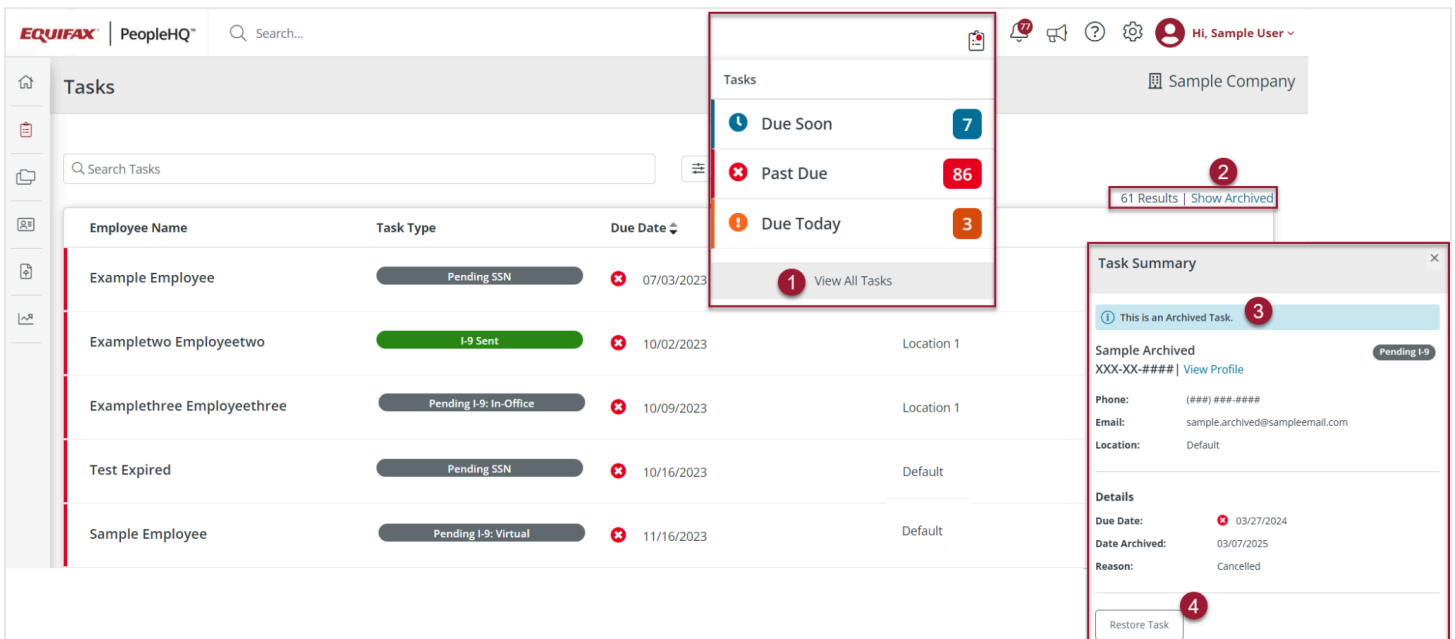
In the task list, click the row of the task to be archived. A Task Summary slide out panel will open.

1. In the Task Summary, click the file box icon.
2. A popup message window will be displayed with an option to cancel the archive action or proceed to archive.



To restore an archived task:

1. Click the clipboard icon in the top toolbar to navigate to View All Tasks.
2. Click the Show Archived hyperlink located at the top right of the table of listed records.
3. Click the row of the task to be restored. A Task Summary slide out panel will open with a message: This is an Archived Task.
4. Click the Restore Task button located at the bottom of the Task Summary panel. A green banner message will be displayed at the top of the screen indicating that the employee's task has been restored.



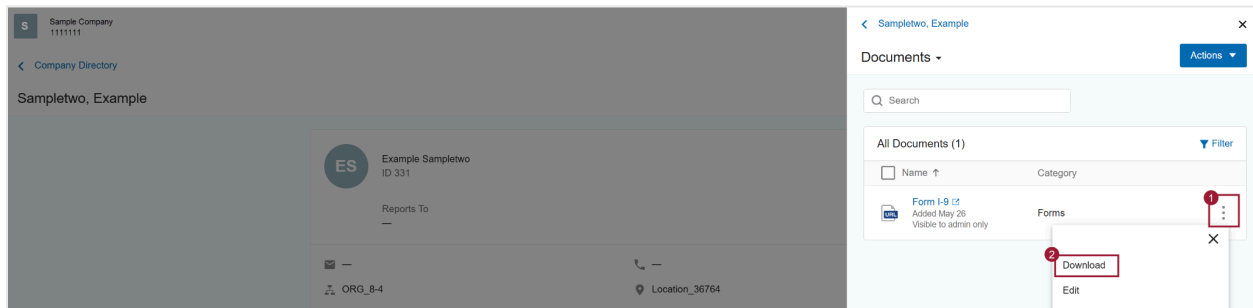
Archiving I-9 Forms in I-9 HQ™

Note: Archived forms cannot be restored

Completed forms are visible in Paychex Flex on the Employee Overview in Documents. If necessary, download the Form I-9 prior to archiving.

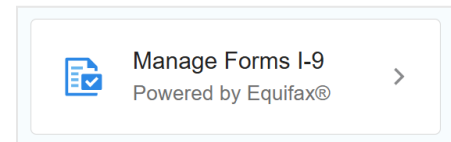
1. Click the vertical ellipses
2. Select Download

Example record in Paychex Flex before archiving in I-9 HQ:



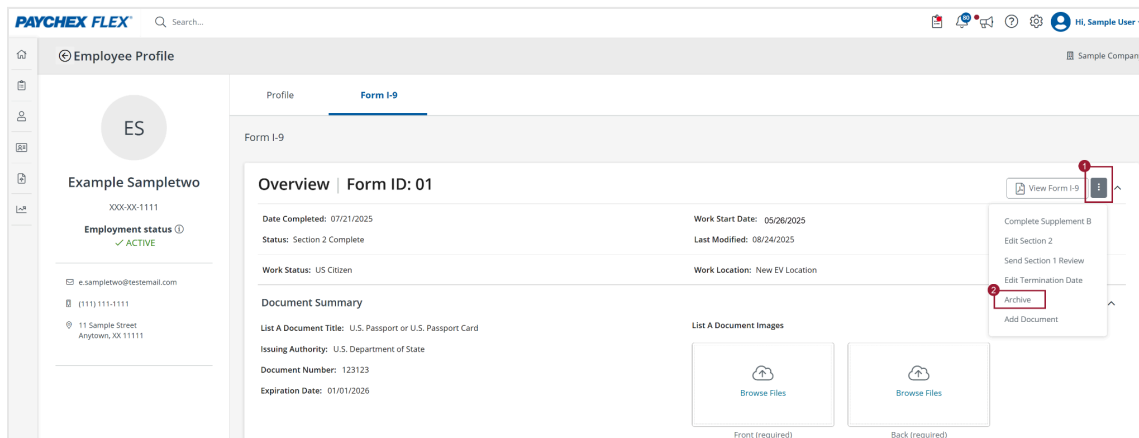
Archive I-9 Forms that are no longer needed in I-9 HQ:

Navigate to I-9 HQ by clicking the **Manage Forms I-9 Powered by Equifax®** button located on the Human Resources or Hiring pages within Paychex Flex.



Locate the employee record in I-9 HQ, then click the Form I-9 tab on the employee profile page.

1. Click the vertical ellipses to view the menu of actions available.
2. Select **Archive**. The Form I-9 and any associated unresolved tasks are archived.



Archiving I-9 Forms in I-9 HQ™ (continued)

Click the PDF (paper icon) in the Archived History section at the bottom of the Form I-9 tab of the Employee Profile page to view, download, or print the archived Form.

Profile

Form I-9

Form I-9



No Active Form I-9

The most recent I-9 was archived or purged based on the [I-9 retention settings](#).

History

Form ID: All

Archived

Form ID	Work Start Date	I-9 Status	Last Modified	Actions
Form-01	05/26/2025	Section 2 Complete	08/24/2025	

Example record in Paychex Flex after archiving in I-9 HQ:

Sample Company
1111111

Company Directory

Sampletwo, Example

ES

Example Sampletwo
ID 331

Reports To

ORG_8-4

Location_36764

Employee Overview

Sampletwo, Example

Documents



No Documents Yet

Employee documents will live here.

Actions